

CITY COUNCIL VIRTUAL MEETING

April 6, 2021

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, Henry, DiGilio, Rotello, Visconti, Palma, Knapp
J. Esposito, Santos, Perkins, Chianese, Cammisa and Molinaro

_____ **PRESENT** _____ **ABSENT**

PUBLIC SPEAKING

BUDGET ADDRESS

MINUTES - Minutes of the Council Meeting held March 2, 2021

CONSENT CALENDAR

AGENDA

1. ORDINANCE & - An Ordinance Making Appropriations for the Fiscal Year
RESOLUTION Beginning July 1, 2021 and ending June 30, 2022 and a
Resolution Levying the Property Tax for the Fiscal Year
beginning July 1, 2021 and ending June 30, 2022
2. ORDINANCE - An Ordinance Appropriating \$3,000,000 for Public
Improvements in The 2021-2022 Capital Budget and
Authorizing the Issuance of \$3,000,000 Bonds of the City to
Meet Said Appropriations And Pending The Issuance Thereof
The Making Of Temporary Borrowings For Such Purpose
3. ORDINANCE - Senior Tax Freeze
4. RESOLUTION - Downtown Special Services District – Tax Levy
5. COMMUNICATION - Bond Issue – Danbury Career Academy
6. COMMUNICATION - Appointments to the Police Department
7. COMMUNICATION - Head Start Program/CIFC – 80 Main Street
8. COMMUNICATION - Appointment - Board of Assessment Appeals
9. COMMUNICATION – Supplemental Funds – Corporation Counsel
10. COMMUNICATION – Vacancy – Zoning Commission Alternate
11. RESOLUTION - 2021 Neighborhood Assistance Act

12. RESOLUTION – Official Intent Funding – General Obligation Bonds
13. RESOLUTION – ARPA-E Funding Opportunity for Research and Development
- * 14. RESOLUTION – Request for Authorization to Apply for Corridor Study Grants
15. RESOLUTION – 555 Fitness Grant – Fire Department
16. AD HOC REPORT – Governmental Entities Review Board
17. AD HOC REPORT – Property Lease – Airport (J. Earl Associates)
18. DEPARTMENT REPORTS – Police, Fire, Health-Housing & Welfare, Public Works, Permit Center, UNIT, Elderly, Library

ADJOURNMENT

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



CITY OF DANBURY
155 DEER HILL AVENUE
DANBURY, CONNECTICUT 06810

DAVID W. ST. HILAIRE
DIRECTOR OF FINANCE

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

M E M O R A N D U M

DATE: April 6, 2021
TO: Hon. Joseph M. Cavo via the City Council
FROM: David W. St. Hilaire, Director of Finance *DWS*
RE: **ORDINANCES 1 – 3 and Resolution: Downtown Special Services District – Tax Levy**

Attached you will find an ordinance and a sheet of proceedings which will require a Public Hearing and City Council approval.

- **Ordinance 1:** An Ordinance Making Appropriations for Fiscal Year Beginning July 1, 2021 and ending June 30, 2022 and a Resolution Levying the Property Tax for the Fiscal Year Beginning July 1, 2021 and ending June 30, 2022.
- **Ordinance 2:** An Ordinance Appropriating \$3,000,000 for Public Improvements Projects in the 2021-2022 Capital Budget and Authorizing the Issuance of \$3,000,000 Bonds of the City to Meet Said Appropriations and Pending the Issuance Thereof the Making of Temporary Borrowings for Such Purpose.
- **Ordinance 3:** Senior Tax Freeze
- **Resolution:** Downtown Special Services District – Tax Levy

These ordinances and Resolution are being presented in conjunction with the Mayor's 2021-2022 Proposed Budget. Please do not hesitate to contact me at any time with questions.

Attach.



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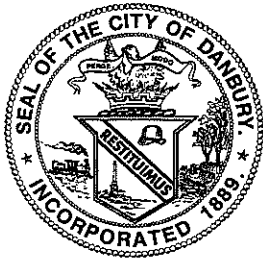
M E M O R A N D U M

DATE: April 6, 2021
TO: Members of the City Council
FROM: David W. St. Hilaire, Director of Finance *DWS*
RE: 2021-2022 PROPOSED OPERATING BUDGET

Enclosed you will find the 7-year historical report of revenue and expenditures for the General Fund, Water Fund, Sewer Fund and Board of Education that will be helpful to you during your budget deliberations. I will provide you with additional information during our normal committee meetings.

Please do not hesitate to contact me at any time with any questions as they relate to the 2021-2022 proposed operating budget.

Good luck in your deliberations!



ORDINANCE

CITY OF DANBURY, STATE OF CONNECTICUT CITY COUNCIL

2021

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

AN ORDINANCE MAKING APPROPRIATIONS FOR THE FISCAL YEAR BEGINNING JULY 1, 2021 AND ENDING JUNE 30, 2022.

SECTION 1. That the amounts hereinafter set forth aggregating \$267,000,000 or so much as may be necessary, are hereby appropriated for the General Fund, from current revenue, for the use of the several departments of the Municipal Government and for the purpose hereinafter mentioned for the fiscal year beginning July 1, 2021 and ending June 30, 2022.

I. <u>GENERAL GOVERNMENT</u>	<u>PROPOSED</u>	<u>ADOPTED</u>
	<u>BUDGET</u>	<u>BUDGET</u>
City Council	\$8,900	
Mayor's Office	498,386	
Legislative Assistant	68,556	
Ordinances	14,500	
Probate Court	29,000	
Registrar of Voters	248,200	
City Treasurer	27,442	
Director of Finance	1,064,000	
Information Technology	1,692,000	
Independent Audit	45,000	
Bureau of Assessments	560,000	
Board of Assessment Appeal	6,800	
Tax Collector	654,000	
Purchasing	293,000	
Corporation Counsel	892,000	
Town Clerk	398,000	
Annual Report	8,000	
Permit Coordination	368,000	

	<u>MAYOR'S</u> <u>BUDGET</u>	<u>ADOPTED</u> <u>BUDGET</u>
I. <u>GENERAL GOVERNMENT (continued)</u>		
Planning	\$524,500	
Office of Business Advocacy	117,000	
Conservation Commission	12,750	
Human Resources	391,000	
Mayor's Discretionary Fund	18,000	
Fair Rent Commission	345	
City Memberships	85,381	
Lake Authority	85,670	
Retirement Administration	25,000	
Labor Negotiations	145,000	
Public Buildings	1,251,000	
City Hall Building	339,000	
Library Building	243,000	
Police Station Building	510,000	
Senior Center Building	57,000	
Old Jail Building	31,000	
Old Library Building	40,000	
Park Buildings	138,000	
General Govt Employee Service Benefit	43,304	
<u>TOTAL GENERAL GOVERNMENT</u>	<u>\$10,932,734</u>	
II. <u>PUBLIC SAFETY</u>		
Police Department	\$19,276,000	
Fire Department	14,506,000	
Emergency Services Dispatch	2,906,000	
Building Inspector	591,500	
Emergency Management	264,000	
Consumer Protection	18,700	
Unified Neighborhood Inspection Team	301,000	
Airport	589,000	

	<u>MAYOR'S</u> <u>BUDGET</u>	<u>ADOPTED</u> <u>BUDGET</u>
II. <u>PUBLIC SAFETY (continued)</u>		
HART	680,410	
Public Safety Employee Service Benefit	13,931	
<u>TOTAL PUBLIC SAFETY</u>	<u>\$39,146,541</u>	
III. <u>PUBLIC WORKS</u>		
Director of Public Works	\$268,000	
Highways	3,227,000	
Highways – State Aid	360,000	
Snow and Ice Removal	798,000	
Street Lighting	472,000	
Park Maintenance	1,473,500	
Forestry	308,500	
Public Building Maintenance and Repair	779,000	
Equipment Maintenance	1,470,000	
Recycling/Solid Waste	267,500	
Engineering Department	1,029,500	
Construction Services	289,000	
Public Works Employee Service Benefit	<u>15,386</u>	
<u>TOTAL PUBLIC WORKS</u>	<u>\$10,757,386</u>	
IV. <u>HEALTH & WELFARE</u>		
Health & Human Services	\$1,723,000	
Veterans' Advisory Center	93,500	
Elderly Services	286,500	
Elderly Transportation	12,000	
Community Services	321,398	
Health & Welfare Employee Service Benefit	6,440	
<u>TOTAL HEALTH & WELFARE</u>	<u>\$2,442,838</u>	

	<u>MAYOR'S</u>	<u>ADOPTED</u>
	<u>BUDGET</u>	<u>BUDGET</u>
V. <u>EDUCATION</u>		
Schools - Regular	\$137,150,000	
Schools - Health & Welfare	208,575	
<u>TOTAL EDUCATION</u>	<u>\$137,358,575</u>	
VI. <u>CULTURE & RECREATION</u>		
Danbury Public Library	\$2,270,000	
Long Ridge Library	14,000	
Recreation	287,000	
Tarrywile Park Authority	197,000	
Cultural Commission	65,650	
Lake Kenosia Commission	15,200	
Ives Authority for the Performing Arts	0	
Danbury Museum/Historical Society Authority	89,950	
Culture & Rec Employee Service Benefit	3,735	
<u>TOTAL CULTURE & RECREATION</u>	<u>\$2,942,535</u>	
VII. <u>PENSION & OTHER BENEFITS</u>		
FICA	\$1,786,000	
Pension Expense	14,819,600	
Employee Service Benefit	0	
Worker's Compensation – Heart/Hypertension	700,000	
State Unemployment Compensation	55,000	
Employee Health & Life Insurance	20,748,979	
Union Welfare	1,687,512	
Risk Management	2,088,630	
<u>TOTAL PENSION & OTHER BENEFITS</u>	<u>\$41,885,721</u>	

	<u>MAYOR'S</u>	<u>ADOPTED</u>
	<u>BUDGET</u>	<u>BUDGET</u>
VIII. <u>DEBT SERVICE</u>		
Interest on Debt	\$3,097,207	
Interest on Debt – School	1,241,404	
Redemption of Debt	10,600,198	
Redemption of Debt – School	2,773,393	
<u>TOTAL DEBT SERVICE</u>	<u>\$17,712,202</u>	
IX. <u>CONTINGENCY</u>		
Contingency	<u>\$262,468</u>	
<u>TOTAL CONTINGENCY</u>	<u>\$262,468</u>	
X. <u>TRANSFER OUT</u>		
Capital	\$3,250,000	
Animal	309,000	
<u>TOTAL TRANSFER OUT</u>	<u>\$3,559,000</u>	
 <u>TOTAL BUDGET</u>	 <u>\$267,000,000</u>	

SECTION 2. That the amount of \$3,800,000 is appropriated to the AMBULANCE FUND in the same manner as set forth in Section 1 hereof.

SECTION 3. That the amount of \$320,000 is appropriated to the ANIMAL CONTROL FUND in the same manner as set forth in Section 1 hereof.

SECTION 4. That the amount of \$14,300,000 is appropriated to the SEWER FUND in the same manner as set forth in Section 1 hereof.

SECTION 5. That the amount of \$10,300,000 is appropriated to the WATER FUND in the same manner as set forth in Section 1 hereof.

SECTION 6. That the amount of \$19,251,665 is appropriated to the INTERNAL SERVICE FUND/RISK MANAGEMENT/EMPLOYEE BENEFITS in the same manner as set forth in Section 1 hereof.

SECTION 7. That the amount of \$2,925,000 is appropriated to the INTERNAL SERVICE FUND/WORKERS' COMPENSATION in the same manner as set forth in Section 1 hereof.

SECTION 8. That the amount of \$25,711,000 is appropriated to the INTERNAL SERVICE FUND/PENSION/OTHER POST EMPLOYMENT BENEFITS in the same manner as set forth in Section 1 hereof.

SECTION 9. That the amount of \$112,222,000 is appropriated to the CAPITAL FUND in the same manner as set forth in Section 1 hereof.

ORDINANCE
CITY COUNCIL

No: _____

Ordinance _____

Adopted by the City Council

Approved by the Mayor:

Mayor



RESOLUTION

CITY OF DANBURY, STATE OF CONNECTICUT

_____, A.D. 2021

RESOLVED BY THE CITY COUNCIL OF THE CITY OF DANBURY

A RESOLUTION LEVYING THE PROPERTY TAX FOR THE FISCAL YEAR

BEGINNING JULY 1, 2021 AND ENDING JUNE 30, 2022

SECTION 1. The sum of \$220,188,423, representing the gross appropriation for the City of Danbury of \$267,000,000 for the fiscal year of July 1, 2021 and ending June 30, 2022, minus Indirect Revenue of \$40,061,577, minus use of fund reserves of \$6,750,000, is hereby levied and assessed on all taxable property in the City of Danbury as set forth on the annual Grand List as of October 1, 2020.

SECTION 2. Accordingly, the General Fund Tax Rate for the fiscal year beginning July 1, 2021 and ending June 30, 2022 shall be as follows:

TAX RATE: 27.60 MILLS

SECTION 3. The taxes levied and assessed as hereinafter provided shall be payable in quarterly installments on July 1, 2021, October 1, 2021, January 1, 2022, and April 1, 2022 except for taxes levied and assessed on mobile homes, motor vehicles and where not in excess of One Hundred Dollars (\$100.00), which taxes shall be paid on July 1, 2021, in accordance with the General Statutes of the State of Connecticut, unless said dates shall have lapsed before the effective date of this resolution, in which case the Tax Collector shall fix the dates and installments as if said dates had not been fixed herein as provided by law.

SECTION 4. The Tax Collector shall cause the said taxes above levied and assessed to be inserted on the tax rolls for the fiscal year beginning July 1, 2021 and ending June 30, 2022.



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CITY OF DANBURY

155 DEER HILL AVENUE

DANBURY, CONNECTICUT 06810

DAVID W. ST. HILAIRE
DIRECTOR OF FINANCE

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

MEMORANDUM

TO: Hon. Joseph M. Cavo via the City Council
FROM: David W. St. Hilaire, Director of Finance *DSH*
RE: **ORDINANCE - \$3,000,000 FOR PUBLIC IMPROVEMENTS**
DATE: April 6, 2021

Attached you will find an ordinance and a sheet of proceedings which will require a Public Hearing and City Council approval. This ordinance is presented in conjunction with the Mayor's 2021-2022 budget whereby we will issue \$3,000,000 worth of bonds to fund the various public improvement projects outlined in the attached ordinance.

Should you need any additional information, feel free to give me a call.

Attach.



ORDINANCE

CITY OF DANBURY, STATE OF CONNECTICUT CITY COUNCIL

_____ A.D. 2021

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

AN ORDINANCE APPROPRIATING \$3,000,000 FOR PUBLIC IMPROVEMENT PROJECTS IN THE 2021-2022 CAPITAL BUDGET AND AUTHORIZING THE ISSUANCE OF \$3,000,000 BONDS OF THE CITY TO MEET SAID APPROPRIATION AND PENDING THE ISSUANCE THEREOF THE MAKING OF TEMPORARY BORROWINGS FOR SUCH PURPOSE

Section 1. The sum of \$3,000,000 is appropriated for the public improvement projects hereinafter listed, including printing, legal and financing costs related thereto (collectively, the "Project"):

<u>Project</u>	<u>Estimated Cost</u>
Citywide Generator Replacement Program	\$350,000
Fire Department Facilities Improvements and Planning	500,000
Public Services Equipment Replacement Program, Combined Divisions	450,000
Paving, Drainage and Road Improvements	1,250,000
UST Replacement Program	<u>450,000</u>
TOTAL:	<u>\$3,000,000</u>

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

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

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

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

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

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

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

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



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155 DEER HILL AVENUE
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DAVID W. ST. HILAIRE
DIRECTOR OF FINANCE

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

M E M O R A N D U M

DATE: April 6, 2021
TO: Hon. Joseph M. Cavo via the City Council
FROM: David W. St. Hilaire, Director of Finance *DWS*
RE: **TAX "FREEZE" PROGRAM FOR ELDERLY HOMEOWNERS**

The purpose of the proposed ordinance is to assist qualified elderly homeowners aged 65 and older on fixed incomes with a property tax credit to make it more affordable to stay in their homes. While the City does offer other similar programs for our seniors, this program is specifically designed to mitigate any adverse effects resulting from the **October 1, 2017** State mandated Grand List Revaluation. This program will sunset with each subsequent revaluation unless specifically renewed by the adoption of an amended ordinance.

I respectfully ask for referral of this proposed ordinance to a subcommittee of the City Council for review and to take the necessary action in order that we may provide the benefit for the ensuing fiscal year.

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



ORDINANCE

CITY OF DANBURY, STATE OF CONNECTICUT CITY COUNCIL

_____ A.D. 2021

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 six hundred dollars (\$53,600.00) if single and sixty thousand eight hundred dollars (\$60,800.00) 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.



4

CITY OF DANBURY

155 DEER HILL AVENUE

DANBURY, CONNECTICUT 06810

DAVID W. ST. HILAIRE
DIRECTOR OF FINANCE

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

M E M O R A N D U M

DATE: April 6, 2021
TO: Hon. Joseph M. Cavo via the City Council
FROM: David W. St. Hilaire, Director of Finance *DW*
RE: **DOWNTOWN SPECIAL SERVICES DISTRICT**

Attached you will find a resolution establishing the annual tax levy for the Downtown Special Services District in accordance with the provisions of Section 19B-7 of the Danbury Code of Ordinances. This proposed levy upon taxable interests in real property located within the district is derived from the annual district budget adopted pursuant to state and local law.

In accordance with Section 7-339(r) of the Connecticut General Statutes, it is the obligation of the City Council to impose the recommended levy as a municipal levy for the benefit of the district. Please consider the adoption of this resolution in the usual fashion.

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



RESOLUTION

CITY OF DANBURY, STATE OF CONNECTICUT

_____A.D. 2021

RESOLVED BY THE CITY COUNCIL OF THE CITY OF DANBURY

**A RESOLUTION LEVYING THE PROPERTY TAX FOR THE DANBURY DOWNTOWN
SPECIAL SERVICES DISTRICT FOR THE FISCAL YEAR BEGINNING
JULY 1, 2021 AND ENDING JUNE 30, 2022**

SECTION 1. The sum of Three Hundred Thirty Nine Thousand Nine Hundred Forty Five Dollars and 00/100 (\$339,945.00) representing the gross appropriation for the City of Danbury Downtown Special Services District for the fiscal year beginning July 1, 2021 and ending June 30, 2022, minus indirect revenues of \$ -0- and minus estimated available surplus of \$ -0- is hereby levied and assessed on all taxable interests in real property located within the City of Danbury Downtown Special Services District as set forth on the new tax assessment dated October 1, 2020 based upon a total net assessment of **147,162,270**.

SECTION 2. Accordingly, the General Fund tax rate for the fiscal year beginning July 1, 2021 and ending June 30, 2022 with respect to said property interests within said District shall be as follows:

TAX RATE: 2.31 MILLS

SECTION 3. The taxes levied and assessed as herein provided shall be due and payable in quarterly equal installments on July 1, 2021, October 1, 2021, January 1, 2022, and April 1, 2022 except for taxes not in excess of One Hundred Dollars (\$100.00) which taxes shall be paid on July 1, 2021, in accordance with the General Statutes of the State of Connecticut, unless said date shall have lapsed before the effective date of this resolution in which case the Tax Collector shall fix the date as if said date had not been fixed herein as provided by law.

SECTION 4. The Tax Collector shall cause the said taxes above levied and assessed to be inserted on the tax rolls for the fiscal year beginning on July 1, 2021 and ending June 30, 2022.



March 24, 2021

David St. Hilaire, Director of Finance
City of Danbury
155 Deer Hill Avenue
Danbury, CT 06810

Dear Mr. St. Hilaire,

On March 24, 2021, the Annual Meeting of the Danbury Downtown Special Services District was held via Zoom web conferencing.

At this meeting, the property owners within The District approved the FY 2021-2022 budget and set the mill rate at **2.31** mills for property within The District.

Please find enclosed a copy of the annual meeting minutes, approved FY 2021-2022 budget, and the DSSD FY 2019-2020 audit.

Please feel free to contact me if you have any questions.

Sincerely,

A handwritten signature in black ink, appearing to be "AW", written in a cursive style.

Angela Wong
Executive Director
CityCenter Danbury

DANBURY DOWNTOWN SPECIAL SERVICES DISTRICT

Budget Proposal for Fiscal Year 2021-2022

	2020-2021 Budget	Proposed 2021-2022 Budget	\$ Change in Proposed Budget
<u>Income</u>			
Property Taxes	\$339,583	\$339,945	\$362
Total Income	\$339,583	\$339,945	\$362
<u>Expenses</u>			
Accounting / Audit	\$4,250	\$5,000	\$750
Advertising/Gen Dev/PR	15,000	20,000	5,000
Ambassador Program	32,000	60,000	28,000
Arts and Aesthetics	30,000	40,000	10,000
Bookkeeping	19,200	18,000	(1,200)
City of Danbury - Accounting	2,500	2,500	0
Conferences	2,000	2,000	0
Dues & Subscriptions	2,000	2,000	0
Insurance	13,000	12,300	(700)
Maintenance Fuel & Supplies	1,400	800	(600)
Office Equipment	5,600	5,200	(400)
Office Cleaning	3,000	2,800	(200)
Office Supplies	5,100	5,100	0
Parking	1,900	1,900	0
Payroll Taxes	15,343	10,580	(4,763)
Professional Services	1,500	1,500	0
Rent -Trash Expense	16,000	15,400	(600)
Salary - Clerical	7,000	0	(7,000)
Salary - Maintenance	5,500	5,000	(500)
Salary - Director	84,000	77,250	(6,750)
Salary - Marketing Director	0	50,000	50,000
Salary - PT Marketing Coordinator	30,000	0	(30,000)
Salary - Special Events Develop	54,000	0	(54,000)
Telephone & Internet	3,500	3,400	(100)
Utilities	4,000	4,000	0
Long Term Capital Reserves	0	4,000	4,000
Total Expenses	\$357,793	\$348,730	(\$9,063)
Net Income	(\$18,210)	(\$8,785)	\$9,425



**DANBURY DOWNTOWN SPECIAL SERVICES DISTRICT (DDSSD)
2021 ANNUAL PROPERTY OWNERS' MEETING
Tuesday, March 23, 2021 / 5:30 p.m.
via Zoom Conference Call**

CALL TO ORDER – Alicia Ghio, Board Chairman, called the meeting to order at 5:37 pm

Present: Alicia Ghio, Perry Salvagne, Art Stueck, Marie Miszewski, Jessica Granger, Robert Steinberg, Pat Kelley, Paul Steinmetz, Debbie Pacific, Dan Bertram, Joe DaSilva, Mark Nolan, Jim Nolan, Tom Devine, David & Stephanie Rogers, John Lynn, Andrea Gartner, Joseph Heyman, Mayor Joe Cavo, Dean Esposito, Chief Patrick Ridenhour, Sgt. James Antonelli, Sharon Calitro, Angela Wong

MINUTES – Motion made by Marie Miszewski to approve 2020 meeting minutes. Seconded by Joseph Heyman. All in favor.

PRESENTATIONS –

Mayor Joe Cavo presented updates from the City of Danbury

- The State of Connecticut will likely reach 300,000 total cases of COVID-19 by the end of the week. Danbury has sadly had 180 COVID-related deaths so far, and the number of cases is once again on the rise. Please continue to take precautions.
 - Earlier this year, the City of Danbury was able to provide a vaccine clinic at Rogers Park cafeteria to inoculate many health care workers and first responders. The site at Danbury Fair Mall will hopefully be able to vaccinate 1,000 people a day, 7 days a week.
 - City Hall opened on March 15th on a hybrid model for staff, and open to the public by appointment. Danbury Library opened on March 22nd.
 - The City is currently working on their budget, which will be presented to City Council on April 6th. Although revenue has decreased, they are expecting a flat budget year.
 - Octagon House has been secured, but not likely to have progress soon.
 - There are two Façade Grants under contract right now, and another ready to submit.
 - Secured funding for self-service kiosks for Patriot and Bardo Garages in the '21-22 Budget.
 - Bids were completed for the Phase 1 Sidewalk Improvement Project, and a bidder was selected. Waiting for authorization from the State to approve the award. Hoping for shovels in the ground by April.
 - Study of the Maybrook rail line is in progress.
-
- Sharon Calitro also emphasized that they are just waiting for authorization from the State to award the bid because it is partially grant funded. They will ensure that the businesses can stay open and accessible during construction. Phase 1 includes Delay St. from Liberty St. to Railroad Pl., along Railroad Pl. / Ives St. / National Pl., and the entire CityCenter Green. Parking meters will be taken out and replaced with solar kiosks. The project is slated for 120 days.
 - RFP for the lot at the corner of Liberty and Main St. is almost ready to go out for bid.
 - Andrea Gartner asked when Phase 2 will start and what will it encompass. Sharon Calitro explained that the City will have to go through a different encroachment review process with District 4; the hope is to get through the process this year for construction to begin next year. Phase 2 will go from CIFIC & St. Peter's, north on Main St. past Mothership Café and Kennedy Flats to connect to streetscape that was previously completed, and also include parts of Elm St., Liberty St., White St., Patriot Dr., Independence Way, and Post Office Walk. The map and plans can be found on the Planning Department's website.

- Jim Nolan voiced concerns for property owners regarding the loss of commercial real estate due to more remote work post-COVID pandemic. He referred to two recent emails sent to City officials with questions and concerns about a large, regional homeless shelter run by an out-of-town nonprofit. Alicia Ghio summarized that there are large concerns from the taxpayers since they do not know the details surrounding the setup, they are worried that it could be hugely impactful to the community in a negative way, and would the City consider doing a needs study so we can better understand infrastructure cost.
- Mayor Joe Cavo gave an overview describing how the State of Connecticut partnered with Pacific House to create the Super 8 shelter given the circumstances due to the COVID-19 pandemic. The hotel will be bought by the State, and will offer an emergency shelter, along with transitional and permanent housing. Pacific House will offer services to help the homeless transition to a more dignified life.
- There was continued discussion and clarifying questions about details surrounding the Super 8 shelter between Mayor Cavo, Robert Steinberg, and Perry Salvagne.

Angela Wong, Executive Director, presented the CityCenter Report & Vision

- In 2020, CityCenter prioritized the dissemination of information during the COVID-19 lockdown and subsequent months of re-opening by forwarding relevant grant and PPP info, updates on rules and regulations, and helping to market the businesses that were open.
- A “Downtown Strong” marketing campaign was started with two videos circulated for “Eat Local” and “Shop Local” which reached over 45,000 viewers on social media. Plans for a third video “Enjoy Local” is in progress.
- Early in the pandemic we created a Downtown Dining Passport to encourage the community to order locally and support our downtown restaurants.
- CityCenter also helped pay for designated parking spaces around the district for easier takeout.
- The Ambassador Program was started, which was a timely investment. Economic hardships due to the COVID-19 pandemic coupled with less foot accentuated troubling behaviors. A local security group, T.M.I., was hired to pilot this program, and things seem to be going well with this setup.
- The 2020 events calendar was canceled due to COVID, except for the Danbury Farmers’ Market which was considered an essential service and had its full season at the Danbury Railway Museum.
- CityCenter’s website was revamped and is now more visitor and business friendly.
- Some exciting developments:
 - BRT construction at the old News-Times site is coming along; currently building the fourth floor.
 - During the pandemic, we saw businesses open downtown including: Butterfly Salon & Spa, GMC Business Services, Glorificai Bookstore, and Gomez Bakery.
 - Empire of the Incas took advantage of the Façade Improvement Grant, and also redid their interior space.
 - Hat City Market expanded into the space next door, and will be renamed Matteo’s Multicultural Market.
 - Anna Llanos from Mothership Bakery & Café opened ItadakiMÁS, a sushirrito and sushi bowl place, at the former Subway location.
- In 2021, we will continue our increased marketing efforts for both the downtown businesses and our own organization. COVID-19 accentuated the need for CityCenter to be a supportive resource to residents and businesses.
- Smaller COVID-safe events are being planned to involve, integrate, and highlight our small businesses. This includes month-long restaurant “crawls” to highlight diverse cultural food options and working with an organization called BlueHaus Group to create pop-up concepts on Friday nights during the summer that will activate multiple spaces. Hopefully other community events will be allowed by fall or winter this year.
- The Arts & Aesthetics Committee is currently looking into places for potential murals, placing more planter baskets, and researching other beautification projects.
- The Ambassador Program will continue with increased hours in the warmer months. We have added a bilingual Ambassador.
- Increasing outreach to local businesses by hiring some bilingual help. The goal is to build better connections with the people in our district because they are the ones who chose to start their business here, and we need to help them thrive.
- Another post-COVID priority is to make outdoor dining a permanent sight on Main Street.

- We will keep facilitating an environment that encourages new development. It is important that we work together as a community to maintain and boost the quality of life and perception in the downtown. We have shown strength, resilience, and perseverance, and that momentum will continue.

ANNUAL FINANCIAL REPORT

- Art Stueck II, Treasurer, presented the status of our current fiscal year plus a snapshot of CityCenter's evolving history of expenditures (attached). Over time, the organization has been using a smaller percentage of the budget on staff and more on providing things for the district, such as safety/security, cleanliness, beautification, and lighting.
- Art Stueck also presented the proposed fiscal year 2021-2022 budget for consideration.

Motion made by Robert Steinberg to approve the 2021-2022 DDSSD Budget. Seconded by Perry Salvage. All in favor.

ELECTION OF SPECIAL SERVICE DISTRICT COMMISSIONERS

- Marie Miszewski, Perry Salvage, Robert Steinberg, and Anna Llanos are up for re-election.
- Motion to approve the slate made by Art Stueck. Pat Kelley seconded the motion. All in favor.

PROPERTY OWNER DISCUSSION

- Art Stueck thanked Angela Wong for shepherding CityCenter through this difficult time with changes to the organization and staff turnover. He also thanked Alicia Ghio for listening to property owners and taxpayers, while guiding the organization in a wise direction and helping CityCenter evolve. Perry Salvagne echoed his statement.

ADJOURN – Marie Miszewski made a motion to adjourn the meeting. Robert Steinberg seconded the motion. All in favor.

Meeting adjourned at 6:58 pm.

Respectfully submitted,
Angela Wong, CityCenter Danbury

Danbury Downtown Special Services District

Current status

	<u>Jan-21</u>	<u>Projected</u>
Income	\$342,300	\$342,300
Expenses	158,103	271,034
NI	<u>\$184,197</u>	<u>\$71,266</u>
Cash	\$17,048	
Fund Balance	284,738	
Total	<u>\$301,786</u>	
Cash other entities	140,882	DDC, CCE
Total	<u>442,668</u>	
Required reserves	84,896	*per our bylaws, relatively new, three months revenue
Net	<u>357,772</u>	** within this number city also holding bandshell reserves (approx \$16K)

History - cash/fund balance

	<u>Change 1/2021</u>			
2004/2005	\$72,738	\$285,034		
2009/2010	\$78,176	\$279,596		
2014/2015	\$137,819	\$219,953		
2019/2020	\$244,985	\$112,787		
	<u>2005</u>	<u>2010</u>	<u>2015</u>	<u>2022</u>
Taxes	\$135,989	\$181,269	\$259,528	\$339,945
Staff/Outsourced	\$126,361	\$134,869	\$179,246	\$167,650
As a % of taxes	93%	74%	69%	49%
Expenses	\$40,295	\$63,524	\$80,891	\$140,785
	30%	35%	31%	41%
Bandshell Reserve	0	0	0	\$4,000
Arts and Aesthetics	0	0	0	\$40,000
Ambassadors	0	0	0	\$60,000
Expenses less reserves/new programs				\$36,785
				11%

Danbury Downtown District
Financial Statements with Independent Auditor's Report
Year Ended June 30, 2020

Danbury Downtown District
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June 30, 2020

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Independent Auditor's Report

The Board of Commissioners
Danbury Downtown District

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, the aggregate discretely presented component units, and the major fund of the Danbury Downtown District (the "District") as of and for the year ended June 30, 2020, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the aggregate discretely presented component units, and the major fund of the District, as of June 30, 2020, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and budgetary comparison information on pages 3-7 and 21-23 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the District's basic financial statements. The other information, such as the statistical section is presented for purposes of additional analysis and is not a required part of the basic financial statements. The statistical section has not been subjected to the auditing procedures applied in the audit of the basic financial statements, and accordingly, we do not express an opinion or provide any assurance on it.

Nanavaty, Davenport, Studley & White, LLP

March 20, 2021

Management's Discussion and Analysis

Danbury Downtown District Management's Discussion and Analysis (Unaudited)

Our discussion and analysis of the Danbury Downtown District's (the "District") financial performance provides an overview of the District's financial activities for the fiscal year ended June 30, 2020. Please read it in conjunction with the District's basic financial statements, which begin on page 8.

THE DISTRICT'S FINANCIAL HIGHLIGHTS

- The District's net position increased by \$34,890 as a result of this year's operations. The component units' net position increased by \$41,523 in the current year.
- Total cost of all of the District's activities including component units was \$630,796 in 2020 compared to \$631,672 in 2019.
- The District's component units are CityCenter Events and the Danbury Downtown Council.

USING THIS ANNUAL REPORT

This annual report consists of a series of financial statements. The Statement of Net Position and the Statement of Activities (on pages 8 and 9) provide information about the activities of the District as a whole and represent a longer-term view of the District's finances. Fund financial statements begin on page 10. For governmental activities like the District's, these statements tell how these services were financed in the short term as well as what remains for future spending. Fund financial statements also report the District's operations in more detail than the government-wide statements by providing line expense information about the District's general fund programs.

The Statement of Net Position and the Statement of Activities

Our analysis of the District begins on page 8. One of the most important questions asked about the District's finances is, "Is the District better or worse off as a result of the year's activities?" The Statement of Net Position and the Statement of Activities report information about the District and about its activities in a way that helps answer this question. These statements include all assets and liabilities using the accrual basis of accounting, which is similar to the accounting used by most private-sector companies. Accrual of the current year's revenues and expenses are taken into account regardless of when cash is received or paid.

The Statement of Net Position and the Statement of Activities report the District's net position and changes in it. You can think of the District's net position as the difference between assets (what the District owns), and liabilities (what the District owes), as one way to measure the District's financial health, or financial position. Over time, increases or decreases in the District's net position are one indicator of whether its financial health is improving or deteriorating. You should also consider non-financial factors that affect the District.

Danbury Downtown District Management's Discussion and Analysis (Unaudited)

USING THIS ANNUAL REPORT (continued)

The Statement of Net Position and the Statement of Activities present the District's activities as follows:

- **Governmental activities:** all of the District's services provided to the public are reported here, including the development of the downtown business area and general administration. Property taxes, grants, and contributions fund most of these activities.
- **Component Units:** nonprofit organizations established by the District to operate special events and programs for the benefit of the District and its citizens. Grants, contributions, and fees fund most of these activities.

Reporting the District's Fund Financial Statements

The District uses governmental funds to report its operations. The fund is defined as follows:

Governmental funds: the basic services that the District provides are reported in the general fund. The focus is on how money flows into and out of the general fund and the balance left at year-end that is available for spending. The general fund uses the modified accrual basis of accounting, which measures cash and all financial assets that can be readily converted into cash. Governmental funds statements provide a detailed short-term view of the District's general governmental operations and the basic services that it provides. The information presented in the governmental funds helps readers determine whether there are more or fewer financial resources that can be spent in the near future to finance the District's programs. The governmental activities presented in the combined Governmental Balance Sheet and the Statement of Revenues, Expenditures and Changes in Fund Balances is reconciled to the government-wide data presented in the Statement of Net Position and Statement of Activities for the governmental activities and component units.

Notes to the Financial Statements: The notes provide additional information that is essential to a full understanding of the data provided in the governmental-wide and fund financial statements. The notes to the financial statements can be found on pages 13-20 of this report.

Required Supplemental Information: In addition to the basic financial statements and accompanying notes, this report also presents a Budgetary Comparison Schedule for the General Fund that can be found on pages 21-23 of this report.

Statistical Section: This report also presents a Property Tax Levies and Collections Report for the last ten fiscal years that can be found on page 24 of this report.

Danbury Downtown District
Management's Discussion and Analysis (Unaudited)

FINANCIAL ANALYSIS OF THE DISTRICT

The following tables present condensed information about the Governmental Activities' net assets, revenues and expenses for the years ended June 30:

	2020	2019
Current assets	\$ 236,689	\$ 184,862
Capital assets, less depreciation	55,647	65,379
Total assets	292,336	250,241
Current liabilities	22,273	15,068
Net position:		
Invested in capital assets	55,647	65,379
Unrestricted	214,416	169,794
Total net position	\$ 270,063	\$ 235,173

Net position of the governmental activities increased \$34,890 or 14.8% (\$270,063 in 2020 compared to \$235,173 in 2019). Unrestricted net position, the part that can be used to finance day-to-day operations without constraints, increased \$44,622 or 26.3% (\$214,416 in 2020 compared to \$169,794 in 2019)

	2020	2019
Revenues:		
Property taxes	\$ 344,289	\$ 336,137
Investment earnings	1,995	3,353
Miscellaneous revenues	-	2,003
Transfer	-	(8,000)
Total revenues	346,284	333,493
Expenses:		
Wages and taxes	180,529	206,658
Arts and aesthetics	16,291	45,589
Ambassador expense	15,720	-
Professional services	3,372	2,653
Occupancy	39,892	40,746
Advertising	10,901	11,157
Improvements and equipment	5,304	10,897
Bookkeeping	17,151	11,815
Administrative	12,502	18,693
Depreciation	9,732	9,976
Total expenses	311,394	358,184
Excess of revenues over (under) expenses	34,890	(24,691)
Net position, beginning of year	235,173	259,864
Net position, end of year	\$ 270,063	\$ 235,173

Danbury Downtown District
Management's Discussion and Analysis (Unaudited)

FINANCIAL ANALYSIS OF THE DISTRICT (continued)

General revenues consist of property taxes and other miscellaneous income. Property taxes have increased over the prior year due to an increase in the assessed values of real estate and a slightly lower mill rate. The District expenses are incurred for general government purposes. General government is defined as the development of the downtown area and the general and administrative expenses incurred by the District to provide services to the District's citizens. The District employs an Executive Director, administrative and program staff, and maintenance support. Wages and taxes are the largest cost incurred by the District and program related costs are the largest expense of the component units. Overall, expenses were slightly lower than the prior year.

The CityCenter Events and Danbury Downtown Council are component units of the District. The component unit's expenses in 2020 were \$265,109 incurred for program and \$54,293 for advertising and administrative purposes. The component unit's programs consist of the Summertime Festival, the Taste of Danbury, Famer's Market Program for Seniors, and the Light the Lights. These activities are financed by local merchant contributions and grants of \$360,925 in 2020.

Budgetary Highlights

The District adopts an annual budget for the general fund in accordance with the Code of Ordinances of the City of Danbury. In fiscal year 2019-20, the District adopted a budget with a total of \$343,174 in expenses and property tax revenues. The mill rate was passed at 2.31 mills. The total expenditures were amended to \$363,174. This included \$20,000 in planned use of fund balance. Actual property tax revenues were lower than budget by \$3,024. Property tax revenues were budgeted to be \$343,174. Actual expenses were \$61,512 less than the budget in the aggregate.

Financial Ratios

The financial ratios below should be used to assess the financial stability of the District's General Fund over an extended period of time. The ratios of Working Capital and Days in Cash demonstrate the continuing ability to finance operations with cash. The stability of the Current Ratio demonstrates the fact that the District has not financed its Working Capital with debt.

"Working Capital" is the amount by which current assets exceed current liabilities. The "Current Ratio" which compares current assets to current liabilities, is an indicator of the ability to pay current obligations.

	2020	2019	2018	2017	2016
Working Capital	\$ 214,416	\$ 169,794	\$ 186,898	\$ 120,450	\$ 123,500
Current Ratio	10.63	12.27	2.94	7.53	7.43

Danbury Downtown District
Management's Discussion and Analysis (Unaudited)

FINANCIAL ANALYSIS OF THE DISTRICT (continued)

“Days in Cash” represents the number of days normal operations could continue with no future revenue collection or cash inflow.

	2020	2019	2018	2017	2016
Days in Cash	241	197	196	160	190

CAPITAL ASSETS AND DEPRECIATION

A summary of changes in capital assets of the District is follows:

	Balance July 1, 2019	Increases	Decreases	Balance June 30, 2020
Bandshell	\$ 100,618	\$ -	\$ -	\$ 100,618
Computer equipment	3,520	-	-	3,520
Furniture and fixtures	14,198	-	-	14,198
	118,336	-	-	118,336
Accumulated Depreciation	(52,957)	-	(9,732)	(62,689)
	\$ 65,379	\$ -	\$ (9,732)	\$ 55,647

ECONOMIC FACTORS AND NEXT YEAR'S BUDGET AND RATES

The Board has approved a total budget of \$357,793 for fiscal year 2020-21. The mill rate for the general fund's grand list of October 1, 2019 is 2.31 mills. Revenues are expected to be \$339,583 and will not be adequate to finance the current year expenditures. A designation of fund balance in the amount of \$18,210 was approved.

CONTACTING THE DISTRICT'S MANAGEMENT

This financial report is designed to provide the City of Danbury and its citizens, and the District and its taxpayers, with a general overview of the District's finances and to show the District's accountability for the money it receives. If you have questions about this report or need additional information, contact the District offices at 268 Main Street, Danbury, Connecticut 06810.

Basic Financial Statements

Danbury Downtown District
Statement of Net Position
As of June 30, 2020

	Governmental Activities	Component Units (Danbury Downtown Council & CityCenter) Events)
Assets		
Cash	\$ 43,401	\$ 171,451
Property taxes receivable	15,786	-
Funds collected by the City of Danbury on behalf of the District	177,252	-
Prepaid assets and other	250	-
Capital assets, net of accumulated depreciation	55,647	-
Total assets	<u>\$ 292,336</u>	<u>\$ 171,451</u>
Liabilities:		
Accounts payable	\$ 15,466	\$ 10,142
Accrued payroll taxes	4,995	-
Prepaid property taxes	1,812	10,700
Total liabilities	<u>22,273</u>	<u>20,842</u>
Net Position:		
Invested in capital assets	55,647	-
Unrestricted	214,416	150,609
Total net position	<u>270,063</u>	<u>150,609</u>
	<u>\$ 292,336</u>	<u>\$ 171,451</u>

See accompanying notes to the basic financial statements.

Danbury Downtown District
Statement of Activities
Year Ended June 30, 2020

	Program Activities	Component Unit		
		(Danbury Downtown Council & City-Center Events)		
		Expenses	Expenses	Operating Grants and Contributions Total
Governmental activities:				
General government		\$ (311,394)	\$ (319,402)	\$ 303,804 \$ (15,598)
Total governmental activities		(311,394)	(319,402)	303,804 (15,598)
General revenues:				
Property taxes		344,289		-
Investment earnings		1,995		-
Miscellaneous		-		57,121
Total general revenues		346,284		57,121
Change in net position		34,890		41,523
Net Position at beginning of year		235,173		109,086
Net Position at end of year		<u>\$ 270,063</u>		<u>\$ 150,609</u>

See accompanying notes to the basic financial statements.

Danbury Downtown District
Governmental Fund Balance Sheet
 As of June 30, 2020

	General Fund	Component Units	
		(Danbury Downtown Council)	(CityCenter Events)
Assets			
Cash	\$ 43,401	\$ 105,547	\$ 65,904
Property taxes receivable	15,786	-	-
Funds collected by the City of Danbury on behalf of the District	177,252	-	-
Prepaid assets and other	250	-	-
Total assets	<u>\$ 236,689</u>	<u>\$ 105,547</u>	<u>\$ 65,904</u>
Liabilities:			
Accounts payable	\$ 15,466	\$ 10,142	-
Accrued payroll and taxes	4,995	-	-
Prepaid property taxes	1,812	-	10,700
Total liabilities	<u>22,273</u>	<u>10,142</u>	<u>10,700</u>
Deferred Inflows of Resources:			
Unavailable revenue - property taxes	12,832	-	-
Total deferred inflows of resources	<u>12,832</u>	<u>-</u>	<u>-</u>
Fund Balance:			
Unassigned	201,584	95,405	55,204
Total fund balance	<u>201,584</u>	<u>95,405</u>	<u>55,204</u>
Total liabilities and fund balance	<u>\$ 236,689</u>	<u>\$ 105,547</u>	<u>\$ 65,904</u>
Reconciliation of Governmental Fund Balance Sheet to Statement of Net Position:			
Total fund balance of governmental funds	\$ 201,584		
Add: Capital assets, net of depreciation	55,647		
Property tax revenues collected after year-end but not soon enough to pay for the current period's expenditures	12,832		
Total net position of governmental activities	<u>\$ 270,063</u>		

See accompanying notes to the basic financial statements.

Danbury Downtown District
Statement of Governmental Fund Revenues, Expenditures, and Changes in Fund Balances
Year Ended June 30, 2020

	General Fund	Component Units (Danbury Downtown Council) (CityCenter Events)	
REVENUES:			
Property taxes	\$ 340,150	\$ -	\$ -
Operating grants and contributions	-	139,106	164,698
Miscellaneous revenues	1,995	16,268	40,853
Total revenues	342,145	155,374	205,551
EXPENDITURES:			
General Government:			
Programs	-	122,385	142,724
Salary - director	75,000	-	-
Salary - special events/development	53,621	-	-
Salary - clerical	9,714	-	-
Wages - project coordinator	23,187	-	-
Wages - maintenance	4,696	-	-
Office improvements	195	-	-
Ambassador expense	15,720	-	-
Office equipment	5,109	-	-
Payroll taxes	14,311	-	-
Advertising	10,901	20	10,065
Insurance	14,584	-	2,146
Bookkeeping	17,151	-	-
Professional services	872	21,945	4,432
Rent	13,620	-	-
Utilities	3,499	-	-
Accounting/ Audit	5,700	55	-
Contract services	2,500	-	2,623
Office supplies	3,829	1,325	4,106
Arts and aesthetics	16,291	25	5,762
Office cleaning	2,600	-	-
Parking and transportation	1,505	-	-
Conferences	147	-	-
Maintenance supplies	879	175	-
Telephone/internet	3,205	-	-
Postage	-	-	1,614
Dues and subscriptions	1,891	-	-
Payroll processing fees	712	-	-
Penalties and interest	223	-	-
Total expenditures	301,662	145,930	173,472

See accompanying notes to the basic financial statements.

Danbury Downtown District
Statement of Governmental Fund Revenues, Expenditures, and Changes in Fund Balances
(continued)
Year Ended June 30, 2020

	General Fund	<u>Component Units</u>	
		(Danbury Downtown Council)	(CityCenter Events)
Changes in fund balances	40,483	9,444	32,079
Fund Balances:			
Beginning of year	161,101	85,961	23,125
End of year	<u>\$ 201,584</u>	<u>\$ 95,405</u>	<u>\$ 55,204</u>

Reconciliation of the Statement of Governmental Fund Revenues, Expenditures, and Changes in Fund Balance to the Statement of Activities:

Net change in fund balance - governmental funds	\$ 40,483
Add: Prior year deferred inflows that provide current financial resources	4,139
Less: Depreciation expense on capital assets	(9,732)
Change in net position of governmental activities	<u>\$ 34,890</u>

See accompanying notes to the basic financial statements.

Danbury Downtown District
Notes to the Financial Statements
June 30, 2020

NOTE 1 - SIGNIFICANT ACCOUNTING POLICIES

Introduction

The financial statements of the Danbury Downtown District (the "District") are presented in accordance with generally accepted accounting principles (GAAP). The District applies all relevant Governmental Accounting Standards Board (GASB) pronouncements. The District is a municipal corporation governed by an elected twelve-member Board of Commissioners.

The accompanying statements of the District have been prepared in conformity with accounting principles generally accepted in the United States of America (GAAP) as applicable to governmental units. The financial statements include all organizations, activities, and functions that comprise the District. Component units are legally separate entities for which the District (primary entity) is financially accountable. Financial accountability is defined as the ability to appoint a voting majority of the organization's governing body and either (1) the District's ability to impose its will over the organization or (2) the potential that the organization will provide a financial benefit to, or impose a financial burden on, the District. Using these criteria, the District reports the Danbury Downtown Council and CityCenter Events as component units.

Component Units

The Danbury Downtown Council ("Council") is a nonprofit entity whose purpose is to operate special events and programs for the benefit of the District and its citizens. The Executive Committee of the District is responsible for the general operations of the Council.

CityCenter Events ("CityCenter") is a nonprofit entity whose purpose is to operate special events and programs for the benefit of the District and its citizens. The Executive Committee of the District is responsible for the general operations of CityCenter.

As required by generally accepted accounting principles, component units that use other reporting models should be incorporated into the reporting entity's financial statements in the same manner as governmental component units. Therefore, certain minor presentation changes have been made to the Council's financial statements in order to conform to the District's financial statements. Additionally, the Council and CityCenter operate on fiscal years that are different from the District. The Council's fiscal year ends on July 31 and CityCenter's fiscal year ends on March 31. This is within at least three months of the District's year-end and therefore, the Council's and CityCenter's operations as of their fiscal year-end have been incorporated into this report.

Danbury Downtown District
Notes to the Financial Statements (continued)
June 30, 2020

NOTE 1 - SIGNIFICANT ACCOUNTING POLICIES (continued)

Government-Wide and Fund Financial Statements

The government-wide financial statements (i.e., the Statement of Net Assets and the Statement of Activities) report information on all of the activities of the District. The Statement of Activities demonstrates the degree to which the direct expenses of a given program are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific program. Program revenues include 1) charges to customers that directly benefit from the services or privileges provided by a given program and 2) operating or capital grants, contributions and reimbursements that are restricted to meeting the operational or capital requirements of a program. Taxes and other items not properly included among program revenues are reported instead as general revenues. The major individual governmental fund of the District is the general fund and it has been reported as a separate column in the financial statements.

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the government considers revenues to be available if they are collected within sixty days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, under accrual accounting.

Fund Accounting

The District uses funds to maintain its financial records during the year. A fund is defined as a fiscal and accounting entity with a self-balancing set of accounts, which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations. The District uses only governmental funds.

Governmental funds are those through which most governmental functions typically are financed. Governmental fund reporting focuses on the sources, uses and balances of current financial resources. Expendable assets are assigned to the various governmental funds according to the purpose for which they may or must be used. Current liabilities are assigned to the fund from which they will be paid. The difference between governmental fund assets and liabilities is reported as fund balance. The District reports the following major governmental fund:

Danbury Downtown District
Notes to the Financial Statements (continued)
June 30, 2020

NOTE 1 - SIGNIFICANT ACCOUNTING POLICIES (continued)

General fund is the main operating fund of the District. This fund is used to account for all financial resources not accounted for in other funds. All general tax revenues and other receipts that are not restricted by law or contractual agreement to some other fund are accounted for in this fund. General operating expenditures, fixed charges and capital improvement costs that are not paid through other funds are paid from the General Fund.

The financial statements of the District are presented in accordance with generally accepted accounting principles (GAAP). The District applies all relevant Governmental Accounting Standards Board (GASB) pronouncements.

The accounting and reporting framework and the more significant accounting principles and practices are discussed in subsequent sections of this Note. The remainder of the Notes is organized to provide explanations, including required disclosures, of the District's financial activities for the fiscal year ended June 30, 2020.

Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the amounts reported in the financial statements and accompanying notes. Actual results could differ from those estimates.

Revenues - Exchange and Non-Exchange Transactions

Revenue resulting from exchange transactions, in which each party gives and receives essentially equal value, is recorded on the accrual basis when the exchange takes place. On a modified accrual basis, revenue is recorded in the fiscal year in which the resources are measurable and become available. Available means that the resources will be collected within the current fiscal year or are expected to be collected soon enough thereafter to be used to pay liabilities of the current fiscal year. For the District, available means expected to be received within sixty days of the fiscal year-end.

Expenses/Expenditures

On an accrual basis of accounting, expenses are recognized at the time they are incurred. The measurement focus of governmental fund accounting is on decreases in net financial resources (expenditures) rather than expenses. Expenditures are generally recognized in the accounting period in which the related fund liability is incurred, if measurable.

Danbury Downtown District
Notes to the Financial Statements (continued)
June 30, 2020

NOTE 1 - SIGNIFICANT ACCOUNTING POLICIES (continued)

Cash

The District's cash is considered to be cash on hand, demand deposits and short-term investments with original maturities of three months or less from the date of acquisition. All cash is insured or collateralized with securities held by the pledging financial institution segregated from its other assets, in accordance with State Statutes.

Receivables

Receivables at June 30, 2020 consist of accounts receivable for Property Taxes. All accounts receivable is deemed collectible in full, and therefore no allowance for doubtful accounts exists.

Capital Assets and Depreciation

Capital assets consist of office furniture, equipment and Bandshell related equipment and are reported in the governmental-wide financial statements. All capital assets are valued at historical cost or estimated historical cost if actual historical cost is not available. Donated assets, if any, are valued at estimated fair market value on the date donated. Depreciation of capital assets is computed and recorded by the straight-line method. Estimated useful lives of the various classes of depreciable capital assets range from 5 to 15 years. Maintenance and repairs are recorded as expenses when incurred.

Deferred Inflows of Resources

Deferred inflows of resources represent an acquisition of net position that applies to a future period and so will not be recognized as an inflow of resources until that time. The District reports unavailable revenue from property taxes and assessments in the governmental funds balance sheet. These amounts are deferred and recognized as an inflow of resources in the period that the amounts become available.

Net Position

Net position is the net effect of assets, deferred outflows of resources, liabilities, and deferred inflows of resources. Net investment in capital assets, are capital assets less depreciation and related debt. Net position is reported as restricted when there are legal limitations imposed on their use by District legislation or external restrictions, by other governments, creditors, grantors, or laws or regulations of other governments. The unrestricted component of net position is the net amount of the assets, deferred outflows of resources, liabilities, and deferred inflows of resources that are not included in the determination of net investment in capital assets or the restricted component of net position.

Danbury Downtown District
Notes to the Financial Statements (continued)
June 30, 2020

NOTE 1 - SIGNIFICANT ACCOUNTING POLICIES (continued)

Fund Balance Reporting

The Governmental Accounting Standards Board (GASB) Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions* (GASB 54) defines the different types of fund balances that a governmental entity must use for financial reporting purposes. GASB 54 requires the fund balance amounts to be reported using the fund balance categories listed below:

1. *Non-spendable* - fund balance that is either (a) not in spendable form, or (b) legally or contractually required to remain intact.
2. *Restricted* - fund balance that can be spent only for the specific purposes stipulated by constitution, external resource providers, or through enabling legislation
3. *Committed* - fund balance that can be used only for the specific purposes determined by a formal action of the Board of Commissioners (the District's highest level of decision-making authority)
4. *Assigned* - fund balance that is intended to be used by the District for specific purposes but does not meet the criteria to be classified as restricted or committed
5. *Unassigned* - fund balance is the residual classification for the government's general fund and includes all spendable amounts not contained in the other classifications

Adjustments to reconcile Governmental Fund Financial Statements to Governmental Activities

The fund financial statements have been adjusted as follows: adjustments of \$4,139 to recognize the net adjustment to deferred inflows of resources representing property tax revenues for fund accounting purposes; \$55,647 and \$9,732 to record the net capital assets and the related depreciation expense in accordance with Governmental Accounting Standard No. 34.

Subsequent Events

Management has evaluated transactions and events that occurred through March 20, 2021, the date that these financial statements were available to be issued, for recognition and/or disclosure in these financial statements. There are no subsequent events that require disclosure.

Danbury Downtown District
Notes to the Financial Statements (continued)
June 30, 2020

NOTE 2 - COMPLIANCE AND ACCOUNTABILITY

Budgets and Budgetary Accounting

The District follows these procedures for establishing the budgetary data reflected in the financial statements for the General Fund:

1. Within one year from the previous year's property owners meeting, the District adopts an annual budget at a general meeting of property owners, present or by proxy, and files the budget with the Director of Finance of the City of Danbury.
2. The Board of Commissioners of the District shall recommend to the Common Council of the City of Danbury, on or before April 1 of each year, a levy upon taxable interests in real property within such district.
3. In accordance with the Connecticut General Statutes, it shall be the obligation of the Common Council to impose the recommended levy as a municipal levy and such levy shall be in addition to the regular municipal levy and it shall be the obligation of the City of Danbury to collect such levy for the benefit of the District.
4. The Board of Commissioners is authorized to transfer budget amounts within line items as well as any supplemental appropriations that amend the total expenditures.
5. Formal budgetary accounting is employed as a management control within the District for the General Fund. An annual operating budget is adopted each fiscal year in accordance with the City of Danbury Code of Ordinances and amended as required. The General Fund budget is adopted on a modified accrual basis of accounting (GAAP).
6. All unencumbered appropriations lapse at the end of each fiscal year.
7. Encumbrance accounting, under which purchase orders, contracts, and other commitments or the expenditure of monies are recorded in order to reserve that portion of the applicable appropriation, is employed as an extension of formal budgetary integration in the General Fund. There were no encumbrances outstanding at year-end.

Danbury Downtown District
Notes to the Financial Statements (continued)
June 30, 2020

NOTE 3 - DEPOSITS

At June 30, 2020 the carrying amount of the District's deposits was \$43,401 and the bank balance of the District's deposits was \$43,719. At year-end, the carrying amount of the component unit's deposits was \$171,451 and the bank balance of the component unit's deposits was \$185,023. All of the deposits are with two local financial institutions.

Custodial Credit Risk

Custodial credit risk is the risk that in the event of a bank failure, the District's deposits may not be returned to it. Connecticut General Statutes require that each depository maintain segregated collateral (not required to be based on a security agreement between the depository and the municipality and, therefore, not perfected in accordance with federal law) in an amount equal to a defined percentage of its public deposits based upon the depository's risk based capital ratio. Municipal deposits that exceed the coverage of the Federal Depository Insurance are collateralized by amounts held by the pledging bank's trust department. At June 30, 2020, all of the District's and the Component Unit's deposits with the financial institutions were covered by Federal Depository Insurance.

NOTE 4 - RELATED PARTY TRANSACTIONS

Funds collected by the City of Danbury on behalf of the District represent current property taxes collected in accordance with state statutes, and other funds of the District, collected and held by the City of Danbury. The District requests these funds on an as needed basis.

NOTE 5 - CAPITAL ASSETS AND DEPRECIATION

A summary of changes in capital assets of the District is follows:

	Balance July 1, 2019	Increases	Decreases	Balance June 30, 2020
Bandshell	\$ 100,618	\$ -	\$ -	\$ 100,618
Computer equipment	3,520	-	-	3,520
Furniture and fixtures	14,198	-	-	14,198
	118,336	-	-	118,336
Accumulated Depreciation	(52,957)	-	(9,732)	(62,689)
	\$ 65,379	\$ -	\$ (9,732)	\$ 55,647

Danbury Downtown District
Notes to the Financial Statements (continued)
June 30, 2020

NOTE 6 - PROPERTY TAX REVENUES

Property taxes are levied each July based on the assessed valuation of property as of the proceeding October 1 for all real property located within the District boundaries. Assessed values are established by the Assessor of the City of Danbury at 70% of appraised market value based on the most recent revaluation of the grand list. Taxes are due in four installments on the first of July, October, January, and April. Liens are recorded during the month of June.

Property taxes collected in advance are reported in the Statement of Net Position as prepaid property tax revenue and property taxes due and not collected within 60 days following the end of the fiscal year are reported in the governmental funds balance sheet as deferred inflows of resources. There is no allowance for uncollectible accounts.

NOTE 7 - COMMITMENTS

Rent expense for the year ended June 30, 2020 was \$13,620. This amount includes refuse collection. The lease has been operating on a month to month basis since the term expired in 2016. Rent is \$1,135 per month.

NOTE 8 - RISK MANAGEMENT

The District is exposed to various risks of loss related to public officials, torts, damage to, and theft or destruction of assets, and errors and omissions. The District purchases commercial insurance coverage for all risks of loss. The District has had no significant reduction in the coverage on the above insurances. The District has had no settlements on any insurance coverage in the current year or prior years.

The recent COVID-19 outbreak has caused economic interruptions through mandated and voluntary closings of businesses and organizations throughout the United States. The extent of the impact of COVID-19 on the District's operational and financial performance will depend on certain developments, including the duration and spread of the outbreak and its impact on District taxpayers, employees, and vendors, all of which at present cannot be determined. Accordingly, the extent to which COVID-19 may impact the District's financial position and changes in net position is uncertain and the accompanying financial statements include no adjustments relating to the effects of this pandemic.

NOTE 9 - FUND BALANCE POLICY

In August 2019, the District passed a fund balance policy to govern the use and maintenance of its general fund balance. The District established a goal to achieve and maintain a fund balance at its fiscal year-end of not less than 20% of the fiscal year-end's budgeted expenses. If the general fund's fund balance falls below the goal, the District shall develop a restoration plan to achieve and maintain the minimum fund balance. The Board may consider using the fund balance, to the extent that it exceeds the minimum fund balance, for unplanned expenses or capital improvements to the District. In order to draw from the fund balance, it will require a majority approval of the Board of the District.

Required Supplemental Information

Danbury Downtown District
Budgetary Comparison Schedule---General Fund
Year Ended June 30, 2020

	Original Budget	Amendments	Final Budget	Actual	Favorable (Unfavorable)
REVENUES					
Property taxes	\$ 343,174	\$ -	\$ 343,174	340,150	\$ (3,024)
Miscellaneous revenues	-	-	-	1,995	1,995
Total revenues	<u>343,174</u>	<u>-</u>	<u>343,174</u>	<u>342,145</u>	<u>(1,029)</u>
EXPENDITURES					
Salary - director	82,000	-	82,000	75,000	7,000
Salary - special events/development	52,788	-	52,788	53,621	(833)
Salary - clerical	28,007	-	28,007	9,714	18,293
Wages - project coordinator	8,400	-	8,400	23,187	(14,787)
Wages - maintenance	3,600	-	3,600	4,696	(1,096)
Office improvements	6,000	-	6,000	195	5,805
Ambassador expense	-	20,000	20,000	15,720	4,280
Office equipment	6,700	-	6,700	5,109	1,591
Payroll taxes	17,479	-	17,479	14,311	3,168
Advertising	18,000	-	18,000	10,901	7,099
Insurance	14,500	-	14,500	14,584	(84)
Bookkeeping	16,800	-	16,800	17,151	(351)
Professional services	2,000	-	2,000	872	1,128
Rent	14,000	-	14,000	13,620	380
Utilities	5,100	-	5,100	3,499	1,601
Accounting/Audit	5,000	-	5,000	5,700	(700)
Contract services	2,500	-	2,500	2,500	-
Office supplies	6,200	-	6,200	3,829	2,371
Arts and acsthetics	35,000	-	35,000	16,291	18,709
Office cleaning	3,200	-	3,200	2,600	600
Parking and transportation	1,600	-	1,600	1,505	95
Conferences	2,000	-	2,000	147	1,853
Maintenance supplies	3,500	-	3,500	879	2,621
Payroll processing fees	1,200	-	1,200	712	488
Telephone/internet	2,100	-	2,100	3,205	(1,105)
Ducs and subscriptions	1,500	-	1,500	1,891	(391)
Penalties and interest	-	-	-	223	(223)
Reserve	4,000	-	4,000	-	4,000
Total expenditures	<u>343,174</u>	<u>20,000</u>	<u>363,174</u>	<u>301,662</u>	<u>61,512</u>
Excess of revenues over (under) expenditures	-	<u>(20,000)</u>	<u>(20,000)</u>	<u>40,483</u>	<u>60,483</u>
OTHER FINANCING SOURCES:					
Designation of fund balance	-	20,000	20,000	-	(20,000)
Excess of revenues and other financing sources over expenditures	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 40,483</u>	<u>\$ 40,483</u>

See accompanying notes to required supplemental information.

Danbury Downtown District
Notes to Required Supplemental Information
June 30, 2020

NOTE 1 - SIGNIFICANT ACCOUNTING POLICIES

Budgets and Budgetary Accounting

The District follows these procedures for establishing the budgetary data reflected in the financial statements for the General Fund:

1. On or about February 1, the District adopts an annual budget at a general meeting of property owners, present or by proxy, and files the budget with the Director of Finance of the City of Danbury.
2. The Board of Commissioners of the District shall recommend to the Common Council of the City of Danbury, on or before April 1 of each year, a levy upon taxable interests in real property within such district.
3. In accordance with the Connecticut General Statutes, it shall be the obligation of the Common Council to impose the recommended levy as a municipal levy and such levy shall be in addition to the regular municipal levy and it shall be the obligation of the City of Danbury to collect such levy for the benefit of the District.
4. The Board of Commissioners is authorized to transfer budget amounts within line items as well as any supplemental appropriations that amend the total expenditures.
5. Formal budgetary accounting is employed as a management control within the District for the General Fund. An annual operating budget is adopted each fiscal year in accordance with the City of Danbury Code of Ordinances and amended as required. The General Fund budget is adopted on a modified accrual basis of accounting (GAAP).
6. All unencumbered appropriations lapse at the end of each fiscal year.
7. Encumbrance accounting, under which purchase orders, contracts, and other commitments for the expenditure of monies are recorded in order to reserve that portion of the applicable appropriation, is employed as an extension of formal budgetary integration in the General Fund. There were no encumbrances outstanding at year-end.

Danbury Downtown District
Notes to Required Supplemental Information (continued)
June 30, 2020

NOTE 2 - COMPLIANCE AND ACCOUNTABILITY

At June 30, 2020 the following line items exceeded the amended budget. Actual expenditures were more than budgeted amounts. No line item transfers were made at year-end to cover the unfavorable variances.

	<u>Amended Budget</u>	<u>Actual</u>	<u>Unfavorable Variance</u>
Salary - special events/development	\$ 52,788	\$ 53,621	\$ (833)
Wages - project coordinator	\$ 8,400	\$ 23,187	\$ (14,787)
Wages - maintenance	\$ 3,600	\$ 4,696	\$ (1,096)
Insurance	\$ 14,500	\$ 14,584	\$ (84)
Bookkeeping	\$ 16,800	\$ 17,151	\$ (351)
Accounting/Audit	\$ 5,000	\$ 5,700	\$ (700)
Telephone/internet	\$ 2,100	\$ 3,205	\$ (1,105)
Dues and subscriptions	\$ 1,500	\$ 1,891	\$ (391)
Penalties and interest	\$ -	\$ 223	\$ (223)

Statistical Section (Unaudited)

Danbury Downtown District

Property Tax Levies and Collections

Last Ten Fiscal Years

Fiscal Year Ended June 30,	Grand List Year October 1,	Mill Rate (Per \$1,000)	Adjusted Tax Levy	Current Tax Collections	Percent of Current Taxes		Delinquent Tax Collections	Total Tax Collections	Percent of Total Tax Collections to Adjusted Tax Levy		Outstanding Delinquent Taxes	Percent of Delinquent Taxes To Adjusted Tax Levy	
					Collected								
2011	2009	1.604	\$ 194,700	\$ 191,193	98%	\$	4,375	\$ 195,568	100%		\$ 5,529	3%	
2012	2010	1.789	\$ 215,300	\$ 213,268	99%	\$	-	\$ 213,268	99%		\$ 7,561	4%	
2013	2011	1.873	\$ 247,299	\$ 243,687	99%	\$	5,257	\$ 248,944	101%		\$ 5,916	2%	
2014	2012	2.160	\$ 256,881	\$ 251,248	98%	\$	1,998	\$ 253,246	99%		\$ 9,551	4%	
2015	2013	2.175	\$ 259,528	\$ 254,221	98%	\$	6,320	\$ 260,541	100%		\$ 8,538	3%	
2016	2014	2.330	\$ 267,385	\$ 263,452	99%	\$	7,905	\$ 271,357	101%		\$ 4,566	2%	
2017	2015	2.330	\$ 266,560	\$ 261,282	98%	\$	3,402	\$ 264,684	99%		\$ 6,442	2%	
2018	2016	2.330	\$ 317,964	\$ 313,950	99%	\$	3,986	\$ 317,936	100%		\$ 6,470	2%	
2019	2017	2.270	\$ 334,376	\$ 330,246	99%	\$	1,210	\$ 331,456	99%		\$ 9,390	3%	
2020	2018	2.310	\$ 343,174	\$ 335,414	98%	\$	1,364	\$ 336,778	98%		\$ 15,786	5%	



CITY OF DANBURY

OFFICE OF THE MAYOR
155 DEER HILL AVENUE
DANBURY, CONNECTICUT 06810
www.danbury-ct.gov

JOSEPH M. CAVO
MAYOR

(203) 797-4511
FAX (203) 796-1666
j.cavo@danbury-ct.gov

April 5, 2021

Honorable City Council
155 Deer Hill Avenue
Danbury, CT 06810

Re: June Bond Issue Ordinance(s) Package
Danbury Career Academy 2021

Dear Council Members:

I hereby submit to you an ordinance(s) package with adoption options from Bond Counsel for your consideration to be approved and then submitted for voter approval at a Citywide Referendum on June 15, 2021 or to a special vote by the City Council as indicated and set forth below.

The package at large contains a proposal for the purchase of property at The Summit on Reserve Road and the construction of a Danbury Public School, serving middle and high school aged students, at a total cost of \$99 million. The State of Connecticut has approved by Legislation an 80% reimbursement of eligible project costs (or an estimated \$74.4 million) to be returned to the City of Danbury.

Approval of the bond package will allow for the construction of a state-of-art educational facility for an estimated 1,100 students. The school's location inside of a commercial building will be the first of its kind in the State of CT. The public school will be designed to expose students to various career paths, while still following the public school curriculum. The proposal is a cost-effective solution to taxpayers that is anticipated to address Danbury's student enrollment growth, enhance property values, and provide students a unique opportunity combining classroom learning with hands-on career experience for years to come.

This year, you are seeing two versions of the Bond ordinance(s). One authorizes a public vote referendum, to be done either remotely, hybrid, in person or a combination with absentee voting by electors and qualified voters. The other anticipates a Governor's Executive order-authorized vote by the City Council to try and limit gatherings and other

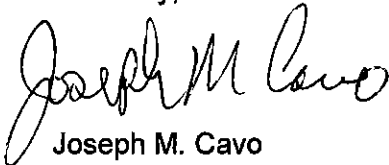
51
related public health risks associated with public voting (recall last year's Council-approved voting process).

They are both submitted to you for consideration as you proceed with the workshop, public hearing/meeting and committee reviews, discussions and recommendations during April, and back to the May City Council.

I ask that you kindly refer the ordinance(s) to a committee and virtual public comment session during the month of April **for a return to the Council agenda for the May 4, 2021 Council session**. This will allow sufficient time to prepare the bond questions on the June 15, 2021 referendum.

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

Sincerely,

A handwritten signature in black ink, appearing to read "Joseph M. Cavo". The signature is fluid and cursive, with the first name "Joseph" and last name "Cavo" being the most prominent parts.

Joseph M. Cavo
Mayor



ORDINANCE

CITY OF DANBURY, STATE OF CONNECTICUT

CITY COUNCIL

_____ A.D. 2021

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

AN ORDINANCE APPROPRIATING \$99,000,000 FOR THE PURCHASE OF REAL PROPERTY INCLUDING COMMON INTEREST COMMUNITY UNITS AND DEVELOPMENT RIGHTS FOR AND THE PLANNING, DESIGN, ACQUISITION, CONSTRUCTION, EQUIPPING AND FURNISHING OF A NEW GRADES 6-12 DANBURY CAREER ACADEMY SCHOOL AND AUTHORIZING THE ISSUANCE OF \$99,000,000 BONDS OF THE CITY TO MEET SAID APPROPRIATION AND PENDING THE ISSUANCE THEREOF THE MAKING OF TEMPORARY BORROWINGS FOR SUCH PURPOSE

RESOLVED:

Section 1. The sum of \$99,000,000 (\$2,400,000 of which shall be transferred from the SNAPP 2020 School Ordinance as set forth in Section 2(a) below) is appropriated for the planning, design, acquisition, construction, equipping and furnishing of a new grades 6-12 Danbury Career Academy School within the City of Danbury, Connecticut (the "City"), including but not limited to: (i) the purchase of a unit or units comprising up to two-hundred and fifty thousand (250,000) square feet and to retrofit the existing space and the ground level area of the existing units for educational use in an existing commercial building that will be a common interest community (condominium) (ii) the planning, design, acquisition, construction, equipping and furnishing of classrooms, cafeteria, offices, bathrooms and ancillary spaces within said condominium units, including but not limited to the installation of utilities, HVAC, mechanical, plumbing, electrical and communication systems; and (iii) the purchase of development rights within the common interest community (condominium) covering up to five (5) acres for the purpose of the planning, design, acquisition, construction, equipping and furnishing of up to approximately 65,000 square feet of multi-purpose building additions to the proposed school to be located at 100 Reserve Road in the City for various uses, including without limitation, a gymnasium, lobby, security checkpoint and associated spaces; and related engineering, architect, permitting, advisory, technical support services, construction administration services, and governmental fees and expenses and printing, legal and financing costs related thereto (collectively, the "Project"). Said appropriation for the Project to be inclusive of any and all State and Federal grants-in-aid thereof.

Section 2. To meet said appropriation:

(a) Appropriation and bond authorization in the sum of \$2,400,000 is hereby transferred to the Project from an ordinance approved by the City Council on May 5, 2020 and entitled "An Ordinance Appropriating \$23,300,000 For Various Capital Improvements To Schools Within The City And Authorizing The Issuance Of \$23,300,000 Bonds Of The City To Meet Said Appropriation And Pending The Issuance Thereof The Making Of Temporary Borrowings For Such Purpose" and otherwise referred to as the "SNAPP 2020 School Ordinance;" thereby decreasing the amounts available for the remaining of the projects authorized by the SNAPP 2020 School Ordinance from \$23,300,000 to \$20,900,000.

(b) \$96,600,000 additional bonds of the City or so much thereof as shall be necessary for such purpose, shall be issued, maturing not later than the maximum maturity permitted by the General Statutes of Connecticut, Revision of 1958, as amended from time to time (the "Connecticut General Statutes"). Said bonds

5-2
SPECIAL
CITY
MEETING

may be issued in one or more series as determined by the Mayor and the Director of Finance and the amount of bonds of each series to be issued shall be fixed by the Mayor and the Director of Finance in the amount necessary to meet the City's share of the cost of the Project determined after considering, as applicable, the estimated amount of State and Federal grants-in-aid of the Project, or the actual amount thereof if this be ascertainable, and the anticipated times of the receipt of the proceeds thereof, provided that the total amount of bonds to be issued shall not be less than an amount which will provide funds sufficient with other funds available for such purpose to pay the principal of and the interest on all temporary borrowings in anticipation of the receipt of the proceeds of said bonds outstanding at the time of the issuance thereof, and to pay for the costs of issuance of such bonds. The bonds shall be in the denomination of \$5,000 or a whole multiple thereof, be issued in fully registered form, be executed in the name and on behalf of the City by the facsimile or manual signatures of the Mayor and the City Treasurer, bear the City seal or a facsimile thereof, be certified by a bank or trust company, which bank or trust company may be designated the registrar and transfer agent, be payable at a bank or trust company, and be approved as to their legality by Robinson & Cole LLP, Attorneys-at-Law, of Hartford, Connecticut. The bonds shall be general obligations of the City and each of the bonds shall recite that every requirement of law relating to its issue has been duly complied with, that such bond is within every debt and other limit prescribed by law, and that the full faith and credit of the City are pledged to the payment of the principal thereof and interest thereon. The aggregate principal amount of the bonds of each series to be issued, the annual installments of principal, redemption provisions, if any, the registrar, certifying agent, transfer agent and paying agent, the date, time of issue and sale and other terms, details and particulars of such bonds, including the approval of the rate or rates of interest, shall be determined by the Mayor and the Director of Finance, in accordance with the Connecticut General Statutes.

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

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

Section 5. The Mayor or his designee is hereby authorized in the name and on behalf of the City to apply for and accept any and all Federal and State loans and/or grants-in-aid of the Project and is further authorized to expend said funds in accordance with the terms hereof and, in connection with the Project, to contract in the name of the City with engineers, contractors and others.

Section 6. The City hereby expresses its official intent pursuant to §1.150-2 of the Federal Income Tax Regulations, Title 26 (the "Regulations"), to reimburse expenditures paid sixty days prior to and any time after the

date of passage of this ordinance in the maximum amount and for the Project with the proceeds of bonds, bond anticipation notes, or other obligations ("Tax-Exempt Obligations") authorized to be issued by the City. The Tax-Exempt Obligations shall be issued to reimburse such expenditures not later than 18 months after the later of the date of the expenditure or the substantial completion of the Project, or such later date the Regulations may authorize. The City hereby certifies that the intention to reimburse as expressed herein is based upon its reasonable expectations as of this date. The Mayor or his designee is authorized to pay expenses of the Project in accordance herewith pending the issuance of Tax-Exempt Obligations, and to amend this declaration.

Section 7. The Director of Finance is hereby authorized, on behalf of the City, to enter into agreements or otherwise covenant for the benefit of bondholders to provide information on an annual or other periodic basis to the Municipal Securities Rulemaking Board (the "MSRB") and to provide notices to the MSRB of material events as enumerated in Securities and Exchange Commission Exchange Act Rule 15c2-12, as amended, as may be necessary, appropriate or desirable to effect the sale of the bonds and notes authorized by this ordinance. Any agreements or representations to provide information to the MSRB made prior hereto are hereby confirmed, ratified and approved.

Section 8. The Mayor and the Director of Finance, or either of them, are hereby authorized, in the name and on behalf of the City, to enter into any other agreements, instruments, documents and certificates, including tax and investment agreements, for the consummation of the transactions contemplated by this ordinance.

Section 9. This ordinance shall become effective upon its approval at a Special City Meeting called by the Mayor for such purpose pursuant to the Charter of the City of Danbury.



ORDINANCE

CITY OF DANBURY, STATE OF CONNECTICUT

CITY COUNCIL

_____ A.D. 2021

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

AN ORDINANCE APPROPRIATING \$99,000,000 FOR THE PURCHASE OF REAL PROPERTY INCLUDING COMMON INTEREST COMMUNITY UNITS AND DEVELOPMENT RIGHTS FOR AND THE PLANNING, DESIGN, ACQUISITION, CONSTRUCTION, EQUIPPING AND FURNISHING OF A NEW GRADES 6-12 DANBURY CAREER ACADEMY SCHOOL AND AUTHORIZING THE ISSUANCE OF \$99,000,000 BONDS OF THE CITY TO MEET SAID APPROPRIATION AND PENDING THE ISSUANCE THEREOF THE MAKING OF TEMPORARY BORROWINGS FOR SUCH PURPOSE

RESOLVED:

Section 1. The sum of \$99,000,000 (\$2,400,000 of which shall be transferred from the SNAPP 2020 School Ordinance as set forth in Section 2(a) below) is appropriated for the planning, design, acquisition, construction, equipping and furnishing of a new grades 6-12 Danbury Career Academy School within the City of Danbury, Connecticut (the "City"), including but not limited to: (i) the purchase of a unit or units comprising up to two-hundred and fifty thousand (250,000) square feet and to retrofit the existing space and the ground level area of the existing units for educational use in an existing commercial building that will be a common interest community (condominium) (ii) the planning, design, acquisition, construction, equipping and furnishing of classrooms, cafeteria, offices, bathrooms and ancillary spaces within said condominium units, including but not limited to the installation of utilities, HVAC, mechanical, plumbing, electrical and communication systems; and (iii) the purchase of development rights within the common interest community (condominium) covering up to five (5) acres for the purpose of the planning, design, acquisition, construction, equipping and furnishing of up to approximately 65,000 square feet of multi-purpose building additions to the proposed school to be located at 100 Reserve Road in the City for various uses, including without limitation, a gymnasium, lobby, security checkpoint and associated spaces; and related engineering, architect, permitting, advisory, technical support services, construction administration services, and governmental fees and expenses and printing, legal and financing costs related thereto (collectively, the "Project"). Said appropriation for the Project to be inclusive of any and all State and Federal grants-in-aid thereof.

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5-5
Council
Approval

may be issued in one or more series as determined by the Mayor and the Director of Finance and the amount of bonds of each series to be issued shall be fixed by the Mayor and the Director of Finance in the amount necessary to meet the City's share of the cost of the Project determined after considering, as applicable, the estimated amount of State and Federal grants-in-aid of the Project, or the actual amount thereof if this be ascertainable, and the anticipated times of the receipt of the proceeds thereof, provided that the total amount of bonds to be issued shall not be less than an amount which will provide funds sufficient with other funds available for such purpose to pay the principal of and the interest on all temporary borrowings in anticipation of the receipt of the proceeds of said bonds outstanding at the time of the issuance thereof, and to pay for the costs of issuance of such bonds. The bonds shall be in the denomination of \$5,000 or a whole multiple thereof, be issued in fully registered form, be executed in the name and on behalf of the City by the facsimile or manual signatures of the Mayor and the City Treasurer, bear the City seal or a facsimile thereof, be certified by a bank or trust company, which bank or trust company may be designated the registrar and transfer agent, be payable at a bank or trust company, and be approved as to their legality by Robinson & Cole LLP, Attorneys-at-Law, of Hartford, Connecticut. The bonds shall be general obligations of the City and each of the bonds shall recite that every requirement of law relating to its issue has been duly complied with, that such bond is within every debt and other limit prescribed by law, and that the full faith and credit of the City are pledged to the payment of the principal thereof and interest thereon. The aggregate principal amount of the bonds of each series to be issued, the annual installments of principal, redemption provisions, if any, the registrar, certifying agent, transfer agent and paying agent, the date, time of issue and sale and other terms, details and particulars of such bonds, including the approval of the rate or rates of interest, shall be determined by the Mayor and the Director of Finance, in accordance with the Connecticut General Statutes.

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Section 5. The Mayor or his designee is hereby authorized in the name and on behalf of the City to apply for and accept any and all Federal and State loans and/or grants-in-aid of the Project and is further authorized to expend said funds in accordance with the terms hereof and, in connection with the Project, to contract in the name of the City with engineers, contractors and others.

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date of passage of this ordinance in the maximum amount and for the Project with the proceeds of bonds, bond anticipation notes, or other obligations ("Tax-Exempt Obligations") authorized to be issued by the City. The Tax-Exempt Obligations shall be issued to reimburse such expenditures not later than 18 months after the later of the date of the expenditure or the substantial completion of the Project, or such later date the Regulations may authorize. The City hereby certifies that the intention to reimburse as expressed herein is based upon its reasonable expectations as of this date. The Mayor or his designee is authorized to pay expenses of the Project in accordance herewith pending the issuance of Tax-Exempt Obligations, and to amend this declaration.

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Section 8. The Mayor and the Director of Finance, or either of them, are hereby authorized, in the name and on behalf of the City, to enter into any other agreements, instruments, documents and certificates, including tax and investment agreements, for the consummation of the transactions contemplated by this ordinance.

Section 9. This ordinance shall become effective upon its approval by the City Council of the City in accordance with Governor Lamont's Executive Order No. 7S, issued April 1, 2020. The City Council hereby finds that such approval, without a duly warned referendum pursuant to the Charter of the City, is necessary to permit the orderly operation of the City and that there is a need to act immediately and during the duration of the public health and civil preparedness emergency in order to avoid endangering public health and welfare, prevent significant financial loss, or that action is otherwise necessary for the protection of persons and property within the City.



CITY OF DANBURY

OFFICE OF THE MAYOR
DANBURY, CONNECTICUT 06810

JOSEPH M. CAVO
MAYOR

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

March 29, 2021

Honorable Members of the City Council
City of Danbury

Dear Council Members:

I hereby submit for your confirmation the appointment of the following individuals to the position of Police Officer in the Danbury Police Department:

Mr. Christopher Campanero: Mr. Campanero is working towards a Bachelor's Degree from Western Connecticut State University with three years of credits currently completed. He has worked as a physical trainer for youths and he is currently CPR/AED certified. Mr. Campanero's rank on the current Entry Level Police Officer Eligibility List is number two and he is scheduled to attend the CT POST Academy in April 2021.

Mr. D'Andre Perkins: Mr. Perkins has been working full time as a property manager for the past three years. He has also been working two other part time jobs as a hospitality representative and a deli clerk for the past year. He served in the CT Army National Guard for the past 5 years as an infantryman, earning the rank of Specialist (E-4). Mr. Perkin's rank on the current Entry Level Police Officer Eligibility List is number three and he is scheduled to attend the CT POST Academy in April 2021.

Mr. Christopher Spennato: Mr. Spennato holds a bachelor's degree in Justice and Law Administration with a minor in Psychology from Western Connecticut State University and he has been working as a security site supervisor at the Danbury Fair Mall for the past 3 years. Mr. Spennato's rank on the current Entry Level Police Officer Eligibility List is number six and he is scheduled to attend the CT POST Academy in April 2021.

Mr. Christopher Rodriguez: Mr. Rodriguez is currently enrolled in his senior year at Western Connecticut State University and is anticipating graduating in May 2021 with a bachelor's degree in Justice and Law Administration. He has been employed part-time as a compliance officer with the Danbury Health Department for almost two years, focusing on compliance of businesses, hotels and restaurants/bars with COVID-19 regulations for the past 6 months. He previously served as an active volunteer firefighter in Danbury for 1½ years. He completed a 150-hour internship for his degree program with the Office of the Mayor in Danbury, as well as

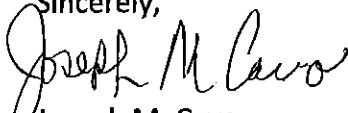
6-1

a privately arranged internship at the Federal Correctional Institution in Danbury serving as a re-entry mentor for male prisoners preparing for release. He is certified in adult and child first aid/CPR/AED and as a peer educator, has completed DCF Mandated Reporter training. Mr. Rodriguez's rank on the current Entry Level Police Officer Eligibility List is number sixteen and he is scheduled to attend the CT POST Academy in April 2021.

These qualified individuals bring a broad range of valuable skills and experience to the Danbury Police Department. They will be a tremendous asset to the Department and to the Citizens of Danbury.

Thank you for your consideration of these appointments.

Sincerely,



Handwritten signature of Joseph M. Cavo in cursive script.

Joseph M. Cavo
Mayor



CITY OF DANBURY

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

JOSEPH M. CAVO
MAYOR

(203) 797-4511
FAX: (203) 796-1666
j.cavo@danbury-ct.gov

March 24, 2021

Hon. Members of the City Council
155 Deer Hill Avenue
Danbury CT 06810

RE: Head Start Program/CIFC - 80 Main Street (Old Jail)

Dear Council Members:

By correspondence from Connecticut Institute for Communities CEO James Maloney (attached), the Head Start program presently taking place in four classrooms at a Laurel Gardens site at 385 Main Street needs to relocate.

CIFC is asking if they can use space for these relocated classroom programs in the "Old Jail" facility at 80 Main Street where they not only already have a (2013+/-) lease and a letter agreement dated April 9, 2015 with Danbury allowing for specified uses, but where they currently have one Early Childhood space in operation.

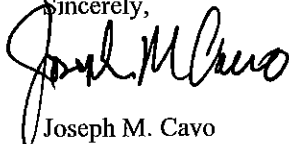
The proposal includes the conversion of "WIC" program office space now in the building into the relocated Head Start classroom program with a concomitant application of the percentage pro-rata use of utilities and other building expenses as are presently in place. The build-out for the converted space would be at CIFC's cost, not the City.

Please see the detail in Mr. Maloney's letter for full reference.

Kindly consider this request such that any associated agreement or modification may be prepared, authorized and executed so CIFC can commence further planning and preparation.

Thank you for your consideration of Mr. Maloney's request.

Sincerely,

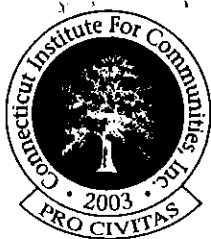


Joseph M. Cavo

cc: J. Maloney, CIFC

Attachment

"headstart80Main"



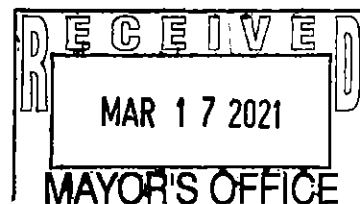
Connecticut Institute For Communities, Inc. 7-1

Dr. Francis J. Muska, Ph. D.
Board Chair

Hon. James H. Maloney, J.D.
President & Chief Executive Officer

March 5, 2021

Hon. Joseph Cavo
Mayor of Danbury
Danbury City Hall
155 Deer Hill Avenue
Danbury, CT 06810



Re: 80 Main Street / Early Head Start / Laurel Gardens

Dear Mayor Cavo:

Thank you for the opportunity to speak with you earlier this week in regard to the captioned matter.

As I mentioned, the Danbury Housing Authority has indicated that it would like CIFIC's Early Head Start program to vacate its' Laurel Gardens site in the foreseeable future (i.e. 1 - 2 years). CIFIC's program operates four classrooms at Laurel Gardens currently located in the community building at the housing development (385 Main Street). As you may know, the Danbury Head Start program has utilized that facility for many, many years, now going on for more than 4 decades, and has made multiple, substantial investments in that facility. Of course, CIFIC would like to remain there. At the same time, we understand and appreciate the Housing Authority's interest in improving and re-developing its Laurel Gardens project.

The issue that confronts us is the great difficulty we have in finding alternative space for our four Laurel Gardens classrooms. Classroom space in Danbury is in very short supply, which is why, for example, the Danbury Public Schools are struggling so hard to find and build new classrooms for their use. Early Childhood space, which has even more restrictive licensing and facility requirements than do public schools, is even more difficult to locate.

Fortunately, I believe we have at hand a reasonable solution to this problem. Under the lease we currently hold with the City of Danbury for the use of space at the so-called "Old Jail" at 80 Main Street, we already operate one Early Head Start classroom. The balance of our leasehold is used for our Danbury Women's Infants & Children (WIC) Nutrition Program. The WIC program can be easily relocated to other office space. (Office space in Danbury, in contrast to classroom space, is in ample supply). In turn, the then former WIC space can be conveniently converted to classroom space.



"CIFIC: Strengthening Families, Building Communities."



☐ Central Business Office
120 Main St., 4th Floor
Danbury, CT 06810

☐ Early Learning Programs
Danbury Head Start Center
37 Foster Street
Danbury, CT 06810

☐ Beaver Street
Apartments Co-op.
1B Meehan Place
Danbury, CT 06810

Greater Danbury Community Health Center

☐ Health Center - Central Site
120 Main St., Danbury, CT 06810
☐ Health Center - South
70 Main St., Danbury, CT 06810
☐ Health Center - North
57 North St., Danbury, CT 06810

☐ WIC Nutrition Program
(Women, Infants, & Children)
80 Main St., Danbury, CT 06810
☐ School-Based Health Centers
120 Main Street, 4th floor
Danbury, CT 06810

• An Equal Opportunity Provider & Employer •

Tel: (203) 743.9760 • Fax: (203) 743.3411 • Email: info@ct-institute.org

That conversion will require no exterior changes (which is the key consideration for a historically designated structure such as the "Old Jail"). Internally, the major change will entail the construction of new child bathrooms, but that can be executed in a way that causes no permanent alteration of the building. The rest of the internal arrangements can be achieved with temporary partitions and "systems furniture" (temporary dividers and the like). I have enclosed herewith a preliminary plan which shows the contemplated revisions.

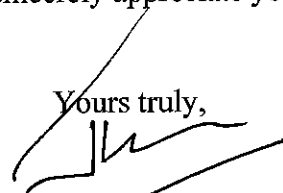
I note that there will be some significant expenses associated with this adaptation. I anticipate, however, that those costs can be financed entirely through our Head Start program, so there will be no cost for this conversion for the City of Danbury. In addition, CIFIC would anticipate continuing to pay the City's expenses pro-rata for the operation of the "Old Jail" building, as is our current responsibility under our lease.

In reference to the lease, please know that it does not specify CIFIC's use of the 80 Main Street space, other than a general description of the area leased to CIFIC on Schedule A. as "WIC-Office". The amendment to the lease by "Letter of Acknowledgement" signed by Mayor Boughton and myself, dated April 9, 2015, by cover letter from the City of Danbury (Robin Shepard, Legal Secretary), dated April 22, 2015, expands the permitted use to include "Early Learning Program classrooms" (emphasis implied). Please also note that Section 17 anticipates the possibility of "Lessee Renovations" and sets out the process entailed, and states that "The LESSOR's approval of said plans shall not be unreasonably withheld." (copies of the lease and both letters are enclosed herewith).

In accordance with that process set out in the lease, this is written to request your approval for CIFIC to proceed as detailed herein. If you issue that approval in the next few months, we will get the work underway forthwith, and substantially completed, I anticipate, during the remaining months of 2021. That would then allow us to relocate our classrooms from Laurel Gardens in early 2022, which would be consistent with the schedule of the Danbury Housing Authority in re-developing Laurel Gardens.

Please let me know if you would like any additional information. All of us at CIFIC, and the CIFIC Head Start Program parents and staff, sincerely appreciate your kind assistance with this matter.

Best regards

Yours truly,

James H. Maloney

cc: Mr. Marc Dillon, COD Community Relations & Project Management
Atty. Les Pinter, COD Deputy Corporation Counsel
Mrs. Katherine Curran, JD, CIFIC Chief Operating Officer & General Counsel
Ms. Nicole Taxiltaridis, MPA, CIFIC Early Childhood Programs Director
Ms. Robin Scott, MA, CIFIC Danbury Head Start Senior Program Professional
Mr. Rick Palanzo, CIFIC Facilities Director
Mr. Joseph Walkovich, CIFIC Advancement Director



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CITY OF DANBURY

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

JOSEPH M. CAVO
MAYOR

(203) 797-4511
FAX (203) 796-1666
j.cavo@danbury-ct.gov

March 18, 2021

Honorable Members of the City Council
City of Danbury, Connecticut

Dear City Council Members:

I hereby submit for your confirmation the appointment of the following individual to serve on the Board of Assessment Appeals:

Whilma O'Leary
28 Dana Road
Danbury, CT 06811

Ms. O'Leary looks forward to serving our community by contributing her knowledge and ideas to the Board of Assessment Appeals.

Thank you for your consideration of this appointment.

Sincerely,

Joseph M. Cavo
Mayor



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

DAVID ST. HILAIRE
DIRECTOR OF FINANCE

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

MEMORANDUM

TO: Mayor Joseph M. Cavo via the City Council
FROM: David St. Hilaire, Director of Finance *D ST*
DATE: March 31, 2021 **CERTIFICATION – Corporation Counsel**
SUBJECT: Certification of Funds – Corporation Counsel

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

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

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

Original Amount:	\$675,000
Attached Request	<u>225,000</u>
Balance:	\$450,000

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



CITY OF DANBURY
OFFICE OF THE CORPORATION COUNSEL

155 DEER HILL AVENUE
DANBURY, CONNECTICUT 06810
(203) 797-4518 FAX (203) 796-8043

March 31, 2021

Hon. Mayor Joseph M. Cavo
Hon. Members of the City Council
155 Deer Hill Avenue
Danbury CT 06810

RE: Office of Corporation Counsel/Supplemental Funds FY '20-'21

Dear Mayor and Council:

For a number of reasons, and for the last few years, we have kept our budget as flat as we could and in the Spring at Budget time, we have asked and you have kindly provided additional funding for our office to take care of its work, including ongoing tax appeals, litigation items, labor and negotiation and other court matters, enforcement, etc.

This year, and in consultation with the Department of Finance, we also return to you to seek an additional FY 2020-2021 allocation due, in addition to the above matters, to and for extensive legal work on the West Side Career Academy including bond and special transaction counsel, one significant tax appeal trial pending, an important High Court appeal, financial audit compliance and other capital work projects requiring outside legal services especially where specialization is required.


We have, as stated, discussed this with the Director of Finance and he has indicated support for additional and necessary funds in conjunction with other supplemental funding made necessary for unusual and accelerated needs this fiscal year and rolling into the next.

Kindly authorize funding in an amount approximating \$225,000.00 in order to fully accommodate the foregoing needs.

We are, as always, available to answer any questions at any time.

Thank you for your consideration of our request.

Very truly yours,


Laszlo L. Pinter
Managing Attorney and
Deputy Corporation Counsel

cc: David St. Hilaire, Director of Finance
Robert J. Yamin, Corporation Counsel

"supplemental2020"

Robert J. Yamin
Corporation Counsel
Corporation Counsel
r.yamin@danbury-ct.gov

Laszlo L. Pinter
Managing Attorney and
Deputy Corporation Counsel
l.pinter@danbury-ct.gov

Robin L. Edwards
Assistant Corporation Counsel
r.edwards@danbury-ct.gov

Dianne E. Rosemark
Assistant Corporation Counsel
d.rosemark@danbury-ct.gov

Danbury Republican Town Committee

March 28, 2021

President of Danbury City Council
Vinny DiGilio
City of Danbury
155 Deer Hill Avenue
Danbury, CT 06810

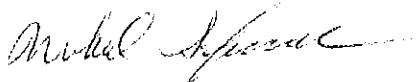
Dear Mr. President and Members:

At the March 8th, 2021 meeting of the Danbury Republican Town Committee, the Committee voted unanimously to recommend Jason Eriquez of 24 Old Forty Acre Mountain Road, Danbury, CT 0681, to fill the vacancy as an Alternate member of the Zoning Commission.

Mr. Eriquez reached out to the Town Committee and expressed an interest in filling the opening when Michael Henry vacated this seat. He is a longtime resident, business owner and is active in the Danbury Community.

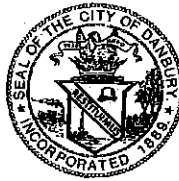
We are confident that with his experience and knowledge in construction, Mr. Eriquez will be a valued addition to the Zoning Commission as an Alternate.

Sincerely,



Michael Safranek
Chairman

Post Office Box 2254, Danbury CT 06813



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CITY OF DANBURY
155 DEER HILL AVENUE
DANBURY, CONNECTICUT 06810

DAVID W. ST. HILAIRE
DIRECTOR FINANCE

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

MEMORANDUM

DATE: 3/17/21
TO: JOSEPH M CAVO, VIA THE CITY COUNCIL
FROM: DAVID W. ST. HILAIRE, DIRECTOR OF FINANCE *DW*
SUBJECT: RESOLUTION – 2021 NEIGHBORHOOD ASSISTANCE ACT

Attached for your review is a resolution that will allow local non-profit agencies, through the City of Danbury, to apply for inclusion in the State of Connecticut Department of Revenue Services' "2021 Neighborhood Assistance Act" program. This program allows businesses to sponsor approved community programs and receive tax credits for their contributions.

Please note that a public hearing is required by the State of Connecticut before this resolution can be adopted. As applications are being accepted by the City until April 8, 2021, a list of funding requests will be provided prior to a public hearing date that will be determined.

Please include this item on the April 2021 City Council agenda and refer it to a public hearing. Thank you.

DST/sk



RESOLUTION

CITY OF DANBURY, STATE OF CONNECTICUT

_____A.D. 2021

RESOLVED BY THE CITY COUNCIL OF THE CITY OF DANBURY

WHEREAS, the State of Connecticut Department of Revenue Services has announced the 2021 Neighborhood Assistance Act Program (NAA) is available; and

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

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

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



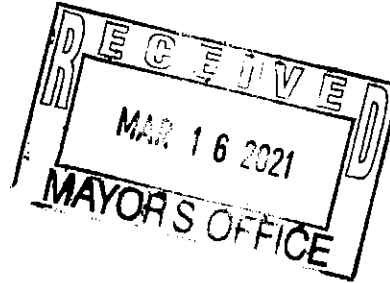
STATE OF CONNECTICUT
DEPARTMENT OF REVENUE SERVICES
450 COLUMBUS BOULEVARD, SUITE 1 • HARTFORD, CT 06103-1837

112

March 10, 2021

****0321***NAA****34*****RESRH11****

Office of the Mayor
City Hall
155 Deer Hill Avenue
Danbury, CT 06810



Enclosed is the 2021 Neighborhood Assistance Act Program Proposal application for distribution to interested organizations in your municipality. The application must be completed in full, approved locally, and submitted to the Department of Revenue Services (DRS) no later than **July 1, 2021**. Please note this deadline is set by statute.

A "fillable" **Form NAA-01**, *2021 Connecticut Neighborhood Assistance Act (NAA) Program Proposal*, is available on the DRS website at **portal.ct.gov/DRS**. Using the fillable Form NAA-01 enables you and your community organization to input information directly onto the form via computer.

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

Due to the ongoing pandemic, NAA submissions will not be accepted on paper. Contact DRS by email at **NAAProgram@ct.gov** to receive instructions on how to process your submission through our MOVEit Secure File Transfer System.

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

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

Direct any questions you have to Susan Sherman or Michael Galliher at **860-297-5687**.

Mark D. Boughton
Commissioner, Department of Revenue Services

NAA-CVR (Rev. 02/21)

Enclosures



CITY OF DANBURY

155 DEER HILL AVENUE

DANBURY, CONNECTICUT 06810

DAVID W. ST. HILAIRE
DIRECTOR OF FINANCE

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

MEMORANDUM

TO: Mayor Joseph M. Cavo via the City Council

FROM: David W. St. Hilaire, Director of Finance *D ST*

DATE: March 31, 2021

SUBJECT: Resolution of Official Intent funding of General Obligation Bonds

Connecticut House Bill No. 7010, September Special Session, Public Act No. 20-8, Section 6, authorizes the City of Danbury to perform a project, (later to be known as the Danbury Career Academy Project) consisting of a facility purchase and design-build renovate as new construction project under a pilot program to be developed by the Office of School Construction Grants and Review (OSCG&R), with a grant application date deadline of October 1, 2021.

Unfortunately, the City will not be able to properly prepare the application and meet the deadline unless certain outside professional services such as architect, design, appraisers, environmental, legal, etc. prior to the June referendum.

The attached is a resolution of official intent to reimburse these preliminary expenditures with the proceeds of the tax-exempt bonds and also to provide authorization up to \$1.75 million for said preliminary expenditures relating to Danbury Career Academy Project. The Pre-Authorization Cap Amount is appropriated from funds allocated to the City under the American Rescue Plan Act of 2021.

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

Attach.



RESOLUTION

CITY OF DANBURY, STATE OF CONNECTICUT

A.D. 2021

RESOLVED BY THE CITY COUNCIL OF THE CITY OF DANBURY

**RESOLUTION OF OFFICIAL INTENT
TO REIMBURSE EXPENDITURES WITH THE
PROCEEDS OF TAX-EXEMPT BONDS**

(DANBURY CAREER ACADEMY PROJECT)

WHEREAS, the City of Danbury (the "City") has determined that it is in the best interest of the City to finance all or a portion of the cost of a project for the planning, design, acquisition, construction, equipping and furnishing of a new grades 6-12 Danbury Career Academy School (or such other name as selected by the City or the Board of Education) within the City, including but not limited to: (i) the purchase of a unit or units comprising up to two-hundred and fifty thousand (250,000) square feet and to retrofit the existing space and the ground level area of the existing units for educational use in an existing commercial building that will be a common interest community (condominium) (ii) the planning, design, acquisition, construction, equipping and furnishing of classrooms, cafeteria, offices, bathrooms and ancillary spaces within said condominium units, including but not limited to the installation of utilities, HVAC, mechanical, plumbing, electrical and communication systems; and (iii) the purchase of development rights within the common interest community (condominium) covering up to five (5) acres for the purpose of the planning, design, acquisition, construction, equipping and furnishing of up to approximately 65,000 square feet of multi-purpose building additions to the proposed school to be located at 100 Reserve Road in the City for various uses, including without limitation, a gymnasium, lobby, security checkpoint and associated spaces; and related engineering, architect, permitting, advisory, technical support services, construction administration services, and governmental fees and expenses and printing, legal and financing costs related thereto (collectively, the "Project") by the issuance of bonds;

WHEREAS, the City plans to finance the costs of the Project with the proceeds of tax-exempt bonds, notes or other obligations authorized by the voters pursuant to a subsequent ordinance of the City (the "Bond Ordinance") in an amount not to exceed \$99,000,000 (the "Bonds"), issued pursuant to the General Statutes of Connecticut, Revision of 1958, as amended (the "Act");

WHEREAS, the Bonds (i) shall be general obligations of the City and the full faith and credit of the City are pledged to the payment of the principal thereof and interest thereon and (ii) shall qualify as exempt bonds for purposes of Federal income taxation pursuant to provisions of the Internal Revenue Code of 1986, as amended (the "Code");

WHEREAS, the City may incur expenditures for the Project prior to the approval of the Bond Ordinance by the voters up to maximum of \$1,750,000 (the "Pre-Authorization Cap Amount") and the issuance of the Bonds; and

WHEREAS, in the event of the failure of the Bond Ordinance at referendum, the City shall pay any amounts expended for the Project pursuant to the Pre-Authorization Cap Amount from funds allocated to the City under the American Rescue Plan Act of 2021.

NOW, THEREFORE, BE IT RESOLVED that the Council of the City of Danbury, at a regular meeting held on April 6, 2021 do hereby authorize and direct as follows:

Section 1. The sale of the Bonds is contingent upon the City's ability to sell the Bonds at a price and in accordance with terms and conditions satisfactory to the City.

Section 2. Subject to Section 1 hereof, and upon receipt of sufficient information, assurances and legal opinions with respect to the authorization, issuance and sale of the Bonds on a tax-exempt basis under the Code, the City shall issue the Bonds to finance the Project in an amount not to exceed \$99,000,000, with the final principal amount, maturities, interest rates, security, redemption provisions and other details and particulars to be determined by the Bond Ordinance.

Section 3. The appropriate officers, agents and employees of the City are hereby authorized and directed to take such steps as may be required to initiate the Project and to advance such funds as may be necessary to accomplish the Project, subject to the limitation that the aggregate amount of funds advanced for the Project shall not exceed the Pre-Authorization Cap Amount unless and until the Bond Ordinance has been fully and finally approved pursuant to applicable laws.

Section 4. The Pre-Authorization Cap Amount is hereby appropriated from funds allocated to the City under the American Rescue Plan Act of 2021. Such amounts are expected, but not required, to be reimbursed from the proceeds of the Bonds when and if issued.

Section 5. The City hereby expresses its official intent pursuant to Section 1.150-2 of the Federal Income Tax Regulations, Title 26 (the "Regulations"), to reimburse expenditures paid sixty days prior to and any time after the date of adoption of this resolution in connection with the development of the Project with the proceeds of the Bonds in accordance with the Regulations. The Bonds shall be issued to reimburse such expenditures not later than 18 months after the later of the date of the expenditure or the substantial completion of the Project, or such later date the Regulations may authorize. The City hereby certifies that the intention to reimburse as expressed herein is based upon its reasonable expectations as of this date. The Director of Finance or his/her designee is hereby authorized to pay Project expenses, if any, in accordance herewith pending the issuance of the Bonds. This Section 4 is included herein solely for purposes of compliance with the Regulations and may not be used or relied on for any other purpose.

Section 6. This resolution shall take effect immediately upon passage.

(13)

CITY OF DANBURY
DEPARTMENT OF PUBLIC WORKS



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

MAYOR

Honorable Joseph M. Cavo

PUBLIC WORKS DIRECTOR

CITY ENGINEER

Antonio Iadarola, P.E.

March 29, 2021

Honorable Joseph M. Cavo
City Council
City of Danbury
155 Deer Hill Avenue
Danbury, CT 06810

**Re: ARPA-E (United States Government Advanced Research Projects Agency)
Funding Opportunity for Research and Development**

Dear Mayor Cavo and City Council Members,

As you may know, the City of Danbury will have the first treatment plant in the United States that will have, as part of its Waste Water Treatment, a Biodiesel Plant that produces biodiesel from processing brown grease. Brown grease is very difficult to process, typically at any sewage treatment plant, and is not easy to dispose of. It also is very expensive to dispose of this problematic grease. We were able to plan and bring this incredible alternative energy project to Danbury by working with UCONN, REA and the firm who is building our plant upgrades, Veolia.

REA, with UCONN, has a new opportunity to submit an application in the form of a technical white paper, for research and development funding to further promote energy independence in the United States - and most importantly at our Waste Water Treatment Plant.

It has been requested that Danbury participate in the submission of this white paper to ARPA-E to further develop and conduct research in the promotion of energy independence at waste water plants, and could lead to potential funding of a 200 Kilowatt solar PV installation on the roof of the new Biodiesel Plant. This 200 Kilowatt system would be a 1/10th scale model for what ultimately could be a large 2 Megawatt system, which would take the Treatment Plant off the grid. Should UCONN and REA be successful, we would return to City Council for the acceptance of this offer to Danbury.

Please note, there is no financial share required from the City and no commitment to purchase any future projects. This simply furthers the City's initiative to continuing in the development of unique, green energy projects that benefits the City of Danbury.

Thank you for your consideration,


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

cc: L. Pinter, Esq.
David Day

Attn:

Antonio Iadarola, P.E.

Public Works Director/City Engineer

City of Danbury, CT

We understand that grid independence is a key objective at many wastewater treatment plants. REA has explored government funding opportunities which, if awarded, would provide our company with resources to continue R&D to promote energy independence at wastewater treatment plants. Specifically, a 2MW independent microgrid to supply 100% renewable power to the Danbury Wastewater Treatment Plant 24/7/365, is an exciting concept to look forward to.

REA, in conjunction with UCONN, is submitting a white paper to ARPA-E* that could potentially fund the placement of a 200kW solar PV installation on the roof of the FOG to biodiesel facility currently being constructed by REA at Danbury's WWTP. The 200 kW system is a 1/10 scale model for a larger 2MW system that could, in the future, take the entire wastewater treatment plant off the grid. To provide reliable power generation under the most adverse conditions, the biodiesel produced by the REA Fog-to-Biodiesel facility will be used in generators tied into the microgrid to supplement the capabilities of the solar PV installation.

REA is requesting cooperation from the City of Danbury to pursue this potential opportunity. Inclusion in this white paper does not require any financial commitments from the City of Danbury.

Thank you for your consideration and we hope that Danbury shares our drive and vision to participate in research and development for the advancement of energy technology which one day could lead to grid independence for your plant.

Thank you,



Dr. Richard Parnas

Professor Emeritus

Department of Chemical & Biomolecular Engineering, UCONN

Partner, REA Resource Recovery Systems

**Advanced Research Projects Agency (ARPA-E) is a United States government agency tasked with promoting and funding research and development of advanced energy technologies.*





RESOLUTION

CITY OF DANBURY, STATE OF CONNECTICUT

_____A.D. 2021

RESOLVED BY THE CITY COUNCIL OF THE CITY OF DANBURY

WHEREAS, as part of the upgrades at the City of Danbury's Waste Water Treatment Plant we are installing a Biodiesel Plant as an alternate energy source; and

WHEREAS, the City is working with UCONN, REA and Veolia to plan and bring this alternative energy project to Danbury; and

WHEREAS, REA and UCONN have an opportunity to submit a white paper to Advanced Research Projects Agency (ARPA-E), a United States government agency tasked with promoting and funding research and development of advanced energy technologies, for alternate energy sources which could fund the placement of a solar PV installation on the roof of Danbury's WWTP; and

WHEREAS, this submission is to further develop and conduct research for energy independence in the United States and more importantly, at our Waste Water Treatment Plant; and

WHEREAS, the City has been asked to participate in the submission of a technical white paper; and

WHEREAS, the City has no financial share and no commitment to purchase further projects.

NOW THEREFORE BE IT RESOLVED THAT the City Council authorizes the City, through the Department of Public Works, to submit this white paper to ARPA-E to further developed document research

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CITY OF DANBURY
DEPARTMENT OF PUBLIC WORKS



MAYOR
Honorable Joseph M. Cavo

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

MEMORANDUM

Date: March 22, 2021

To: Hon. Joseph M. Cavo,
Mayor

CC: Laszlo L. Pinter,
Managing Attorney & Deputy Corporation Counsel

David St. Hilaire
Director of Finance

Jean Natale
Legislative Assistant

From: Antonio Iadarola
Director of Public Works & City Engineer

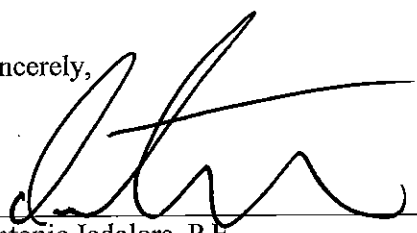
Re: REQUEST FOR AUTHORIZATION TO APPLY FOR CORRIDOR STUDY GRANTS

On behalf of the Federal Highways and the State of Connecticut Department of Transportation (CTDOT), the Western Connecticut Council of Government is soliciting applications from municipalities for potential roadway corridor studies. The studies shall serve as a critical step in the improvement of transportation networks. The selected projects shall be funded through a discretionary Surface Transportation Block Grant (STGB) of which a ten (10) percent local match shall be required, upon selection.

The City of Danbury Engineering Department has evaluated and determined that the White Street – Newtown Road corridor, from just west of Meadow Street intersection to the entrance of the City's Public Works complex warrants to be studied as part of this program. The purpose is to alleviate the current and projected traffic congestion, safety concerns and pedestrian mobility along the corridor. The estimated total cost for the Study is \$ 150,000 of which \$15,000 local match (funding source from the SNAPP2020.3001-7000.0501 Bond) shall be required.

The Engineering Department, therefore, requests the City Council to authorize the Mayor or Antonio Iadarola, P.E, Director of Public Works & City Engineer, as his designee, to apply for and accept the subject grant from the Federal Highway Administration and CTDOT for the identified project.

Sincerely,



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



RESOLUTION

CITY OF DANBURY, STATE OF CONNECTICUT

_____A.D. 2021

RESOLVED BY THE CITY COUNCIL OF THE CITY OF DANBURY

WHEREAS, the City of Danbury (City) is seeking funding from the Connecticut Department of Transportation (CTDOT) for a Corridor Study for travel conditions along the White Street and Newtown Road corridor; and

WHEREAS, the objective of the study is to evaluate measures to alleviate current and projected traffic congestion, safety concerns and pedestrian mobility along the Corridor sections; and

WHEREAS, the Study would serve as a critical step in the improvement of transportation networks; and

WHEREAS, the estimated cost of this Study will be \$150,000 and the City's local match would be ten percent (10%) and these funds (\$15,000) are to be charged to SNAPP2020.3001-7000.0501 Bond.

NOW THEREFORE BE IT RESOLVED THAT Joseph M. Cavo, Mayor of the City of Danbury, or Antonio Iadarola, Director of Public Works/City Engineer as his designee, be and hereby is authorized to sign the grant application and to sign any other documents associated with administering the grant, if awarded, including but not limited to the final grant agreement and any amendments thereto.

Western Connecticut

COUNCIL OF GOVERNMENTS



TO: HVMPO and SWRMPO Members
 FROM: Kristin Hadjstylianos and Todd Fontanella
 DATE: March 5, 2021

RE: CTDOT Corridor Study Solicitation

Overview:

The Connecticut Department of Transportation (CTDOT) is soliciting applications for potential corridor studies. These planning studies serve as a critical step in enhancing the transportation network throughout the region. Study recommendations become the foundation in addressing transportation concerns, often becoming future design and construction projects.

In previous years, awarded applications have resulted in the development of plans that address topics such as Transit-Oriented Development (TOD), congestion and safety relief, bicycle and pedestrian improvements, as well as mobility.

Program Details:

CTDOT has implemented a cap of three (3) project submissions per COG and a budget minimum per study of \$150,000. All applications received will be prioritized based upon the methodology described further below. Candidate projects for the WestCOG region will be funded through the Surface Transportation Block Grant (STBG) Program. This is a discretionary program: priorities advanced by WestCOG are not guaranteed funding, and are subject to CTDOT review.

Funding Breakdown and Match*:

- Local Road(s): 80% federal, 20% local
- State Road(s) and Transit: 80% federal, 10% state, 10% local

**based on guidance provided by CTDOT, may be subject to change.*

Application Details:

All municipalities in the WestCOG region are eligible to submit a corridor study concept. ***Interested municipalities should complete the attached "DOT Study Application Form" and submit to WestCOG by April 30, 2021.*** Municipalities should also submit a letter of commitment signed by their municipal official. Digital copies may be emailed to Todd Fontanella at tfontanella@westcog.org.

Applications will be reviewed by staff and presented to the TAG members for prioritization. Projects identified as the top candidates will then be presented at the June 17, 2021 MPO meeting for approval.

Important Dates and Deadlines:

April 30, 2021 – Municipalities to submit applications to WestCOG for review

June 8, 2021 – TAG Members to discuss applications and recommend priorities

June 17, 2021 – COG/MPO Board to approve priority applications

July 1, 2021 – WestCOG to submit priority applications to CTDOT

Project Prioritization and Methodology:

This is a highly competitive and discretionary program, which increases the importance of identifying competitive candidates with the greatest potential to be awarded funding. Successful project candidates should be able to demonstrate regional significance and need.

Candidate projects will be evaluated on several factors and focus areas, including but not limited to:

- Regional significance
- Complete Streets
- TOD opportunities
- Mobility
- Connectivity
- Safety
- Congestion
- Consistency with Long Range Transportation Plan
- Consistency with regional Plan of Conservation and Development
- Relationship to other studies planned or underway
- Equity
- Coordination with CTDOT

While WestCOG will be reviewing and ranking applications, the final decision on project selection is under the purview of CTDOT.

Contacts:

WestCOG is available to work with your respective municipal staff to help them navigate the application process. Questions regarding this solicitation should be directed to Todd Fontanella at WestCOG, tfontanella@westcog.org or (475) 323-2076.

Attachments:

1. DOT Study Application Form



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CITY OF DANBURY
155 DEER HILL AVENUE
DANBURY, CONNECTICUT 06810

DAVID W. ST. HILAIRE
DIRECTOR FINANCE

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

MEMORANDUM

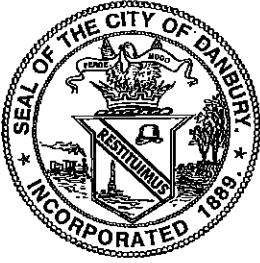
DATE: 3/17/21
TO: JOSEPH M CAVO, VIA THE CITY COUNCIL
FROM: DAVID W. ST. HILAIRE, DIRECTOR OF FINANCE *DS*
SUBJECT: RESOLUTION – 555 FITNESS GRANT-FIRE DEPARTMENT

Attached for your review is a resolution that will allow the City of Danbury Fire Department to apply for a grant and accept fitness equipment through the 555 Fitness, Inc 'Strength is Our Foundation' grant.

If awarded, the Danbury Fire Department will receive over \$15,000 of fitness equipment with no local match required.

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

DST/sk



RESOLUTION

CITY OF DANBURY, STATE OF CONNECTICUT

_____A.D. 2021

RESOLVED BY THE CITY COUNCIL OF THE CITY OF DANBURY

WHEREAS, 555 Fitness, Inc., has provided a grant opportunity to the City of Danbury Fire Department through its Strength is our Foundation Grant; and

WHEREAS, this grant provides for over \$15,000 of fitness equipment to eligible first responder organizations; and

WHEREAS, if awarded, there is no match required from the Danbury Fire Department.

NOW, THEREFORE BE IT RESOLVED THAT Joseph M. Cavo, Mayor of the City of Danbury, or Kevin P. Ford, Fire Chief of the City of Danbury, is authorized to apply for and accept this funding and to do all things necessary to effectuate the purposes thereof.



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

Kevin P. Ford
Interim Fire Chief

Phone 203-796-1555
Fax 203-796-1552

DATE: March 11, 2021

TO: David St. Hilaire, Finance Director

FROM: Kevin P. Ford, Fire Chief

RE: Grant application permission

CC: Sue Kaminski, Finance Dept.

David,

The Danbury Fire Department would like to apply for a grant from 5-5-5 Firefighter Fitness, Inc. This grant awards a package of fitness equipment valued over \$15,000. There is no local match required.

I am requesting the approval of the City Council to accept these funds, if awarded, for the Danbury Fire Department.

If additional information is needed, please contact me.

Respectfully yours,

Kevin P. Ford
Fire Chief

555 FITNESS

Strength Is Our Foundation Grant Application Checklist:

Eligibility

Any department or organization that provides first responder services to their community is eligible to apply. This includes, but is not limited to: fire, police, EMS, wildland, water rescue, career, volunteer, combination.

Required Attachments

- Signed waiver by Chief or person with similar decision-making authority
- Pictures of current fitness equipment and where new equipment will be kept
- Current Health/Wellness/Fitness SOPs or SOGs (if any exist)
- "Fitness" picture that can be used on 555 Fitness' website and social media



Department Demographics

- Number of stations and members
- Call volume from last two years
- Annual operating budget
- Number/type of dept apparatus
- Social media usernames/handles
- Distance to closest 2 gyms
- List of current fitness equipment
- Fitness equipment "wish list"

Contact Us

www.555fitness.org/grants

Instagram @555fitness

Facebook 555 Fitness

Free App 555Fitness



**RELEASE AND WAIVER OF LIABILITY,
ASSUMPTION OF RISK AND INDEMNITY AGREEMENT**

READ BEFORE SIGNING

This RELEASE AND WAIVER OF LIABILITY, ASSUMPTION OF RISK AND IDEMNITY AGREEMENT (the "Agreement") is a binding legal document. The purpose of this document is to exempt, waive, and relieve Releasees, defined below, from liability for personal injury, property damage, wrongful death, or other claims that may result from <<< >>> ("____") being a recipient of equipment, goods, products, and/or instructional training from 5-5-5 Firefighter Fitness, Inc., a Texas nonprofit charitable organization (hereinafter "555").

IN CONSIDERATION of receiving from 555, by way of a grant for which application was made and submitted, certain equipment, goods, products, and/or instructional training on proper use of the equipment (collectively herein the "equipment"), THE UNDERSIGNED, for the <<<>>> and/or <<<>>> (hereinafter "Releasers"), their directors, officers, agents and employees, and/or volunteers, Releasers:

1. Agree to use the equipment only as intended.
2. HEREBY RELEASE, WAIVE, DISCHARGE AND COVENANT NOT TO SUE 555, its directors, officers, agents and employees, and/or volunteers (herein referred to as "Releasees"), FROM ALL LIABILITY TO THE UNDERSIGNED, its directors, officers, agents and employees, and/or volunteers FOR ANY AND ALL LOSS OR DAMAGE, AND ANY CLAIM OR DEMANDS THEREFOR ON ACCOUNT OF INJURY TO THE PERSON OR PROPERTY OR RESULTING IN DEATH OF THE UNDERSIGNED ARISING OUT OF OR RELATED TO THE EQUIPMENT, WHETHER CAUSED BY THE NEGLIGENCE OF THE RELEASEES OR OTHERWISE.
3. APPRECIATION OF RISKS. We comprehend and appreciate that there are foreseeable and unforeseeable inherent dangers and risks of harm involved in the using the equipment. We acknowledge that the use of the equipment is physically and mentally intense. We fully understand and acknowledge that: (a) risks and dangers exist in the use of the equipment; (b) the use of such equipment may result in injury including but not limited to bodily injury or personal injury (whether physical, emotional and/or psychiatric or any combination thereof), strains, fractures, partial and/or total paralysis, eye injury, blindness, stroke, heart attack, death, wrongful death, loss of consortium, property damage and/or breach of contract, or any other damage or other ailments that could cause serious disability; (c) use of such equipment may also result in loss, damage, or destruction of personal property; and (d) these risks and dangers may be caused by the negligence of the owners, employees, officers or agents of 555 and/or the negligence of the participants, the negligence of others, accidents, breaches of contract, the forces of nature or other causes; these risks and dangers may arise from foreseeable or unforeseeable causes; and (e) by participation in the use of the equipment, we assume all risks and dangers and all responsibility for any losses and/or damages, whether caused in whole or in part by the negligence or other conduct of the owners, agents, officers, employees of 555, or by any other person. We further acknowledge and understand that included within the scope of this waiver and release is any claim or cause of action arising from the performance, or failure to perform, of any maintenance, inspection, supervision or control of said equipment, for failure to maintain or

inspect equipment supplied, for negligent selection or retention of certain Releasees, or negligent supervision or instruction by Releasees.

4. HEREBY AGREE TO INDEMNIFY AND SAVE AND HOLD HARMLESS the Releasees and each of them FROM ANY LOSS, LIABILITY, DAMAGE, and OR COST they may incur arising out of or related to the EQUIPMENT WHETHER CAUSED BY THE NEGLIGENCE OF THE RELEASEES OR OTHERWISE.

5. HEREBY ASSUME FULL RESPONSIBILITY FOR ANY RISK OF BODILY INJURY, DEATH OR PROPERTY DAMAGE arising out of or related to the EQUIPMENT whether caused by the NEGLIGENCE OF RELEASEES or otherwise.

6. HEREBY acknowledge that THE USE OF THE EQUIPMENT CAN BE DANGEROUS and involve the risk of serious injury and/or death and/or property damage. Each of THE UNDERSIGNED also expressly acknowledge that INJURIES RECEIVED MAY BE COMPOUNDED OR INCREASED BY NEGLIGENT USE OF THE EQUIPMENT BY RELEASEES.

7. HEREBY agree that this Release and Waiver of Liability, Assumption of Risk and Indemnity Agreement extends to all acts of negligence by the Releasees, INCLUDING WITHOUT LIMITATION instructional training, and is intended to be as broad and inclusive as is permitted by the laws of the State in which the Equipment is used and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

8. APPLICABLE LAW This Agreement shall be governed by and construed under the laws of the State of Texas. Venue shall be in Tarrant County, Texas.

I/WE HAVE READ THIS RELEASE AND WAIVER OF LIABILITY, ASSUMPTION OF RISK AND INDEMNITY AGREEMENT, FULLY UNDERSTAND ITS TERMS, UNDERSTAND THAT I/WE HAVE GIVEN UP SUBSTANTIAL RIGHTS BY SIGNING IT, AND HAVE SIGNED IT FREELY AND VOLUNTARILY WITHOUT ANY INDUCEMENT, ASSURANCE OR GUARANTEE BEING MADE TO ME/US AND INTEND MY/OUR SIGNATURE(S) TO BE A COMPLETE AND UNCONDITIONAL RELEASE OF ALL LIABILITY TO THE GREATEST EXTENT ALLOWED BY LAW.

DATE: _____, 20____

PRINT NAME HERE: _____

SIGN NAME HERE: _____

TITLE: _____

DATE: _____, 20____

PRINT NAME HERE: _____

SIGN NAME HERE: _____

TITLE: _____

DATE: _____, 20____

PRINT NAME HERE: _____

SIGN NAME HERE: _____

TITLE: _____

~AD HOC REPORT~
Governmental Entities Review Board
Tuesday, March 23, 2021

Chairman Warren Levy called the meeting to order at 6:00 p.m. on Tuesday, March 23, 2021 via videoconference. Present were Committee Members Vinny DiGilio, Paul Rotello, and Alan Boyce and Mark Chory from the citizenry. Also present were Ex-Officio Members Duane Perkins and Fred Visconti. Deputy Corporation Counsel Les Pinter; Kevin Placella, Fair Rent Commission; Missy Alexander, Charles Ives Authority; and John Gentile, Commission for Persons with Disabilities were present as well.

Mr. Levy stated the purpose of the meeting is to review the Aquifer Authority, Charles Ives Authority, Ethics Committee, Disabilities and Fair Rent Committee.

The Danbury Aquifer Protection Agency was discussed by Mr. Pinter who reviewed the statutes regarding the existence of Agency.

The Ethics Commission was discussed noting there has not had a lot of activity. Mr. Pinter noted they would meet if there were ethical issues given to them.

The Fair Rent Commission was discussed by Mr. Placella, who stated he is filling in for the current Chair, Sue Mazzucco. He noted they have not met in three or four years due to lack of complaints and discussed the purpose of their Commission. He stated they do not have a budget or liaison from the City at this time. He responded to Mr. DiGilio's inquiry noting the activities of the former liaison. He stated they would have to reorganize to get it back on track.

Charles Ives Authority was discussed noting the request to disband as they are competing with other arts organizations and have zero budget. Ms. Alexander, noted the cost of mounting shows that draw regionally is now unmanageable for various reasons including competition. There would have to be investments in sounds and structural issues and their recommendations is to disband. She responded to Mr. Levy that outstanding obligations are \$18,000. Mr. Pinter responded that if they were terminated, the City would likely be responsible for negotiating that leftover obligation assuming there are no assets. He responded to Mr. Chory that he is not aware of any liens or collection action, but if there were, the City would have to deal with that. Mr. Levy responded to Mr. Boyce whether all investors and avenues have been exhausted, noting the cost of booking talent. Mr. DiGilio commented on deposits that may have been given; Ms. Alexander noted the plans for summer programming were interrupted by the pandemic, and salaries were covered. She noted there are very limited assets such as furniture and ipads. Mr. Pinter responded to Mr. Boyce noted City will have use of the Ives property used with the balance going to the University. Mr. Levy noted there would be a year period to determine disposition.

Mr. Chory stated his preference that other agencies morph into the Charles Ives Authority noting it could be used in other ways. Ms. Alexander noted two years ago they tried to bring in multiple agencies, but did not have success. Speaking as a member of the university, not the Board, she stated the City will continue to have rich cultural activity. Mr. Levy noted that the purpose of the Review Board is to determine whether entities are serving the community.

Mr. Rotello commented that a performing arts center is important to the City and the name highlights that Charles Ives is an important name and the Authority should continue, while acknowledging that the use has failed, but the City should decide what direction it wants to go. Mr. Rotello noted there could be a post-COVID season. He suggested sunseting it on October 31, 2021 alerting the community of a one-year period to complete the process.

Mr. Gentile noted he is representing the Commission for Persons with Disabilities as Chair noting they continue to meet on a regular basis via Zoom. Several members have moved and they are seeking new members.

16-1
A motion was made by Councilman Rotello, and seconded by Councilman DiGilio, that the Commission reauthorize the Commission for Persons with Disabilities, Aquifer Protection Agency, the Board of Ethics, and the Fair Rent Commission for five years; and reauthorize the Charles Ives Authority for the Performing Arts for one year. The motion passed unanimously.

A motion was made by Councilman Rotello, and seconded by Councilman DiGilio, that the Ad Hoc Committee be adjourned. The motion passed unanimously at 6:40 p.m.

Respectfully Submitted,

Warren Levy, Chair

Paul Rotello

Vinny DiGilio



ORDINANCE

CITY OF DANBURY, STATE OF CONNECTICUT CITY COUNCIL

_____ A.D. 2021

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, 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.
- (7) The Charles Ives Authority for the Performing Arts.

(b) 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.

(c) The following governmental entities are terminated, effective June 30, 2024, unless reestablished in accordance with section 2-267:

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

(d) The following governmental entities are terminated, effective June 30, 2025, 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.

(17)

~AD HOC REPORT~
Property Lease- Airport (J.Earl)
Tuesday, March 23, 2021

Chairman Irving Fox called the meeting to order at 6:50 p.m. on Thursday, March 23, 2021, via video conference. Present were Committee Members Warren Levy and Fred Visconti. Ex-Officio Members Vinny DiGilio, John Priola, Paul Rotello, and Duane Perkins. Also present were Deputy Corporation Counsel Les Pinter, Airport Administrator Michael Safranek, and Public Relation Coordinator Taylor O'Brien. Frank and Susan McDermott of Balance, Inc., and their representative Robin Kahn, and Dave Kaplan of J. Earl Associates were also present.

Mr. Fox noted the purpose of the meeting is the assignment of a lease between the City and J. Earl Associates Condominium LLC as tenants for property on Airport Road aka Kenosia Avenue Extension - Item 3 on the March 2, 2021 meeting.

Mr. Pinter noted the item was presented to the City by letter dated January 30, 2021 wherein Mr. Kaplan requested the City consider assigning the lease for the parking premises to L. Earl Associates Condominium LLC triggering a review of the lease agreement. An appraisal amount must be agreed upon and determinations on the rental amount.

Mr. Kaplan commented the size of the property is .523 acres. Ms. Kahn clarified the plan is make the building into a two-unit condominium. Her clients would be purchasing the second floor; Mr. Kaplan would own the first floor, and the assignment would be to the Condominium Association.

Mr. Levy inquired regarding the two five-year options, built-in cost-of-living, and amount of parking. Mr. Kaplan responded regarding the rent increases over the year, and the City-owned land history.

Mr. Visconti inquired regarding on the location, and the business condominiums. Mr. Kaplan responded with further details of the agreement and the sale of the second floor to the McDermotts. Mr. Safranek further responded regarding location and responded that he has no concerns regarding the proposal as long as the building structure or height are not changing to which Ms. Kahn stated there are no such changes.

Mr. Kaplan and Ms. Kahn responded to Mr. Rotello regarding conformance to zone and everything is permitted with no plans for change of use. Mr. Pinter responded to Mr. Rotello regarding the appraisal; Mr. Kaplan stated they have no objections to paying for the appraisal. He also responded to Mr. DiGilio regarding the two five-year extensions. Ms. Kahn commented that the entity is a corporation, and would end in Inc. not LLC.

A motion was made by Councilman Levy, and seconded by Councilman Visconti, to authorize the assignment of the lease between the City of Danbury and J. Earl Associates Condominium LLC dated February 3, 2003 to J. Earl Associates Condominium Inc. conditioned on the procurement of an independent real estate appraisal to be paid for by the lessee which appraisal shall be used to establish a revised final amount acceptable to the City all in accordance with lease addendum paragraph 6 for the balance of any terms of the lease agreement. Such revised rent to be adjusted subsequently pursuant to addendum paragraph 12. The motion passed unanimously.

A motion was made by Councilman Levy, and seconded by Councilman Visconti, to adjourn. The motion passed unanimously. The meeting adjourned at 7:11 p.m.

Respectfully Submitted,
Irving Fox, Chair
Warren Levy
Fred Visconti

NOTICE OF LEASE

NOTICE IS HEREBY GIVEN of the following Lease:

1. Name and Address of Parties:

Landlord: City of Danbury
155 Deer Hill Avenue
Danbury, CT 06810

Tenant: Jay Earl Associates, LLC
58 High Valley Way
Stamford, CT 06903

2. Date of Lease:

Said Lease was entered into on February 3, 2003.

3. Term of Lease:

The term of said Lease commenced on February 3, 2003 and ends of February 3, 2023.

4. Description of Property:

Land located on Airport Road (also known as Kenosia Avenue Extension), Danbury, Connecticut, and more particularly described in Exhibit A annexed hereto and made a part hereof.

5. Right of Extension:

Tenant has the right to extend said Lease for two additional period of five (5) years each, upon the terms and conditions more particularly provided therein.

6. Option to Purchase:

Said Lease contains no option to purchase the leased property.

7. Location of Lease:

Said Lease is on file at the offices of the Tenant, at the address stated in Paragraph 1. above.



17-2

This Indenture,

Made by and between the CITY OF DANBURY, a municipal corporation of the State of Connecticut, located in Fairfield County, acting herein by MARK D. BOUGHTON, its Mayor, duly authorized,

and JAY EARL ASSOCIATES, LLC, a Connecticut limited liability company, having its office at 58 High Valley Way, Stamford, Connecticut 06903, acting herein by David J. Kaplan, its Managing Member, duly authorized,

WITNESSETH: That the Lessor ha leased, and do hereby lease to the said Lessee

ALL THAT certain piece or parcel of land situate in the City of Danbury, County of Fairfield and State of Connecticut, bounded and described as follows:

SOUTHERLY: by other land of the Lessee, 364.79 feet;
WESTERLY: by land of the City of Danbury, 60 feet;
NORTHERLY: by land of the City of Danbury, 380 feet, more or less;
EASTERLY: by Airport Road (a/k/a Kenosia Avenue Extension), 60 feet.

Location of land is established by an Airport Map dated February 8, 1963 by John Green, Civil Engineer. Starting at marker #12 - 60' in direction 364.37' paralleling the south Erhardt line to Kenosia Avenue Road then Northwesterly to marker #13.

the Commencement Date (as hereinafter defined)

for the term of twenty (20) years from the / day of x 1988
for the annual rents x hereinafter set forth Dollars,
payable in equal monthly payments of in advance: Dollars,
as set forth in the addendum to
lease attached hereto.

And the said Lessor covenants with the said Lessee that it has good right to lease said premises in manner aforesaid, and that it will suffer and permit said Lessee (it keeping all the covenants on its part, as hereinafter contained) to occupy, possess and enjoy said premises during the term aforesaid, without hindrance or molestation from it or any person claiming by, from or under

And the said Lessor covenants with the said Lessor to hire said premises and to pay the rent therefor as aforesaid, that it will commit no waste, nor suffer the same to be committed thereon, nor injure nor misuse the same; and also that it will not assign this lease nor underlet a part or the whole of said leased premises, nor make alterations therein, nor use the same for any purpose but that hereinbefore authorized, without written permission from said Lessor, but will deliver up the same at the expiration or sooner determination of its tenancy 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 rent shall remain unpaid ten (10) days after the same shall become payable as aforesaid, or if the said Lessee shall assign this Lease, or underlet or otherwise dispose of the whole or any part of said demised premises, or use the same for any purpose but that hereinbefore authorized or make any alteration therein without the consent of the Lessor in writing, or shall commit waste or suffer the same to be committed on said premises, or injure or misuse the same, then this Lease shall thereupon, by virtue of this express stipulation therein expire and terminate, and the Lessor may, at any time thereafter, re-enter said premises, and the same have and possess as of its former estate, and without such re-entry, may recover possession thereof in the manner prescribed by the statute relating to summary process; it being understood that no demand for rent, and no re-entry for condition broken, as at common law, shall be necessary to enable the Lessor to recover such possession pursuant to said statute relating to summary process, but that all right to any such demand, or any such re-entry is hereby expressly waived by the said Lessee

And it is further agreed between the parties hereto, that whenever this Lease shall terminate either by lapse of time or by virtue of any of the express stipulations therein, the said Lessee hereby waives all right to any notice to quit possession, as prescribed by the statute relating to summary process.

And it is further agreed that in case the said Lessee shall, with the written consent of the said Lessor endorsed hereon, or on the duplicate hereof, at any time hold over the said premises, beyond the period above specified as the termination of this Lease, then the said Lessee shall hold said premises upon the same terms, and under the same stipulations and agreements as are in this Instrument contained, and no holding over by said Lessee shall operate to renew this Lease without such written consent of said Lessor

And it is further agreed between the parties hereto, that the Lessee 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 and Town within which the premises hereby leased are situated, relating to Health, Nuisance, Fire, Highways and Sidewalks, so far as the premises hereby leased are, or may be concerned; and to save the Lessor 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 Lessor its agents, to applicants for purchase or lease, and for necessary repairs.

And it is further agreed that the said Lessee shall, at the expiration of the term of this Lease, deliver to the said Lessor, in good order and condition, all the premises hereby leased, together with all the fixtures, and the contents thereof, and the same shall be received by the said Lessor, and the same shall be deemed to be the property of the said Lessor, and the same shall be subject to the same terms, conditions and agreements as are in this Instrument contained, and no delivery of the same by the said Lessee shall operate to renew this Lease without such written consent of said Lessor

And it is further agreed that the said Lessee shall, at the expiration of the term of this Lease, deliver to the said Lessor, in good order and condition, all the premises hereby leased, together with all the fixtures, and the contents thereof, and the same shall be received by the said Lessor, and the same shall be deemed to be the property of the said Lessor, and the same shall be subject to the same terms, conditions and agreements as are in this Instrument contained, and no delivery of the same by the said Lessee shall operate to renew this Lease without such written consent of said Lessor

And it is further agreed that the said Lessee shall, at the expiration of the term of this Lease, deliver to the said Lessor, in good order and condition, all the premises hereby leased, together with all the fixtures, and the contents thereof, and the same shall be received by the said Lessor, and the same shall be deemed to be the property of the said Lessor, and the same shall be subject to the same terms, conditions and agreements as are in this Instrument contained, and no delivery of the same by the said Lessee shall operate to renew this Lease without such written consent of said Lessor

And Lessee 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 Lessee covenants that in the event the Lessor is required to employ an attorney in order to enforce a provision of this lease, the Lessee shall pay a reasonable attorney's fee.

SEE ADDENDUM ANNEXED HERETO AND MADE A PART HEREOF.

In Witness Whereof, the parties hereto have hereunto set their hands and seals, and to a duplicate of the same tenor and date, this 3rd day of February A.D. 2003.

Signed, Sealed and Delivered in presence of,

[Signature]
[Signature]
[Signature]
Thomas M. Van Kenken

CITY OF DANBURY
by *[Signature]*
Mark D. Boughton, its Mayor,
Duly Authorized
JAY EARL ASSOCIATES, LLC
by *[Signature]*
David J. Kaplan, its Managing
Member, Duly Authorized

State of Connecticut, }
County of FAIRFIELD } SS. Danbury February 3, A. D., 2003

Personally appeared MARK D. BOUGHTON, Mayor of the CITY OF DANBURY

signer and sealer of the foregoing instrument and acknowledged the same to be his free act and deed, and the free act and deed of said corporation, before me.

[Signature]
Notary Public,
Commissioner of Superior Court,

State of Connecticut, }
County of FAIRFIELD } SS. Danbury February 3, A. D., 2003

Personally appeared DAVID J. KAPLAN, Managing Member of JAY EARL ASSOCIATES, LLC,

signer and sealer of the foregoing instrument and ~~acknowledged~~ acknowledged the same to be his free act and deed, ~~before me~~ and the free act and deed of said limited liability company, before me.

[Signature]
Notary Public,
Commissioner of Superior Court,

17-5

CITY OF DANBURY
And
JAY EARL ASSOCIATES, LLC

ADDENDUM TO LEASE

AND IT IS FURTHER AGREED as follows:

1. The term of this lease shall commence on the date (the "Commencement Date") upon which Lessee acquires title to property adjoining the leased premises known as 69 Kenosia Avenue, Danbury, Connecticut and presently owned by Rodenstock Properties, Inc. (the "Adjoining Property").

2. The leased premises shall be used for parking automobiles and other motor vehicles which belong to Lessee's employees, invitees or occupants or owners, or tenants of Lessee of the Adjoining Property, their employees, invitees or occupants. Said parking is more particularly shown on the site plan entitled "site plan prepared for Arthur H. Erhardt Backus Avenue & Kenosia Avenue Danbury, Connecticut Scale: 1"=40' Jan. 30, 1976 Revised Dec. 14, 1977 Area: 1.911 Acres", and special exception submitted to and granted by the Danbury Planning and Zoning Commission. Lessee shall have the right to fill and grade, and to place a washed gravel or crushed stone surface on, the leased premises, which washed gravel or crushed stone surface shall, at all times, be maintained by Lessee in amounts sufficient to prevent dust from being raised therefrom. Lessee, with the prior written consent of Lessor, which consent shall not be unreasonably withheld, shall have the further right, at its sole cost and expense and subject to all land use approvals or permits as are required by the City of Danbury, to improve the leased premises by paving the same and/or adding lighting thereon. Any and all such improvements made by Lessee shall become the property of Lessor upon the termination of this lease.

3. Lessee shall save and hold harmless Lessor from any suit or claim for injury to any person or persons or for any damage to property arising out of the use, occupancy or possession of the leased premises by Lessee or any one using said premises, with or without the permission of Lessor.

4. Lessee shall, at all times, maintain in full force and effect liability insurance on the leased premises with an insurance company licensed to do business in the State of Connecticut and acceptable to Lessor. Said liability policy shall name Lessor and the Danbury Aviation Commission as additional insureds and shall provide coverage of not less than \$1,000,000.00 for injury to any one person, or any one accident, and property damage coverage of a minimum of \$1,000,000.00 for any one or more items of personal property per accident.

5. Lessee shall have the option to renew this lease for two (2) successive five (5) year terms by giving written notice to Lessor, by certified mail, of its intention to exercise its option rights hereunder not less than one hundred eighty (180) days before the expiration of the original term hereunder or the immediately preceding option term, as the case may be. Each of such renewal terms shall be upon the same terms and conditions of this lease, including the rent, which shall be the rent paid

in the last year of the original term hereunder and which shall increase yearly in accordance with the formula set forth below.

6. Lessee and each and every successor holder of title to the Adjoining Property, shall, with the prior written consent of Lessor, which consent shall not be unreasonably withheld, have the right to assign its rights under this lease to any such successor holder of title to the Adjoining Property, with the understanding, however, that the annual rent then payable hereunder for the remainder of the term of this lease in which such assignment takes place, commencing on the first day of the month subsequent to the date of any such assignment, shall be adjusted to an amount determined by an independent real estate appraiser, acceptable to the parties, payable in equal monthly installments, in advance. Thereafter, the annual rent shall be payable as provided for herein.

7. The obligation of Lessor and Lessee to perform under this lease is contingent upon the ability of Lessee to acquire title to the Adjoining Property on or before March 1, 2003. In the event that Lessee does not acquire title to such property on or before said date, then this lease, and all rights and obligations of Lessor and Lessee hereunder, shall automatically cease and terminate and become null and void and of no further force and effect.

8. All of the terms, covenants and conditions of this lease shall insure to the benefit of and be binding upon the respective successors and assigns of the parties hereto.

9. Lessee's use of the leased premises shall be, at all times, subject to the regulations of the City of Danbury Aviation Commission and the Federal Aviation Administration and shall conform to existing and future agreements between said City of Danbury and the Federal Aviation Administration.

10. On or prior to the Commencement Date, Lessee shall deposit with Lessor the sum of ONE THOUSAND DOLLARS (\$1,000.00), to be held by Lessor, without liability for interest, as security for the faithful performance by Lessee of all of the terms, covenants, and conditions of this lease by Lessee to be kept and performed during the term hereof. If at any time, during the term of this lease, any of the rent herein reserved shall be overdue and unpaid, or any other sum payable by Lessee to Lessor hereunder shall be overdue and unpaid, then Lessor may, at the option of Lessor (but Lessor shall not be required to), appropriate and apply any portion of said deposit to the payment of any such overdue rent or other sum.

In the event of the failure of Lessee to keep and perform any of the terms, covenants and conditions of this lease to be kept and performed by Lessee, then Lessor, at its option, may appropriate and apply the entire deposit, or so much thereof as may be necessary, to compensate Lessor for loss or damage sustained or suffered by Lessor due to such breach on the part of Lessee. Should the entire deposit, or any portion thereof, be appropriated and applied by Lessor for payment of overdue rent or other sums due and payable to Lessor by Lessee hereunder, then Lessee shall, upon the written demand of Lessor, forthwith remit to Lessor a sufficient amount, in cash, to restore said security to the original sum deposited, and Lessee's failure to do so within five (5) days after receipt of such demand shall constitute a breach of this lease. Should

Lessee comply with all of said terms, covenants and conditions and promptly pay all of the rental herein provided for as it falls due, and all other sums payable by Lessee to Lessor hereunder, then said deposit shall be returned, in full, to Lessee at the end of the term of this lease, or any extension thereof, or upon the earlier termination of this lease.

11. In the event that the Lessee shall, at any time, hold over the leased premises beyond the date herein specified as the termination date of this lease, the annual rent payable hereunder during such hold over period shall be increased to an amount which is equal to 1.5 times the annual rent last paid under the terms of this lease, payable in equal monthly installments, in advance, on the first day of each month following such termination date.

12. The rent for the first year hereunder shall be \$9,600 per year ("the base rent") payable in advance in equal monthly installments of \$800 per month. Thereafter the Base Rent shall be increased as follows: The Base Rent shall be increased each year subsequent to the first year of the term hereunder by the increase in the Consumer Price Index For Urban Wage Earners and Clerical Workers, U.S. City Average, All Items - Series A (1967) during the term hereof and in each year of any option term. Notwithstanding the above, the Base Rent for the eleventh year of the initial term hereunder shall be determined by an independent appraisal. The rent as so determined shall be the new Base Rent for the eleventh year hereunder. Thereafter the rent shall increase each year by the increase in the Consumer Price Index as set forth above. In no way shall the Base Rent for the eleventh year hereunder be less than the rent for the tenth year hereunder. In the event that the rent as determined by said appraisal be less than the rent payable in the tenth year hereunder the Base Rent shall be the rent payable in said tenth year.

In addition to the base rent the tenant shall pay any real estate taxes assessed against the premises as additional rent hereunder.

13. The tenant agrees to use the premises during the term hereof and any renewal term in accordance with the zoning classification of the premises. (the premises are classified as IL-40).



CITY OF DANBURY

DANBURY, CONNECTICUT 06810

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

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

March 25, 2021

MEMORANDUM

To: Mayor Joseph Cavo
Members of the City Council

From: Patrick A. Ridenhour, Chief of Police

Subject: **Police Department Monthly Report
March 2021**

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

Personnel

Department Strength:

Sworn Personnel 149

Injury/Extended Leave	7
Sworn Personnel in Field Training Program	3
Sworn Personnel in Police Academy	2

Effective strength (as of 03-25-21) 137

*Since last report – 1 retirement & 1 new hire

Significant Projects: Body Worn Cameras – Purchase & acquisition has been completed. Initial training is in progress.

Community Services (See attached)

Training

*****Many training events were canceled or not scheduled for the month of January due to COVID19 concerns*****

Various Dates	Taser 7 Transition Class – All Personnel
Various Dates	Body Worn Cameras (BWC) – All Personnel
March 22-31	Patrol Rifle Recertification – Patrol Rifle Personnel

Chief's Significant Meetings

2/22 Meeting with Union Board
2/23 DPD Staff Meeting
2/24 Photo Presentation – JC Martin
2/24 Promotional Exam Meeting
2/25 PD/FD Boat Discussion
2/25 National Consortium on Preventing Law Enforcement Suicide
2/25 CAC#21 Meeting
2/25 Badges & Budgets Seminar
2/28 Summit Sub-Station Visit & Meeting
2/28 EAP Remote Meeting
3/1 DPD Sitrep COVID Meeting
3/1 Post 1983 Pension Board – Zoom
3/2 Read Across America – Virtual
3/2 City Council Meeting
3/3 Board of Awards – Purchasing
3/3 Call to Develop Proposals for Police Negotiations
3/3 COVID-19 Enforcement Team
3/4 POST Use of Force Training Sub Committee (remote)
3/4 Telestaff & NexGen Long-Term Support Plans
3/4 DPD Sitrep COVID Meeting
3/4 COVID-19 Briefing
3/5 Call to Develop Proposals for Police Negotiations – Zoom
3/8 Commission on Racial & Ethnic Disparity in the Criminal Justice System
3/9 Fairfield County Chiefs of Police Zoom Meeting
3/10 Mayor's Cabinet Meeting
3/10 CPCA Board Meeting – Zoom
3/11 DanburyWORKS Trust Core Team
3/11 CPCA Board of Directors Meeting – Zoom
3/11 Post-1983 Pension Board Meeting – Remote
3/15 IXP Oversight Board Meeting
3/16 DPD Staff Meeting
3/16 New Personnel – Swearing In
3/16 Pre-Disciplinary Hearing
3/17 Flag Raising – City Hall Plaza
3/18 DPD Sitrep COVID Meeting
3/18 COVID-19 Briefing
3/22 DPD Sitrep COVID Meeting
3/22 Policy Discussion with Union Board
3/23 Entry Level Police Interview
3/23 NexGen Change Control Process Discussion
3/23 CityCenter's 2021 Annual Property Owners' Meeting – Zoom
3/24 Chief's Council for Special Olympics – Zoom
3/24 Entry Level Police Interview
3/24 Danbury Worker's Comp Discussion
3/25 DPD Sitrep COVID Meeting

E-Commerce Trading Location – no issues reported this month

***The report for the Police Cadet Program was not available for the deadline of this report and next month will include two months' worth of activities/information.

Respectfully submitted,

Patrick A. Ridenhour
Chief of Police

PAR:mrl
Attach.



CITY OF DANBURY
DANBURY, CONNECTICUT 06810

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

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

To: Patrick A. Ridenhour – Chief of Police

From: Vincent P. Daniello – Lieutenant

Re: Community Services Division - Activity Reports & Staffing Levels
February 15 – March 15, 2021

Date: March 25, 2021

Community Conditions Unit:

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

(-2 Officers)

-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
- 8 Patrol Officers (-4)

2021 UNIFORM CRIME REPORT

CITY OF DANBURY

	<i>Jan</i>	<i>Feb</i>	<i>March</i>	<i>April</i>	<i>May</i>	<i>June</i>	<i>July</i>	<i>Aug</i>	<i>Sept</i>	<i>Oct</i>	<i>Nov</i>	<i>Dec.</i>	<i>YTD</i>
Homicide	0	0											0
Forcible Rape	1	0											1
Robbery	1	0											1
Assault	1	2											3
Burglary	6	1											7
Theft	34	41											75
Motor Vehicle Theft	3	3											6
Arson	0	0											0
Totals	46	47											93

2020 UNIFORM CRIME REPORT

CITY OF DANBURY

	<i>Jan</i>	<i>Feb</i>	<i>March</i>	<i>April</i>	<i>May</i>	<i>June</i>	<i>July</i>	<i>Aug</i>	<i>Sept</i>	<i>Oct</i>	<i>Nov</i>	<i>Dec.</i>	<i>YTD</i>
Homicide	0	0											0
Forcible Rape	0	0											0
Robbery	4	3											7
Assault	4	4											8
Burglary	6	7											13
Theft	60	53											113
Motor Vehicle Theft	3	3											6
Arson	1	1											2
Totals	78	71											149

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

2021 DANBURY POLICE DEPARTMENT STATISTICS
CITY OF DANBURY

CALLS FOR SERVICE

2021

	<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	3,955	3,486											7,441

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											7,209

TRAFFIC ACCIDENTS

2021

	<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	225	303											528
Personal Injury	32	32											64
Total Traffic Accidents	257	335											592

2020

	<i>Jan</i>	<i>Feb</i>	<i>March</i>	<i>April</i>	<i>May</i>	<i>June</i>	<i>July</i>	<i>Aug</i>	<i>Sept</i>	<i>Oct</i>	<i>Nov</i>	<i>Dec.</i>	<i>YTD</i>
Property Damage	354	281											635
Personal Injury	41	31											72
Total Traffic Accidents	395	312											707

TRAFFIC ENFORCEMENT

2021

	<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	86	75											161
Written Warning	4	2											6
Moving Violation	102	105											207
Total Enforcement Action	192	182											374

2020

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

*Traffic Enforcement Grant(s)



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

**Kevin P. Ford
Interim Fire Chief**

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

FIRE CHIEF'S MONTHLY REPORT

I hereby submit this report as Interim Fire Chief of the Danbury Fire Department, which covers the period of February 21st through March 20th, 2021 and details our activities.

Public Education / Prevention / Public Relations

HQ companies conducted a birthday drive by with the Mayor and the PD. All Crews voluntarily participated in Stress Trauma Training. Members continued their physical training programs. Companies preplanned the vaccine clinic at the Danbury Fair Mall. E22 pre-planned Danbury High School and South Gate Condos. Crews toured 116 Federal Road and 5 Nabby Road. E22 trained on courtyard stretches and deploying the high rise pack. E24 & E23 conducted pump training at Lowe's Home Improvement.

Suppression / Response Activities of Note

On February 24th crews responded to a reported fire in the area of Deer Hill and Wooster Street. Car 30 arrived at 130 Deer Hill Ave and was waved in the driveway. There was smoke and fire showing on the C side of a 4 story wood frame condo complex. Car 30 assumed command and set up on the C side. Command called a working fire. There was heavy fire on the third and fourth floors in the rear, and fire was extending to the attic. Engine 22 brought the first hand line in the front door to the third floor. TAC 1 brought the second line to the C side, rear and began extinguishment from the exterior. Command requested a second alarm. Engine 23 established a water supply and deployed a third line inside to back up the first line. Command was informed the occupant was out and requested a search from Truck 1. Search was negative. FF Croswell did locate one of the two reported cats inside. Rescue 1 was assigned RIT and safety. Engine 24 arrived on scene and they were assigned to check the D side exposure, which was clear. Car 61 arrived on scene and assumed radio traffic for Command on OPS 1. Rescue 1 was deployed from RIT to relieve interior crews coming out for new bottles. Battalion 19

2021-04

members were assigned RIT. FD units extinguished the fire. Truck 1 secured the utilities to the affected units, 15 & 20, with the assistance of Eversource Electric and Gas. EMD Cassavechia coordinated with Red Cross for occupants of 15 & 20. Unit 20 sustained water damage. Car 1 & 2 arrived on scene for support. Car 42 conducted his investigation on scene and Car 41 proceeded to the Hospital to interview the occupant of unit 15. The Marshal's office will include the prior events. DC Halas spoke to Chris the VP of the condo association who in turn informed REI the management company of the situation. The Building Dept. was notified they would need to follow up the next day. Once all FD business was complete Truck 1 secured the building.



On March 9th crews responded to a reported garage fire on Beaver Brook Road. This was a one story tin shed attached to a shipping container. Engine 24 reported there was a small fire around a door frame and extinguished the fire.

On March 12th crews responded to a reported fire on a third floor balcony. Engine 23 used a water can to extinguish the fire and finished extinguishment with a hose line. No extension was confirmed and companies cleaned up the hose line.

On March 14th crews responded to a reported fire on Main Street. Car 30 arrived in the front and assumed command with a 4 story ordinary and nothing visible. TAC 1 drove around the back off Tower Place and reported fire in a third floor window. Engine 22 began extinguishment with TAC FF assigned to Engine 22. TAC Lt. was assigned SAFETY, the

Truck company performed a search and evacuation. Engine 23 established a water supply and took a second line above the fire. Command requested a second alarm. Car 61 arrived on scene and took over radio, OPS for Command. Rescue 1 was assigned RIT. Truck also took care of utilities and ventilation. The building owner arrived on scene and was informed of the situation. Car 44 arrived on scene and began his investigation. Car 1 & 2 arrived on scene and were briefed of the situation. Engine 8 assisted with performing RIT at one point and salvage. Once FD units finished their tasks, cleanup, and gross decon companies returned to service.



On March 16th Car 30 responded to a reported vehicle fire near a mobile home. Engine 23 and Engine 24 extinguished fire, there was no extension to the mobile home. Car 44 arrived and conducted his investigation.



On March 22nd DFD responded mutual aid to Brewster for a reported MVA with jack knifed tractor trailer into a pickup truck. NY State PD were on scene along with an ambulance and medic from NY. The driver of the tractor trailer was transported and the driver from the pickup refused transport. Engine 26 and Rescue 1 arrived on scene and assisted Lisi's towing. DFD units remained until the pickup truck was removed and the Tractor trailer was hooked on the wrecker.



The shift of March 25 was a busy one for B group. Crews responded to a reported barrel leaking a potentially toxic chemical in the back of a tractor trailer. E24 was first arriving to the Commerce Drive incident and found a DEEP agent on scene with the tractor trailer driver who stated there was an active leak inside the trailer. Nearby buildings were evacuated and the scene was secured. The truck driver and a business manager were exposed to the chemical. Both people were decontaminated and transported to Danbury ER for follow up evaluation. A private HazMat clean up contractor arrived on scene, and with FD support, mitigated the leak.

Immediately following the three-hour HazMat event, units responded to lower Main Street for a high speed motor vehicle accident with injuries. A short time after that, units were dispatched to Great Pastures Rd for a car off the bridge and partially in the water. The night concluded with a small SUV striking an apartment building on Park Ave. The impact caused significant structural damage to the building, which required the used of specialty building collapse equipment. The Park Ave incident was a three-hour event, supported by the Danbury Police and Building Departments.



On March 28th Car 30 responded to a reported vehicle in the water near Belmont Lane. Car 30 arrived and assumed command. The vehicle actually left the roadway from Concord St. Engine 22, Truck 1, and Rescue 1 arrived on scene, Engine 22 and Truck Irons descended the slope using a rope and assisted the driver, who was ambulatory, to EMS & TAC 1 waiting off Belmont Lane. The vehicle went off the hillside and traveled approximately 50' before coming to a stop just short of the Still River. Hilario's used a rotator to remove the vehicle while FD units stood by. There were no fluids leaking from the vehicle.



Command Staff Activities

- Volunteer Council meeting
- City Council Meeting
- Cabinet Meeting
- Bi-weekly COVID updates with Mayor and Department Heads

EMS/HazMat – Acting Coordinator Thomas Corbett

Emergency Medical Services

Maintained progress on continuing medical education for personnel requiring Emergency Medical Technician recertification in 2021.

Continuing fulfilling requirements for Emergency Medical Service Instructor.

Started American Heart Association CPR/BLS/AED Instructor course.

Continued participation in the 2021 Leadership Danbury sponsored by the Greater Danbury Chamber of Commerce.

Began drafting department respiratory protection standard for compliance with OSHA 1910.134.

Continued development of the Quality Management Program for emergency medical incidents to evaluate Quality Assurance at the pre-hospital care level.

Blood glucose meters were replaced on all apparatus with associated training.

Intern from New Haven University “shadowed” on March 12th. The responsibilities of the EMS/Hazmat Coordinator were described and the functions and equipment of Squad 2 and Hazmat1 were shown.

Responded to a 2nd alarm fire on Main Street on 3/14.

Emergency Medical Services / Hazardous Materials Division

Infection Control

Completed training and obtained certification as a CT Coronavirus vaccinator.

Continued working as liaison between the Fire Department and the Health Dept. with coordination of scheduling for personnel regarding 1st and 2nd vaccines at Rogers Park Middle School including the volunteer division of the department.

Continued maintaining communication and records for personnel that may have been affected by the Coronavirus and continued assistance regarding contact tracing with Deputy Chief Lounsbury.

Hazardous Materials

Implemented the Shift HazMat Squad program to streamline training, increase Hazardous Material Technician participation and further develop the department’s Hazardous Materials Team. This plan has met with significant support from the members of the department. Continued efforts on servicing and repair of all department meters, Personal Protective Equipment and other hazardous materials equipment with significant progress.

In conjunction with the Emergency Management Director, DFM Tim Smith and the LEPC, assisted in Tier II reporting and development of a plan for this information to be readily available at hazardous material incidents.

Region 5 HAZMAT

Continued contact with the leaders of all State Regional Homeland Security Hazmat teams for continued progress on equipment, training and the 2021 Field Day scheduled for May, 2021.

Community Risk Reduction – Fire Marshal Terence Timan

The residential inspection mailing campaign has begun and inspections have started to increase across all occupancy types. The Fire Marshal's Office will continue this positive progressing of inspections, implementing best practices guidelines from the Health Department and CDC.

Inspections / Code Compliance

For the period the Office conducted the following inspections: 1 Hotel, consisting of 193 units; 3 Residential units; 1 Business; 2 Day Cares; 15 Liquor licenses; 4 Healthcare facilities, including the entire Danbury Hospital Campus, 2 Nursing Homes consisting of 320 residents, 1 Mercantile, 2 Storage facilities and 1 Fueling Station. Team members rectified 7 concerns regarding unauthorized burning, non-compliant electrical service, alarm malfunction and unapproved/unpermitted apartments.

Plan Reviews

The Fire Marshal's Office continues its dedication to the accurate and timely review of plans. All projects are reviewed to ensure compliance to CT Fire Safety and Prevention codes. For the period, the Fire Marshal's Office has received 23 permit/plan review applications for approval per the requirements of the CT State Fire Code. A total of 6 certificates of occupancy approvals have been issued. Staff members completed 22 requests for records regarding properties, inspections and investigations. These requests were processed and disbursed in accordance to all freedom of information guidelines.

Fire Investigations

The reported fires requiring investigation were classified as: 5 structure fires, 2 cooking fires, 1 chimney fire, 1 furnace/boiler fire, 4 vehicle fires, 1 dumpster fire, 6 grass/brush fires, 3 outside rubbish/trash/waste fire and 1 due to improperly discarded smoking materials. The Fire Marshal's Office investigated all reported fires for origin and cause determination as required by CT state statute.

Training

Team Members of the Fire Marshal's Office attended various distance learning classes. Training attended included: a 3 part series on Consumer, Commercial and Illegal Fireworks; Lithium Ion Battery Storage, Protection and Response; and RING audio/video for public notification and fire investigation. All members attended the monthly meeting of the CT Chapter of the International Association of Arson Investigators.

Special Events

Congratulations to DFM Mike Jewell was sworn in as a member of the CT Chapter of the International Association of Arson Investigators. DFM Ray Guard passed the exam for Pro Board Fire Inspector certification. DFM Heather Anderson teamed up with DFM Jewell on the Community Risk Reduction Program. DFM Jewell assisted DFM Anderson with the full inspection of the Hospital campus and off-site facilities. DFM Rozzi worked with Floor and Décor to make certain it will meet Fire Code in time for opening. DFM Smith worked on the Tier 2 reports as well as plans for the Airport, DFM Bergemann performed the inspection of the Ethan Allen Hotel and preview plans for Ocean State Job Lot. FM Timan has worked overseeing the CRR project and met with EMD Cassavechia and others on several items.

It is FOREST FIRE SEASON! Please do not burn leaves, yard clippings or debris. Open burning is allowed with a proper permit, please reach out to the Fire Marshal Office for conditions, requirements and information on obtaining a permit.

Volunteer Fire Council – President Charlie Coakley

During the month, the volunteer companies were busy with a couple of fires. The most notable were the Main Street fire and the Deer Hill Avenue Fire. Also, several volunteers responded to the HazMat incident on Eagle Road.

During the month, Battalion 31 continued with their quarterly training and weekly training to keep up with their equipment and mandates that included air pack training, equipment checks, truck checks, and ladder work. The Battalion worked on setting up the new gear that was purchased with the leadership of Deputy Chief Halas who was very instrumental in the purchase.

Battalion 31 responded to the HazMat incident on Eagle Road with Squad 7 and Beaver Brook Engine 11, while Engine 3 and Tanker 10 covered their stations. Battalion 31 responded to several calls during the month that included brush fires, illegal burns, downed wires, gas leaks, extraction incidents, and first alarm fires. We have added three new recruits during the month, and they are looking forward to the training to qualify for interior firefighting. One congratulatory note is to Stephen Fanning who recently was hired to the career staff of the Burlington Fire Department in Vermont. We wish him well and we know he will excel in his career with the Burlington FD.

Battalion 19 (E5, S6, and E8) responded to several notable calls in the past month including a working fire on Deer Hill Avenue where Squad 6 helped establish a water supply, and a working fire on Main Street where Battalion members from E8 and S6 worked around the scene and E5 covered the city.

Members attended first quarter training and continued with regular truck checks and weekly training exercises. Ironically one of the training exercises with the career department was interrupted by a report of a rubbish fire next to a structure. E5 responded to the incident from HQ and provided water supply and assisted with overhaul with E22 while. This allowed a career company to free up that simultaneously responded to a brush fire along with E8 and other volunteer units. Lastly, annual fire extinguisher testing, air pack testing, and preventive maintenance was performed on Battalion equipment and apparatus.



**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
Joseph Cavo**

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

March 29, 2021

Dear Mayor Cavo and Members of the City Council:

As of March 29th, the State of Connecticut has had 308,439 positive COVID-19 cases and 7,883 associated deaths. In the City of Danbury, there have been 11,957 positive COVID-19 cases and 191 associated deaths. The City of Danbury is still considered to be in the Red Zone in the State of CT. The City's current infection rate is 5.2% and the 14-day running average is 42.5 per 100,000.

We have distributed 10,383 vaccines since the start of the COVID-19 vaccination clinic at Rogers Park Middle School in late December, and administered over 4,700 in the last month. We vaccinated approximately 1,000 teachers this last month, and have been collaborating with childcare workers to get them all vaccinated in order to keep schools and daycares safe and healthy. We will be administering second doses to teachers the first weekend in April.

The entire State of Connecticut is seeing increases in the number of COVID-19 cases, and many towns have entered the Red Zone Status. It is imperative that everyone continues to wear a mask, social distance, and avoid gatherings in order to prevent the spread of COVID-19. As the vaccine is becoming more available to State of CT residents, we want to remind everyone that you are not considered "fully vaccinated" until 2 weeks after you receive your second dose of Moderna or Pfizer or 2 weeks after you receive the single dose Johnson and Johnson vaccine because your body needs time to build up immunity to the virus. Even when a person is fully vaccinated they must continue to wear a mask and practice social distancing while in public to protect others until herd immunity is reached. The State of Connecticut will be opening up eligibility for all residents ages 16 and older on April 1st so they are able to schedule an appointment for their vaccine.

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
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
CT DPH - Local Health Department Reimbursement for COVID-19	Emergency Response	\$76,058	1/20/20 - 3/31/21	Awarded
EFSP Phase CARES	Emergency Shelter	\$15,930	1/27/2020 - 5/31/2021	Awarded
EFSP Phase 37	Emergency Shelter	\$2,700	1/1/2020 - 5/31/2021	Awarded
CT Health Foundation	COVID-19 Response	\$125,000	9/1/2020 - 2/28/2021	Awarded
CT Dept. of Public Health Epidemiology and Laboratory Capacity Grant	COVID-19 Response	\$510,143	5/19/2020 - 11/17/2022	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
- Food service 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 the Environmental Impact Commission.
- Numerous community-level projects including the maintenance of the Lake Kenosia Garden Buffer and the maintenance of the Still River Trail.

February/March 2021 Activity

The environmental team has continued to conduct routine COVID compliance inspections and has responded to various COVID complaints to enforce the DECD sector rules, which have recently changed this past month. Our COVID related efforts are in addition to our routine inspections, septic plan reviews, lead abatement plans, other environmental and housing complaints, and trainings. Our inspectors also completed various trainings on well water safety.

February Results

Potable Water	
Private Well	
Well Permits	4
Environmental	
Grading Permit Review	
EIC	
HazMat	
Erosion Inspections	
Complaint Investigation	5
Odor Complaints	
Wetlands/Grading	5
Sewage Disposal	
Plan Review	25
Inspections	19
New, Replace, Fail, Plan Review	2
100% Replacement Plan Review	3
Soil Testing (List by Appointment Only)	12
Additions	
Dye Tests (Initial)	3
Septic Permits (To Construct)	
Solid Waste	
Garbage Complaint	
Misc. (Describe)	
Pest and Animal Control	
Rodent Complaint	2
Insect Complaint	
Domestic Animal Complaint	1
Housing	
Residential/Commercial Inspection (Not Indoor Air)	
Housing Complaints	10
Child Day Care Inspection (Initial)	2

Child Day Care Plan Review	
Body Care Inspections	2
Body Care Plan Review	
Body Care Construction Visits	
Massage Establishment Inspections	
Massage Establishment Plan Review	
COVID-19 Salon/Body Care Compliance Inspections	
Lead Inspection for all Properties	
Lead Abatement Plan Review	
Certificate of Apartment Occupancy (CAO's)	12
Reinspections	
Healthy Homes	
Hotel/Motel Inspections	
Total # of Hotel/Motel Rooms Inspected	
Food	
Food Service Establishment Inspection (Initial)	30
Construction Visits	4
Food Service Walkthrough Inspections	3
Itinerant Vendor Inspections	1
Complaints	6
Re-inspection (voluntary)	
Re-inspection (involuntary)	1
Plan Review	1
Plan Revisions	
Foodborne Illness # of Complaints	1
Temporary Food Service	
Certified Food Protection Manager Courses	
Food Handler Courses	
Outdoor Dining/Patio Inspections	
COVID-19 Compliance Inspections	50
Seasonal	
Indoor Pool Inspections	3
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	9
Fair Rent Issues	
Pump Truck Permits	8
COVID-19 Complaints	17

COVID COMPLIANCE: There were 50 COVID Compliance inspections, 17 COVID Complaints that inspectors responded to, and 0 warning letters issued to establishments in the month of February.

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 February 2021

Tuberculosis patients	18
PPD testing/read	
QuantiFERON/T-Spot	
eDOT	19
Hospital Visits	
Home Visits	
Electronic Visits	39
Total Services:	76

The following are highlights from the Office of Community Medicine activities for February 2021:

1. Total of 11 new persons were evaluated in TB Clinic.
2. Continuing case management of approximately 60 cases of Latent TB and 1 case of Active Pulmonary TB.
3. Continuing TB contact investigation new Pulmonary TB.
4. Ongoing surveillance and epidemiological review of individuals with positive AFB , suspected or active TB.
5. Feb. 22 WCHN Infection Control Committee Mtg.

6. Provided 54.5 hours administering Covid-19 Vaccines @ RPMS

Community Health Services & Emergency Preparedness and Response:

The community health team has been working hard at the COVID-19 Vaccine Clinic at Rogers Park Middle School throughout the month of March and is getting ready for a surge in vaccinations as eligibility for all Connecticut residents 16 and older will open up on April 1st. We have also been collaborating with Community Health Center and Danbury Public Schools to vaccinate high school seniors when they become eligible. We have started planning and collaboration in order to reach the homebound population with traveling vaccination clinics as well, so we are able to protect those who are most vulnerable to COVID-19. There is also a mass vaccination event planned with the Portuguese Cultural Center and CHC, and we have been working with various religious organizations for outreach on the vaccine as well.

Contact Tracing February 2021

# of Contacts/Cases	114
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Super 8 Shelter:

Current Census: 72

Total Number Housed: 78

CITY OF DANBURY
DEPARTMENT OF PUBLIC WORKS



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

MAYOR
Honorable Joseph M. Cavo

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

RE: Public Works Monthly Report for FEBRUARY 2021

Dear Mayor Cavo and Members of the City Council:

FEBRUARY 2021:

I am pleased to present the Public Works Department Report for the month of February. The Department has remained dedicated and active continuing to keep up with all City responsibilities and emergency responses while continuing proactive safety protocol for the COVID-19 pandemic. All Covid-19 protocol continues to be strictly adhered to and monitored for the safety of our staff and residents.

Please review our individual Public Works Department reports for a full scope of the varied activities and projects we are involved with. If you have any questions or concerns, feel free to call me at 203-797-4537.

Construction Services Report submitted by Thomas Hughes III, Superintendent:

Downtown Danbury TOD Streetscape Renaissance Project:

Construction Services has been working with the City Engineer, City Planner and the designer, Martinez & Couch Associates, to move this project forward.

The bid opening was held February 18, 2021 at 10:00 AM via Zoom. Construction Services, along with the City Engineer, Designer MCA and City Planner performed a scope review of the two lowest bids. The apparent lowest qualified bidder is Colonna Concrete & Asphalt Paving, LLC. We forwarded the bid results and documents required for authorization to award (Grant Requirement) to ConnDot. We are awaiting the Authorization to Award from ConnDot. The project will go out to construction in the spring of 2021. Construction Services will administrate and manage Phase One construction TOD Streetscape.

Hearthstone Castle Abatement:

Construction Services, working with our in-house resources and on-call environmental consultant, developed the scope of work, specifications and bid documents. The project designer and environmental consultant Eagle

Environmental has begun the Phase II project design, which includes a structural assessment of the structure. The structural engineer has completed the field work / inspection of the castle and has issued their recommendations. Eagle Environmental is presently completing the Phase II project scope, AWP and bid documents.

Phase II will have several components; removing the remaining plaster / nonfirable AMC (Asbestos-Containing Materials) from the building interior, along with incorporating the structural engineer recommendations for stabilization of the structure for the interior work to proceed. We expect to have an approved AWP from the CT Department of Health shortly. The AWP will be incorporated into the final bid documents. We anticipate bidding Phase II for a 2021 construction season start.

Bridge Maintenance:

Construction Services has started a bridge maintenance program to extend the life of our bridge structures. The results of this program will be a cost savings to taxpayers by extending the longevity of our bridge structures. Construction Services is in the process of selecting 10 to 15 City bridges for this year's bridge maintenance program.

Artificial Field Turf Replacement:

Construction Services, using our in-house resources and On-Call Sports Facility Consultant JJA Sports, has completed the design of our artificial turf replacements and improvements of Kaplanis, Perry and DHS Fields. The request for proposals went out on February 15, 2021. The proposals were opened by the Purchasing Department on March 11th @ 10:00 am and a scope review / evaluation of all the vendors was performed on March 15th. Shaw Sports Turf was selected. Shaw Sports Turf was placed on March 17th BOA agenda we are in the process of signing the contract documents.

We plan to construct Kaplanis and Perry Fields this spring with a mid-June completion, then mobilizing to the DHS field for a June 15th start, with September completion.

Construction Services has been in communication with the Director of Recreation Nick Kaplanis, Rich Jalbert BOE Facilities and DHS Principal Dan Donovan in regards to the project schedule. These three field replacement / field improvements projects have been funded through the SNAPP 2020 Bond. The design and construction is being managed and administrated by Construction Services

Balmforth Avenue Sidewalk & Intersection Osborne & Balmforth Traffic Improvements:

Construction Services has been working with the Engineering Division during the design. The project was designed in house by the City of Danbury Engineering Division. The project is funded through a CDGB grant and is presently out to bid with an April 11th bid opening date.

Ellsworth Avenue School Addition:

Construction Services has been working with the Engineering Department, City Engineer and Architect participating in the design meetings. Once the project is approved for bid and awarded, Construction Services will be involved in the day-to-day construction working with the City Engineer / Director of Public Works.

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 on-line through the View Point Permit System.

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

Various Bridges:

The Kennedy Avenue Bridge is 450 feet long from the west edge of Main Street to the Inlet and spans 40 feet over the Still River. The design of the Kennedy Avenue Bridge over the Still River is proceeding well and is approximately 90% complete. The City's Engineers are designing the traffic control plans to minimize impacts to motorists, bus service and pedestrians. Due to the very long length of the bridge and limit locations to access the underside of the bridge, specifications are being prepared in accordance with State and Federal Regulations for work in confined spaces. The Local Bridge Program Commitment to Fund was received for this bridge and the project is scheduled to be bid in May.

White Street and Locust Avenue Intersection Improvements Project:

The proposed design project includes roadway widening of White Street from Meadow Avenue to Eighth Avenue. In addition, dedicated turning lanes shall be provided on White Street, Locust Avenue and Wildman Street. Engineers are working with numerous utility companies to relocate utility poles, overhead wires, underground gas mains and water mains. The design also includes new and updated traffic signals, improved storm drainage along the north side of White Street and new granite curbs and concrete sidewalks. The design is approximately 80% complete; the Engineers and Corporation Counsel are acquiring the necessary easements, site plan revisions, variances and are addressing the concerns of adjacent property owners. The project is scheduled to be bid in May and the cost of construction will be funded by a LOTCIP Grant.

Infrastructure Improvements:

Eversource Gas: During the last 6 months, City Engineers have received 9 preliminary applications from Eversource Gas for the replacement of existing gas mains. The Engineers have provided substantial information to Eversource about the locations of the existing underground utilities, reviewed proposed plans, identified potential conflicts, coordinated with multiple Eversource Departments and coordinated the review and approvals with several City Departments.

DEEP MS4 General Stormwater Permit:

The City's Consultant continues to lead workshop meetings with various pertinent City personnel and offices to meet the multitude of ordinance revisions, land use regulation revisions, mapping, web-site creation, inspection, testing, reporting and other requirements of the State DEEP permit. The Consultant continues to work with City departments on an "as needed" basis for outfall screening and sampling. The Illicit Discharge and Connection Ordinance was approved by the City Council and is now in effect. DEEP MS4 Annual Reports are posted on the City's website for review. The draft Annual Report for 2020 has been posted on the City website for public comment.

Balmforth Avenue Sidewalk Replacement:

The City received CDBG funding for three phases of the Balmforth Avenue Sidewalk Replacement project. Due to the pandemic, Phase I and III sidewalks were delayed but are currently out to bid.

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.
- **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. Putnam County is executing a contract with the most qualified bidder, WSP.

Ellsworth Avenue School Annex:

The Division has worked with the Board of Education to develop a schematic plan and program for a school construction project at Ellsworth Avenue Elementary School. The project will aid in accommodating the projected increase in student enrollment in Danbury schools. A grant application has been filed with the State of Connecticut. Requests for qualifications and proposals for Architectural services have been advertised and reviewed. Architectural services have been awarded to Friar Architecture Inc. The City has presented design documents to the State of Connecticut Office of School Construction Grants and Review to seek permission to bid the work.

Assessment Projects:

The following assessment projects, based on residents petitions, remain pending.

1. Butternut Lane, Bayberry Lane and Boxwood Lane Sanitary Sewer Extension.
2. Hawley Road Extension Sanitary Sewer Extension.

Danbury Career Academy

The Division has been working with the Board of Education and Danbury Career Academy Steering Committee to begin project planning and development. This project will convert existing commercial space at The Summit into a 6-12 Career Academy school in order to accommodate space needs for the 6-8 and 9-12 grade ranges identified in recent enrollment projection reports. The project has received special legislation from the State of Connecticut to proceed in a format and process that has never been done before. Division staff have bi-weekly conference calls with the State of Connecticut Office of School Construction Grants and Review to work together in moving the project forward and meeting deadlines specified in the special legislation.

Traffic Engineer and his Technicians:

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. The Traffic Division is also working with the Town of New Fairfield and WestCOG developing strategies to improve public safety, alleviate traffic congestion and exploring establishing a walk trail along the Route 37 Corridor. Traffic is also working with WestCOG in solicitation of Federal funding to improve air quality within the City through alleviation of traffic congestion.

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.

City Engineers:

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

Survey Crew:

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

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

Highway Division Report submitted by Tim Nolan, Superintendent of Public Services: **FEBRUARY – 2021**

The Highway Division responded to six winter storm events. The plow repair crew inspected and repaired plows after each storm. All equipment was washed and maintained throughout the month. Winter road salt was delivered and readied at the Public Works site and Airport property. Several employees and machinery were deployed around the City to cut and remove ice conditions and large piles of snow.

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

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

Winter Season

- Winter Storm Events: 6
- Precipitation: 19 inches
- Emergency Call Outs: 3

Maintenance

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

Signage

- New installs: 2
- Replacements: 3
- Repairs: 15

Personnel

- Total: 45
- Injury: 2
- Restricted Duty: 0
- Retirement: 0

- Seasonal: 6
- Vacancy: 0

Parks Maintenance Report submitted by Tim Nolan, Superintendent of Public Services:
FEBRUARY – 2021

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

Multiple crews were deployed for snow removal. They cleared sites with large piles of snow to assist with parking and site line issues. Sidewalks and entrances were inspected and treated with salt every day to eliminate icing conditions.

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

Winter Season

- Winter Storm Events: 6
- Precipitation: 19 inches

Maintenance

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

Personnel

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

Forestry Division Report submitted by Tim Nolan, Superintendent of Public Services:
FEBRUARY – 2021

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

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

Winter Season

- Winter Storm Events: 6
- Precipitation: 19 inches

Maintenance

- Removals: 26
- Pruning: 8
- Brush: 3
- Plantings: 0
- Emergency Call Outs: 0

Personnel

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

Public Buildings Report submitted by Sean Hanley, Superintendent of Public Buildings:
FEBRUARY – 2021**City:**

Currently looking into GPS Bipolar Ionization for air handling systems.

Library:

Roofing project 90% complete.

Junior library renovation currently being rebid.

Quoting additional security cameras for multiple areas.

Danbury Public Schools:

Quoting media and front office area replacement RTU's at DHS.

DHS cogen dump coil replacement completed.

Currently looking into Needle point Bipolar Ionization through Honeywell for air handling systems with BOE.

City Hall:

Plans completed for council chamber renovations, awaiting bids.

Performing basement area updates.

Hatters Park:

Boiler rebuild scheduled

General:

The majority of time the Maintenance Mechanics spent this month was associated with School building repairs: specifically HVAC, Plumbing and life safety in schools, Outdoor lighting.

Requests for Maintenance Service:

Attached please find the statistical report of repairs and maintenance work that the Public Buildings Mechanics engaged in during the month of February 2021.

In the month of February we received 155 new work requests and completed 134 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 with a total of 121.00 person-hours dedicated to this service. The next largest area of concentration was in General Maintenance repairs, utilizing 82.50 person-hours of labor. Electrical repairs came as the third highest category with 67.50 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 FEBRUARY 2021**

Work Requests received this month	155
Work Requests Completed this month	134

Category	Total Labor Hours
Alarms	0.00
Carpentry	7.00
Electrical	67.50
HVAC	45.00
Locksmith	0.00
Maintenance	82.50
Mechanical	31.00
Plumbing	121.00
Roofing	3.00
Snow Plowing	36.00
 Labor Hours City Buildings	 134.00
Labor Hours School Buildings	259.00
Overtime	200.00

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

RE: Report to the City Council – Month of FEBRUARY 2021

Dear Mayor Cavo and Members of the City Council:

Enclosed is the monthly report to the City Council for activities that took place in February 2021. Also attached is the Public Utilities Vehicle Maintenance Report.

As of March 16, 2021 there are 19 hydrants out of service. I will be happy to review the information with you.

Sincerely,

David Day

David Day, P.E.
Superintendent

FEBRUARY 2021 Water Pollution Control Plant (WPCP) Upgrade Project Status

The following is an update of events that occurred and of work that was performed in February 2021 by the Veolia Design Build Team (Veolia, Wright-Pierce, and CH Nickerson)

- Construction of Phase 1 work (Tertiary Treatment System Upgrade and Stormwater System Improvements) continued. The following activities were performed by the design build team:
 - Veolia performed Construction Management Duties for Phase 1 work.
 - Wright-Pierce performed Construction Administrative and Resident Project Representative Duties associated with the construction of the Tertiary Treatment System and the Stormwater System Improvements.
 - CH Nickerson (CHN) performed the following work associated with the new Tertiary Treatment System Building.
 - Continued operating and maintaining the excavation dewatering system. Installed additional dewatering wells necessary to control groundwater in the excavation.
 - Completed earth excavation activities for the building foundation down to required subgrade.
 - Started preparing the subgrade for the building concrete base slab by placing geotextile fabric and crushed stone over the subgrade.
- Construction of Phase 2 work started. Phase 2 work includes a new Headworks Screening & Grit Removal Facility, a new Fats, Oils & Grease (FOG) Receiving and REA Biodiesel Facility and Miscellaneous WPCP Upgrades. The following activities were performed by the design build team:
 - Veolia performed Construction Management Duties for Phase 2 work.
 - REA and Wright-Pierce started working on the final design of the FOG Receiving and Biodiesel Facility.
 - REA began mobilizing equipment required for demolition work at the site of the new FOG Receiving and Biodiesel Facility.
 - Wright-Pierce started working on the final design of the new Headworks Screening & Grit Removal Facility.

MEMORANDUM

DATE: March 16, 2021
TO: City of Danbury, City Council
FROM: *David M. Day, P.E.*, Superintendent
RE: Sanitary Sewer Collection System Maintenance—
FEBRUARY 2021

Complaints: 1 Bypasses 10 Slow Running
 5 Loose Manholes 0 Odor Calls

Number Received: 16

Number Completed: 16

Pipe Cleaned: 2700 LFT

Gallons of Water Used: 14,500 Gal

New Pipe Inspected: 0

Manholes Replaced/Repaired: 2



To: David Day, P.E., Supt. of Public Utilities, City of Danbury

From: Ralph Azzarito, Project Manager

**Ralph
Azzarito**

Subject: WPCP Report For Month of:

Feb '21

Date: 3/5/2021

I. Wastewater Treatment:

A) Sewage Processed:	8.5 MGD (Daily Avg)	237.6	Million Gallons Total
B) Septic Waste Processed:		368,800	Gallons Total
C) Sludge Pumped To Digesters:		342,328	Pounds Total

II. Wastewater Quality

	Influent	Effluent	% Removal	Effluent Limit
A) BOD (mg/l)	187	6	97.0	30 mg/l and 85%
B) Total Suspended Solids (mg/l):	240	5	98.1	30 mg/l and 85%
C) Total Phosphorus (mg/l):	4.7	2.4	50	0.6 mg/l
D) Ammonia (mg/l):	24.7	0.76	97.0	4.0 mg/l
E) Total Nitrogen (lbs/Day):	2,455	338	86.0	442 lbs/day

Note: Phosphorus limits apply April - October.

Nitrogen limit for credit trading only.

III. Pump Station Operation:

A) Beaver Brook:	672.8	Hours Run
B) Southfield:	37.3	Hours Run
C) Mill Plain:	17.2	Hours Run
D) Backus:	90.0	Hours Run
E) Tarrywile	53.5	Hours Run
F) Turner Road:	37.1	Hours Run
G) Ford Avenue:	20.7	Hours Run
H) Indian Glen:	91.5	Hours Run
I) Delay Street:	17.9	Hours Run
J) Hayestown Road:	67.9	Hours Run
K) Kenosia Avenue:	0.9	Hours Run
L) Larson Drive:	67.5	Hours Run
M) Landfill:	242.2	Hours Run
N) Thrope Street	11.9	Hours Run
O) Poets Landing	18.4	Hours Run
P) Rogers Park	54.8	Hours Run
P) West Side	84.7	Hours Run
Q) East Franklin Street	17.5	Hours Run

Total Station Alarms: 0

TO : City Council - City of Danbury
 FROM : David Day, Superintendent of Public Utilities
 DATE : March 15, 2021
 RE : WATER DEPARTMENT REPORT: FEBRUARY 2021

I. WATER PRODUCTION:

A) Margerie Water Treatment Facility:	<u>72.7</u>	<u>MG.</u>
B) West Lake Water Treatment Facility:	<u>71.9</u>	<u>MG.</u>
C) Kenosia Well Field:	<u>0</u>	<u>MG.</u>
D) Osborne Street Well Field:	<u>0</u>	<u>MG.</u>
E) Other:	<u>0</u>	<u>MG.</u>

(MG. = Million Gallons)

II. RAINFALL:

A) Month:	<u>3.9</u>	<u>inches</u>
B) Past 12 Months (running total):	<u>50.4</u>	<u>inches</u>
C) Current Year (Jan.- Current Mo.):	<u>5.7</u>	<u>inches</u>

III. WATER STORAGE:

date:

2/22/2021

	<u>Current Reading</u>		<u>Historical Average</u>	
A) East Lake Reservoir:	<u>97.4</u>	%	<u>87.4</u>	%
B) Margerie Lake Reservoir:	<u>96.3</u>	%	<u>90.3</u>	%
C) West Lake Reservoir:	<u>88.8</u>	%	<u>88.1</u>	%
D) Total:	<u>93.1</u>	%	<u>88.9</u>	%

IV. WATER PUMPED:

A) Park Avenue Pump Station:	<u>0</u>	<u>MG.</u>
B) Padanaram (High School) Pump Station:	<u>3.51</u>	<u>MG.</u>
C) Shelter Rock Pump Station:	<u>3.94</u>	<u>MG.</u>
D) WestConn Pump Station:	<u>0.65</u>	<u>MG.</u>

E) Margerie Pump Station:	1.11	MG.
F) Pleasant Acres:	0.76	MG.
G) Nabby Road:	0.97	MG.
H) Harvest Hill:	0.86	MG.
I) Woodland Road (Reserve):	6.21	MG.
J) West Lake High Service :	39.9	MG.
K) Total Water Pumped (A-I):	57.9	MG.
(MG. = Million Gallons)		

V. WATER TRANSFERRED:

A) East Lake to Margerie Reservoir:	0.0	MG.
B) Padanaram to Margerie Reservoir:	0.0	MG.
C) Kohanza to West Lake Reservoir:	4.3	MG.
D) Kenosia Diversion to West Lake Reservoir:	0.0	MG.
E) Kenosia Wells to West Lake Reservoir:	0.0	MG.
F) Total Water Transferred (A-E):	4.3	MG.
(MG. = Million Gallons)		

VI. ALGAE CONTROL:

A)	None
B)	

VII. SURVEY OF WATER SOURCES:

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

VIII. SUPERINTENDENTS NOTES:

GENERAL FUND - EQUIPMENT MAINTENANCE FEBRUARY 2021

REPAIR DATE	PLATE #	DIVISION	DESCRIPTION OF WORK PERFORMED
2/4/2021	991-XGK	POLICE	REPLACE BATTERY
	225-DA	POLICE	RF TIRE
	337-DA	POLICE	RF HEADLIGHT BULB AND HARNESS, REPAIR FRONT BUMPER

	354-DA	POLICE	REPLACE ALTERNATOR
2/8/2021	421-DA	POLICE	ENGINE SERVICE
2/9/2021	AL-52688	POLICE	ENGINE SERVICE, AIR FILTER, FRONT AND REAR BRAKES, WIPER BLADES
2/10/2021	2-DA	POLICE	RF HEADLIGHT BULB AND HARNESS
	3-DA	POLICE	REAR PADS AND ROTORS, LF MIRROR ASSEMBLY, REPAIR DRIVERS SEAT, REPAIR BUMPER
2/17/2021	338-DA	POLICE	ENGINE SERVICE, WARRANTY DEALER
	ZV-5393	POLICE	REPLACE BATTERY
	311-DA	POLICE	WATER PUMP, LOWER RADIATOR HOSE, IGNITION COIL
	614-TKL	POLICE	RR TIRE
2/22/2021	5-DA	POLICE	ENGINE SERVICE
2/23/2021	394-DA	POLICE	BOTH HEADLIGHT BULBS AND CONNECTORS, INNER DOOR HANDLE
	103-DA	POLICE	ENGINE SERVICE, REPLACE CAT, RF OUTER AND INNER TIE ROD, LOWER CONTROL ARM BUSHINGS
	352-DA	POLICE	REPAIR POWER STEERING HOSE
	271-DA	POLICE	LF HEADLIGHT BULB AND CONNECTOR
	17-DA	POLICE	ENGINE SERVICE, REAR PADS AND ROTORS, REAR WIPER BLADE
2/24/2021	13-DA	POLICE	DRIVERS DOOR LATCH ASSEMBLY
2/25/2021	222-DA	POLICE	REPLACE INTERMEDIATE STEERING SHAFT
	3-DA	POLICE	REPLACE FRONT SWAY BAR BUSHINGS
	246-DA	POLICE	ENGINE SERVICE, SERP BELT
	422-DA	POLICE	ENGINE SERVICE, FRONT BRAKE PADS AND ROTORS
2/26/2021	223-DA	POLICE	2 TIRES
	243-DA	POLICE	ENGINE SERVICE, TRANS AND PTU SERVICE, FRONT STRUTS, SPARK PLUGS, MOTOR MOUNT
	345-DA	POLICE	ENGINE SERVICE, ROTATE TIRES REPLACE 1 TIRE
	153-MAW	POLICE	BATTERY, FRONT AND REAR WIPER BLADES

WATER FUND - EQUIPMENT MAINTENANCE FEBRUARY 2021

REPAIR

DATE	PLATE #	DIVISION	DESCRIPTION OF WORK PERFORMED
2/3/2021	126-DA	WATER	O2 SENSOR, REPLACE BATTERY
2/11/2021	51-DA	WATER	ENGINE SERVICE

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

Below is a list of services provided:

Date:	Vehicle	Repair Provided:	Department:
	:		
2/1/2021	161-DA	O2 SENSOR/SERVICE/L/R TAIL LAMP	HWY
^	9	CHECK THROTTLE PEDAL	HWY
^	48	TIGHTEN CONVEYER CHAIN	HWY
^	7	PLOW CONNECTIONS	HWY
^	24	TOP OFF HYD OIL	HWY

^	41	WIPERS/PLOW STICKS	HWY
^	161-DA	TOP OFF PLOW OIL	HWY
^	39	CHECK OVERHEAT	HWY
^	23	CHECK OVERHEAT	HWY
^	54	CHECK PTO	HWY
^	390-DA	L/F PLOW LIGHT	FORESTRY
^	55	SANDER DOOR JACK/U-JOINT	HWY
^	2	HYD LEAK	HWY
^	33	WIPERS/TOP OFF HYD OIL	HWY
^	41	ADJUST HYD BELTS	HWY
^	56-DA	CHECK COOLANT LEAK	PARKS
^	161-DA	PLOW PIN MISSING	HWY
^	7	WIPER BLADES	HWY
^	16	WIPER BLADES	HWY
^	158-DA	PLOW DOES NOT MOVE	BLDG MAINT
^	389-DA	R/R TIRE	HWY
2/2/2021	43	BROKEN PLOW CABLE	HWY
^	21	R/R OUTER TIRE	HWY
^	77	RUBBER PLOW STRIP	HWY
^	389-DA	CHECK PLOW FRAME	HWY
^	46	CHECK PLOW	HWY
^	9	COOLANT LEAK	HWY
^	389-DA	WELD PLOW FRAME	HWY
^	15	TOP OFF HYD OIL	HWY
^	TW2	COOLANT LEAK	HWY
^	23	REPAIR FAN CLUTCH	HWY
^	33	SIDE DUMP HYD HOSE	HWY
^	4	CHECK ENGINE LIGHT	HWY
^	12	CHECK ENGINE LIGHT	HWY
2/3/2021	TW2	COOLANT HOSE	HWY
^	9	WATERPUMP/UPPER RADIATOR HOSE	HWY
^	33	SIDE DUMP HYD HOSE/BRAKE ADJUSTMENT	HWY
^	15	SIDE DUMP HYD HOSE	HWY
^	55-DA	SERVICE	BLDG MAINT
^	TW4	CHECK HEATER	HWY
2/4/2021	331-DA	CHECK WIRING	HWY
^	TW3	NO HEAT	HWY
^	17	CHECK ENGINE LIGHT	HWY
^	TW4	NOT BUILDING AIR PRESSURE	HWY
^	10	R/F OIL BATH HUB	HWY
^	48	AXLE SEAL	HWY
^	87	PLOW HOSES	HWY
2/5/2021	35	FIX CARB FOR AIR COMPRESSOR	HWY
^	87	CYL 1 FUEL INJECTOR	HWY
^	34	TOP OFF OIL	HWY
^	3	BRAKE ADJUSTMENT	HWY

	^	10	SPINNER NOT MOVING	HWY
	^	19	BRAKES ARE STICKING	HWY
	^	46	SHIFTER BUSHINGS/PLOW STUCK TO THE RIGHT	HWY
2/7/2021		44	JUMP START	HWY
	^	55	SPINNER NOT MOVING	HWY
	^	28	TOP OFF P/S FLUID	HWY
	^	21	CONNECT PLOW COUPLERS	HWY
	^	25	TOP OFF OIL	HWY
	^	87	FIX PLOW HOSES	HWY
	^	11	TOP OFF HYD OIL	HWY
	^	47	TOP OFF COOLANT	HWY
	^	8	PLOW COUPLERS	HWY
	^	23	FRONT BRAKES LOCKED UP	HWY
	^	12	PTO NOT WORKING	HWY
	^	16	NO START	HWY
	^	44	NO START	HWY
	^	16	NO START	HWY
	^	54	R/R TIRES FLAT(ROAD CALL)	HWY
	^	9	TOP OFF COOLANT	HWY
	^	34	TOP OFF HYD OIL	HWY
	^	#43	HYD FITTINGS FOR PLOW	HWY
2/8/2021		16	NO START	HWY
	^	54	TOP OFF HYD OIL	HWY
	^	37	R/R TIRES	HWY
	^	41	R/S PLOW STICK	HWY
	^	87	BRAKES STICKING	HWY
	^	49-DA	THERMOSTAT HOUSING/SERVICE	PARKS
	^	34	PLOW HOSES	HWY
	^	247-DA	IGNITION COILS/SPARK PLUGS	BLDG MAINT
	^	2	TOP OFF OIL	HWY
2/9/2021		23	PLOW COUPLERS	HWY
	^	9	AIR LEAK	HWY
	^	33	CHECK ENGINE LIGHT/NO POWER	HWY
	^	#21	AUGER NOT WORKING	HWY
	^	12	PTO NOT WORKING	HWY
	^	77	TOP OFF HYD OIL	HWY
	^	83-DA	INSTRUMENT CLUSTER NOT WORKING	HWY
	^	25	CHECK ENGINE LIGHT	HWY
	^	48	L/R AXLE SEAL	HWY
	^	14	HYD LEAK ON PLOW	HWY
	^	36	D-RINGS FOR PLOW CABLE	HWY
2/10/2021		77	TOP OFF OIL	HWY
	^	TW3	TURBO ACTUATOR	HWY
	^	49-DA	RADIATOR/BRAKES/THERMOSTAT HOUSING	PARKS
	^	14	RELEASE TAILGATE LATCHES	HWY
	^	TW1	AIR DRYER FROZEN	HWY

	^	52	PLOW LIGHTS	HWY
2/11/2021		33	CHECK ENGINE LIGHT	HWY
	^	32	TOP OFF HYD OIL	HWY
	^	1	FIX SANDER DOOR	HWY
	^	17	DPF SYSTEM	HWY
	^	4	CHECK LIGHTS	HWY
	^	54	R/F PLOW PIN	HWY
	^	21	FLEX PIPE	HWY
	^	2	NO BLOWER/NO WIPERS	HWY
	^	47	ANGLING HOSE FOR PLOW/R/R TIRE	HWY
2/15/2021		53	R/R TIRE	HWY
	^	28	R/R OUTER TIRE	HWY
	^	15	R/F FLAT TIRE(ROAD CALL)	HWY
2/16/2021		9	UPPER RADIATOR HOSE	HWY
	^	2	NO WIPERS	HWY
	^	#24	SHIFT LINKAGE/TRANS RANGE SENSOR	HWY
2/17/2021		18	FIX AUGER CONTROL KNOB	HWY
	^	23	SERVICE	HWY
	^	54	IDLER PULLEY FOR SERP BELT	HWY
	^	17	DPF SYSTEM	HWY
2/18/2021		23	CHECK ENGINE LIGHT	HWY
	^	54	IDLER PULLEY FOR SERP BELT	HWY
	^	17	DPF SYSTEM	HWY
	^	14	CHECK LIGHTS	HWY
2/19/2021		#17	DPF SYSTEM	HWY
	^	54	IDLER PULLEY FOR SERP BELT	HWY
	^	12	R/F SLACK ADJUSTER	HWY
	^	TW3	BLOWER MOTOR	HWY
2/20/2021		17	DPF SYSTEM	HWY
	^	22	SERVICE/SIDE BROOMS	HWY
	^	54	IDLER PULLEY/A/C COMPRESSOR	HWY
2/21/2021		14	CHECK LIGHTS	HWY
	^	54	WIPER BLADES	HWY
	^	TW2	FRONT TIRES LOW	HWY
	^	41	RAN OUT OF FUEL	HWY
	^	78-DA	JUMP START	BLDG MAINT
	^	23	BUNGIE CORDS	HWY
2/22/2021		37	PLOW BLADE	HWY
	^	31	ALTERNATOR/PLOW HOSES	HWY
	^	54	WIPER BLADES	HWY
	^	21	AIR LEAK/BRAKES	HWY
	^	1	SANDER DOOR	HWY
	^	47	PLOW SKIRT	HWY
	^	16	WIPER BLADE	HWY
	^	8	PLOW HOSE	HWY
	^	8	SANDER LOOSE	HWY

^	20	PLOW HOSES	HWY
2/23/2021	20	JUMP START	HWY
^	37	CHECK ENGINE LIGHT	HWY
^	2	HEATER	HWY
^	15	TIRES/HYD HOSE/MUD FLAP	HWY
2/24/2021	389-DA	PLOW FRAME	HWY
^	36	WIPER BLADES	HWY
^	43	PLOW GUIDE	HWY
^	3	PLOW BOLTS	HWY
^	9	CHECK TRANSMISSION	HWY
2/25/2021	17	DPF SYSTEM	HWY
^	19	R/F OIL BATH HUB	HWY
^	48	PLOW FITTING	HWY
^	25	PLOW FITTINGS	HWY
^	1	R/R TIRES	HWY
2/26/2021	1	R/R TIRES	HWY
^	22	SERVICE/SIDE BROOMS	HWY
^	58	CHECK PISTON LEAKING	HWY
^	39	DPF SYSTEM	HWY
2/27/2021	39	DPF SYSTEM	HWY
^	4	REAR BRAKES	HWY
^	22	SERVICE/SIDE BROOMS	HWY
^	33	CHECK ENGINE LIGHT/TURBO ACTUATOR	HWY
^	47-DA	CHECK P/S LEAK	HWY

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



CITY OF DANBURY

155 DEER HILL AVENUE
DANBURY, CONNECTICUT 06810

DEPARTMENT OF PERMIT COORDINATION BUILDING DEPARTMENT

DATE: March 29, 2021

TO: City Council

C: Mayor Joseph Cavo

Re: City Council Report for Permit Center and Building Department

On behalf of the Permit Center and Building Department the following report is submitted for your review. This report is for the period of February 1st to the 28th 2021. The report consists of statistical data on applications with their associated permits.

Analytics

Combined Report: Citywide activity

Residential Project Activity

Commercial Project Activity

Sean P. Hearty

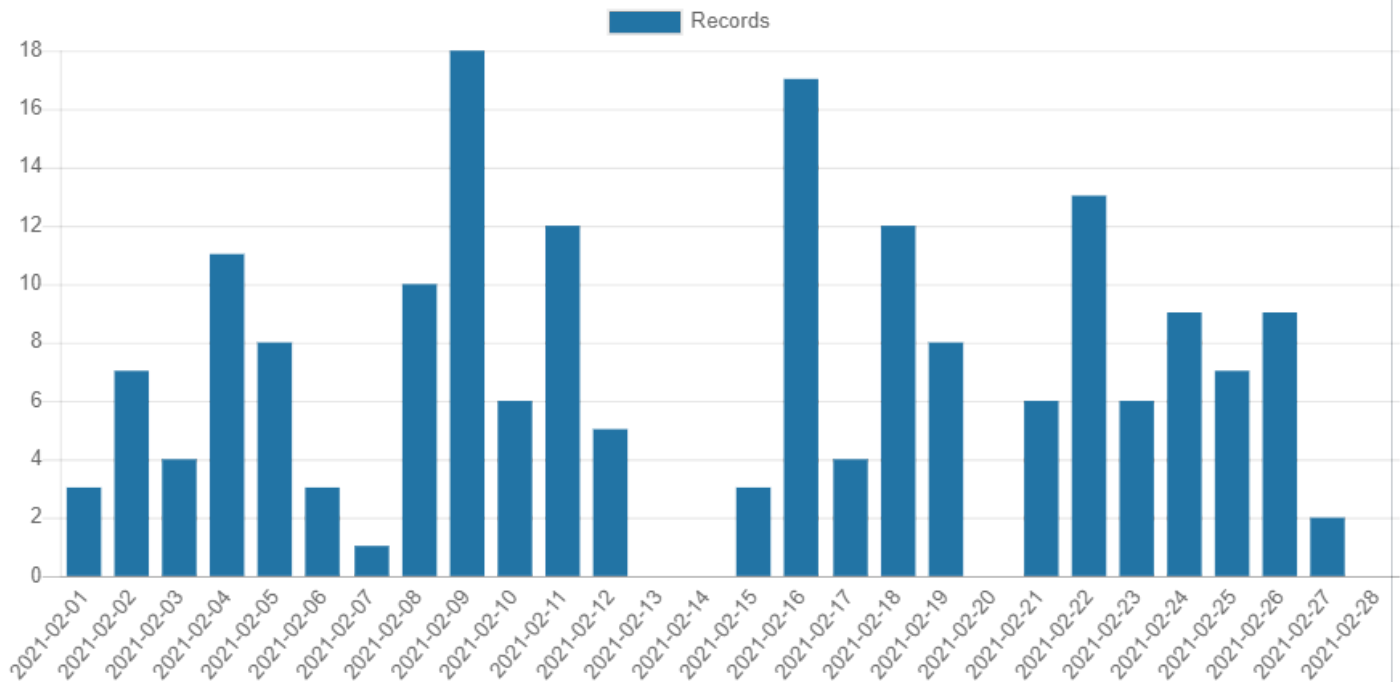
DIRECTOR

David Newland

BUILDING OFFICIAL


Analytics


Records submitted over time



Totals

 **184**
Records Created

 **\$192,614.91**
Revenue Collected

 **309**
Inspections Done

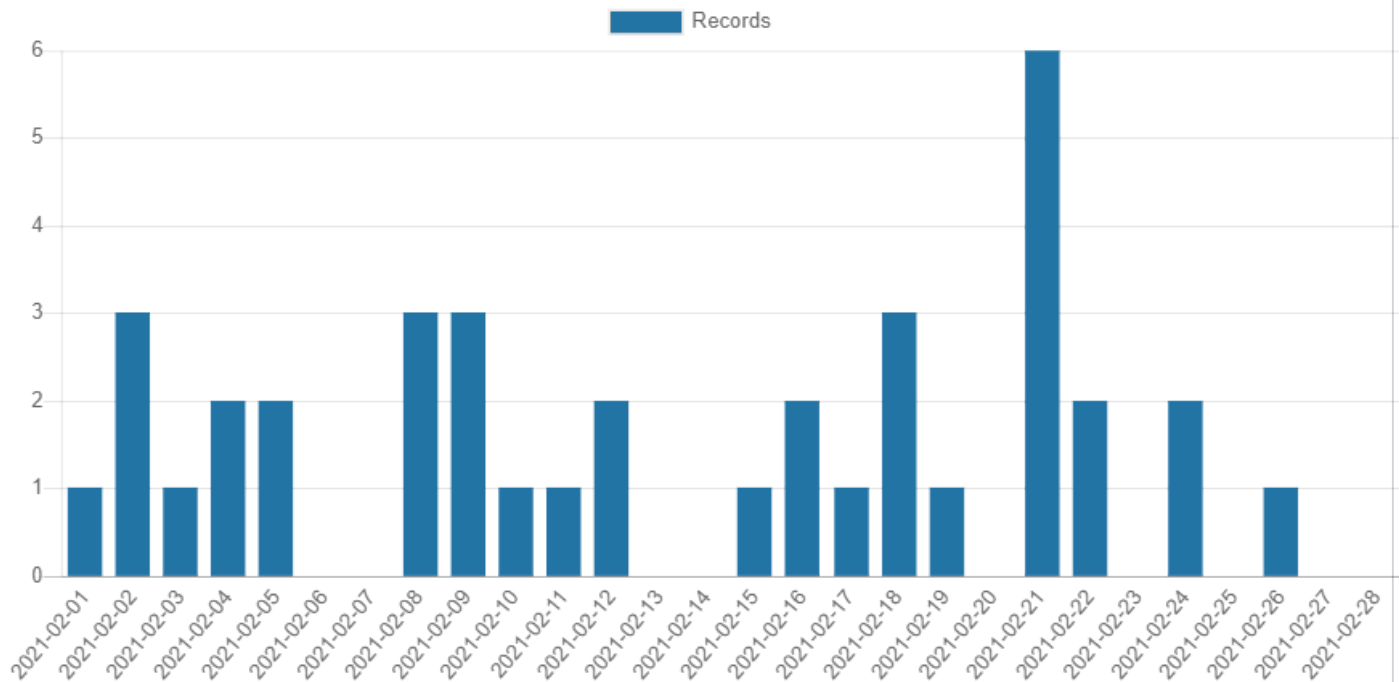
 **365**
Permits Issued

Filter Results

All Records

Analytics

Records submitted over time



Totals

 **38**
Records Created

 **\$41,724.39**
Revenue Collected

 **97**
Inspections Done

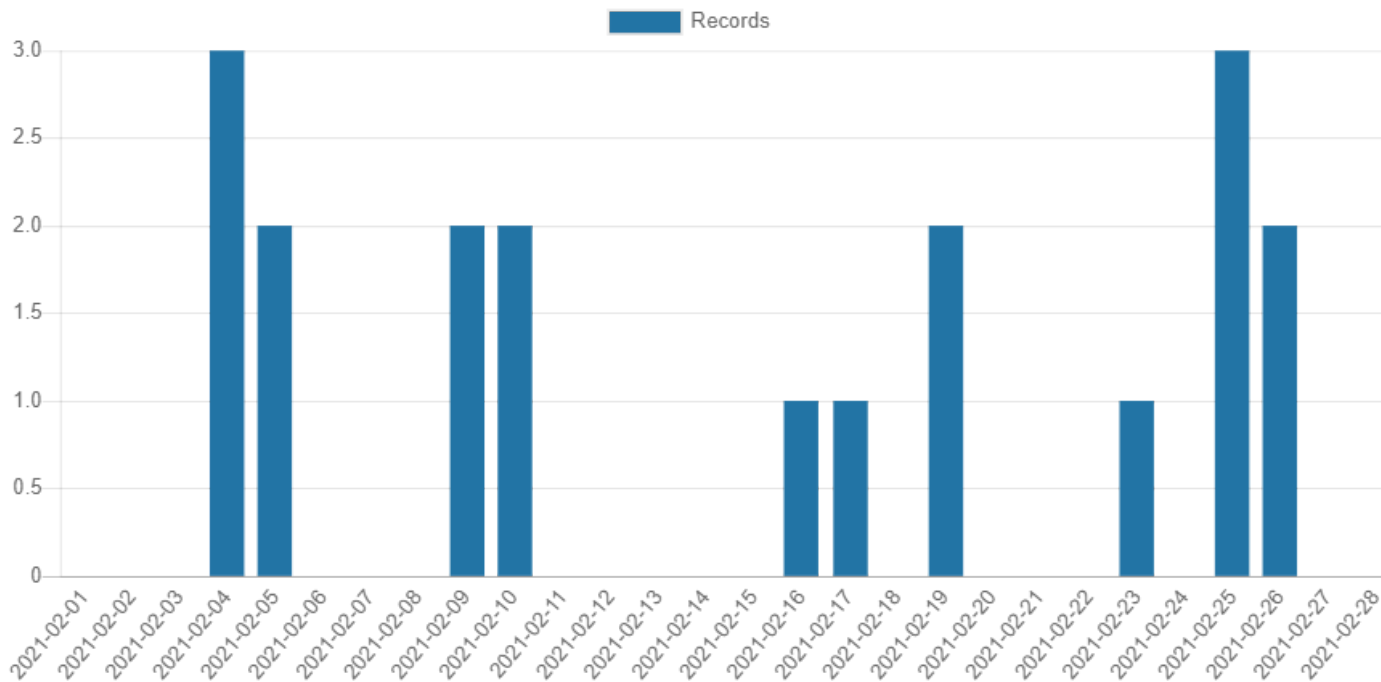
 **93**
Permits Issued

Filter Results

Residential Projects


Analytics

Records submitted over time



Totals

 **19**
Records Created

 **\$111,125.42**
Revenue Collected

 **84**
Inspections Done

 **32**
Permits Issued

Filter Results

Commercial Projects



CITY OF DANBURY OFFICE OF NEIGHBORHOOD ASSISTANCE

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

203-796-8026

Livable Neighborhoods 2021 *“Building a Better Danbury”*

March 2021

March 29, 2021

Honorable Mayor Cavo 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	February 22 – March 29, 2021
Number of Quality of Life Issues	97
Year to Date - 2021	197

The top issues addressed by the UNIT were:

- Garbage/Debris and Blight (42)
- Exterior/Structural Blight Order (19)
- Miscellaneous (17)
- Unsafe living/Unpermitted construction (7)
- Vehicle violations: abandoned/unregistered (7)

MONTHLY HIGHLIGHTS:

As the weather begins to improve, there is a cyclical uptick in resident complaints, as well as an increased flow of pro-active enforcement by our department. We continue to assist our other departments as they may be understaffed due to Covid, and respond to resident complaints in a timely and effective manner. As evidenced by the number of orders sent below, it is the time of year for Spring Cleaning, UNIT style.

Within the next week or so, our department will be trailering a commercial size pressure washer to clean up graffiti that has vandalized some buildings around town, as well as a playground on Rowan Street.

BLIGHT ORDERS:

Orders written by UNIT this month (Includes Notice of Violations): 18
(YTD): 27

76 Elm Street: sent order to property owner to clean up exterior of the property littered with debris ranging from discarded furniture, metal and general debris. Also unregistered vehicle and front lawn parking.

43 Rocky Glen Road: issued order to property owner to clean the exterior of the property littered with debris and litter.

39 Rocky Glen Road: issued order to the property owner to clean the exterior of the property, consisting of bulky and construction debris and litter.

33 Rocky Glen Road: issued order to clean the exterior of the property, bulky debris, furniture and litter. Also, inoperable and unregistered vehicles to be removed.

35a Rocky Glen Road: issued order to remove bulky debris from the property, consisting mostly of discarded furniture.

16 Stevens Street: issued order to clean exterior of the property, consisting of excessive wood/construction debris and various other pieces of debris, also an unregistered vehicle to be registered or removed from the property.

32 Lake Avenue: issued order for the exterior cleanup of the property, mostly consisting of old commercial debris and excessive litter around the dumpster.

18 Madison Avenue: issued order due to continued practice of front lawn parking. Homeowner has since had tenants stop and will be putting something in place to prevent future unauthorized parking.

77 Rose Street: issued order to clean up exterior of property littered mostly with household garbage and recyclables.

80 Elm Street: issued order to clean up exterior of property, as there are inoperable and unregistered vehicles in the rear of the property, as well as debris to be removed from the porch of the residence.

34 Lake Avenue: issued order to clean up exterior of the property consisting of bulky metal debris, litter and other rubbish. Also, for the removal of inoperable vehicle.

19 Belmont Circle: issued order for repeated violation of front lawn parking. Vehicles must be parked in the driveway or on the street.

1 Sunset Drive: issued order for the removal/re-registration of 3 vehicles in the driveway of the property. Vehicles appear to have not been moved in several years. Also, for the elimination of parking on the front lawn and the restoration of that area with new soil and grass.

44 Miry Brook Road: issued order for the clean up of this vacant lot. Inoperable vehicle must be removed and debris cleaned up. Fence surrounding property is in the disrepair and broken in several areas. Must be repaired and/or replaced. Also, structure on property must have missing siding replaced.

1 Golden Hill Lane: issued order to the property owner for a massive cleanup on this property. Bulky debris, excessive wood waste, inoperable vehicles must be removed. UNIT has already met with home owner and everything will be addressed.

5-7 Golden Hill Lane: issued order to clean exterior of the property or rubbish, mostly around the driveway and garage area of the property. UNIT has already met with home owner and everything will be addressed.

16 Great Plain Road: issued Notice of Violation to owner of this small strip mall to restore and replace missing and damaged siding on the side of the building.

61 Eagle Road: Issued Notice of Violation to remove inoperable RV and the rubbish around it from the parking lot of AMC movie theater. As noted in the UNIT report last month, there was an individual that was living in the RV and the management of the movie theater allowed it. However, our department was able to coordinate assistance for this individual, and since a reasonable amount of time was afforded to allow the RV there, it was time that it moved on. The UNIT also notified the owner of the RV and he was able to meet the establish goal and have the area cleaned up. On a side note, this individual is now in a much better place. He has a working vehicle and is now able to go to work.

31 Padanaram Road: issued Notice of Violation for the removal of donation drop box that was placed in the CVS parking lot.

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:	2021 YTD:
Service Requests created:	258	596
Service Requests closed:	146	416
Percent closed:	56.5%	70%

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

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

Sincerely,
Shawn Stillman
Coordinator, Office of Neighborhood Assistance



CITY OF DANBURY

DANBURY, CONNECTICUT 06810
DEPARTMENT OF ELDERLY SERVICES
ELMWOOD HALL
10 Elmwood Place
(203) 797-4686
www.danburyseniors.org

DATE: March 29, 2021

TO: Honorable Mayor Joseph M. Cavo
Members of the City Council

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

RE: Report City Council Meeting
Reporting Period: (2/15/21 – 3/19/21)

Assistance with Calls - COVID19 Vaccine. We are offering support to the City's Health and Human Services Department to answer calls and provide information on the COVID19 vaccine for Danbury seniors.

COVID19 Vaccine Transportation. We are providing transportation with the Senior Center vans for Danbury seniors who lack transportation for the COVID19 vaccine. We have also partnered with the SweetHART bus to assist with those seniors who needs transportation while using a wheelchair. SweetHART also serves as a backup for the Senior Center COVID19 Vaccine Transportation program and they are available to transport larger groups of seniors from senior housing buildings.

Scaling up Operations at Elmwood Hall - Danbury Senior Center. At this time, the physical doors of Elmwood Hall Danbury Senior Center remain closed. This department will continue to work with the State of CT, the State Department of Public Health, as well as the Mayor's office and the City of Danbury Health and Human Services to make appropriate decisions regarding reopening the physical building during this fluid and ever-changing time.

Messaging. Our messaging continues to let seniors know that even though our physical building is closed, staff continues to work to address their needs. We continue to modify our programs, as appropriate, due to COVID19.

Resource and Referral / Case Management Over the Phone. As a Western CT Area Agency on Aging focal point for those age 60 plus, we continue to connect seniors to the resources they need in the community as a trusted source of information.

Senior Center Meal Delivery. Two hot meals per week are provided to Danbury Seniors through funding from The New American Dream Foundation and The Prime Timers, Inc., Friends of Danbury Seniors. New grant funding obtained from the United Way of Western Connecticut.

“Sunshine Smile” Social Wellness Call Program. In an effort to mitigate social isolation, this program, once called Friendly Visitor over the Phone, has continued to grow during the isolation of COVID19. As well as helping to alleviate social isolation, this program acts as a liaison for connecting seniors to services they might need in the future.

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) We offer CHOICES counseling throughout the year and have been doing so over the phone since the beginning of the pandemic. Through this program, we offer free, unbiased assistance to help with Original Medicare, Medicare Advantage Plans, Medicare Supplement, and Prescription Drug Coverage. This service is offered over the phone or via Zoom.

Virtual Activities / Wellness Classes / Zoom. We continue to offer virtual activities, especially in the area of wellness classes. 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, Zumba Gold, Timeless Trivia, Chair Yoga, and Dance Yoga. Live, Zoom activities include Trivia, Strength Training, Chair Yoga, Line Dancing, and Movers and Shapers, which is an aerobic and strength training class. We also held our first virtual dance that had a St. Patrick’s day theme. Staff member Kevin Burland provided music for the event and there were raffle prizes and give aways.

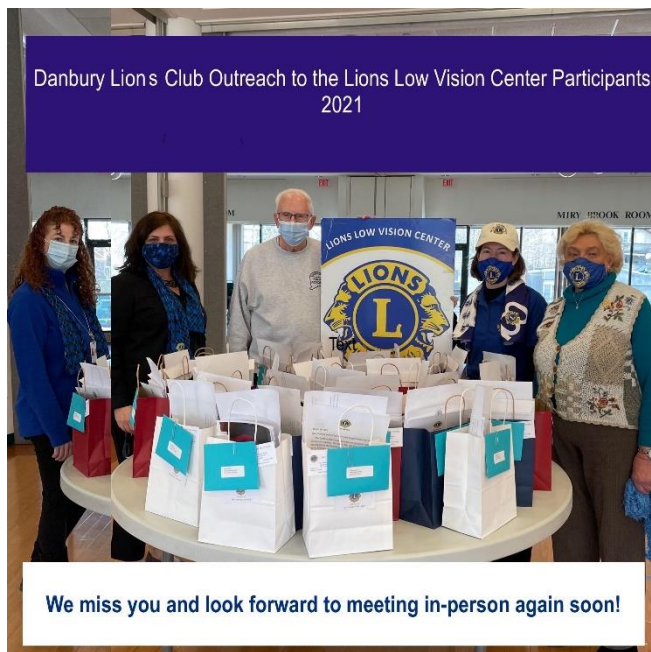
Rent Rebate Over the Phone. While the 2020 Rent Rebate program does not begin until April 1, we have begun outreach through the resident services coordinators in the senior housing buildings. We will again conduct this program virtually, over the phone, through email, and postal mail.

One-on-One Tech Support Over the Phone. Elmwood Hall - Danbury Senior Center and the Danbury Library have redesigned our One-on-One Tech Support program so now seniors can receive the tech support they need to understand how to better communicate with friends and family. Individual half hour appointments with a Library Tech Specialist are offered to help better understand smart phones and tablets and connect with apps such as Zoom and Facebook Live. The Danbury Library has also graciously offered to lend out their devices so seniors without a device can participate in one of our upcoming Facebook Live and Zoom activities.

Grab and Go (Delivery) Events. On February 17, we hosted a Craft at Home Grab and Go in partnership with Candlewood Valley Health and Rehab. Called Zentangles, this program had 14 participants, 8 grab and go and 6 delivered.

On March 5, we held another Craft and Home Grab and Go, again in partnership with Candlewood Valley Health and Rehab. This was a Painting with Watercolors craft that had 9 participants, 5 grab and go and 4 delivered.

On March 19, we held a Grab and Go St. Patrick's Day event outside in the front of the Senior Center. Forty-four seniors participated in this event, 32 were Grab and Go and 12 were delivered by the Senior Center van drivers. Staff member Kevin Burland provided Irish music for the event. Thank you to Keystone Place at Wooster Heights for sponsoring in part this event. And thank you to Mayor Cavo for your support at this event as you helped to spread cheers and welcome our seniors members. *Note: This event was supported in part from a grant from the State of CT Aging and Disability services through the CARES Act.



Danbury Lion's Club Low Vision Support Group Service Project. We were proud to be a part of the Danbury Lions Club, Low Vision Service project held on March 19. Elmwood Hall - Danbury Senior Center has been host to the monthly Lion's Club Low Vision Support Group for the past 15 plus years. This year's projected was dedicated to the memory of Tom Nolan. Tom ran the Low Vision Support Group for many years. Over 40 gift bags containing personal letters from Lion's Club members, a letter from Lion's Club President Judge Dianne Yamin, homemade muffins by Lion's Club member Joan Stietze, children's drawings, and much more were assembled for Low Vision members. Pam Makin, Senior Center Van

Driver delivered the bags. We are looking forward to welcoming our Low Vision Support Group members back when it is safe to do so.

Connections with Friends and Family through Technology - “Stay Connected” Program.

Elmwood Hall - Danbury Senior Center is partnering with the State of CT Western CT Area Agency on Aging (WCAAA) to assist qualified seniors to obtain no cost technology, such as smart phones or tablets in an effort to help seniors get connected to friends and family. This new program is called “Stay Connected.” Qualified seniors will be matched with a “device” to help them to see family and friends via FaceTime, Zoom, Google Meet, etc.

CHOICES / Resource and Referral / Case Management: 408 seniors / 578 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) – 51

Financial – 1

Food – 25

Housing / Homeless / Home Repair – 7

In-Home Care / Assisted Living / Nursing Home – 11

Transportation – 7

Elder Law - 2

Medical Equipment - 1

Wellness Check - 0

Protective Services for the Elderly - 1

Taxes – 93

COD Property Tax Relief - 2

Advocacy – 0

Supportive Counseling – 2

Senior Center – 133

“911” Emergency Calls - 0

Donations - 1

Stay Connected Program - 0

Flu Shots - 0

Medical - 0

Energy Assistance - 2

Library Tech Support – 1

Rent Rebate - 1

COVID19 Vaccines – 198

COVID19 COD Health Dept. Forms – 23

Other – 18

COVID19 Vaccine Transportation: 20 seniors, 42 one-way rides (9 of these seniors received rides in partnership with the SweetHART bus)

Senior Nutrition Meal Delivery Program: 36 seniors, 360 meals delivered, 180 meal delivery calls

“Sunshine Smile” Social Wellness Call Program: 1 senior, 1 outdoor, socially distanced visit with masks

Rent Rebate Over the Phone Program: 257 clients, 691 services provided, 845 applications processed to date (Program Year 2020)

AARP Tax Program: Suspended by AARP due to COVID19 for 2021

The Prime Timers, Inc., Friends of Danbury Seniors, a 501c3, continues to accept monetary and non-monetary donations in support of the Elmwood Hall Senior Center. Susan M. Tomanio, MSW, LCSW, Director of Elderly Services, City of Danbury, serves at the interim president.

Please refer to our website or Facebook page for all the latest news, information and community events for Danbury seniors – www.danburyseniors.org



Danbury Library

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

DATE: March 23, 2021

TO: Honorable Mayor Joseph M. Cavo
Members of the City Council

FROM: Katie Pearson, Library Director

RE: City Council Meeting Report
Reporting Period - February 2021

Community Engagement: In February the library reached 95,570 patrons via our social media and web presence.

Patron Testimonials:

"I need to thank you for organizing the Among Us craft event. It was a big hit in my house! So big in fact, my kids want to make more for their friends!"

"Please Keep this great resource available even after we finally arrive at a post COVID World!"

"I'm an outlier visiting from Columbia, CT. Have been enjoying Trivia with Amanda so am now getting your newsletter. The Hat City is doing well in my book."

"I think the library is doing a fine job in creating these workshops everyone to take part in. I don't think there is a need for "better assisting", I think they hit the nail on the head."

Use of Library Materials and Services: In February, the library resumed computer use by appointment in addition to curbside pick-up services. 2,003 adult items and 1,423 junior and teen items were circulated. The library fulfilled 2,716 holds to patrons picking up items via the library's curbside pickup service. The library provided 208 wifi sessions and 87 computer appointments. Patrons from other libraries in Connecticut checked out 173 items through curbside pickup.



DANBURY LIBRARY WINTER READING CHALLENGE WINNERS

Britt P.

Carolyn C.

Merissa P.



The library's winter reading challenge was a success! Patrons read a total of 652 books totaling over 200,000 minutes. Three patrons were awarded prizes for their participation in the challenge. Prizes were supported by the Friends of the Danbury Library.

Use of Library's Remote and Electronic Services: The library had 208 patrons use our Wifi services. The library's databases were used 466 times. A total of 1,474 ebooks and audiobooks were circulated, and a total of 12,242 items were downloaded electronically.

Library Programs: A total of 1,311 patrons attended 72 virtual programs in February.

2021 marked the 10th anniversary of "Take Your Child to the Library Day" which is traditionally held on February 1st. This year, the library celebrated by inviting patrons to take part of the library home with them. Treat bags for children, teens, and adults were given out to all patrons who checked out a book on Friday, February 5th. A total of 130 patrons participated.



February is also "Love your Library" Month. The library staff created a book love match quiz, where patrons fill out a series of questions and are provided with the genre that is their perfect book match. A total of 266 patrons participated in the quiz.

The junior staff initiated a new service for February called "Book Bundles". Patrons fill



out a form online selecting which category of books they are interested in. The categories included nature lovers, Caldecott winners, animals, family, food, dinosaurs, weather, and social skills and kindness. Staff would select five books in this category that patrons were able to check-out through curbside pickup. We had 12 families use this service in February, and hope to use it again in the future.

Other programs hosted and facilitated in February included:

Trivia Night
Spanish for Beginners
Fly Me to the Moon... And Beyond!
Southport: Death, Disease, and Economic Life, 1742-1919
Meet George Washington Through Art
Marian Anderson - An American Icon
Hands-On STEAM Box Puppets
Live Cooking: Chocolate Cheesecake Egg Rolls
Bird Watching for Preschoolers
Go SEW! Valentine's Day
Lunar New Year Storytime
Live Virtual Tutoring for K-5
Hip-Hop Workshop with Derrick Cross
DIY Mood Jewelry
AWE Walkers Meetup
An Evening with the Cast of "Dear Evan Hansen"
Introduction to VJ Visual Arts

Grant Applications:

The Danbury Library currently has programs supported by the the the following active grants:

Grant Agency	Grant Amount	Program Supported
CT State Construction Grant	\$100,000	Junior Floor
ALA Resilient Communities	\$500	Teens/Adults
Everybody Learns	\$55,000	Lending Services
ALA Dollar General American Dream Literacy Initiative	\$5,000	Language Services
ALA Revisiting the Founding Era 2	\$800	History