

**CITY COUNCIL VIRTUAL MEETING
January 5, 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, DiGilio, Rotello, Visconti, Palma, Knapp
J. Esposito, Santos, Perkins, Chianese, Cammisa and Molinaro

PRESENT _____ **ABSENT**

PUBLIC SPEAKING

MINUTES - Minutes of the Council Meeting held December 1, 2020

CONSENT CALENDAR

AGENDA

1. COMMUNICATION – Appointment to the City Council
2. COMMUNICATION – Election of Council President
3. COMMUNICATION – Appointment to the Danbury Museum Board of Trustees
4. COMMUNICATION – Appointment to the Police Department
5. COMMUNICATION – Lease Agreement – Tango Yankee, LLC
6. COMMUNICATION – Certification of Funds – CMAQ Application
7. RESOLUTION – Congestion Mitigation and Air Quality Improvement Program (CMAQ)
8. RESOLUTION – Department of Aging and Disability Services – Senior Center
9. RESOLUTION – ALA Dream Literacy Initiative - Library
10. RESOLUTION – American Library Association Grant
11. RESOLUTION – Public Health Emergency Preparedness Grant
12. Reports – Request for Renewal – Sewer main Extension - 5 Great Pasture Road
13. DEPARTMENT REPORTS – Police, Fire, Health-Housing & Welfare, Public Works, Permit Center, UNIT, Elderly, Library, Dream Homes

ADJOURNMENT

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

Danbury Republican Town Committee

December 16, 2020

City Council Members
Danbury City Council
City of Danbury
155 Deer Hill Avenue
Danbury, CT 06810

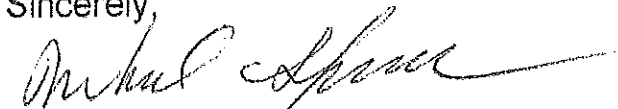
Dear Members:

At the December 14th, 2020 meeting of the Danbury Republican Town Committee, the Committee voted unanimously, to recommend Michael Henry, 11 Corn Tassle Road, Danbury, CT, 06811, to fill the vacancy as a Third Ward City Councilman, when Council President Joe Cavo vacated the seat and was sworn in as Mayor.

Mr. Henry was recently elected to the Zoning Commission as an alternate in 2019. In 2020 he ran with distinction, as the Republican candidate in the 109th State Representative District. He is longtime business owner in Danbury and is active in the Danbury Community.

We are confident that with his experience and knowledge, Mr. Henry will be a valued addition to the Danbury City Council.

Sincerely,



Michael Safranek
Chairman

Post Office Box 116, Danbury CT 06813

②

Election of Council President

3



CITY OF DANBURY

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

JOSEPH CAVO
MAYOR

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

December 28, 2020

Honorable Members of the City Council
City of Danbury, Connecticut

Dear City Council Members:

I hereby submit for your confirmation the appointment of the following individual to serve on the Danbury Museum Board of Trustees:

James Beschle
33 Mansfield St.
Bethel, CT 06801

Mr. Beschle was born and raised in Danbury, where he remains an active member of St. James Episcopal Church. Mr. Beschle worked for many years in the Parks Division for the State of Connecticut and he is looking forward to an opportunity to serve the residents and the City of Danbury.

Thank you for your consideration of this appointment.

Sincerely,

Joseph Cavo
Mayor

4



CITY OF DANBURY
OFFICE OF THE MAYOR
DANBURY, CONNECTICUT 06810

JOSEPH M. CAVO
MAYOR

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

December 23, 2020

Honorable Members of the City Council
City of Danbury

Dear Council Members:

I hereby submit for your confirmation the appointment of Mr. Christopher Ogrinc to the position of Police Officer.

Officer Ogrinc currently works as a Certified Police Officer for the Orange, CT Police Department. He has held this position for the past four years. He holds an Associate's Degree in Criminal Justice from Housatonic Community College and as part of his academic work, he completed an internship with the New Canaan Police Department. Police Officer Ogrinc's rank on the current Certified Police Officer Eligibility List is number four (4). He is scheduled to begin his employment with the City of Danbury in January 2021.

Officer Ogrinc is a qualified Police Officer with a broad range of valuable skills and experience. He will be a tremendous asset to the Department and to the citizens of Danbury.

Thank you for your consideration of these appointments.

Sincerely,

Joseph M. Cavo
Mayor

5



CITY OF DANBURY
DANBURY, CONNECTICUT 06810

Danbury Municipal Airport
P. O. Box 2299
Danbury, CT 06813
(203) 797-4624
(203) 796-1569 (fax)

Michael Safranek
Airport Administrator

TO: Mayor Joseph Cavo
Honorable Members of the City Council

FROM: Michael Safranek, Airport Administrator

DATE: December 24, 2020

SUBJECT: Lease Agreement
Tango Yankee, LLC d/b/a Business Aircraft Center

Attached please find a Lease Agreement between the City of Danbury and Tango Yankee, LLC doing business as Business Aircraft Center.

This lease has been approved by the Aviation Commission unanimously and we are now presenting it to you for your review and consideration.

If you have any questions, please let me know.

MS/ald
Enclosure

TANGO YANKEE, LLC
FBO OPERATING AND LEASE AGREEMENT

THIS FBO OPERATING AND LEASE AGREEMENT (which, as amended from time to time, is defined herein as the "Agreement") is entered into as of the 1st day of January, 2021, by and between the **City of Danbury**, a Connecticut municipal corporation, (the "City") and **Tango Yankee, LLC**, a limited liability company duly organized and existing under the laws of the State of Connecticut, and having an office and place of business at 81 Kenosia Avenue, Danbury, CT 06810 ("Tenant").

RECITALS

WHEREAS, City owns and operates Danbury Municipal Airport ("DXR" or "Airport"), an airport located at 1 Wibling Rd, Danbury, CT 06810; and

WHEREAS, Tenant is a recognized as a fixed base operator (FBO) as set forth herein and desires to lease certain real property at the Airport.

WHEREAS, the City desires to lease to the Tenant and the Tenant hereby desires to lease from the City, that certain piece or parcel of land hereafter referred to as "the premises", more fully described on Exhibit "A" Parcel I attached hereto and made a part hereof, together with the rights and easements more particularly described on Exhibit "A-1", for the purpose of conducting aeronautical activities including as a fixed base operator (FBO) at Danbury Municipal Airport, as defined in the Minimum Standards for Lease and/or Use of Danbury Municipal Airport, effective May 10, 1988, as amended, a copy of which is attached hereto and made a part hereof as Exhibit B;

WHEREAS, the City desires to provide the Tenant the option to add an additional two acres of land, more fully described on Exhibit "A" Parcel II, to its lease with City and Tenant is interested in retaining the option being extended by the City

NOW, THEREFORE, in consideration of the premises, the foregoing recitals and the covenants and conditions stated herein, the parties hereby agree as

follows:

1. **PREMISES**

1.1. Premises. City hereby leases to Tenant, and Tenant hereby accepts from City as tenant, the premises more particularly described and defined in Exhibit A Parcel I attached hereto and made a part hereof, together with the rights and easements more particularly described on Exhibit "A-1" (hereinafter referred to as the "Premises" or the "Premises").

1.2. Option. The City hereby grants the Tenant, and Tenant hereby accepts from the City the option for an additional two acres more particularly described and defined in Exhibit A Parcel II attached hereto and made a part hereof, together with the rights and easements more particularly described on Exhibit "A-1". During first five years of this Agreement, the Tenant is granted the option to lease the two additional two acres as described in Exhibit A Parcel II from the City to the exclusion of all other potential tenants ("Option 1"). During the second five years Agreement, the Tenant will have the option of right of first refusal for the two acres s described in Exhibit A Parcel II being offered in writing to a third-party ("Option 2"). The Tenant will exercise Option 2 within 30 days of receiving Notice from the City of the third-party's offer. If the Tenant. If the Tenant exercises Option 1, Option 2 or both, the additional acres being leased will become part of the Premises and under the same terms and conditions as the acres already being leased except as otherwise provide in this Agreement.

1.3. Expansion Right with Right of First Refusal. In addition to the option above, the Tenant will have the right to expand the acres it leases under this Agreement to any acres which adjoin the acres being and are being offer to be leased by the City at the Airport ("Option 3"). In addition, the Tenant shall have the right of first refusal for any open acres which are being offered for lease by City at the Airport

and being offered to a third-party ("Option 4"). The Tenant will exercise Option 4 within 30 days of receiving Notice from the City of the third-party's offer. If the Tenant exercises Option 3, Option 4 or both, the additional acres being leased will become part of the Premises and under the same terms and conditions as the acres already being leased.

1.4. Conditions of Premises. Tenant has inspected the Premises and accepts them in their present condition.

2. TERM

2.1. Term of this Lease. This Agreement shall commence on **January 1, 2021** and continue through **December 31, 2045** ("Term"), unless sooner terminated in accordance with the provisions of this Agreement.

2.2. Option to Renew. The Tenant is given the option to renew this Lease for one (1) additional twenty (25) year period upon the same terms and conditions contained herein provided the Tenant notifies the City of its intention to renew at least six (6) months prior to the expiration of the Lease or any renewal thereof by giving written notice by certified or registered mail, return receipt requested to the Aviation Commission or the City or their successors and/ or assigns.

2.3. Holding Over. It is further agreed that in case the said Tenant shall, with the written consent of the City 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 Tenant 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 Tenant shall operate to renew this Lease without such written consent of the City.

2.4. Compensation Upon Early Termination. In the event that this

Agreement is terminated by the City prior to the expiration of the initial twenty-five (25) year term, or any extension thereof, for any reason except Tenant's default or Tenant's breach of this Lease, which termination except for such default or breach, shall only be made upon an expressed finding by the City that such termination is required by the public good and necessity, Tenant shall thereupon be reimbursed by the City in an amount representing that sum to which Tenant would be entitled to had the City exercised its power of eminent domain to acquire the Tenant's interest in the Premises and improvements, including Tenant's loss of goodwill which may result from any termination, interruption or inconvenience to Tenant's business, and upon such payments, Tenant shall have no further claim to any such structure or improvements. The term "Tenant's interest" as used in this Paragraph shall include the interest of any party having any interest in the Tenant's personal property or building(s) as mortgagor, lienor or the like. In the event of any such termination aforesaid, the City shall also thereupon, in addition to the requirements, obligations, and agreements contained in this paragraph above, identify, make available, and lease to the Tenant, land upon the Danbury Municipal Airport of at least equal area and utility, and in all other respects equivalent to the herein Premises, the lease for such equivalent land to be upon the same terms and conditions as are in this Agreement established and set forth.

3. RENTS, FEES AND CHARGES

3.1. Rent. Tenant agrees to pay City the rent based on calculations set forth in Schedule 3.1 attached hereto and made a part hereof by reference. Rent payments to the City will commence on **January 1, 2021**

3.2. Place of Payment. All payments due the City from Tenant shall be paid to **City of Danbury, 155 Deer Hill Ave, Danbury, CT 06810**, unless otherwise specified in a written notice delivered to Tenant.

3.3. Time of Payments. The minimum rent shall be due in advance without demand on or before the first day of each calendar month, payable for the month in

advance. Rent shall be considered late if payment is over 30 days past due (defined as more than 30 days following the date of any current quarterly invoice). If late and if not promptly paid after such 30 days have elapsed, the finance department will send a notice of such late status to the Aviation Commission and to the Airport Administrator for possible administrative action (e.g., revocation of FBO status, by the Aviation Commission).

3.4. Utilities. Tenant shall be solely responsible for all trash removal, heat, cooling, security gates or equipment, telephone, cable, internet and other related services to the Premises. Utilities will also include any grounds maintenance, aircraft and vehicular parking areas associated with the use of Premises. Tenant shall bear the cost of extending any utilities to the Premises or modifying such services to address the specific requirements of Tenant

4. RIGHTS AND PRIVILEGES GRANTED

4.1. Ingress and Egress. Tenant shall have the right of ingress to and egress from the Premises over landside roads established at the Airport or via future accessway(s) approved by the Airport Administrator

4.2. Use of Common Facilities. City grants Tenant the rights in common with others to use the public portion of the Airport, ramps, parking areas, taxiways, runways, and paved and unpaved roadways providing access to runways as permitted by applicable law and/or Airport rules and regulations.

5. OBLIGATIONS OF TENANT

5.1. Listing not Exclusive. The obligations of Tenant and City listed in this Section 5 are provided for convenience of reference, and do not in any way exclude, limit or diminish responsibilities cited elsewhere in this Agreement. Tenant and the City further covenant and agree to at all times observe, obey and comply fully at their

own expense with all laws, ordinances, rules, regulations, and deed restrictions and covenants now in effect and hereafter issued by any State, Federal or other governmental entity having jurisdiction over the Premises or activities thereon; provided, however, the City represents and warrants to Tenant that no such law, ordinance, rule, regulation or deed restriction now in effect or hereafter adopted shall prohibit or unreasonably restrict or limit Tenant's ability to operate a fixed based operation from the Premises.

5.2. Fair Services. Tenant shall furnish its services on a fair, equal and non-discriminatory basis to all users.

5.3. Adherence to Airport Regulations. Tenant will observe all existing municipal regulations and state and federal laws as may affect the operation of its business and the use of the premises, and further will observe and abide by the rules, regulations and guidelines as may be set forth from time to time by the Aviation Commission or the appropriate governing body, provided that such rules, regulations and guidelines as applied to Tenant shall not be in a manner which substantially deviates from that applicable to other airport users or tenants.

5.4. Security Regulations. Tenant will comply with all security regulations established or amended by, but not limited to the Aviation Commission, City of Danbury, Department of Homeland Security, Customs and border Protection, TSA and the FAA.

5.5. Hazards. The Tenant expressly agrees for itself, its successors and assigns to prevent the use of the premises for the purpose which will create or result in hazards to flight such as, but not limited to, purposes which will (a) produce electrical interference with radio communications, (b) make it difficult for pilots to distinguish between airport lights and others, (c) project glare in the eyes of pilots, (d) impair visibility in the vicinity of the airport, or (e) otherwise endanger the landing, takeoff or maneuvering of aircraft.

5.6. Hazardous Substances. For the purposes of this Agreement, the following are collectively included as Hazardous Substances: environmentally hazardous or toxic materials, substances, compounds, mixtures, wastes, oils, or any other substances defined as a pollutant or contaminant by any federal, state or local law, rule or regulation. The Tenant represents, warrants and covenants that it will not nor shall it allow anyone else, either willfully or negligently to dispose of or release any Hazardous Substance on any portion of the airport property. Tenant shall indemnify and hold the City harmless from any and all claims, losses, damage, cleanup costs, attorneys' fees and other expenses resulting from the presence of any Hazardous Substances in, on, upon or under the premises or the airport property if such damage to the airport results from the Tenant's actions or failure to act. All costs associated with the use of Hazardous Substances or petroleum products, including, but not limited to, costs of cleanup, removal, remediation, and compliance with federal, state and local environmental requirements shall be the primary responsibility of the Tenant. All Hazardous Substances and petroleum products shall be used, handled, cleaned up, removed and remediated in accordance with federal, state and local requirements.

5.7. Height Restrictions. The City retains the continuing right in the subject property to prevent the erection or growth of any building, structure, tree or other object extending into the airspace above the limits set forth in "FAA Part 77" as may be amended, and to remove from said airspace, at the Tenant's expense or at the sole option of the City, as an alternative, to mark and light as obstructions to air navigation, any such building, structure, tree, or other object now upon, or which in the future may be upon the property together with the right of ingress to, passage over, and egress from Tenant's property for the above purpose.

5.8. Covenants Running with Land. The Tenant expressly agrees for itself, its successors and assigns, that the reservations and restrictions set forth in this instrument shall run with the land which shall be the servient tenement, it being intended that the lands now and hereafter comprising the airport shall be the dominant

tenement; excepting, however, that such reservations and restrictions shall become void and of no force and effect on such date as the lands comprised in the aforesaid airport shall cease to be used for airport purposes.

5.9. Sponsor Assurance. The Tenant for itself, its personal representatives, successors in interest and assigns does hereby agree that if any aeronautical services or activities are to be offered, performed or conducted upon the Premises that: In the exercise of the rights and privileges granted for the furnishing of aeronautical services to the public, Tenant will: (1) furnish said service on a fair, equal, and not unjustly discriminatory basis to all users thereof, and (2) charge fair, reasonable, and not unjustly discriminatory prices for each unit or service; provided that the Tenant may be allowed to make reasonable and non-discriminatory discounts, rebates or all other similar types of price reductions to volume purchasers.

5.10. Non-Discrimination/Federal; 49 CFR Part 1. The Tenant for itself, its personal representatives, successors in interest, and assigns as a part of the consideration hereof, does hereby covenant and agree as a covenant running with the land that: (1) no person on the grounds of race, color, or national origin shall be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities, (2) that in the construction of any improvements on, over, or under such land and in the furnishing of services thereon, no person on the grounds of race, color, or national origin shall be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination, (3) that the Tenant shall use the premises in compliance with all other requirements imposed by or pursuant to 49 CFR Part 21 , Nondiscrimination in Federally Assisted Programs of the Department of Transportation, and as said Regulations may be amended.

5.11. FAA Section 308 Reference. The covenants and provisions herein contained are in no way intended as authorizing the grant of an exclusive right within

the meaning of Section 308 of the Federal Aviation Act of 1958, as amended.

6. USE OF PREMISES

6.1. Use of Premises. The Premises shall be used in accordance with activities allowable and granted to Fixed Based Operators (FBO), under the Minimum Standards for Lease and/or Use of Danbury Municipal Airport, effective May 10, 1988, as amended, a copy of which is attached hereto and made a part hereof as Exhibit B, including but not limited to the storage, hangarage, and/or tie-down, for a fee, of aircraft at or upon the Premises, and such normal business activities shall not constitute an assignment or sub-letting in violation of the aforesaid prohibition against assignments or sub-lettings without prior written consent of the City. In addition, the Premises shall not be used for any illegal purposes, or in any manner to create a nuisance or trespass, or in any manner knowingly to vitiate the insurance or increase the rate of insurance on the Premises. If the Tenant fails to cease such acts or omissions and in the event Tenant's use of the Premises thereafter results in an increased rate of insurance on the Premises, the City shall give Tenant written notice specifying the exact manner in which Tenant's acts or omissions are vitiating the City's insurance or increasing the City's rate of insurance and Tenant shall have thirty (30) days to cease such acts or omissions; provided, however, the City will not alter, change or amend its policy(ies) of insurance in such manner as to materially limit or restrict the normal operation of a fixed base operation and its usual and customary activities on the Premises, This shall also not preclude said FBO from expanding its normal and customary activities as an FBO, subject to compliance with the Minimum Standards and other applicable rules or regulations. Tenant shall have 30 days upon and after notification to pay, as an additional rental fee, the amount of any such increase. Failure by Tenant to pay, will result in termination by the City with 30 days' notice to vacate Premises. This 30 -day provision does not change termination terms set forth in Section 15.

7. IMPROVEMENTS

7.1. Improvements. For additional Improvements, Tenant shall have the right, at its sole expense, to improve, modify and make additions to the facilities leased to Tenant; provided, however, that prior to any construction, improvements or additions to facilities, including outdoor storage of materials and/or signage, Tenant must first obtain from City the prior written approval of all plans and specifications for any and all construction, improvements or additions, which approval will not be unreasonably withheld. Factors relevant to approval include but are not limited to: aesthetic interior or exterior appearance, the safety of the Danbury Municipal Airport, and the extent of interference with other tenants' activities. All construction and improvements undertaken by Tenant shall be completed in a workmanlike manner without damage to existing facilities or interference with other tenant/airport activities. The City agrees to cooperate and work with the Tenant to obtain all necessary approvals and permits for any and all construction, improvements or additions,

7.2. Construction. Any building(s) or structure(s) so constructed by the Tenant before the conclusion of the first twenty-five (25) years of the term of this Agreement, shall become the property of the City upon (1) the termination of this Agreement or (2) any extension(s) thereof whichever shall be the latter (or last) to occur. Any building(s) or structure(s) so constructed by the Tenant subsequent to the first twenty-five (25) years of this lease, shall be deemed trade fixtures of the Tenant and may be removed from the property by the Tenant at the conclusion of the lease.

7.3. Protection of Utility Lines and Equipment. All work undertaken pursuant to the rights granted in paragraph 7.1 above, shall be subject to the condition that Tenant makes, at its expense, suitable arrangements for relocation of any utility lines, cables or other equipment. Further, Tenant shall not pave roads or ramps over said utility lines, cables, or equipment without the prior written approval of the City.

7.4. Ownership. Ownership of all initial Improvements and additional Improvements, equipment, and facilities installed or erected upon the Premises which

constitute fixtures and which are owned by Tenant shall be deemed trade fixtures of the Tenant, vesting in the Tenant, and may be removed from the property by the Tenant at the conclusion of the first 25 years unless the Tenant exercises the option to lease the second 25 years. In addition, any building(s) or structure(s) so constructed by the Tenant during the first 25 years or subsequent to the first twenty-five (25) years of this lease, shall be deemed trade fixtures of the Tenant, vesting in the Tenant, and may be removed from the property by the Tenant at the conclusion of the second 25-year option under this Agreement.

8. TAXES AND LICENSE FEES

8.1. Taxes, Licenses and Other Charges. Tenant shall be solely responsible for payment of all personal property taxes (specifically excluding *real estate* taxes on the land itself), licenses and other charges levied or imposed upon the rights, leasehold interest or other property of Tenant; reserving unto Tenant, however, the right to contest the validity of any such tax, license, or other charge levied or imposed.

8.2. Real Property Taxes. Tenant will be solely responsible for payment of the Ninety (90%) Percent of the real estate taxes and this payment will be known as the Airport Improvement Fee. The balance of the real estate taxes will be the responsibility of the City. The Tenant retains the right to be able to contest any modification of a tax assessment and the City agrees to cooperate and assist the Tenant in any contest it takes relative to any modification of the tax assessment.

9. MAINTENANCE

9.1. General. Tenant agrees and covenants that it shall faithfully and fully maintain the Premises in substantially as good order and condition (ordinary wear and tear excepted) as exists at the time of execution of this Agreement, at its sole cost and expense, during the entire term of this Agreement and any extension thereof. Tenant agrees, except as otherwise provided herein, that it shall, during the Term or any

extension of this Agreement, maintain and keep the Premises in a safe, workable, clean and sanitary condition, in good repair and free from obstructions and foreign object debris.

9.2. Land. Tenant agrees to maintain and keep the turfed and paved Premises mowed and free and clear of all foreign objects and debris to prevent damage to aircraft or any persons or property. Tenant agrees to maintain and keep the turfed areas free and clear of all ruts, holes, or depressions within the Premises. Tenant shall be responsible for the clearing of snow or ice: however, nothing in this section shall prevent the City from assisting Tenant in the clearing of snow or ice.

9.3. Buildings. Tenant shall maintain, at its sole cost and expense, all of Tenant's Premises, which are considered reasonable and customary.

9.4. Refuse. Tenant agrees to furnish covered metal containers for its refuse and to remove all refuse from the Premises at such intervals as are necessary to avoid an unsightly appearance and/or odor on the Premises.

9.5. Restoration upon Termination. Upon termination of this Agreement for any reason, Tenant shall deliver Premises and improvements to the City in the same or better condition as when received or installed, reasonable and ordinary wear and tear excluded.

10. DAMAGE OR DESTRUCTION OF PREMISES

10.1. Buildings or Structures Built by Tenant. If any building or structure, or improvements, originally built by Tenant and not owned by the City, is damaged, the Tenant shall restore the same with reasonable promptness. Tenant shall be responsible for the removal of all debris resulting from the damage or destruction of the buildings and structures built by Tenant and not owned by the City. Tenant shall maintain standard fire and extended coverage insurance upon such said building, structures, and improvements. Tenant waives any right of subrogation against City

for loss or damages, which are covered under the aforementioned fire and extended coverage insurance. In this case, Tenant shall be entitled to receive and apply the proceeds of any insurance covering such loss, and any excess of proceeds shall belong to Tenant. However, if Tenant determines in its sole judgment that damages to the Premises are uneconomical to restore, Tenant may terminate this Agreement pursuant to Section 15.1 (c). In such latter case, the proceeds of insurance, if any, shall be apportioned between the City and Tenant, with the City receiving the same proportion of such proceeds as the then expired portion of the contract term bears to the full term hereby granted, and Tenant receiving the balance thereof.

11. INDEMNITY

11.1. Tenant shall indemnify and hold harmless the City and any of its officers, employees and representatives, individually and collectively, from and against all loss, damage, costs, expenses, claims, suits, actions, liabilities and demands of every kind, character, or nature (including without limitation, attorneys' fees and court costs through the trial, appellate, administrative, and post-judgment proceedings) arising from, based upon, caused by or which may result from or on account of (i) any death or personal injuries or for property damages arising out of the use or occupancy of the Premises by Tenant or out of any acts or omissions of Tenant, its agents, employees or invitees upon the Premises, or (ii) any breach or default of any of the terms, provisions, conditions, obligations, or duties assumed or duties assumed by or imposed upon Tenant under this Agreement, or (iii) any violation by Tenant of any federal, state or local laws, ordinances or regulations. In connection with any defense by Tenant, the City shall have the right to consent to any settlement, provided that such consent shall not be unreasonably withheld. Notwithstanding anything to the contrary contained herein, the provisions of this indemnification shall not extend to any losses, damages, costs, expenses, claims, suits, actions, liabilities or demands resulting solely from the willful misconduct or negligence of the City, its employees, agents, invitees or independent contractors. The provisions of this section shall

survive the expiration or any other termination of this Agreement.

11.2. The City shall indemnify and hold harmless the Tenant and any of its officers, employees and representatives, individually and collectively, from and against all loss, damage, costs, expenses, claims, suits, actions, liabilities and demands of every kind, character, or nature (including without limitation, attorneys' fees and court costs through the trial, appellate, administrative, and post-judgment proceedings) arising from, based upon, caused by or which may result from or on account of (i) any death or personal injuries or for property damages arising out of the use of the Premises by Tenant or out of any acts or omissions of the City, its agents, employees or invitees upon the Premises, or (ii) any breach or default of any of the terms, provisions, conditions, obligations, or duties assumed or duties assumed by or imposed upon the City under this Agreement, or (iii) any violation by the City of any federal, state or local laws, ordinances or regulations.

12. INSURANCE

12.1. Insurance Coverage. Tenant shall procure and maintain in full force and effect at all times and at its sole expense the insurance coverage required under Schedule 12.1 attached hereto and made a part hereof, with insurance companies possessing financial ratings acceptable to the City, and shall provide the City with certificates of insurance evidencing the required coverages. The City shall be included as additional insured under this coverage.

12.2. Failure to Maintain Required Insurance. Should Tenant at any time fail to provide or maintain in force any of the insurance required herein above, the City may but shall not be required to obtain said insurance, and the cost thereof shall be Tenant's responsibility to repay as additional rental in the month the costs are paid by the City. If any coverage required hereby cannot be obtained for any reason, the City may require Tenant to immediately cease operations until the required coverage is obtained; and if the said coverage cannot be obtained within a reasonable time as

determined by the City, the City may terminate this Agreement. It is intended hereby that the Tenant shall at all times be insured against the risks to which it is exposed as the operator of the business authorized by this Agreement and shall be fully covered by said policies of insurance.

13. INDEPENDENT CONTRACTOR

13.1. Independent Contractor. In conducting its business hereunder, Tenant acts as an independent contractor and not as an agent, partner nor joint-venturer of or with the City. The selection, retention, assignment, direction, and responsibility, of and for employees of Tenant shall be the sole responsibility of Tenant and the City shall not attempt to exercise control over the daily performance of duties by Tenant's employees, unless such input by the City falls under direct purview of or requirements of Federal, State or Local laws.

14. ASSIGNMENT, SUBLETTING AND APPROVAL OF OWNERSHIP

14.1. Neither the whole or any part of this agreement may be assigned, transferred or sublet by Tenant, either by process or operation of law, or in any other manner whatsoever without consent of the City (and any of its Boards and Commissions with direct oversight, i.e., the Aviation Commission) which consent will not be unreasonably withheld. Notwithstanding the limitation set forth in the first sentence of this Section 14.1, the Tenant, without any further consent or approval of the City being required, shall have the right to enter into agreements (subleases and otherwise) with one or more persons or entities (collectively the "Third Party") pursuant to the terms of which the Third Party subleases a portion of the Premises from Tenant relating to Tenant's FBO operations on the Premises, including, without limitation, the leasing and renting of space for office use, parking of aircraft and related uses. With respect to sublease, assignment or transfer of a portion of the Premises by Tenant to a Third Party for the purpose of constructing thereon some or all of the Initial Improvements, and/or Additional Improvements, Tenant shall obtain prior written

consent of the City.

15. TERMINATION BY TENANT

15.1. Termination by Tenant. Tenant may cancel this Agreement and terminate all or any of its obligations hereunder, upon written notice to the City, at any time that Tenant is not in default in the payment of any rentals, fees, or charges to the City, by giving 30 day written notice to the City upon or after the happening of any of the following events:

- a. The substantial, uncured restriction of, or interference with, Tenant's use of the Airport provided that such restriction or interference is not due to any fault of Tenant.
- b. The material, uncured default by the City in the performance of any material term or terms of this Agreement and the failure of The City to remedy such default after the receipt from Tenant of written notice to remedy the same.
- c. The damage to Premises built by Tenant, which, in Tenant's sole reasonable judgment, is uneconomical to restore. Insurance proceeds shall be distributed as provided in Section 10.1.

15.2. In the event Tenant elects to cancel this Agreement in accordance with this Section 15, the City, or its designee may assume and/or enter into an Agreement with tenants that are in good standing that sublet with Tenant.

16. TERMINATION BY THE CITY

16.1. Default. The occurrence of any one or more of the following listed events (hereinafter referred to singly as "event of default" and plurally as "events of default") shall constitute a breach of this Agreement on the part of Tenant:

- a. Tenant fails to pay the rent or any other amount payable under this agreement when the same becomes due and payable and before it is late as described in Section 3.3 hereinabove.
- b. The failure by Tenant to perform any term or terms of this Agreement and the failure of Tenant to remedy such default within a period of thirty (30) days after the receipt from the City of written notice to remedy the same.
- c. The assignment by Tenant of all or any part of its property or assets for the benefit of creditors.
- d. The levy of execution, attachment, or other taking of property, assets, or the leasehold interest of Tenant by process of law or otherwise in satisfaction of any judgment, debt or claim.
- e. Tenant abandons or vacates the Premises.
- f. It is expressly agreed that if at any time during the term of this Agreement the Tenant should be adjudged, bankrupt or insolvent by any Federal or State court of competent jurisdiction or should the City reasonably deem that the Tenant has undergone a corporate reorganization or restructuring such that the financial integrity of Tenant is diminished, the City may declare this Agreement terminated and cancelled and take possession of said Premises. In the event this Agreement with Tenant is terminated, the Tenant or its designee will assume or enter into agreement with sub lessees that are in good standing.

16.2. Default. In the event of default pursuant to 16.1 above, the City may enter the Premises and may remove all persons and property from same upon the date of entry specified in the City's written notice to Tenant, however, such date of entry shall be not less than thirty (30) days from said notice. Upon any removal of Tenant's property by the City hereunder, said property may be stored at a public warehouse or elsewhere at Tenant's sole cost and expense.

16.3. Waiver. No waiver by the City of default by Tenant in performance of

any term or terms of this Agreement shall be construed to be a waiver of any subsequent default. The acceptance of rental of the performance of all or any part of this Lease Agreement by the City, for or during any period or periods after a default in performance by Tenant, shall not be deemed a waiver of any right on the part of the City to declare a default or terminate this Agreement for a subsequent breach thereof.

16.4. Effect of Default. Upon the happening of any event of default as defined in paragraph 16.1 above, the City may terminate this Agreement, provided, however, that Tenant shall have a period of thirty (30) days after delivery of "NOTICE OF DEFAULT" in which to cure the default prior to any termination by the City as herein provided.

16.5. Termination of Agreement. In the event the City shall terminate this Agreement or Tenant's right to possession or occupancy of the Premises as provided herein, Tenant shall promptly vacate the Premises, surrender and deliver possession thereof to the City, and at its sole expense remove from the Premises within thirty (30) days all signs, trade fixtures, furnishings, personal property, equipment, and materials which Tenant was permitted to install and maintain under the rights granted herein. Any of Tenant's property not removed within thirty (30) days shall become the City property. Sublessees with Tenant shall have their agreements revert to the City, or its designee.

17. RIGHT OF INSPECTION

17.1. Right of Inspection by the City. The City shall have the right to enter the Premises at all reasonable times to inspect the Premises and Tenant's operation of the same, and to install or maintain utilities; provided that the City shall compensate Tenant for any damage to Tenant's property caused by the City's exercise of the rights granted under this Section.

18. NOTICES

18.1. Forms of Notice. All notices, consents and approvals required or authorized by this Agreement to be given by or on behalf of either party to the other, shall be in writing and signed by a duly designated representative of the party by or on whose behalf they are given, and shall be deemed given at the time a registered or certified letter, properly addressed, postage prepaid, is deposited in any United States Post Office, or at the time a properly transmitted telefax is received.

18.2. Notices to the City. Notice to the City shall be addressed to and delivered first, to the office of the Airport Administrator, 155 Deer Hill Avenue, Danbury, CT 06810: with a copy to the Chairman of the Aviation Commission, 155 Deer Hill Avenue, Danbury, CT 06810. Copies may also be sent to the office of the **Mayor, City of Danbury, 155 Deer Hill Ave, Danbury, CT 06810**, either by hand-delivery or via certified mail, postage prepaid, or at such other office as it may hereafter designate by notice to Tenant in writing.

18.3. Notices to Tenant. Notice to Tenant shall be addressed to **Tango Yankee, LLC, 21 Cross Street, New Canaan, CT, 06840** either by hand or certified mail, postage prepaid, or at such other office as it may hereafter designate by notice to the City in writing, or by email to Lynda@businessaircraftcenter.com.

19. FEDERAL GOVERNMENT REQUIREMENT

19.1. Federal Agency Agreements. The City hereby represents that it may from time to time hereafter enter into agreements with various Governmental agencies with respect to applications for funds for improvements to be made at said Airport, as required by pertinent statutes, rules and regulations of respective and duly constituted, competent governmental authority having jurisdiction thereof. This Agreement is expressly made subject to all of said contracts now existing or hereafter made.

19.2. Potential Further Improvements. The City, subject to the terms of Section 15.1 above, also reserves the right to: (1) further develop and improve the Airport as it sees fit, and (2) to take any action it considers necessary to protect the aerial approaches of the Airport against obstruction, together with the right to prevent the Tenant from erecting, or permitting to be erected, any building or other structure on the Airport which, in the opinion of the City, would limit the usefulness of the Airport or constitute a hazard to aircraft.

20. ASSIGNMENTS TO LENDING INSTITUTIONS

20.1. Assignments of Lease to a Lending Institution. Notwithstanding Section 14 of this Agreement, Tenant may assign this Agreement, without having to obtain the City's consent, to a lending institution as security for the payment of a loan taken out by Tenant to finance the construction of improvements on the Premises; provided that Tenant may not assign this Agreement when Tenant is in default under this Agreement. Any assignments made to lending institutions (hereinafter referred to as "lender collateral assignees") shall be subject at all times to all covenants and conditions of this Agreement and to all the rights and remedies of the City, and with the understanding that no such assignments shall be construed to encumber in any fashion the City's fee interest in the Premises, unless specifically granted in writing by the City or any of its authorized agencies or commissions, in their sole and absolute discretion which consent will not be unreasonable withheld.

20.2. Lease Amendments Subject to Notification of Lender Assignee. The City and Tenant shall not by joint action cancel, surrender or modify this Agreement without the prior written notification of the lender assignee if such notification is required by such lender assignee. In the event that the City shall notify Tenant of any defaults as herein provided, the City shall simultaneously serve a copy of such notice by certified mail upon the lender assignee, provided such lender assignee shall have registered with the City its name and address in writing.

20.3. Cure of Default by Lender Assignee. Upon notice of default, a lender assignee may, in order to protect its interest, pay or perform such of the obligation of Tenant under this Agreement as the lender assignee may deem appropriate; provided however, that a lender assignee's actions in curing a default shall not, without its consent, constitute said lender assignee as the Tenant under this Agreement and shall not make said lender assignee liable for performance of any of the obligations under this Agreement.

20.4. Assumption of Lease by Lender Assignee. Upon written notice of default and Tenant's failure to cure said default within ninety (90) days, a lender assignee may consent in writing to assume all of Tenant's rights and obligations under this Agreement; provided that the right to assume this Agreement is contingent upon the lender assignee's cure of any defaults within thirty (30) days of the expiration of the ninety (90) -day period afforded Tenant to cure the defaults. Notwithstanding Paragraph 14, a lender assignee may assign this Agreement without having to obtain the City's approval.

20.5. No Encumbrances on the City's Fee Interest. Tenant understands and agrees that in no event will the City permit or consent to the encumbering, through deed of trust, mortgage, or otherwise, of City's fee interest in the Premises.

21. MISCELLANEOUS PROVISIONS

21.1. Entire Agreement. This Agreement, together with all documents, exhibits, schedules, attachments, and other such writings incorporated herein and made a part thereof, constitutes the entire understanding between the parties and supersedes all prior and independent agreements between the parties covering the subject matter hereof and the Premises. Any provisions of prior agreements which conflict in any manner with the provisions of this Agreement are hereby specifically declared void and of no effect. Any change or modification of this Agreement must be

in writing signed by both parties through their duly authorized officers.

21.2. Severability. In the event any provisions hereof shall be finally declared void or illegal by any court or administrative agency having jurisdiction, the remaining provisions shall continue in full force and effect as nearly as possible in accordance with the original intent of the parties.

21.3. Headings. The headings used in this Agreement are intended for convenience of reference only and do not define, expand, or limit the scope or meaning of any provisions of this Agreement.

21.4. Governing Law. This Agreement is to be construed in accordance with the laws of the State of Connecticut.

21.5. Quiet Enjoyment. Subject to the provisions of this Agreement, the City covenants and agrees that Tenant, upon payment of the rentals provided for herein, and performance of its covenants, agreements and other obligations hereunder, shall have quiet and peaceable possession of the Premises granted herein during the term of this Agreement.

21.6. Approval of Signs. The number, size, type, design, and location of all signs displayed or maintained by the Tenant in view of the general public shall be subject to review by and the prior written approval, such approval not to be unreasonably withheld by the Airport Administrator or other city agency with oversight authority.

21.7. Approvals; Consents. Notwithstanding anything to the contrary contained in this Agreement, whenever the consent or approval of the City and any of its officers, employees and representatives, individually and collectively, is required with respect to any act or omission of Tenant such consent or approval shall not be unreasonably withheld, and the City agrees to cooperate with the Tenant to obtain all necessary approvals and consents.

21.8. Supersedes Prior Agreements. This Agreement shall supersede and replace all prior agreements and understandings, oral or written, between the Tenant and the City regarding the lease of the Premises.

21.9. E-Verify Compliance. Tenant shall fully comply with the U.S. Department of Homeland Security employee legal status E-Verify requirements for itself and all its subcontractors, if applicable. The City requires an affidavit attesting to Tenant's compliance. Violation of the provision, unless timely cured, shall constitute a breach of contract.

21.10. Representations and Warranties of the City to Tenant. The City represents and warrants to Tenant that:

- a. The City has full power and authority to enter into this Agreement.
- b. The City has duly executed and delivered this Agreement.
- c. This Agreement constitutes the legal, valid, and binding obligation of the City enforceable against the City in accordance with its terms.
- d. Neither the execution and delivery of this Agreement, the consummation of the transactions contemplated herein nor compliance by the City with any of the provisions hereof will (i) violate, conflict with, result in a material breach of or constitute a material default under breach of or constitute a material default under any of the terms of the establishment documents of the City or any contract or agreement, written or oral, to which the City is a party, (ii) violate any rule, order, writ, injunction, decree, statute, or regulation applicable to the City, or (iii) require the consent, approval, permission or other authorization of any court, or governmental, administrative or self-regulatory authority or other third party.
- e. All requisite action required to be taken by the City to authorize the execution, delivery and performance of this Agreement has been taken and no other proceedings or actions on the part of the City are necessary to authorize

5-24

the execution, delivery, and performance of this Agreement.

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands and seals on the date and year first above written.

Signed, sealed, and delivered in the presence of

CITY OF DANBURY

TANGO YANKEE, LLC

By: _____
Joseph M. Cavo
Its Mayor, Duly Authorized

By: _____
Print Name: _____
Title: _____

5-25

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

On this the _____ day of _____, 2021, before me, Laszlo L. Pinter, the undersigned officer, personally appeared Joseph M. Cavo, who acknowledged himself to be the Mayor of the City of Danbury, a municipal corporation, and that he as such Mayor, being authorized so to do, executed the foregoing instrument for the purposes therein contained, by signing the name of the corporation by himself as Mayor.

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

Commissioner of the Superior Court
Notary Public

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

On this the _____ day of _____, 2020, before me, _____ the undersigned officer, personally appeared _____, who acknowledged himself to be a Tango Yankee, LLC., and as such Officer, being authorized so to do, executed the foregoing instrument for the purposes therein contained, by signing the name of the limited liability company by himself as Member.

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

Commissioner of the Superior Court
Notary Public

EXHIBIT A

Parcel "1"

All that certain piece or parcel of land containing 5.0+ acres, located at Danbury Municipal Airport, in the City of Danbury, Fairfield County, State of Connecticut, bounded on all sides by other land of the City of Danbury, and further described as follows:

Commencing at a true point or place of beginning, which true point or place of beginning is determined as follows:

Starting at the Southwesterly corner of the Danbury Airport Control Tower, thence running generally Southwesterly a distance of 64 feet more or less to a point, which point is the true point or place of beginning⁷ running thence from said true point or place of beginning the following courses and distances: S 52° 45' 00" W, 736 feet more or less; N 44° 39' 30" West, 256 feet more or less; N 45° 20' 30" E, 687.5 feet more or less; S 56° 39' 30" E, 290.0 feet more or less; and S 54° 45' 00" W, 70'± to the true point or place of beginning.

For a more particular description, reference is made to a certain map entitled, "PROPOSED BOUNDARY MAP for BUSINESS AIRCRAFT CENTER, [dated:] 1-4-83, Scale 1" = 40'", said map prepared by Borghesi Building & Engineering Company, Inc., 2155 East Main Street, Torrington, Connecticut 06790, which map in size reduction form is attached hereto and made a part hereof as Book 873 Page 203.

Parcel "II"

All that certain piece or parcel of land containing 2.0± acres, located at Danbury Municipal Airport, in the City of Danbury, Fairfield County, State of Connecticut, designated as Parcel II on certain map entitled "PROPOSED BOUNDARY MAP for BUSINESS AIRCRAFT CENTER, [dated:] 1-4-83, Scale 1" = 40'", said map prepared by Borghesi Building & Engineering Company, Inc., 2155 East Main Street, Torrington, Connecticut 06790, which map in size reduction form is attached hereto and made a part hereof as page 13, further described as follows:

All that certain piece or parcel of land containing 2.0 acres more or less, bounded and described as follows:

- NORTHEASTERLY: A distance of 256'+ by other land of the City of Danbury at-Danbury Municipal Airport, now or formerly leased to Business Aircraft Center, Inc.
- SOUTHEASTERLY: A distance 85.5+ .by other land of the City of Danbury at Danbury Municipal Airport:
- SOUTHERLY: By other land of the City of Danbury at Danbury Municipal Airport; and
- NORTHWESTERLY: By other land of the City of Danbury at Danbury Municipal Airport.

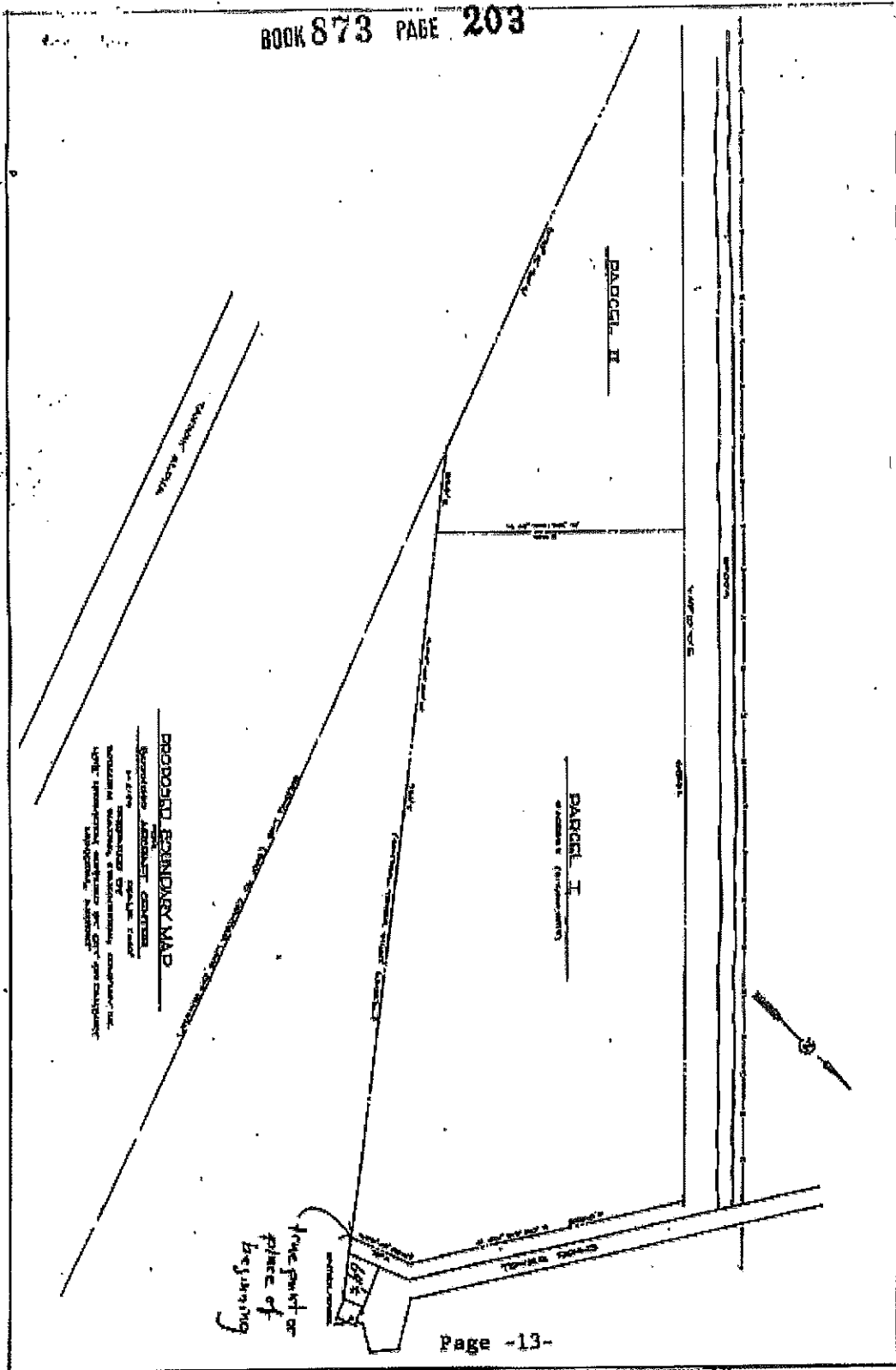


EXHIBIT B

Minimum Standards for Lease and/or Use of
Danbury Municipal Airport, effective May 10, 1988, as amended

Schedule 3.1

Rent Calculation

Rent shall be based on the following:

1. The Tenant agrees to pay rent to the City of \$8,000.00 per acre per year and based on the initial five (5) acres, more particularly described, and defined in Exhibit A Parcel, being leased the total rent per year \$40,000. The tenant agrees to pay such sum pursuant to this Agreement on a 12-month installment basis.

2. If the Tenant exercises its option as set forth in Section 1.2 of this Agreement, the Tenant agrees to pay rent to the City of \$4,000.00 per acre per year and based on the additional two (2) acres, more particularly described, and defined in Exhibit A Parcel II. The total rent for the two acres will be \$8,000.00 per year and the first year of the lease of the two acres will be prorated to when the option is exercised and will be paid under the same terms as the initial five acres being leased. The total rent per year for two acres will be \$8,000.00 per acre per year commencing on the completion of construction, more particularly described, and defined in Exhibit A Parcel II, being leased for the total rent per year of \$16,000.00 and prorated based on the month of commencement. Aside from the amount of the rent on the two acres, the additional acres will be subject to all the other terms under the Agreement.

3. At the beginning of the eleventh year, all acres will be combined into total acres being leased by the Tenant and the lease rent of \$8,000.00 per acre and for each lease year thereafter, the Rent payable by Tenant shall be increased in an amount equal to the product of the Rent times a number equal to the percentage increase based on the Consumer Price Index ("CPI") over the 12 month prior period, calculated by using the most recently published CPI and the CPI published 12 months earlier. Any increase Rent based on CPI in any one year will be capped at and be no greater than a 2% increase.

Schedule 12.1

Insurance

Tenant shall maintain the following insurance coverage:

1. Commercial Property Policy with the following limits:

- a. Building 1 \$1,500,000
- b. Building 2 \$ 50,000

2. Commercial General Liability – Occurrence Form. Policy shall include bodily injury, property damage, personal and advertising injury and products and completed operations and, mobile equipment.

- a. Each Occurrence \$2,000,000
- b. Hangarkeepers Liability
 - i. Each Aircraft \$500,000
 - ii. Each Loss Limit \$5,000,000

c. The policy shall be endorsed, as required by this written agreement, to include the City of Danbury, as additional insureds with respect to liability arising out of the activities performed by Tenant.

3. Worker's compensation and employer's liability insurance in compliance with statutory requirements, including other states' endorsement.



6

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 City Council

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

DATE: December 22, 2020

CERTIFICATION

SUBJECT: Certification of Funds – CMAQ Application

Pursuant to attached request, I hereby certify the availability of funds of \$250,000. Funding for this project will be transferred from SNAP2020.3001-7000.0501, Paving, Drainage, and Road Improvements.

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

cc: Antonio Iadarola, Director of Public Works

Western Connecticut COUNCIL OF GOVERNMENTS



TO: WestCOG Council Representatives
FROM: Francis Pickering, Executive Director
DATE: December 18, 2020

RE: Project Solicitation, Congestion Mitigation and Air Quality (CMAQ) Program

Purpose and Background

This solicitation is issued in response to a request from the Connecticut Department of Transportation (CT DOT) and is a potential funding opportunity for projects that reduce mobile on-road emissions of Particulate Matter (PM2.5) or Ozone (O3) precursors.

A number of eligibility criteria and program administration requirements have been established at the federal and State levels by the Federal Highway Administration (FHWA) and Connecticut Department of Transportation (CT DOT), respectively. This solicitation summarizes key requirements but is not comprehensive. Additional information is available in documents distributed by CT DOT (attached) and an [FHWA web page](#).

General Eligibility and Requirements

This section is an overview of project types that qualify for funding and the entities that are eligible to apply.

Project Categories

The overriding goal of the CMAQ program is to reduce mobile on-road emissions to help attain or maintain a National Ambient Air Quality Standard (NAAQS). The following categories of projects have been found to be potentially beneficial and therefore are eligible for CMAQ funding:

- Diesel Engine Retrofits & Other Advanced Truck Technologies
- Transportation Control Measures (TCMs)
- Extreme Low Temperature Cold Start Programs
- Transit Improvements
- Transportation Management Associations
- Carpooling and Vanpooling
- Carsharing
- Training
- Congestion Reduction & Traffic Flow Improvements
- Travel Demand Management
- Pedestrian and Bicycle Facilities and Programs
- Public Education and Outreach Activities
- Freight/Intermodal
- Idle Reduction
- Inspection/Maintenance (I&M) Programs
- Innovative Projects
- Alternative fuel and vehicles

Eligible Applicants

Under this solicitation, municipalities and transit agencies may apply and serve as project sponsors. Private organization, including non-profits, may apply. However, the CT DOT will only execute funding agreements with public entities. Therefore, a private applicant must identify a willing, eligible sponsor.

Sponsors of CMAQ-funded transit projects must be Federal Transit Administration (FTA) designated grant recipients.

Funding, Cost and Schedule Considerations

The CT DOT anticipates programing approximately \$12 million of CMAQ funds available annually, statewide, through the MPO/COG solicitation. Unlike some other programs, CMAQ funds are not suballocated (i.e., distributed based on population or other demographic factor). The CT DOT's selection process (described subsequently) is heavily weighted on cost-effectiveness.

The federal share for most CMAQ projects is 80%, although in certain cases (i.e., projects that provide both safety and congestion relief) 100% federal funding may be available. The project applicant/sponsor is responsible for the non-federal share (typically 20%).

Individual projects should have a total cost between \$200,000 and \$4 million (total of federal and local share), which includes design, right of way acquisition, construction engineering and operating cost, if applicable.

Sponsors will be required to comply with all applicable federal-aid requirements, including but not limited to environmental protection regulations, consultant selection procedures, Disadvantaged Business Enterprise contract set-asides, competitive bidding and construction oversight.

CMAQ is administered on a cost-reimbursement, rather than grant, basis. This means the sponsor is reimbursed for the federal share of eligible costs after the sponsor has made payment. Under a grant program, the sponsor receives funds to start the project.

Costs incurred prior to funding authorization and a notice to proceed are not eligible for reimbursement. Further, cost overruns, whether due to poor estimates or unforeseen circumstances, are the responsibility of the project sponsor.

Projects should be obligated within three years of selection by CT DOT.

Application and Selection Process

This section describes how the various entities coordinate and interact under this solicitation. Applicants should deal with WestCOG staff during the solicitation of applications. The CT DOT will only accept applications submitted by COGs. After projects are selected, the CT DOT will establish direct contact with project sponsors.

6-2-20

Applicant Role

To be considered, a completed application form and supporting document(s) must be submitted to WestCOG (khadjstyanos@westcog.org) by the deadline noted in the Schedule below (February 21, 2021 11:59 pm). Applications submitted after the deadline will not be considered/reviewed.

A resolution or letter identifying the entity owning, operating and maintaining the project must accompany the application. The resolution or letter must also commit to providing the matching (non-federal) funds.

For ITS projects, a completed CT DOT System Engineering Analysis FORM (SEAFORM) is a required supporting document. The SEAFORM and associated guidance are accessible from this [link](#) (also in the Application form).

The Estimated Budget is a critical element of the application for several reasons. First, cost effectiveness is a selection criterion. Further, project sponsors are responsible for overruns. Therefore, the budget estimate should be carefully developed and reviewed. No changes to the project scope or budget will be accepted after an application is submitted.

COG Role

COGs in Connecticut have been asked to solicit, evaluate, prioritize and submit CMAQ applications to CT DOT. WestCOG staff will also, upon request, assist potential applicants by answering questions and providing feedback. As indicated by the schedule, an applicant may submit a preliminary application to WestCOG for informal staff review and comment by January 24, 2021. This step is optional and not required in advance of submitting a completed application by the deadline.

As indicated in attached *The Congestion Mitigation and Air Quality Improvement (CMAQ) Program Guidance and Procedures for Connecticut's MPOs/Rural COGs (Program Guidance)*, CT DOT will use three project selection criteria, one of which is Regional Rankings. The rankings will ultimately be established by the voting membership of WestCOG's two Metropolitan Planning Organizations (MPOs), the Housatonic Valley MPO and South Western Region MPO. WestCOG staff and Technical Advisory Group (TAG) will provide the MPO boards with recommended priorities.

Each MPO is permitted to submit three prioritized applications to the CT DOT. After the MPOs determine the priority rankings, WestCOG may provide comments/feedback on an application to any of the top-three-ranked applicants in either MPO. The purpose of the comments is to permit an applicant to clarify and refine the information. Neither scope nor budget revisions are permitted after an application is submitted.

The prioritized applications from each MPO will be submitted to CT DOT by WestCOG.

DOT Role

The CT DOT will screen the prioritized applications for eligibility, feasibility and cost estimation. Proposals passing the screen will be analyzed for air quality benefits. The CT DOT will then apply the selection criteria outlined in the Program Guidance. Following selection, CT DOT will coordinate with USDOT to confirm eligibility and program eligible projects.

Schedule

To meet the deadline established by CT DOT, the following schedule for applications will be maintained.

Date	Milestone Event
December 18, 2020	Solicitation for applications issued
January 24, 2021	*Optional* submission of preliminary applications to WestCOG staff for review and informal feedback
February 21, 2021 11:59 pm	Applications due at WestCOG
March 9, 2021	TAG recommends application rankings
March 18, 2021	MPO resolution on application rankings
March 19, 2021	WestCOG notifies proposers of selections/rankings
April 1, 2021	Application refinements, if applicable, due at WestCOG
April 7, 2021	WestCOG submits applications to CT DOT

Attachments

- *The Congestion Mitigation and Air Quality Improvement (CMAQ) Program Guidance and Procedures for Connecticut's MPOs/Rural COGs, CT DOT, November 2020*
- CT DOT's CMAQ Application

**CITY OF DANBURY
DEPARTMENT OF PUBLIC WORKS**



MAYOR
Honorable Joseph M. Cavo

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

MEMORANDUM

Date: December 17, 2020

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

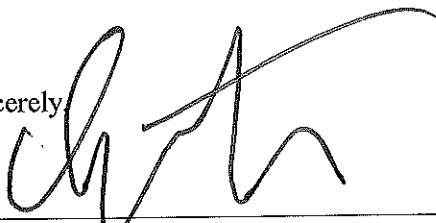
Re: Congestion Mitigation and Air Quality Improvement Program (CMAQ)

On behalf of the State of Connecticut Department of Transportation and the Federal Highway Administration, the Western Connecticut Council of Government is soliciting applications from Municipalities for improvement of traffic signal operations in order to reduce levels of vehicle emissions caused by traffic congestion as well as "stop and go" travel conditions.

The Engineering Department has chosen that the improvement be conducted along Main Street and Osborne Street. The project shall complement the City's planned streetscape improvements along Main Street also shall facilitate improvement of accessibility to Danbury Hospital, the largest healthcare facility in the Region. The estimated total cost for the project is \$ 1,250,000 of which the City is to contribute twenty (20) percent or \$ 250,000 as matching funds.

The 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 funds from the Federal Highway for this project.

Sincerely

A handwritten signature in black ink, appearing to read 'A. Iadarola', written over a horizontal line.

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 State of Connecticut Department of Transportation and the Federal Highway Administration, through the Western Connecticut Council of Government, is soliciting applications from municipalities for improvements of traffic signal operations in order to reduce levels of vehicle emission caused by traffic congestion; and

WHEREAS, the project is part of the Congestion Mitigation and Air Quality (CMAQ) Program; and

WHEREAS, the overriding goal of the CMAQ program is to reduce mobile on-road emissions to help attain or maintain a National Ambient Air Quality Standard; and

WHEREAS, the Engineering department has chosen the improvements be conducted along Main Street and Osborne Street and shall complement the City's planned streetscape improvements; and

WHEREAS, the estimated cost for this project is \$1,250,000 with CMAQ providing 80% funding and the City's contribution is twenty percent (20%) or \$250,000 as matching funds.

NOW, THEREFORE, BE IT RESOLVED THAT Mayor Joseph M. Cavo or his designee, the Director of Public Works/City Engineer, be and hereby is designated to apply for and receive grant funds pursuant to the Congestion Mitigation and Air Quality Improvement Program and to take such actions and execute any agreements as may be required in accordance with the program.



8

CITY OF DANBURY
155 DEER HILL AVENUE
DANBURY, CONNECTICUT 06810

DAVID W. ST. HILAIRE
DIRECTOR FINANCE

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

M E M O R A N D U M

DATE: 12/23/20
TO: HON. JOSEPH M. CAVO VIA THE CITY COUNCIL
FROM: DAVID W. ST. HILAIRE, DIRECTOR OF FINANCE *DWS*
RE: RESOLUTION-DEPT OF AGING AND DISABILITY SVCS- SENIOR CENTER

Attached for your review is a resolution that will allow the City of Danbury, Department of Elderly Services to apply for and accept funding from the State of Connecticut Department of Aging and Disability Services through the CARES Act.

This funding opportunity has been made available through the State Unit on Aging (SUA) to support Connecticut Senior Centers in continuing to provide critical services during the COVID-19 pandemic.

If awarded, this funding will not exceed \$2,500 and requires no City match. The City Council is respectfully requested to consider this resolution at its next meeting.

Attach.

DST/sk

Cc: S. Tomanio



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 Aging and Disability State Unit on Aging has provided a funding opportunity through the CARES Act;

WHEREAS, this funding is to assist Senior Centers to continue to provide critical services during the COVID19 pandemic;

WHEREAS, the Department of Elderly Services wishes to submit an application in an amount not to exceed \$2,500 and requires no City match;

NOW, THEREFORE BE IT RESOLVED THAT, Joseph M. Cavo, Mayor of the City of Danbury, or Susan Tomanio, Director of Elderly Services, as his designee, is hereby authorized to apply for and accept said funds and to execute all contracts and agreements necessary to effectuate the purposes thereof.



8-2

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

DATE: December 10, 2020

TO: Honorable Mayor Joseph Cavo
Members of the City Council

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

RE: Impact Statement
State of CT – State Unit on Aging and Disability Services
Senior Center CARES Act Funding

The Department of Elderly Services has identified a funding opportunity provided by the State of Connecticut, State Unit on Aging and Disability Services. This is a one-time funding opportunity to support individual senior centers to continue to safely serve older adults during the COVID19 pandemic. This grant uses CARES Act funding provided by the Administration for Community Living. The Department of Elderly Services will apply for an amount not to exceed \$2,500.

Due to the COVID19 pandemic, the senior center closed to the public on March 16, 2020. We have continued to provide services such as meal delivery to congregate meal participants, telephone wellness support, resource and referral, virtual programs, and “grab and go” events. Grant funds will be used to enhance these critical services, to provide support, and prepare for the reintroduction of in-person services for senior center operations when it is safe and advisable to do so.

Department of Aging and Disability Services

State Unit on Aging

Connecticut Senior Center Project: CARES Act Funding Opportunity

The Department of Aging and Disability Services (ADS) is a state agency that seeks to maximize opportunities for the independence and well-being of people with disabilities and older adults in Connecticut. As part of ADS, the State Unit on Aging (SUA) ensures that Connecticut's older adults have access to the supportive services necessary to live with dignity, security, and independence. The SUA is responsible for planning, developing, and administering a comprehensive and integrated service delivery system for older individuals in Connecticut.

Background:

There are more than 150 senior centers in Connecticut. Senior centers connect older adults to vital community services to help them stay healthy and independent. Senior centers offer a broad spectrum of programs, activities, and services that may include meals and nutrition; health, fitness and wellness; transportation; public benefits counseling; employment assistance; volunteer and civic engagement; social and recreational; and education and arts.

Due to the Coronavirus pandemic (COVID-19), senior centers across the state closed to the public in March 2020. During the pandemic, many senior centers continued to provide services: telephone reassurance, "grab and go" meals to congregate meal site participants, and programs and services through the telephone, remotely through the internet, and through outdoor settings. Senior centers are looking at options for reopening slowly and safely. As senior centers continue to provide services, serve as a resource for older adults in their communities, and plan for reopening, the SUA is looking to support the centers in this process.

Purpose/Goal:

The purpose of this project is to support senior centers in their goal to serve older adults safely during the Coronavirus pandemic. The SUA is accepting applications from senior centers for a one-time funding opportunity to help support the centers efforts to prevent the spread, prepare for reopening and respond to COVID-19-related issues.

The SUA will reimburse the centers for purchases made that are directly associated to the centers' COVID-19 preparedness and response. The SUA will not make purchases for the centers. The SUA will provide reimbursement for purchases made from March 1, 2020 through March 31, 2021. This project is non-competitive. This project is funded using federal CARES Act funding from the Administration for Community Living.

Eligibility/Qualifications:

Connecticut senior centers are eligible for funding through this opportunity. Senior centers include municipal senior centers and 501(c)(3) senior centers. For the purposes of this funding opportunity, senior centers are defined as those that provide multiple services including the core services of

information, referral and assistance. Additional services may include nutrition, wellness, educational, social and recreational activities.

Amount:

The maximum funding under this funding opportunity is \$2,500 per senior center.

Use of the funding:

Funds shall be reimbursed to a senior center for the purchase of equipment or tangible good(s). The purchase shall be related to the COVID-19 and shall be used to enhance the function of the senior center with an emphasis on safety and well-being of participants. The reimbursement may be requested for the purchase of multiple items but must be submitted to the SUA in a single reimbursement request. The reimbursement may also cover the partial cost(s) of equipment or tangible good(s) not to exceed \$2,500 as long as another source of funding is used to complete the purchase. Reimbursement shall be for purchases that were not previously reimbursed through CARES Act funding.

Examples of purchases eligible for reimbursement include:

- Personal Protective Equipment for staff or participants (contactless thermometers, masks, hand sanitizers, touchless dispensers, face shields, etc.)
- software to be utilized for participant registration to visit the center and potential COVID-19 contact tracing and occupancy tracking
- computer equipment and other technology for staff or participants to utilize for virtual interactions
- sanitizing equipment or supplies for cleaning of loaned electronic devices
- video conferencing platform subscription (such as Zoom)
- personal hygiene kits (including supplies such as soap, shampoo, toothpaste, other oral health items, sanitary wipes, incontinent supplies, toilet paper)
- social isolation prevention kit (such as crafts, puzzles, note cards)
- surveillance cameras to monitor social distancing and to increase the safety of participants,
- devices necessary to increase the safety of participants such as automatic door openers or touchless auto-faucets
- cleaning/disinfecting products and equipment
- signage to communicate public health guidance
- tables and chairs to increase social distancing
- room dividers to increase social distancing
- tents/canopies for outside use to assure social distancing
- heaters for outside patio events
- safety shields for desks or buses

Examples of purchases not eligible for reimbursement include:

- construction or installation expenses,
- the cost of other services paid to another party,

- salaries or wages,
- gift cards.

Part I: Application Package

Application Form:

In order to be considered for this funding, an application shall be submitted on the Application Form provided. A typed signature is acceptable on the Application Form; an electronic signature is not required for this form.

Note that if awarded the one-time funding, the senior center must be able to support any recurring expenses that result from the one-time expenditure.

Vendor Profile Form and W-9:

Applicants shall complete the Vendor Profile Form and W-9 and submit with the application package.

A signature must be included on these forms. To include electronic signatures on these forms, follow the instructions in the document, "How to add your signature to a PDF document", then return the Vendor Profile and W-9 forms with the Application Form. If an electronic signature cannot be obtained, you must print out the forms, sign them, scan them and return them electronically with the Application Form.

Deadline for Application package:

Application packages will be accepted beginning **December 9, 2020 through January 29, 2021**. The deadline for submitting the application packages is **January 29, 2021, 3:00 PM**. Electronic submissions only. Only one application shall be accepted per senior center.

You are strongly encouraged to submit your application a minimum of 3-5 days prior to the application closing date. Do not wait until the last day in the event you encounter technical difficulties, either on your end or, with stateunitonaging@ct.gov.

Submission of Application package:

Checklist for Submission (for Applicant use only - do not submit this checklist with Application package):

- Application Form
- Vendor Profile Form
- W-9 Form

Email Application package with the Application Form, Vendor Profile Form and W-9 Form together to:

Aging and Disability Services, State Unit on Aging

stateunitonaging@ct.gov

Part 2: SUA Letter of Commitment

The SUA will review the application package for consideration of approval. Following the approval of the completed application package, the SUA shall provide a letter of commitment to the senior center, formally obligating the SUA to the reimbursement of their purchase(s). The requirements in the "Reimbursement and Reporting" section below must be met in order for the senior center to receive their approved reimbursement. Incomplete application packages and requests for the purchase of items not eligible for reimbursement will not be approved by the SUA and will be returned to the senior center along with a letter of explanation.

The Reimbursement Invoice and Reporting Form will be sent with the Letter of Commitment. A sample Reimbursement Invoice and Reporting Form accompanies this document.

Part 3: Reimbursement and Reporting

Deadline for Reimbursement and Reporting:

Following the receipt of the letter of commitment and the Reimbursement Invoice and Reporting Form from the SUA, the senior center shall request reimbursement and provide the required reporting information. As mentioned above, the SUA will provide reimbursement for purchases made from March 1, 2020 through **March 31, 2021**. The deadline for submitting the completed Reimbursement Invoice and Reporting Form with the receipt(s) for the equipment/tangible good(s) is **April 15, 2021**. Electronic submissions only. Only one Reimbursement Invoice and Reporting Form will be accepted per senior center; however, multiple items may be purchased and submitted for reimbursement (See Use of Funding Section). When the Reimbursement Invoice and Reporting Form and receipt(s) are received and approved, the payment is expected within 45 days.

Submission of Reimbursement and Reporting:

Checklist for Reimbursement and Reporting (for senior center use only - do not submit this checklist with the Reimbursement Invoice and Reporting Form):

- Reimbursement Invoice and Reporting Form
- Copy of paid receipt(s) from purchase(s), showing final purchase cost

Email the Reimbursement Invoice and Reporting Form along with the receipt for the purchase to:

Aging and Disability Services, State Unit on Aging
stateunitonaging@ct.gov

Contact for questions:

Sandra Leubner, State Unit on Aging
stateunitonaging@ct.gov or (860) 424-5023



9

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: 12/17/20
TO: HON. JOSEPH M CAVO VIA THE CITY COUNCIL
FROM: DAVID W. ST. HILAIRE, DIRECTOR OF FINANCE *DWH*
RE: RESOLUTION – ALA DREAM LITERACY INITIATIVE- LIBRARY

Attached for your review is a resolution that will allow the City of Danbury Library to apply for and accept funding from American Library Association's "American Dream Literacy Initiative" funding made possible through the Dollar General Literacy Foundation.

If awarded, this funding, not to exceed \$5,000, will be used to initiate programs to expand services for adult English language learners and those in need of basic education and workforce development. There are no matching funds required.

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

DST/sk

cc: K. Pearson



RESOLUTION

CITY OF DANBURY, STATE OF CONNECTICUT

_____ A.D. 2021

RESOLVED BY THE CITY COUNCIL OF THE CITY OF DANBURY

WHEREAS, The American Library Association (ALA) has made funds available to Public Libraries for the American Dream Literacy Initiative Grant funding from the Dollar General Literacy Foundation;

WHEREAS, the Danbury Library wishes to submit an application in an amount not to exceed \$5,000, to initiate adult English literacy and basic education and workforce development;

WHEREAS, there are no matching funds required.

NOW, THEREFORE BE IT RESOLVED THAT, Joseph M. Cavo, Mayor of the City of Danbury, or Katie Pearson, Library Director, as his designee, is hereby authorized to apply for and accept said funds and to execute all contracts and agreements necessary to effectuate the purposes thereof.

Danbury Library

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

TO: Honorable Mayor Joseph Cavo
Members of the City Council
FROM: Katie Pearson, Library Director
SUBJECT: ALA Dollar General American Dream Literacy Initiative
DATE: December 14, 2020

The Danbury Library is respectfully requesting permission to initiate a grant application to the American Library Association (ALA) and Dollar General Literacy Foundation for \$5,000. The Danbury Library applied for, and received this grant in 2018 and is eligible to apply again this year. If granted, funds will be used to develop and expand collections and services for adult English language learners and adults in need of basic education and workforce development.

With funds granted for 2018, we were able to enter into a subcontract Western Connecticut Regional Adult and Continuing Education (WERACE) to bring aboard instructors for three fifty-hour English language classes for levels: Basic, Beginner 1 and Beginner 2. We were also able to provide textbooks and workbooks to all students. Students reported that with the language skills gained in these classes they were able to improve their job prospects and communicate better with their children’s educators.

If able to secure funding for 2021, we would seek to continue our language programs either virtually or in-person.

Please note that this application is a competitive grant and there is no requirement for matching funds.

Sincerely,



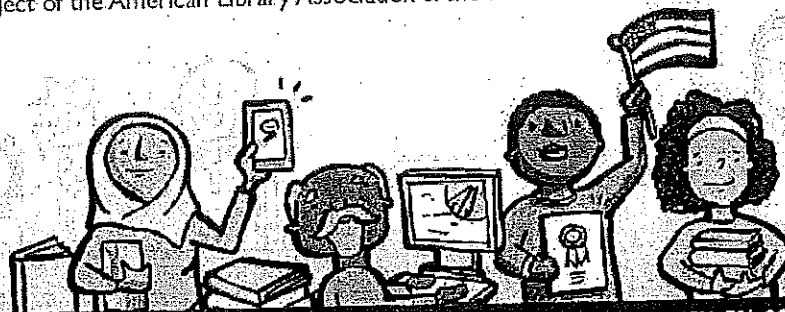
Katie Pearson

Library Director

American Dream Literacy Initiative Guidelines

AMERICAN DREAM LITERACY INITIATIVE

A Project of the American Library Association & the Dollar General Literacy Association



ESL / GED / CITIZENSHIP CLASSES * JOB TRAINING * BUILDING PRINT / DIGITAL ESL COLLECTIONS

Date Posted: Monday, November 2, 2020

Deadline for Submission: Friday, January 29, 2021 (11:59 CST)

Award Notification Date: Wednesday, February 17, 2021

Grant Period: Monday, March 15 – Wednesday, December 15, 2021

Apply Online via Foundant

(<https://www.grantinterface.com/Home/Logon?urlkey=AMALA>)

Estimated Time to Complete Application: 1 hour form completion; 7-9 hours research, writing, and preparation

THE American Dream
Literacy Initiative

Questions?

Before starting, read the grant FAQ (<http://www.ala.org/tools/programming/americandream/faq>) and carefully review the requirements below in each category for the grant.

Contact the American Library Association (ALA) Public Programs Office staff at 1-800-545-2433, ext. 5045, or publicprograms@ala.org (mailto:publicprograms@ala.org?subject=American%20Dream%20Literacy%20Initiative).

Table of Contents

1. Purpose of the Grant
2. Eligibility
3. Award Information
4. Eligible Expenses
5. Requirements
6. Application and Submission Information
7. Application Review and Selection Process
8. Grant Administration Information
9. Points of Contact

Purpose of the Grant

To help public libraries in Dollar General communities add or expand literacy services for adult English language learners and/or adults in need of basic education and workforce development, each funded library will receive a one-time grant of \$5,000 to develop collections and services for adult learners and/or expand existing programs, add services, and foster community partnerships.

Funded projects allow libraries to develop collections, add new services or programs, or expand existing services or programs for adult learners. Libraries may choose to use the grant to:

- Augment their print and digital ESL collections
- Increase computer/internet access and training
- Provide job training
- Hold ELL, GED, and citizenship classes
- Implement virtual or in-person programs for adult literacy learners
- Raise the visibility of services for immigrant populations

Eligibility

- A public library with a demonstrated need and the capacity to provide literacy services for adult English language learners and/or adults in need of basic education and workforce development.
- Located within 20 miles of a Dollar General Store, distribution center, or corporate office (please visit the Dollar General's Store Locator (<https://www.dollargeneral.com/store-locator.html>) online to confirm that your library is within a 20 mile radius).
- Previous American Dream Literacy Initiative grant recipients are eligible to apply for an additional year of funding, **with a limit of two consecutive rounds of funding**. Once a library receives two consecutive rounds of funding, the library must skip one round of funding before they are eligible to apply again.

Award Information

Sixteen public libraries with demonstrated need and capacity to provide adult literacy services will be selected to receive the American Dream Literacy Initiative Grant. Grantees will receive:

- \$5,000 to support costs related to their adult literacy services/programs or collections
- Professional development consisting of a series of webinars covering topics related to grant implementation, including marketing/outreach and evaluation

Eligible Expenses

American Dream Literacy Initiative grant funds are restricted to project related expenses. Eligible expenses may include, but are not limited to, the following:

- Purchase of Personal Protective Equipment and supplies
- Purchase of collection materials (print, digital, software, and online resources)
- Tech equipment (e.g. virtual meeting licenses, iPads, Wi-Fi hotspots, etc.)
- Project supplies (e.g. markers, index cards, post-its, etc.)

- Library staff time, contractors, teachers, and tutors
- Payment to project partners for reimbursement or direct funding of services and support provided (e.g. childcare providers, translators, instructors, co-facilitator, etc.)
- Additional literacy training for library staff (e.g. state and regional library literacy conferences, etc.)
- Promotion and publicity (e.g. videos for training and PR, website development, etc.)

Grant funds may not be used to support indirect costs (e.g. general library administrative expenses) or for bookmobile maintenance.

For reference, a sample project budget might include: \$4,300 for Technology (\$3,000 to purchase laptops for self-paced learning; \$1,000 to purchase hotspots for check-out by adult English Language Learners, and \$300 for 2 Zoom Pro licenses), \$500 for Personnel to pay virtual tutors, and \$200 for Printing, Design and Distribution to promote the program.

Requirements

Grantees make the following commitments:

Spending and Reporting

- Spend or allocate grant funds within 180 days of receipt.
- Submit a comprehensive final report to ALA with project accomplishments and impact, use of funds, per the deadline in the Grant Agreement.
- Submit any requests for budget variances or extensions in writing to ALA.

Collaboration and Sustainability

- A minimum of one library staff must attend and participate in the following project support online learning sessions:
 - Cohort orientation
 - Measuring Success Using PLA's Project Outcome (<https://www.projectoutcome.org/>)
 - Media Training
 - Reporting and Evaluation

Information Sharing and Marketing

- Develop a communications plan for your project
- Contribute resources for the American Dream webpage, sharing your insights and best practices implemented by your library
- Acknowledge funders and promote the American Dream Literacy Initiative, including the ALA logo and the Dollar General logo, as stipulated in the Grant Agreement
- Inform local and statewide library networks about the ALA/Dollar General grant and your specific project
- Inform your local Dollar General store about the ALA grant and your project

Application and Submission Information



10

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: 12/21/20
TO: HON. JOSEPH M. CAVO VIA THE CITY COUNCIL
FROM: DAVID W. ST. HILAIRE, DIRECTOR OF FINANCE *D ST*
RE: RESOLUTION – AMERICAN LIBRARY ASSOC. GRANT

Attached for your review is a resolution that will allow the City of Danbury Library to apply for and accept funding from the American Library Association (ALA) in partnership with the Gilder Lehrman Institute of American History.

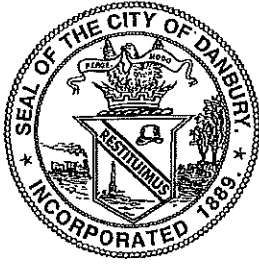
If awarded, this funding request, not to exceed \$500, will be used to develop informative programs regarding the American Founding Era (1774-1797).

There is no local match required.

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

DST/sk

cc: K. Pearson



RESOLUTION

CITY OF DANBURY, STATE OF CONNECTICUT

_____ A.D. 2021

RESOLVED BY THE CITY COUNCIL OF THE CITY OF DANBURY

WHEREAS, The American Library Association (ALA) in partnership with the Gilder Lehrman Institute of American History has made funds available to public libraries through its 'Revisiting the Founding Era' program; and

WHEREAS, the City of Danbury Library wishes to apply for these program funds for the 'Revisiting the Founding Era' initiative in an amount not to exceed \$500; and

WHEREAS, if awarded, the Danbury Library, in conjunction with the Danbury Museum, will develop informative programs about the American Founding Era (1774-1797) for adults and children; and

WHEREAS, there is no requirement for matching funds.

NOW THEREFORE BE IT RESOLVED THAT Joseph M. Cavo, Mayor of the City of Danbury, or Katie Pearson, Library Director, as his designee, is hereby authorized to apply for and accept said funds and to execute all contracts and agreements necessary to effectuate the purposes thereof.

10-2

Danbury Library

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

TO: Honorable Mayor Joseph Cavo
Members of the City Council

FROM: Katie Pearson, Library Director

SUBJECT: ALA Revisiting the Founding Era

DATE: December 16, 2020

The Danbury Library is respectfully requesting permission to initiate a grant application to the Gilder Lehrman Institute of American History (GLI) in partnership with the American Library Association (ALA) for \$500. The Danbury Library together with the Danbury Museum applied for, and received this grant in 2018 and is eligible to apply again this year.

If granted, funds will be used to develop an educational experience for Danbury third and fifth graders relating to local history and the Founding Era. Reenactors and presenters will help create this experience, the Rider House will be used to provide local historical context, and supporting materials and activities will be made available.

Please note that this application is a competitive grant and there is no requirement for matching funds.

Sincerely,



Katie Pearson

Library Director

10-3



Christina D'Ercole <cdercole@danburylibrary.org>

Additional Grant Opportunity- Revisiting the Founding Era

Thu, Dec 3, 2020 at 5:17 PM

GLI Foundingera <foundingera@gilderlehrman.org>
Bcc: cdercole@danburylibrary.org

Hello,

I know it has been a while since you heard from us at the Gilder Lehrman Institute of American History. I am writing with exciting news.

Since 2018, the Gilder Lehrman Institute of American History (GLI) and our partner American Library Association (ALA) have encouraged community conversations by connecting humanities themes of the founding era and modern times through the *Revisiting the Founding Era* grant. The grant has provided 95 libraries across the country funds to host programming through four rounds. The National Endowment for the Humanities who funded the grant has agreed to extend the grant into a fifth round, which would have programming for the Spring and Summer of 2021. This extension will give **\$500 to 20 libraries** to host additional programming. We invite all libraries who have been part of this grant to submit a letter of intent by **January 15, 2021**, outlining a program (or programs) you would host using these funds. It should be 1-2 pages long and let us know about the audience you are hoping to reach, potential scholars or guest speakers, and a general overview of a potential program. You can do something entirely new, or if a past program worked well and you want to host a Part II, that is wonderful as well. I know years have passed since many of you participated in the grant, and staffing changes might have occurred, so I am attaching the program handbook to this email as a refresher.

Given the current state of our communities, there is lots of flexibility in programming. The original grant required both a youth and adult program, but the libraries included in this extension can use funds for either. We hope that libraries will use these funds to host virtual programming (or in person if it is deemed safe by your local officials) where you can connect your community with scholars who might not have been able to travel to your library before. The GLI and ALA teams are available to offer our support in helping you find resources for virtual programming.

Below are some important dates for the extension:

IMPORTANT DATES

Letter of Intent Deadline: January 15, 2021
Round 5 Notification: February 1, 2021
Programming Dates: March 1- June 30, 2021
Final Report Due: July 31, 2021

Please don't hesitate to reach out if you have any questions about this grant or even want to talk through some ideas. We are really excited to offer this opportunity to you and hope that you are interested in it!

Best,
Marissa and the Revisiting the Founding Era Team



Revisiting the Founding Era



11

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

Joseph Cavo
Mayor

Kara Prunty, MPA
Acting Director of Health

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

FROM: Kara Marie Prunty
Acting Director of Health & Human Services

DATE: 12/9/2020

SUBJECT: Public Health Emergency Preparedness Grant

The Connecticut Department of Public Health (CTDPH) has opened applications for Public Health Emergency Preparedness (PHEP) grant funding through their fiduciary, Torrington Area Health District.

The City of Danbury Department of Health & Human Services has been allocated forty-seven thousand nine hundred sixty dollars (\$47,960) yearly, covering the fiscal year periods between July 1, 2020 through June 30, 2024.

The funding will be used towards operational costs such as staffing, as well as the provision of emergency response training and exercise.

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

Respectfully,

Kara Prunty

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



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 Public Health has offered municipal health Districts the opportunity to apply for Public Health Emergency and Hospital Preparedness funding; and

WHEREAS, the Torrington Health District has been awarded funding through the Region 5 PHP program grant contract; and

WHEREAS, the City of Danbury Health and Human Services department wishes to enter into a Memorandum of Agreement (MOA) for four (4) years with the Torrington Health District with the first year funding in an amount not to exceed \$47,960; and

WHEREAS, this funding will allow the City's Health Department to continue programs related to emergency preparedness from July 1, 2020-June 30, 2021.

NOW THEREFORE BE IT RESOLVED THAT Mark D. Boughton, Mayor of the City of Danbury, or Kara Marie Prunty, Acting Director of Health, as his designee, is hereby authorized to accept said funds and to execute all MOU agreements necessary to effectuate the purposes thereof.

**Memorandum of Agreement
for the DPH Public Health Preparedness Program By and
Between
Torrington Area Health District and Danbury Health Dep.
2020-2024**

Torrington Area Health District, referred to as "TAHD" and referenced as the "Contractor," acting by Robert Rubbo, its Director of Health and Danbury Health Dep., hereinafter to as "Danbury Health Dep," and referenced as the "Subcontractor" and acting by Kara Prunty, its Director of Health, do mutually agree to the following as outlined in this Memorandum of Agreement.

The funding of this agreement is based on the Region 5 Public Health Preparedness Program Grant Contract ID: DPH2019-0234PSA from the Connecticut Department of Public Health hereinafter referred to as the "DPH or Department" to the TAHD.

SCOPE OF SERVICES

1. The Subcontractor shall cooperate with the Contractor and other members of the Region 5 Community Readiness Initiative (CRI).
2. Attend a minimum of 75% of their Region's regularly scheduled ESF-8 meetings, Regional CRI lead planning meetings, including associated workgroups, semi-annual meetings with community organizations representing vulnerable populations and attend the annual statewide preparedness meeting, including associated workgroups.
3. To demonstrate participation in regional MCM ORR coordination and planning, the Subcontractor must maintain updated local plans. The Subcontractor must contribute to planning by producing and referencing up-to-date local plans during regional planning meetings. The following plans shall be shared with the Contractor:
 - a. Subcontractor's Public Health Emergency Response Plan (PHERP).
 - b. The Subcontractor's Medical Countermeasures Plan (MCM); and
 - c. Evidence that the plans have been updated in the past two years, as noted by the signature date of the Subcontractor's Chief Elected Official or Board Chair on the plan, as applicable.
4. Attend and provide input at debriefing(s) conducted and scheduled by the Department's MCM coordinator(s) pertaining to the ORR.
5. In order to demonstrate participation in the selection of the Region's two PHEP priority capabilities, every Subcontractor must evaluate their local plans to identify gaps and select two capabilities and functions the jurisdiction needs to develop; contribute that information to the regional meeting by voting on the two (2) PHEP capabilities that will serve to focus regional work for the following year.
6. Annually, as part of the Regional Training and Exercise Planning Workshop (TEPW) meetings, the Subcontractor fulfill required workshops, tabletops, drills, and exercises so that they can be included in the regional multi-year training and exercise plan (MYTEP);
7. Annually, the Subcontractor shall complete and contribute to the Department's risk-based jurisdictional data collection form, which will be used to inform the statewide Jurisdictional Risk Assessment (JRA);
8. In order to inform and update regional plans that are inclusive of vulnerable populations, the Subcontractor shall provide the Contractor with a list of community organizations or agencies, (including the point of contact information) that serve vulnerable populations within their jurisdiction(s);

**Memorandum of Agreement
for the DPH Public Health Preparedness Program By and
Between
Torrington Area Health District and Danbury Health Dep.
2020-2024**

9. In order to demonstrate participation in quarterly regional MCM Action Plan coordination meetings, the Subcontractor is required to provide a quarterly update on the status of their MCM planning efforts to include the following:
 - a. Specific, measurable, and time-bound objectives were developed to address deficiencies noted in the local MCM plan.
 - b. A proposed Regional Distribution Site (RDS) for regional operations, if such a facility is located in the Subcontractor's community.
 - c. Local plan details include the Local Distribution Site (LDS) staff roles, LDS security, LDS and transportation assets and plans, and distribution elements including chain of custody, cold chain management, delivery locations, transport methods, and routes as stipulated in MCM ORR Guidance.
10. Annually, and per the MYTEP, the following forms, as applicable, shall be submitted by the Subcontractor to the Contractor no later than thirty (30) days prior to the CRI Region's scheduled MCM ORR or by June 1 in a self-assessment year:
 - a. Demographic information to include fully completing the jurisdictional datasheet and POD form.
 - b. Planning information to include the distribution and dispensing planning form (if designated as an RDS location)
 - c. If applicable to the Subcontractor in a given year, the operational information to reflect completion of the following set of drills: facility set up drill, notification and staff assembly drill, and site activation drill.
11. The Subcontractor shall comply with reporting directives requested by the Department's Commissioner, or the Department's Office of Public Health Preparedness and Response relating to public health disasters, events, and emergencies occurring in their jurisdiction.
12. The Subcontractor shall maintain updated profiles and user accounts in the state's WebEOC system.

WORKSHOPS, TABLETOPS, DRILLS, FUNCTIONAL EXERCISES, FULL-SCALE EXERCISES & REAL INCIDENTS:

1. All required workshops, tabletops, drills, functional or full-scale exercises, and responses to real incidents must address the needs of identified vulnerable populations located within the subcontractors' jurisdiction(s). Evidence of these efforts will be in the form of after-action reports or updated and revised plans that include sections on vulnerable populations.
2. Each Subcontractor shall perform the following activities designed to prepare the jurisdiction for the execution of a mass dispensing full-scale exercise, mass vaccination full-scale exercise, and respond to real-world incidents:
 - a. Annually conduct two (2) Call Down Drills that include notification to the following partners. The Regional Coordinator will announce whom the Subcontractor shall notify as part of the drill, and they may include:
 - i. Staff to operate the LDS.
 - ii. Information and communication partners.
 - iii. EOC personnel, including the local emergency management director.
 - iv. Critical Workforce Groups; and

**Memorandum of Agreement
for the DPH Public Health Preparedness Program By and
Between
Torrington Area Health District and Danbury Health Dep.
2020-2024**

- v. Other partners engaged in the exercise or incident.
- b. Complete the following three drills within their jurisdiction(s) for each of their primary Point of Dispensing/Point of Vaccination sites, per the regional MYTEP, no later than May 31, 2024:
 - i. Staff Notification and Assembly drill,
 - ii. Site activation drill, and
 - iii. Facility set-up drill.
- c. Participate in two (2) required regional tabletop exercises, per the regional MYTEP and as arranged by the Regional Coordinator.
 - i. one (1) TTX shall be focused on a response to Anthrax; and
 - ii. one (1) TTX shall be focused on a response to pandemic influenza.
- d. Participate in the Region's required Functional Exercise, per the regional MYTEP, focusing on vaccination of at least one (1) Critical Workforce Group, to be conducted by May 31, 2024.
 - i. If the COVID-19 mass vaccination response is used in lieu of conducting the functional exercise, then all metrics that would need to be collected for the exercise must also be collected during the actual response.
- e. In concert with the most populous city in the Region, participate in and complete a mass dispensing or mass vaccination Full-Scale Exercise (FSE) by December 31, 2021, or in lieu of an exercise, respond to a real incident such as the COVID-19 mass vaccination response activity. If the COVID-19 mass vaccination response is used in lieu of conducting a full-scale exercise, then all metrics that would need to be collected for an exercise, must also be collected during the actual response. An AAR-IP is also required.
 - i. Participation includes but is not limited to: Development of Exercise objectives; Planning and coordination with municipal and community partners to identify gaps and strategies to address those gaps; and submission of required MCM ORR forms and metrics documentation by the most populous city.
- f. When a mass vaccination FSE conducted by the most populous city in the Region is utilized to complete the 5-year FSE requirement, then the regions subcontractors must also participate in and support the completion of a mass dispensing pill throughput drill with the most populous city within the populous city's boundaries.
- g. Respond to and support MCM distribution and dispensing (MCMDD) for all-hazards events such as a terrorist attack, an influenza pandemic, or a high impact disease such as COVID-19, Ebola, or Zika virus.

DOCUMENTATION AND EVIDENCE OF EFFORT:

- 1. All reports, forms, and other required documentation must be submitted by the appropriate due date set by the DPH or the Contractor. If these reports, forms, or other required documentation is not submitted on the due date, the Subcontractor may not receive funding for that quarter.

11-5

**Memorandum of Agreement
for the DPH Public Health Preparedness Program By and
Between
Torrington Area Health District and Danbury Health Dep.
2020-2024**

2. Subcontractors are required to submit complete and accurate quarterly programmatic progress reports on forms prescribed by the Contractor and in accordance with the reporting schedule as provided by the Regional Coordinator. All Quarterly programmatic progress reports shall include the following:
- a. A copy of the Subcontractor's Public Health Emergency Response Plan with evidence that the plan has been updated in the past two years, as noted by the signature and date of the Subcontractor's Chief Elected Official or Board Chair on the plan and submitted to the Contractor in Quarter 4 of each budget year.
 - b. A copy of the Subcontractor's Medical Countermeasures Plan with evidence that the plan has been updated in the past two years, as noted by the signature and date of the Subcontractor's Chief Elected Official or Board Chair on the plan and submitted to the Contractor in Quarter 4 of each budget year.
 - i. The Subcontractor's local MCM plan must include the LDS staff roles, LDS security, LDS and transportation assets, and plans, and distribution elements including chain of custody, cold chain management, delivery locations, and transport methods and routes, as stipulated in MCM ORR Guidance
 - c. A list of community organizations or agencies serving vulnerable populations within the Subcontractor's jurisdiction(s) shall be submitted to the Contractor in Quarter 1 of each budget year.
 - d. An attestation created and supplied by the Regional Coordinator that must be signed by the director of health that includes:
 - i. Agreement to focus work on the Region's two PHEP priority focus areas.
 - ii. Agreement to participate in regional tabletops, drills, and functional and full-scale exercises.
 - e. A numbered list of three specific, measurable, achievable, realistic, and timebound objectives meant to be completed in each quarter that are developed to address deficiencies noted in the Subcontractor's local MCM Plan, followed by a completion report on the three objectives in the subsequent quarter.
 - f. The address of a proposed RDS location within the Subcontractor's jurisdiction that may be used for regional operations, if such a facility is available in the Subcontractor's community.
 - g. POD and POV details to be reported in the first quarter and immediately, upon subsequent changes to the Contractor on a form provided by the Department (with a copy to PHEP.DPH@ct.gov)
 - 1) The facility name, address, and status as primary, back-up, or alternate POD. Subcontractors must identify enough primary POD(s) to serve their entire population, so the Subcontractor may have more than one (1) primary POD.
 - 2) Contact information for staff authorized to sign for deliveries of MCM or medical materiel from the RDS, Department, or vendors.
 - 3) Two (2) 24/7 voice telephone numbers for communication between the Department and POD emergency management leadership; and

**Memorandum of Agreement
for the DPH Public Health Preparedness Program By and
Between
Torrington Area Health District and Danbury Health Dep.
2020-2024**

- 4) Most recent annually updated population numbers served by PODs, including potential seasonal fluctuations affecting the jurisdiction.
3. Subcontractors are required to submit MCM ORR forms directly to the Regional Coordinator no later than the date specified. Forms and guidance are available on the Department's website at <https://portal.ct.gov/DPH/Public-Health-Preparedness/Main-Page/HPP-PHEP-Resources>
- a. Descriptive and Demographic Forms identified as the Jurisdictional Data Sheet, and CDC MCM ORR POD Form shall be submitted annually in Quarter 1 to the Contractor.
 - a. Planning Forms identified as Distribution Planning Form, and Dispensing Planning Form, or a planning evaluation template provided by the Department shall be submitted annually in Quarter 1.
 - c. Operational Forms identified as Facility Set-up Drill Form, Site Activation Drill Form, Staff Notification and Assembly Drill Form, Dispensing Throughput Drill Form, Dispensing Full Scale Exercise/Incident Form, and PHEP/Functional/Full Scale Exercises or Incident Form shall be submitted within 30 days of completing the drill or exercise, or responding to a real incident, but no later than May 31, 2024, whichever comes first.
 - i. If the COVID-19 mass vaccination response or any real event is used in lieu of conducting a drill or exercise, then all metrics that would need to be collected for the drill or exercise, must also be collected during the real incident.
 - d. An AAR-IP must also be prepared and submitted to the Contractor within 60 days of the drill or exercise.

PROGRAMMATIC AND FISCAL REPORTING REQUIREMENTS SECTION

- a. The Subcontractor shall submit quarterly Programmatic Progress Reports and Financial Expenditure Reports to the Contractor, for review and approval;
- b. The Programmatic Progress Reports shall describe the activities conducted under its Subcontract;
- c. The final Programmatic Progress Report due at the end of the Funding Period shall be cumulative for the entire Funding Period;
- d. Financial Expenditure Reports shall include all expenditures incurred in the provision of subcontracted services and include justifications for said expenditures;
- e. The final Financial Expenditure Report shall not include any unpaid obligations; and
- f. Programmatic Progress Reports and Financial Expenditure Reports shall be submitted to the Contractor according to the following schedule for each year as follows. They must be reported on forms provided by the Contractor.

**Memorandum of Agreement
for the DPH Public Health Preparedness Program By and
Between
Torrington Area Health District and Danbury Health Dep.
2020-2024**

REPORTING PERIOD		REPORTS DUE BY
July 1 to September 30		October 15
October 1 to December 31		January 15
January 1 to March 30		April 15
April 1 to June 30		July 15

2. Unless approved by DPH:

- a. All activities and requirements identified in this contract shall be included verbatim in the subcontract executed between the Contractor and Subcontractor.
- b. All requests for modification of subcontractor deliverables or deviation from the activities and requirements of this contract shall be submitted in writing to DPH for approval prior to execution with any subcontractor.
- c. All Budget Revisions must be submitted on the following dates and on the appropriate DPH form. Budget Revisions will be accepted on the following dates: September 15, January 15, March 15, and May 1 of each year. Revisions will not be accepted after May 1st of each year.

3. Subcontractor compliance with deliverables and reporting requirements shall be monitored and shall be considered in subsequent decisions regarding Department funding of the Subcontractor under this contract, at the sole and final discretion of the Department.

4. Subcontractors receiving such funds shall only use such funds for preparedness activities as indicated in this contract.

5. The Contractor may (with DPH approval) utilize excess funds unexpended by subcontractors for Regional CRI planning functions, or to fulfill Regional activities that directly align the Regions two prioritized capabilities or to fulfill regional activities that directly align with the CDC Public Health Preparedness Capabilities: National Standards for State and Local Planning (2018) or the latest version of such publication.

6. The Contractor must provide the Department with copies of each such fully executed subcontract.

PROGRAM REPRESENTATIVES

Kara Prunty, MPH hereby designates _____, its PHEP program representative. TAHD hereby designates Paul Rabeuf, its Regional Preparedness Coordinator as the program representative.

COMPENSATION

Danbury Health Dep shall submit all quarterly reports to Paul Rabeuf of the TAHD.

Program Budget 2020-2021	Amount
PHEP	\$47,960

Danbury Health Dep shall expend funds within the contract period and in accordance with the applicable **Approved Budget** that was submitted to the Department for approval. Funding compensation may change by the Department and if so, may be amended.

**Memorandum of Agreement
for the DPH Public Health Preparedness Program By and
Between
Torrington Area Health District and Danbury Health Dep.
2020-2024**

PAYMENT SCHEDULE

Danbury Health Dep shall be subject to conditions outlined in this agreement and payments are subject to DPH approval of quarterly Programmatic Progress Reports, associated deliverables and Financial Expenditure Reports.

TAHD shall provide quarterly payments after receipt of and approval of scheduled reports and all deliverables or services as submitted by Danbury Health Dep, and in an amount equal to the amount of expenditures reported and approved.

TAHD shall have the right to inspect, to the extent deemed necessary by the TAHD, all work and records in connection with the Memorandum of Agreement. TAHD reserves the right to reduce payments and withhold funding from Danbury Health Dep for not submitting or completed required deliverables, or has not submitted required reports or audits, or has submitted reports that have not received CT DPH approval, or has submitted reports that do not support the need for full payment, provided that notice thereof shall have been given to Danbury Health Dep in a reasonable time to correct any such deficiencies that might have been identified by DPH or TAHD.

COMPLIANCE WITH DEPARTMENT REQUIREMENTS

Danbury Health Dep shall comply with all DPH subcontract requirements as outlined in the TAHD Contract with DPH and will submit supporting documentation to TAHD.

Danbury Health Dep shall be liable for any contract or financial audit exceptions and shall return all funds that have been disallowed upon review of such audit, or as provided under the provision of DPH contract.

INSURANCE REQUIREMENTS

Danbury Health Dep agrees that while performing services specified in this Agreement Danbury Health Dep shall carry sufficient insurance (liability and/or other) as applicable according to the nature of the service to be performed so as to "save harmless" the TAHD and the State of Connecticut from any insurable cause whatsoever. Subcontractors shall submit a current copy of their Certificate of Liability Insurance annually to TAHD.

AUDIT REQUIREMENTS

Danbury Health Dep must submit annually their end of the year auditors report to TAHD no later than six (6) months following the end of Q4..

PERSONNEL

It is mutually agreed that Danbury Health Dep is a subcontractor and this agreement is for services and not a contract for employment and that, as such, Danbury Health Dep shall not be entitled to the benefits by the TAHD such as worker's compensation, pension, retirement benefits or sick leave.

DEFAULT OR BREACH OF AGREEMENT

In the event either party is in default or breach of the terms of this agreement, the non-defaulting or breaching party shall have the right to pursue any and all remedies available to it against the defaulting or breaching party in law or in equity.

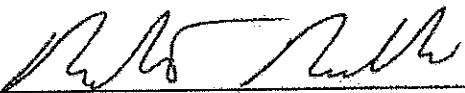
11-9

**Memorandum of Agreement
for the DPH Public Health Preparedness Program By and
Between
Torrington Area Health District and Danbury Health Dep.
2020-2024**

TERMS OF AGREEMENT

The term of this agreement shall be effective July 1, 2020 through June 30, 2024.
If the Subcontractor or the Contractor must alter this agreement, they shall give 30 days' notice to the other party. These adjustments may include change of PHEP Program representation, removal of Subcontractor from this agreement, change of funding compensation.

The terms of this agreement are understood and accepted by



Robert Rubbo, MPH, RS
Director of Health
Torrington Area Health District

12-8-2020
Date

Kara Prunty, MPH
Director of Health
Danbury Health Department

Date

12)



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

ENGINEERING DIVISION

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

December 21, 2020

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

Request for Renewal - Sanitary Sewer Main Extension Approval
5 Great Pasture Road - Tax Assessor's Lot No. L15002

Dear Mayor Cavo and City Council Members:


As per Sec. 48-37 and Sec. 48-170 of the Code of Ordinances, at the December 2, 2020 City Council meeting, the new application from Dainius L. Virbickas P.E., requesting a time extension for the approval previously granted by the City Council for the installation of a sanitary sewer extension to serve the above noted properties (Tax Assessor's Lot No. L15002) was referred to our division for a report (reference item 6 of the meeting minutes).

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

If the City Council approves this time extension at the January 2021 City Council Meeting, the approval should be subject to the City's standard eight (8) steps/conditions and restrictions of the original January 3, 2018 City Council approval. A copy of the standard eight (8) steps / conditions is on file in the office of the City of Danbury Administrative Assistant.

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

Sincerely,



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

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

12-1



CITY OF DANBURY
155 DEER HILL AVENUE
DANBURY, CONNECTICUT 06810

PLANNING COMMISSION
www.danbury-ct.gov

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

December 17, 2020

To: Mayor Mark Boughton
Members of City Council

From: Planning Commission

Re: 8-24 Referral – December 2020 City Council Agenda Item #6: Request for Renewal of Sewer Extension approval for 5 Great Pasture Road (L15002).

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

At the December 16, 2020 meeting, the Planning Commission voted to give a **positive** recommendation for the above referenced request subject to compliance with the standard Public Works/Engineering Department requirements for public sewer main extensions. All final plans and documents should be approved as to form and content by the Office of the Corporation Counsel prior to acceptance by the City and recording on the Danbury land records.

Mr. Salvagne made the motion to give this a positive recommendation with the conditions as listed above. Mrs. Hoffstaetter seconded the motion and it was passed unanimously by roll call vote with AYES (from Mr. Chiochio, Mrs. Hoffstaetter, Mr. Salvagne, Mr. Urice, and Chairman Finaldi).

Arnold E. Finaldi Jr.
Chairman

AF/jr

c: Engineering Dept.
Corporation Counsel



CITY OF DANBURY
DANBURY, CONNECTICUT 06810

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

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

December 23, 2020

MEMORANDUM

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

From: Patrick A. Ridenhour, Chief of Police

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

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

*****Due to ongoing issues with the server at the State's Dept. of Public Safety at the time of this report's submission deadline, the UCR stats were still not available and will be included in next month's report*****

Personnel

Department Strength:

Sworn Personnel	148
Injury/Extended Leave	5
Sworn Personnel on Light Duty	1
Sworn Personnel in Police Academy	4
Effective strength (as of 12-23-20)	138

*0 pending retirements

Community Services (See attached)

Training

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

Month of December Danbury Airport Familiarization – All Personnel

Chief's Significant Meetings

11/21 NOBLE
11/25 Union Executive Board
12/1 City Council Meeting
12/2 Police Officer Entry Level Interviews
12/3 CPCA Board Meeting
12/3 2021/22 Budget Kick-Off Meeting
12/7 PD Promotional Exam Zoom Meeting
12/7 COVID Enforcement
12/7 COVID-19 Briefing
12/7 Police Officer Entry Level Interview
12/8 Fairfield County Chiefs of Police Monthly Meeting
12/9 Mayor's Cabinet Meeting
12/9 Quarantine Info Meeting
12/9 Police Officer Entry Level Interview
12/9 Budget Training
12/9 Courageous Conversation – Communities of Color & the Police
12/10 DanburyWORKS Trust Core Team Meeting
12/10 Civil Service Commission Meeting
12/10 DPD COVID Meeting
12/11 State of the City Address
12/14 Police Officer Entry Level Interviews
12/14 Women's Center Meeting
12/15 PAL Board Meeting
12/16 City of Danbury/FOP Lodge Case Hearings
12/16 Storm Update/Briefing
12/17 Just Cause Presentation
12/17 COVID-19 Briefing

E-Commerce Trading Location – no issues reported this month

***Donation of \$45.00 received from Nancy Roche to be used toward expenses for the department not covered by the budget.

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
November 15 – December 15, 2020

Date: December 23, 2020

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)



CITY OF DANBURY
DANBURY, CONNECTICUT 06810

Department of Police
375 Main Street

Matthew McNally, Lieutenant
Patrol Division

December 9, 2020

MEMORANDUM

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

During the month of November our program has continued assisting with traffic and crowd control and direction at the many Covid-19 drive thru testing sites. With the influenza season now upon us, the cadets have also been assisting the Danbury DHHS with the Points of Dispensing Sites (PODS) for flu vaccinations as well. They have completed 22 of the testing site drive-thrus in various locations throughout the city at the various locations. The days and hours of operation have varied.

At the writing of this report, the program continues to work with the Health and Human Services Department and all its partnerships. We had been averaging between 15 to 25 law enforcement cadets per event.

On November 12th, with the change in weather and the continued rise in COVID-19 positivity within our community, we shifted the program from outdoor, in-person weekly meetings and socially distanced training to weekly video conferenced distance learning and training sessions via the ZOOM application. Although not ideal for our program, most of our members are used to this format due to their current schooling statuses. We do not believe that we will be back to in-person sessions until after the beginning of the new year, 2021.

Our cadets still stand ready to serve at a moment's notice, but at this time they are remaining socially distanced for community health reasons. We are aware that one of the cadets has had exposure with family members who were COVID positive and the contact tracing substantiated that the cadet got sick from a family member who had contracted their illness from there family members place of employment. As a precaution we moved to the online format.

We ended the month with 147 registered cadets. Weekly we see approximately 50 cadets at the Thursday night meetings on ZOOM. We are still having cadets leave the program as they are all suffering from Pandemic Fatigue or loss of interest due to the current anti-police sentiments being espoused. Also lack of interpersonal time with the youth, affects the program negatively as well.

Respectfully submitted,

Lt. Matthew McNally

Lt. Matthew McNally
Post Advisor/Program Coordinator

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

CALLS FOR SERVICE

2020

	<i>Jan</i>	<i>Feb</i>	<i>March</i>	<i>April</i>	<i>May</i>	<i>June</i>	<i>July</i>	<i>Aug</i>	<i>Sept</i>	<i>Oct</i>	<i>Nov</i>	<i>Dec.</i>	<i>YTD</i>
Calls for Service	3,667	3,542	3,275	3,858	4,301	4,149	4,471	4,697	3,577	3,849	3,609		42,995

2019

	<i>Jan</i>	<i>Feb</i>	<i>March</i>	<i>April</i>	<i>May</i>	<i>June</i>	<i>July</i>	<i>Aug</i>	<i>Sept</i>	<i>Oct</i>	<i>Nov</i>	<i>Dec.</i>	<i>YTD</i>
Calls for Service	3,757	3,892	4,019	4,385	4,356	5,124	4,785	5,202	4,180	4,174	3,949		47,823

TRAFFIC ACCIDENTS

2020

	<i>Jan</i>	<i>Feb</i>	<i>March</i>	<i>April</i>	<i>May</i>	<i>June</i>	<i>July</i>	<i>Aug</i>	<i>Sept</i>	<i>Oct</i>	<i>Nov</i>	<i>Dec.</i>	<i>YTD</i>
Property Damage	354	281	204	121	179	211	225	305	256	275	273		2,684
Personal Injury	41	31	35	18	35	42	32	35	35	50	34		388
Total Traffic Accidents	395	312	239	139	214	253	257	340	291	325	307		3,072

2019

	<i>Jan</i>	<i>Feb</i>	<i>March</i>	<i>April</i>	<i>May</i>	<i>June</i>	<i>July</i>	<i>Aug</i>	<i>Sept</i>	<i>Oct</i>	<i>Nov</i>	<i>Dec.</i>	<i>YTD</i>
Property Damage	296	291	302	336	333	332	338	315	276	328	382		3,529
Personal Injury	39	32	40	41	58	46	40	40	47	40	56		479
Total Traffic Accidents	335	323	342	377	391	378	378	355	323	368	438		4,008

TRAFFIC ENFORCEMENT

2020

	<i>Jan</i>	<i>Feb</i>	<i>March</i>	<i>April</i>	<i>May</i>	<i>June</i>	<i>July*</i>	<i>Aug*</i>	<i>Sept</i>	<i>Oct</i>	<i>Nov</i>	<i>Dec.</i>	<i>YTD</i>
Verbal Warning	255	224	127	22	101	82	139	114	70	117	82		1,333
Written Warning	18	15	10	3	4	1	4	4	6	5	1		71
Moving Violation	197	173	101	2	35	35	411	383	116	249	119		1,821
Total Enforcement Action	470	412	238	27	140	118	554	501	192	371	202		3,225

2019

	<i>Jan</i>	<i>Feb</i>	<i>March</i>	<i>April*</i>	<i>May</i>	<i>June</i>	<i>July*</i>	<i>Aug*</i>	<i>Sept</i>	<i>Oct</i>	<i>Nov</i>	<i>Dec.</i>	<i>YTD</i>
Verbal Warning	150	164	172	169	189	153	158	199	189	186	178		1,907
Written Warning	6	6	3	7	9	5	16	10	11	11	9		93
Moving Violation	222	295	266	586	362	197	548	583	299	266	283		3,907
Total Enforcement Action	378	465	441	762	560	355	722	792	499	463	470		5,907

*Traffic Enforcement Grant(s)



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

**Mark Omasta
Fire Chief**

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

FIRE CHIEF'S MONTHLY REPORT

I hereby submit my report as Fire Chief of the Danbury Fire Department, which covers the period of November 21st, 2020 through December 20th, 2020 and details our activities.



Danbury Fire Department Training Facility

Public Education / Prevention / Public Relations

All companies conducted district review and familiarization. Personnel continued online driver training. Mandatory Covid-19 testing began again December 1st. All crews started their 12 day rotation on PCR testing.

Rescue 1 conducted Petzl ASAP rope hardware training and familiarization. Rescue 1 conducted disentanglement training from snow blowers. Rescue 1 performed metal cutting forcible entry with all appropriate tools. Rescue 1 shoveled hydrants and conducted district familiarization at the same time. Engine 26 conducted small engine familiarization while preparing the station's snow blower for the storm. Engine 22 conducted hose-line stretches, while training on standpipe operations. Headquarters conducted Mayday training. Headquarters crews attended the introductory class for the Department's new injury prevention and wellness program. Engine 22 performed fire extinguishment with fire extinguishers.

DC Halas attended City wide Department zoom meeting with EMD for snowstorm preparedness.

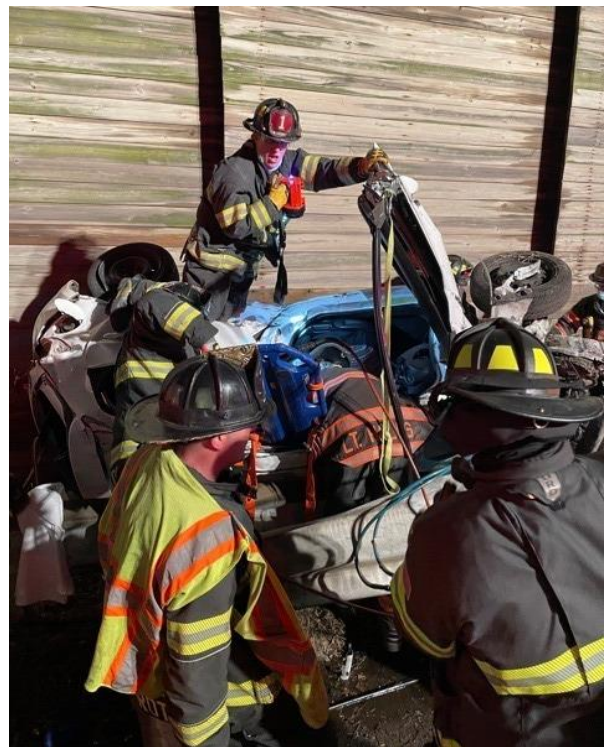
Rachel Halas and Matt Rose of Keller Williams Realty group provided lunch for all FD employees on Christmas Eve. Texas Roadhouse provided lunch for all first responders on December 22nd.

Suppression / Response Activities of Note

On December 3rd Car 30 responded to a reported explosion with fire. En route dispatch updated with PD on scene reporting a vehicle fire. Engine 26 arrived and confirmed vehicle fire in parking lot with no exposures. Car 30 continued with Engine 22 and Tanker 13. Fire Marshal Office Car 42 was assigned. Engine 26 and Engine 22 finished extinguishment. Tanker 13 supplied both Engines with water. There was a drain where firefighting water runoff was running; E22 placed a boom and pads to collect what may be in the runoff. Command requested dispatch to notify DEEP and the Health Dept. of the runoff. Car 42 and PD determined Evidence Techs and the Detective Division would assist in the investigation. Command requested a Squad for lighting. Car 30 transferred command to Engine 26 to finish the incident.



On December 6th Car 30 responded to a reported MVA with extrication. En route dispatch received calls the vehicle may have left the highway and went through a barrier. Engine 26 arrived on scene on Christopher Columbus Blvd. Engine 26 reported one vehicle with heavy damage in the right shoulder, extrication confirmed. Car 30 arrived on scene and assumed command. Engine 26 began extrication; Engine 22 arrived and pulled a hand line and dry chemical extinguisher. Truck 1 arrived and assisted with traffic control and evaluated stabilization. Captain Forbes was assigned SAFETY. Rescue 1 arrived on scene and set up struts to stabilize the vehicle. Engine 26, Engine 22, Rescue 1 & Truck 1 performed extrication. Once extrication was complete, EMS transported the patient. FD crews cleaned up equipment and removed contaminated clothing from numerous members. Engine 26 Lt. spoke to CT State Police SGT. and was released from the scene to acquire new turnout gear and return to service. CSP requested additional lighting, Command requested a Squad to the scene. Engine 22 and Squad 6 remained on scene and assisted CSP Accident investigation team. DC Halas emailed the FD and EMS rosters to the CSP trooper investigating. Car 30 transferred command to Engine 22 to remain on scene and assist CSP.



Command and Staff Activities

- Crews prepped the D-Con trailer and delivered it to Danbury Hospital ER where they will utilize it for patient triage
- Volunteer Council meeting x2
- Emergency Operations Center planning meetings with the EMD and team

- Several Boards of Awards
- Chicken vs Unicorn benefit road race
- Common Council Meeting
- Environmental Impact meetings x2 for Storage Building and a site visit with the EIC and Civil Engineer
- Tree Lighting and short Volunteer Fire Apparatus Parade
- Our Injury Prevention/Fitness Program is up and running
- Cabinet Meeting
- Interviews for Recruit Firefighters
- Meetings with Local 801 over Contract changes
- Bi-weekly COVID updates with Mayor(s) and Dept Heads
- Vaccine site prep and walkthroughs
- Meetings with the FCI Warden, sheltering for animals, Red Cross for a sheltering update and planning
- Numerous correspondence with Legal and Risk Manager over finalizing contracts for the Fire Rescue Boat, and Wellness Program
- Appointed Acting EMS Coordinator Lt. Tom Corbett
- First Virtual EOC activations for the Snow Storm
- State of the City Address
- Covid Tracing Forms
- Develop COVID Quarantine Document
- Numerous Repairs to station heating systems
- Capital Budget
- Generator Repairs
- PPE for the Volunteer units provided
- MSA and Scott Air Pack Demos
- Fire Rescue Boat TIC ordered

EMS/HazMat – Acting Coordinator Thomas Corbett

I began the role of Acting EMS/HazMat Coordinator on December 7, 2020. As this position had primarily been vacant approximately six months, there was a significant amount of responsibilities to be managed which included the responsibility of the EMS/HazMat Coordinator as the department's Infectious Control Officer. There were fire department members who assisted in some of the responsibilities of the Coordinator over the past six months and I would be remiss not to recognize that support.

Emergency Medical Services

Researched the requirements for Emergency Medical Technician Recertification and ascertained that the EMTs which were due for recertification in 2020 are current. All EMT's are in a good state department wide.

Determined which EMT's are due for recertification in 2021, 2022 and 2023. Continuing education and training is scheduled to commence in January 2021 for those that require recertification in 2021.

Organized and took a full inventory of EMS supplies including Personal Protective Equipment on hand. Streamlined inventory taking and supply ordering for efficient monitoring and maintenance.

Assisted other fire department personnel who have taken the initiative to upgrade our EMS equipment bags and to make them more efficient in how they contain that equipment.

Responded to a reported multi-vehicle motor vehicle accident with extrication on Route 7 South at the merge with I-84 near the Brookfield town line.

Emergency Medical Services / Hazardous Materials Division

Infection Control

As you can imagine, this responsibility requires a significant amount of time due to the Coronavirus pandemic.

Developed a COVID-19 Questionnaire to be completed by personnel affected by the virus for purpose of determining and tracing quarantine periods, the situation which each person is experiencing and to assist in contact tracing with Deputy Chief Lounsbury.

Daily contact with personnel affected by the virus specifically in monitoring current conditions.

Distributed new more accurate and user friendly thermometers to all the stations and Fire Marshal's Office for daily temperature checks.

Assisted with the organization and scheduling of the upcoming Coronavirus vaccination in for fire department personnel.

Hazardous Materials

Reviewed the current status of the department's MultiRae 5 Gas Meters in regards to maintenance and repair. A plan is being developed to service the meters as required.

Received 2 new MSA Altair 4XR 4 Gas meters for detecting Oxygen percentage in air, Hydrogen Sulfide, Carbon Monoxide and Lower Explosive Limits. These meters will be in service after calibration and training. In addition, the department is awaiting delivery of 2 additional MSA meters which include the above but with the addition of detecting Volatile Organic Compounds which are toxic.

Region 5 HAZMAT

Established contact with the representative of the 5 State regional Homeland Security HAZMAT teams to become current with the status of Region 5.

Training – Training Officer Steve Rogers

Volunteer Division

Quarterly Training

Fourth Quarter HazMat Training has been completed.

First Quarter training is in process of being scheduled.

Fire Fighter One class has been completed. All students passed their practical exam.

Career Division

All crews had opportunity to participate in rescue training and extrication drills at Fire School.

SCBA evaluations are complete and a report will be forwarded to the Chief's office.

Training Officer Events:

- Responded to various emergency calls
- SCBA Evaluations
- Worked 48 hours straight as TAC-1 Officer

Apparatus – Superintendent David Kirkwood

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

- Spare Engine – Replace air hose from air governor to air dryer
- TRK1 – Replace limit switch on rear stairs
- Car30 – Replace command console drawer slides
- 145DA – Replace rear brake lines due to rust
- F250 – Repair transmission line due to rust
- TAC1 – Replaced brake rotors and pads, shock absorbers, steering damper and outer tie rod end
- TAC1 – 4 new tires and alignment
- Car45 – Replace bad battery
- E26 snow blower – full service
- E26 – Replace Doser valve, doser block and inlet check valve
- E22 – Replace steering boxes and passenger side pitman arm, flush and replace fluid
- Car41 – Replace battery

Community Risk Reduction – Fire Marshal Terence Timan

The implementation of large apartment inspections has continued and further expansion of residential inspections will increase in the coming months. With a vaccine distribution on the horizon, the Fire Marshal's Office will begin the gradual expansion of inspections across all occupancy types, using continued caution, following all health and safety measures dictated by the CDC and Danbury Health Department.

Inspections / Code Compliance

For the period the Office conducted: residential inspections totaling 771 units, 3 business occupancies, 12 liquor licenses, 1 healthcare facility, 1 day care and 1 group home facility. Team members rectified 5 concerns regarding unauthorized occupancy, unauthorized burning, alarm malfunction, and illegal parking.

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 25 permit/plan review applications for approval per the requirements of the CT State Fire Code. A total of 9 certificate of occupancy approvals have been issued. Staff members completed 28 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: 2 structure fires, 4 cooking fires, 5 vehicle fires, 2 chimney fires, 1 electrical, and 2 outside rubbish/trash/waste fires. All fires were investigated for origin and cause as required by CT state statute.

Training

Members of the Fire Marshal's team attended several distance learning classes. Training attended included: a 3-part series on Means of Egress, PTSD in Female Firefighters, Fire Service Employee Relations, Electrical Fire Origin and Cause, Evidence Collection, Use of Canine Handling Teams, and further study of the new NFPA 921.

Special Events

DFM Heather Anderson continued putting her Youth Fire Setter Intervention Specialist training to work, assisting in the counseling of a youth. DFM Anderson began her mentoring program of a local youth. DFM Ray Guard and DFM Jewell continue their training for Fire Code Inspector certification, which they are due to complete January 25, 2021. DFM Bergemann, Smith and Rozzi took on the task of inspecting Hillcroft and Abbey Woods Apartments.

I am proud and honored to announce that the City of Danbury has been chosen as 1 of only 250 fire departments nationwide to participate in a partnership with the National Fire Protection Association. This partnership will help evaluate, determine needs, and develop an all-hazard Community Risk Reduction Plan.

Dispatch Statistical Reports
Public Safety Answering Point

Total 911 calls	3,041
-----------------	-------



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

December 28, 2020

Dear Mayor Cavo and Members of the City Council:

As of December 28th, the State of Connecticut has had 172,743 positive COVID-19 cases and 5,791 associated deaths. In the City of Danbury, there have been 7,876 positive COVID-19 cases and 145 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 12.6% and the 14-day running average is 90.5 per 100,000.

The Health Department has been preparing for the administration of the COVID-19 vaccine to medical first responders and healthcare workers in the upcoming weeks. Danbury Health Department received the Moderna vaccine to distribute, which is a two-dose vaccine series that must be administered 28 days apart. We held our first COVID-19 vaccination clinic on Wednesday, December 23rd at Rogers Park Middle School. We have compiled a list of City of Danbury employees who are eligible to receive the vaccine and entered them into the VAMS registration system for them to schedule an appointment to receive the vaccine. We are following the State of Connecticut and CDC guidelines for the phased approach to vaccination. The CDC has designated phase 1a to include healthcare personnel, long-term care facility residents and first responders at risk for COVID-19 (i.e. EMS personnel). Phase 1b includes frontline essential workers and first responders (i.e. police officers, educators, childcare workers, food and agricultural workers, etc.), and persons aged 75 and older. Phase 1c includes all other essential workers, persons aged 65-74, and people ages 18-64 with preexisting conditions. The State of Connecticut is currently in Phase 1a and is vaccinating healthcare personnel, long-term care facility residents, and medical first responders. We are projected to begin vaccinating critical workforce, residents of other congregate settings, adults over 65, and high-risk individuals under 65 in late January-May, and all remaining people over age 18 and those under 18, if a vaccine is authorized, beginning in June to December.

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.

November/December 2020 Activity

This month we have continued responding to the increasing number of COVID-19 complaints and conducting COVID-19 compliance inspections. 2 of our inspectors have passed the Phase II subsurface sewage disposal certification exam, which has now increased the number of inspectors who are able to inspect and review septic systems and plans. We are still in Phase 2.1 and we have increased COVID compliance checks and expanded the scope of our inspections to outside of normal business hours. We recently established our CHET team (COVID-19 Health Enforcement Team) which comprises the health department, fire marshal, building department, police department, the UNIT, and other departments. Having all of these departments working together will allow us to better enforce the COVID-19 regulations for businesses if there have been multiple complaints or violations at an establishment.

November Results

Potable Water	
Private Well	1
Well Permits	2
Environmental	
Grading Permit Review	
EIC	
HazMat	
Erosion Inspections	
Complaint Investigation	
Odor Complaints	
Wetlands/Grading	5
Misc.: (Describe)	
Sewage Disposal	
Plan Review	38
Inspections	30
New, Replace, Fail, Plan Review	11
100% Replacement Plan Review	3
Soil Testing (List by Appointment Only)	13
Additions	
Dye Tests (Initial)	
Septic Permits (To Construct)	
Solid Waste	
Garbage Complaint	
Misc. (Describe)	
Pest and Animal Control	
Rodent Complaint	
Insect Complaint	
Domestic Animal Complaint	
Housing	

Residential/Commercial Inspection (Not Indoor Air)	
Housing Complaints	7
Child Day Care Inspection (Initial)	1
Child Day Care Plan Review	
Body Care Inspections	
Body Care Plan Review	
Body Care Construction Visits	
Massage Establishment Inspections	
Massage Establishment Plan Review	
COVID-19 Salon/Body Care Compliance Inspections	1
Lead Inspection for all Properties	2
Lead Abatement Plan Review	
Certificate of Apartment Occupancy (CAO's)	9
Reinspections	
Healthy Homes	
Hotel/Motel Inspections	
Total # of Hotel/Motel Rooms Inspected	
Food	
Food Service Establishment Inspection (Initial)	1
Construction Visits	
Food Service Walkthrough Inspections	
Itinerant Vendor Inspections	1
Complaints	22
Re-inspection (voluntary)	
Re-inspection (involuntary)	
Plan Review	
Plan Revisions	
Foodborne Illness # of Complaints	
Temporary Food Service	
Certified Food Protection Manager Courses	1
Food Handler Courses	
Outdoor Dining/Patio Inspections	
COVID-19 Compliance Inspections	110
Seasonal	
Indoor Pool Inspections	4
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	
Fair Rent Issues	
FOI Requests	71
Pump Truck Permits	32
COVID-19 Complaints	119

COVID COMPLIANCE: There were 110 Covid Compliance inspections, 119 covid complaints that inspectors responded to, and 4 warning letters issued to establishments.

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 November 2020

Tuberculosis patients	22
PPD testing/read	
QuantiFERON/T-Spot	2
eDOT	19
Hospital Visits	
Home Visits	
Electronic Visits	38
Total Services:	81

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

1. Total of 0 new persons were evaluated in TB Clinic.

2. Continuing case management of approximately 60 cases of Latent TB and 1 case of Active TB.
3. Community Outreach Influenza vaccine clinics.
4. Continuing TB contact investigation new Pulmonary TB.
5. November 23 WCHN Infection Control Mtg.
6. Ongoing surveillance and epidemiological review of individuals with positive AFB , suspected or active TB.
7. Ongoing review of Covid-19 vaccine preparation.

Community Health Services & Emergency Preparedness and Response:

The Community Health team has mainly been focusing on the planning and distribution of the COVID-19 vaccine. We have already started vaccinating medical first responders and other critical frontline workers at risk of exposure to COVID-19. The health department is responsible for enrollment of recipients and scheduling vaccinations, along with organizing the clinics. To assist with this process, we have continued to recruit and train public health nurses and community health workers and have been ordering supplies for the COVID-19 vaccine clinics. We are still conducting contact tracing and monitoring trends as a way to control the spread of COVID-19. Even though vaccination has begun, we still need to make sure people continue to follow the guidance of wearing masks, avoiding large gatherings, maintaining social distancing, and washing and sanitizing hands frequently.

The health department has also started to process to establish a Medical Reserve Corp (MRC) in the City of Danbury. The application has been submitted and an interview has been scheduled. An MRC is made up of volunteers with medical and public health backgrounds, along with other members of the community, to strengthen public health, improve emergency response capabilities, and build community resilience. The MRC in Danbury would assist with vaccination clinics, mass dispensing operations, and other emergency response efforts. We will continue to keep you updated about the process of establishing an MRC in Danbury.

Contact Tracing November 2020

# of Contacts/Cases	2,345
----------------------------	-------

Super 8 Shelter:

Current Census: 71
 Total Number Housed: 64

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 NOVEMBER 2020

Dear Mayor Cavo and Members of the City Council:

NOVEMBER 2020:

I am pleased to present the Public Works Department Report for the month of **November**. This month, the Department has remained dedicated and active continuing to keep up with all City responsibilities, emergency storm response and continuing proactive safety protocol for the COVID-19 pandemic. All Covid-19 Protocol is strictly adhered to and monitored for the safety of our staff and residents.

Please take a few moments to review our individual Public Works Department reports for a full scope of the varied activities and projects we are involved with.

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

Construction Services Report submitted by Thomas Hughes III, Superintendent:

Ellen Levy Animal Control Facility:

This is a design / build project with Millennium Builders. The Building Permit was issued on April 16, 2020. The contractor mobilized to the site on Monday April 20, 2020. The metal building, kennel materials and fixed windows were delayed by COVID which made the material supply chain disruption challenging. The punch list walk through is complete. The Certificate of Occupancy inspection was issued. On December 09, 2020 we received our certification / inspection from the CT Department of Agriculture. We are fully operational. ACO Jay Mortera moved the animals into the new kennel and occupied the office space on Thursday December 10, 2020. This project is being administrated and managed in house by the Construction Services Division.

Middle River Road Bridge Replacement:

The structure was accepted with zero items on the punch list. The Contractor submitted the structure as-built which completes the project. We will reduce the contractor's retainage from 5% to 2%. The project was inspected and administrated by Construction Services Division.

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 City Planner, Construction Services and the designer met with ConnDot District IV for a review and comment round table on the Main Street Design Plans (second phase). The designer is currently fine-tuning the design for compliance with PROWG (ADA) Guidelines. The design team, City Planner and I walked the Phase II portion of Main Street addressing existing coal chutes and repairs made during the previous Main Street Sidewalk Project 91-02. Construction Services researched the project archives verifying addresses of the modified vaults and coal chutes from this project. This information was sent to the designer, to be noted on the plans, to avoid unforeseen change orders and additional costs during construction.

We received ConnDot approval for the project and the Mayor signed the agreement. ConnDot sent the approval to bid Phase 1 of the TOD Streetscape project. The Project will be bid and we anticipate a spring construction start.

Phase One of the TOD Streetscape project will be let out bid on January 07, 2020 with a Zoom bid opening scheduled for February 18, 2021 at 10:00 AM. The project will go out to construction in the spring of 2021. Construction Services will administrate, manage and perform the construction inspection of the Phase One TOD.

Mallory Hat Factory Remediation:

The project is at 100% completion. The close-out Phase with the contractor and L.E.P. is underway. The project has been administrated and managed in house by Construction Services.

Balmforth Avenue Sidewalk & Traffic Improvements:

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

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 completed the close out of Phase I Hearthstone Castle Abatement. The Phase One Abatement project was completed on schedule and within budget.

Eagle Environmental has begun the Phase Two project design and structural assessment of the structure has been completed by the Structural Engineer and we are awaiting the Structural Report.

Phase II will have several components; development of new AWP to remove the remaining plaster and nonfirable AMC from the building interior and also developing a plan to stabilization the structure. We expect to have an approved AWP from the CT Department of Health shortly. Once we have the AWP we will develop the bid documents move forward bidding Phase II for a spring 2021 construction season start.

Bridge Maintenance:

Construction Services has started a bridge maintenance program to extend the life of our bridge structures. Working with the City Engineer, we have developed this plan which includes pressure washing, patching, waterproofing, replacing caulking, applying salt-guard and removing overgrowth. We selected ten bridge structures from our bridge inventory and this work has been completed. The results of this program will be a cost savings to the taxpayers by extending the longevity of our bridges.

Artificial Field Turf Replacement:

Construction Services, using our in-house resources and on-Call Sports Facility Consultant JJA Sports, are in the process of designing the artificial turf replacements and improvements of Kaplanis, Perry and DHS Fields. The fields are in design and we plan to construct Kaplanis and Perry Field this upcoming construction season and the DHS field construction in 2022. These three capital projects have been funded through the SNAPP 2020 Bond. The design and construction is being managed and administrated by Construction Services

Construction Services:

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

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

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

Various Bridges:

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

DEEP MS4 General Stormwater Permit:

The City’s Consultant led a number of workshop meetings with various pertinent City personnel and offices to 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. Requirements of the permit take affect over the next several years. The Consultant continues to work with City departments on an “as needed” basis. 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 2019 Annual Report was filed with DEEP on March 18, 2020.

Moss Avenue Sanitary Sewer Replacement:

Temporary Pavement was completed. Additional work will continue in 2021.

Former Mallory Hat Factory Site Remediation:

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

Balmforth Avenue Sidewalk Replacement:

The City received CDBG funding for three phases of the Balmforth Avenue Sidewalk Replacement project. Due to the pandemic, Phase I and III sidewalks have been delayed. They will be bid in the winter to be ready for spring 2021 construction.

Richter House Expansion:

The Engineering Division surveyed and prepared mapping for the proposed modifications for the building renovation and expansion. The Engineering Division prepared and put out to bid a Request for Proposals for architectural design services. The Division worked with the Superintendent of Construction Services and Friar

Architecture, Inc. on the design of proposed improvements. The State Department of Economic Development is providing partial funding for the project. Bids for the project were opened on February 25, 2020 and are being reviewed.

New Animal Shelter:

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

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

- **The Mews and The Ridge at Rivington:** Progress continues with utility extensions and inspections.
- **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 reviewing the proposal from 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.

Assessment Projects:

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

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

Traffic Engineer and his Technicians:

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

Staff Engineers:

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

Survey Crew:

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

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

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

This was a very busy month for the Highway Division. Winter preparation was completed with all of the salt spreaders calibrated and installed on the trucks. Plow equipment was inspected. The Construction crews repaired catch basins on Moss Ave, Long Ridge Rd, Pond Crest Rd, and Griffing Ave. The eleventh phase of paving was completed on Moss Ave.

Two pothole crews were dispatched daily to fill potholes. The City’s undeveloped roads were graded and rolled prior to the winter season. Street sweeping continued as weather permitted. A crew repaired broken curbing and driveway aprons. The previously paved roads new curb were backfilled with topsoil and seeded.

Leaf bag and brush removal continued during the month. Highway Division crew members assisted the Forestry Division with tree removals, pruning, traffic control, and installing Christmas decorations downtown. Employees spent several days clearing catch basins and picking litter throughout our city streets. The city garbage truck is deployed daily to empty trash cans, collect litter and clean up illegal dumping. The recycle truck continues to be out at multiple locations receiving the recyclables from our residents.

Winter Season

- Winter Storm Events: 0
- Precipitation: 0
- Emergency Call Outs: 2

Maintenance

- Catch Basins Replaced: 12
- Drainage Pipe: 0
- Guardrail Repairs: 0
- Dredging: 0
- Catch Basin Cleaning: 75

- Roads Paved: 1

Signage

- New installs: 3
- Replacements: 6
- Repairs: 21

Personnel

- Total: 43
- Injury: 2
- Restricted Duty: 0
- Retirement: 0
- Seasonal: 5
- Vacancy: 0

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

The Parks Maintenance Division continued the grounds maintenance of all the City owned municipal properties, parks, schools and greens. The rose arbor at Rogers Park was cleaned, pruned, and readied for winter. Seasonal field reseeding and fertilization was completed for next year’s turf health. Leaf cleanup continued with blowing and vacuuming leaves in various areas. All of the other various Park’s throughout the City are also maintained weekly for many other recreational activities.

The downtown area was cleaned and readied for the Christmas lighting ceremony. Parks maintenance staff assisted a City contractor with the hanging of the Christmas lights across Main St. Staff also installed multiple Christmas lights throughout the downtown area. Litter was picked up and garbage cans were emptied in various areas throughout the city. Brush was cut in the cemeteries and parks to facilitate next year’s mowing operation. Maintenance of the winter and fall seasonal equipment continued through the month.

Winter Season

- Winter Storm Events: 0
- Precipitation: 0

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:
NOVEMBER - 2020

The Forestry Division was busy maintaining trees in the City’s right of ways. The crew continues to remove dead trees and prune healthy trees around the City. Several days were spent hanging Christmas decorations downtown. The Forestry Division with assistance from Highway, installed the wreath on City Hall and the Library. They also decorated the large spruce tree on Elmwood Park and some smaller trees at the Library.

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

Winter Season

- Winter Storm Events: 0
- Precipitation: 0

Maintenance

- Removals: 27
- Pruning: 8
- Brush: 21
- Plantings: 0
- Emergency Call Outs: 5

Personnel

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

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

City:

The Public Buildings staff spent most of the month dealing with COVID-19 related issues. These include HVAC maintenance and repair to ensure proper air flow and quality in the buildings along with continuing to supply cleaning/sanitizing supplies and services to all buildings.

Library:

Roofing project ongoing.

Junior library renovation final drawings forwarded to Library staff for RFQ.

Danbury Public Schools:

In process of repairing various heating related issues in multiple schools.

South Street boiler replacement scheduled.

DHS boiler fire box repairs scheduled.

DHS cogen dump coil replacement and glycol replacement (c-wing) scheduled.
Contracts for DHS and BMS elevator renovations finalized.
Repairs to fire systems damaged due to Isaiah completed.

City Hall:

Plans ready for review on council chamber COVID related renovations.
Windows install in Registrars offices completed.
Working on electrical tie over for new UPS in IT

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 and voting equipment assistance.

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 November 2020.

In the month of November we received 143 new work requests and completed 114 work requests. In reviewing this report, you will find the repair time that was expended in major work categories. Also listed is the total number of work order hours completed.

Public Building mechanics were engaged in General Maintenance with a total of 78.50 person-hours dedicated to this service. The next largest area of concentration was in Plumbing repairs, utilizing 70.00 person-hours of labor. Electrical repairs came as the third highest category with 56.00 person-hours.

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

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

Work Requests received this month 143
Work Requests Completed this month 114

<u>Category</u>	<u>Total Labor Hours</u>
Alarms	0.00
Carpentry	2.00
Electrical	56.00

HVAC	18.00
Locksmith	0.00
Maintenance	78.50
Mechanical	0.00
Plumbing	70.00
Roofing	0.00
Snow Plowing	0.00

Labor Hours City Buildings	100.00
Labor Hours School Buildings	122.50
Overtime	80.00

Public Utilities Report Submitted by David Day, PE, Superintendent of Public Utilities:
RE: Report to the City Council – Month of NOVEMBER 2020

Dear Mayor Cavo and Members of the City Council:

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

As of December 15, 2020 there are 28 hydrants out of service. I will be happy to review the information with you.

Sincerely,

David Day

David Day, P.E.
Superintendent

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

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

- Construction of Phase I work (Tertiary Treatment System Upgrade and Stormwater System Improvements) continued. The following activities were performed by the design build team:
 - Wright-Pierce 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 installation of steel sheeting bracing for the Tertiary Building excavation support system.
 - Continued earth excavation activities associated with the new Tertiary Treatment System Building.
- Veolia continued working on preparation of final pricing for the remaining Contract Work (Headworks Screening & Grit Removal Facility, FOG / Biodiesel Facility, and the Miscellaneous WPCP Upgrades) based on the 30% design drawings and technical specifications.

M E M O R A N D U M

DATE: December 15, 2020
TO: City of Danbury, City Council
FROM: *David M. Day, P.E.*, Superintendent
RE: Sanitary Sewer Collection System Maintenance—
 NOVEMBER 2020

Complaints: 2 Bypasses 14 Slow Running
 2 Loose Manholes 1 Odor Calls

Number Received: 19

 Number Completed: 19

Pipe Cleaned: 2500 LFT

 Gallons of Water Used: 3000 Gal

New Pipe Inspected: 1200 LFT

Manholes Replaced: 0



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: Nov '20

Date: 12/9/2020

I. Wastewater Treatment:

A) Sewage Processed:	8.4 MGD (Daily Avg)	252.4 Million Gallons Total
B) Septic Waste Processed:		1,346,725 Gallons Total
C) Sludge Pumped To Digesters:		551,208 Pounds Total

II. Wastewater Quality

	Influent	Effluent	% Removal	Effluent Limit
A) BOD (mg/l)	190	5	97.0	30 mg/l and 85%
B) Total Suspended Solids (mg/l):	274	6	98.0	30 mg/l and 85%
C) Total Phosphorus (mg/l):	5.2	1.2	77	0.6 mg/l
D) Ammonia (mg/l):	25.3	0.22	99.0	4.0 mg/l
E) Total Nitrogen (lbs/Day):	2,520	274	89.0	442 lbs/day

Note: Phosphorus limits apply April - October.

Nitrogen limit for credit trading only.

III. Pump Station Operation:

A) Beaver Brook:	720.0	Hours Run
B) Southfield:	47.7	Hours Run
C) Mill Plain:	19.3	Hours Run
D) Backus:	102.6	Hours Run
E) Tarrywile	28.0	Hours Run
F) Turner Road:	39.4	Hours Run
G) Ford Avenue:	21.7	Hours Run
H) Indian Glen:	100.2	Hours Run
I) Delay Street:	18.9	Hours Run
J) Hayestown Road:	78.1	Hours Run
K) Kenosia Avenue:	1.5	Hours Run
L) Larson Drive:	77.7	Hours Run
M) Landfill:	181.2	Hours Run

N) Thrope Street	11.1	Hours Run
O) Poets Landing	20.4	Hours Run
P) Rogers Park	51.8	Hours Run
P) West Side	85.9	Hours Run
Q) East Franklin Street	19.6	Hours Run

Total Station Alarms: 14

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

I. WATER PRODUCTION:

A) Margerie Water Treatment Facility:	<u>81.3</u>	MG.
B) West Lake Water Treatment Facility:	<u>77.9</u>	MG.
C) Kenosia Well Field:	<u>0</u>	MG.
D) Osborne Street Well Field:	<u>0</u>	MG.
E) Other:	<u>0</u>	MG.

(MG. = Million Gallons)

II. RAINFALL:

A) Month:	<u>4.0</u>	inches
B) Past 12 Months (running total):	<u>48.6</u>	inches
C) Current Year (Jan.- Current Mo.):	<u>42.9</u>	inches

III. WATER STORAGE:

date: 11/23/2020

	<u>Current Reading</u>		<u>Historical Average</u>	
A) East Lake Reservoir:	<u>91.8</u>	%	<u>77.6</u>	%
B) Margerie Lake Reservoir:	<u>64.4</u>	%	<u>78.6</u>	%
C) West Lake Reservoir:	<u>60.9</u>	%	<u>75.7</u>	%
D) Total:	<u>66.6</u>	%	<u>77.1</u>	%

IV. WATER PUMPED:

A) Park Avenue Pump	<u>0</u>	MG.
---------------------	----------	-----

Station:	_____	
B) Padanaram (High School) Pump Station:	3.93	MG.
C) Shelter Rock Pump Station:	2.77	MG.
D) WestConn Pump Station:	0.36	MG.
E) Margerie Pump Station:	1.10	MG.
F) Pleasant Acres:	0.84	MG.
G) Nabby Road:	1.23	MG.
H) Harvest Hill:	1.05	MG.
I) Woodland Road (Reserve):	4.05	MG.
J) West Lake High Service :	42.8	MG.
K) Total Water Pumped (A-I):	58.1	MG.
	(MG. = Million Gallons)	

V. WATER TRANSFERRED:

A) East Lake to Margerie Reservoir:	17.5	MG.
B) Padanaram to Margerie Reservoir:	11.5	MG.
C) Kohanza to West Lake Reservoir:	5.7	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):	34.6	MG.
	(MG. = Million Gallons)	

VI. ALGAE CONTROL:

A) NONE _____

VII. SURVEY OF WATER SOURCES:

- A) _____ Daily testing of treated and untreated water by Water Quality Lab
- B) _____ Required asbestos testing of distribution system. Not detected in all samples

GENERAL FUND - EQUIPMENT MAINTENANCE			
NOVEMBER 2020			
REPAIR DATE	PLATE #	DIVISION	DESCRIPTION OF WORK PERFORMED
11/2/2020	729-XUG	POLICE	ENGINE SERVICE, CABIN AIR FILTER, REAR SHOCKS, REAR CALIPERS PADS AND ROTORS
	76-DA	CITY HALL	ENGINE SERVICE, BATTERY, 3RD BRAKE LIGHT BULB
	5-DA	POLICE	LR TIRE
	12-DA	POLICE	ENGINE SERVICE, 2 TIRES, FRONT PADS AND ROTORS
	157-DA	POLICE	ENGINE SERVICE, 1 TIRE, TPMS SENSOR
11/3/2020	421-WLA	POLICE	ENGINE SERVICE, LF LOWER CONTROL ARM, TRANS SERVICE, BATTERY
	181-DA	POLICE	ENGINE SERVICE, TRANS FLUID
11/5/2020	265-DA	POLICE	ENGINE SERVICE, SWAY BAR LINKS AND BUSHINGS, RR WHEEL BEARING, HEADLIGHT BULB
	880-UXM	POLICE	ENGINE SERVICE, WIPER BLADES, 3RD BRAKE LIGHT BULBS, RF UPPER CONTROL ARM, LOWER BALL JOINTS, FRONT STRUTS, BATTERY SHUT OFF SWITCH
	2-DA	POLICE	REPLACE AC LINE, RECHARGE AC
11/6/2020	334-DA	POLICE	ENGINE SERVICE, 1 TIRE, WIPER BLADES, IGNITION COILS AND SPARK PLUGS
11/10/2020	257-DA	POLICE	ENGINE SERVICE, HEATER BOX
	243-DA	POLICE	HEADLIGHT BULB
11/12/2020	10-DA	POLICE	SET TIRE PRESSURES, WIPER BLADE
11/13/2020	149-da	CITY HALL	ENGINE SERVICE VALVE COVER GASKETS
11/16/2020	394-DA	POLICE	REPLACE BATTERY
	422-DA	POLICE	ENGINE SERVICE, 4 TIRES
	2-DA	POLICE	HEADLIGHT BULB AND CONNECTOR
	3-DA	POLICE	HEADLIGHT BULB AND CONNECTOR
11/17/2020	12-DA	POLICE	2 TIRES
	224-DA	CITY HALL	ENGINE SERVICE, REPLACE BRAKE LINE
	424-DA	POLICE	ENGINE SERVICE
11/18/2020	424-WLA	POLICE	TRANSMISSION SPEED SENSOR
	205-DA	CITY HALL	ENGINE SERVICE, BATTERY, WIPER BLADES
11/20/2020	8-DA	POLICE	SPARK PLUGS AND IGNITION COILS
	225-DA	POLICE	REPLACE BATTERY

	157-DA	POLICE	WELDED EXHAUST, AIR FILTER AND CABIN AIR FILTER, WASHER HOSE
	AL52726	POLICE	ENGINE SERVICE, LF TIRE SERVICE
11/24/2020	265-DA	POLICE	HEADLIGHT BULBS AND HARNESSSES
	19-DA	POLICE	LF HEADLIGHT BULB AND HARNESS
	617-XHM	POLICE	ENGINE SERVICE, FRONT CONTROL ARMS
11/25/2020	186-DA	POLICE	ENGINE SERVICE
	113-DA	POLICE	RF HEADLIGHT BULB AND HARNESS
	240-DA	POLICE	RF HEADLIGHT BULB
11/29/2020	384-DA	POLICE	ENGINE SERVICE, FRONT PADS AND ROTORS, 1 TIRE
11/30/2020	7-DA	POLICE	ENGINE SERVICE, WIPER BALDES, LF LOWER CONTROL ARM
WATER FUND - EQUIPMENT MAINTENANCE			
NOVEMBER 2020			
REPAIR DATE	PLATE #	DIVISION	DESCRIPTION OF WORK PERFORMED
11/6/2020	383-DA	WATER	ENGINE SERVICE, THERMOSTAT, CABIN AIR FILTER, LF WHEEL HUB AND LOWER BALL JOINT
	369-DA	WATER	ENGINE SERVICE RR TAILLIGHT
11/18/2020	176-DA	WATER	HEATER HOSE, STEERING SHAFT, SPARK PLUGS AND WIRES
	292-DA	WATER	REPAIR EXHAUST
	VENTRAC 4500Y	WATER	RPLACE OIL PAN, INTALL MOTOR MOUNT UPDATE
	350-DA	WATER	REPLACE BATTERY
11/19/2020	227-DA	WATER	ENGINE SERVICE, TRANS AND DIFF SERVICES, EXHAUST MANIFOLD BOLTS, SPARK PLUGS AND WIRES
11/23/2020	350-DA	WATER	ENGINE SERVICE, REPLACE ALTENATOR AND TENSIONER
	279-DA	WATER	ENGINE SERVICE, FRONT AND REAR PADS AND ROTORS, REAR AXLE SEALS, VALVE COVER GASKETS, PLUGS AND WIRES

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

Below is a list of services provided.

Date:	Vehicle	Repair Provided:	Department:
	:		
11/2/2020	34	REAR BRAKES/SERVICE/4 REAR TIRES	HWY
^	8	WIPER SWITCH/HYD HARD LINES	HWY

	^	12	HYD SEALS/EXHAUST STACK	HWY
	^	49-DA	INSTALL REAR END	PARKS
	^	272-DA	CHECK NO START	PARKS
	^	30	JUMP START	HWY
11/3/2020		40	R/S SIDE BROOMS	HWY
	^	272-DA	NO START	PARKS
	^	12	HYD SEALS/EXHAUST STACK	HWY
	^	TW3	CHECK EXHAUST	HWY
	^	5	CHECK ENGINE LIGHT	HWY
11/4/2020		272-DA	NO START	PARKS
	^	49-DA	INSTALL REAR END	PARKS
	^	147-DA	SERVICE/HYD LEAK ON PLOW	BLDG MAINT
	^	16	SERVICE/GREASE CHASSIS	HWY
	^	10	CHECK SANDER/HYD LEAK	HWY
	^	TW4	INTERCOOLER HOSES	HWY
11/5/2020		16	SERVICE/GREASE CHASSIS	HWY
	^	147-DA	SERVICE/HYD LEAK/TIE RODS	BLDG MAINT
	^	40	L/S SIDE BROOMS	HWY
	^	41	STALLED OUT(ROAD CALL)	HWY
	^	54	SERVICE	HWY
	^	272-DA	FUEL PUMP/SERVICE	PARKS
	^	TW3	EXHAUST LEAK	HWY
	^	UNIT	CHECK R/R FLAT TIRE	ENGINEERING
	^	41	TOP OFF OIL	HWY
	^	53	SERVICE/CHECK ENGINE LIGHT	HWY
11/6/2020		272-DA	FUEL PUMP/SERVICE	PARKS
	^	53	SERVICE/CHECK ENGINE LIGHT	HWY
	^	32	SIDE DUMP CYLINDER IS LEAKING	HWY
	^	77	CHECK P/S	HWY
11/7/2020		53	SERVICE/CHECK ENGINE LIGHT	HWY
	^	272-DA	FUEL PUMP/SERVICE	PARKS
11/9/2020		7	CHECK CHARGING SYSTEM	HWY
	^	82	FIX LOWER L/S GLASS DOOR	HWY
	^	77	CHECK SANDER/P/S HARD TO TURN	HWY
	^	32	HYD LEAK	HWY
	^	53	SERVICE/CHECK ENGINE LIGHT/REAR PADS	HWY
	^	272-DA	CHECK WIRING TO FUEL PUMP	PARKS
11/10/2020		54	REMOVE SIDE DUMP CYLINDER	HWY
	^	272-DA	FUSE BOX	PARKS
11/12/2020		272-DA	CHECK HYD LEAK	PARKS
	^	54	REMOVE SIDE DUMP CYLINDER	HWY
	^	116-DA	WELD FLAIL HEAD BLADE MOUNTS	HWY
	^	32	HYD SPOOL/R/F HUB SEAL/FRONT BRAKES	HWY
	^	1	PTO-PUMP	HWY
	^	254-DA	HYD HOSES TO GRAPPLE	FORESTRY
	^	3	JUMP START	HWY

	^	10	HYD PUMP/STEERING BOXES	HWY
11/13/2020		1	PTO-PUMP	HWY
	^	32	HYD SPOOL/R/F HUB SEAL/FRONT BRAKES	HWY
	^	10	STEERING BOXES/HYD PUMP	HWY
11/14/2020		386-DA	SNOW TIRES/SERVICE/BRAKE LIGHT BULBS	ENGINEERING
	^	1	INSTALL PTO/PUMP/BACK UP ALARM	HWY
	^	20-DA	CHECK COOLANT LEAK/SERVICE	BLDG INSP
11/16/2020		20-DA	CHECK COOLANT LEAK/SERVICE	BLDG INSP
	^	12	EXHAUST STACK	HWY
	^	1	PTO-PUMP	HWY
	^	178-DA	REMOVE CABLE FROM FLAIL HEAD(ROAD CALL)	HWY
11/17/2020		135	CHECK BATTERY	HWY
	^	12	EXHAUST LEAK	HWY
	^	26	BRAKE ADJUSTMENT	HWY
	^	28	AIR COMPRESSOR	HWY
	^	54	SIDE DUMP CYLINDER	HWY
	^	7	FUEL LINES	HWY
11/18/2020		54	SIDE DUMP CYLINDER	HWY
	^	28	AIR COMPRESSOR	HWY
	^	40	ALTERNATOR	HWY
	^	31	HOOK UP SANDER	HWY
	^	20-DA	RADIATOR/CONDENSOR	BLDG INSP
	^	18	INSTALL TOOL BOX/SERVICE/SERVICE BODY	HWY
	^	254-DA	CLEAN OUT INTAKE PASSAGES	FORESTRY
11/19/2020		254-DA	CLEAN OUT INTAKE PASSAGES	FORESTRY
	^	18	INSTALL TOOL BOX/SERVICE/SERVICE BODY	HWY
	^	31	HOOK UP SANDER/SPREADER CONTROL VALVE	HWY
	^	38	CHECK OIL LEAK	HWY
	^	105	JUMP START	HWY
	^	55	AIR LEAK/SERVICE/SERVICE BODY	HWY
11/20/2020		80	SIDE BROOMS	HWY
	^	55	AIR LEAK/SERVICE/SERVICE BODY	HWY
	^	254-DA	CLEAN OUT INTAKE PASSAGES/SERVICE	FORESTRY
	^	26	NO START(ROAD CALL)	HWY
11/21/2020		37	SERVICE/REAR BRAKES	HWY
	^	254-DA	CLEAN OUT INTAKE PASSAGES/SERVICE/LIGHTS	FORESTRY
11/23/2020		#21	TOP OFF COOLANT	HWY
	^	90	SUCTION HOSE CLAMP	HWY
	^	37	SERVICE/REAR BRAKES	HWY
	^	55	AIR LEAK/SERVICE/SERVICE BODY/S/S OIL PAN	HWY
11/24/2020		37	SERVICE/SERVICE/BODY/REAR BRAKES	HWY
	^	254-DA	SERVICE/SERVICE/BODY/FIX STEP	FORESTRY
	^	55	AIR LEAK/SERVICE BODY/S/S OIL PAN	HWY
	^	38	HIGH PRESSURE OIL LINE	HWY
	^	UNIT	SERVICE/CHECK FLAT TIRE	ENGINEERING
	^	42-DA	CHECK COOLANT LEAK	FORESTRY

11/25/2020	48	EXHAUST CLAMP	HWY
^	1	PTO NOT WORKING	HWY
^	4	FUEL FILTERS	HWY
^	20	AIR LEAK	HWY
^	34	FUEL LEAK	HWY
11/25/2020	21	SERVICE BODY/CHECK SPREADER/LIGHTS	HWY
^	181	CHECK HYD LEAK/SERVICE	HWY
^	82	SEAL L/S LOWER GLASS WINDOW	HWY
11/30/2020	32	JUMP START	HWY
^	47-DA	CHECK TIRE PRESSURE	HWY
^	181	CHECK HYD LEAK/SERVICE	HWY
^	26	STARTER	HWY
^	82	SEAL L/S LOWER GLASS WINDOW	HWY
^	12	CONVEYER MOTOR/SPROCKETS/SHAFTS	HWY
^	8	WIPER BLADES	HWY
^	37	REAR BRAKES/SERVICE	HWY

Personnel

Total:	5
Injury:	0
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: December 28, 2020

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 November 1st to the 30th 2020. The report consists of statistical data on applications with their associated permits.

Report Outline:

Projects:

Residential Project: 31

Commercial Projects: 19

Stand Alone Permits Issued:

Electrical: 62

HVAC:80

Highway/Right of Way 14

Roof Permits: 16

Septic System Application: 7

Sewer and Water: 12

Solar Permits: 14

Woodstove: 1

Sean P. Hearty

DIRECTOR

David Newland

BUILDING OFFICIAL

Record #	Record Type	Permit/License Issued Date	Type of Project	Total Estimated Construction Value
20-645	Permit Project Application (Commercial)	11/3/2020 17:29	Commercial Alteration	1790000
20-2406	Permit Project Application (Commercial)	11/9/2020 13:20	Commercial Alteration	154000
20-2157	Permit Project Application (Commercial)	11/16/2020 14:03	Commercial New Construction	424000
20-2714	Permit Project Application (Commercial)	11/17/2020 14:13	Change of Use	2400
20-2315	Permit Project Application (Commercial)	11/5/2020 11:31	Interior Alterations	5000
20-2713	Permit Project Application (Commercial)	11/5/2020 18:45	Commercial Addition	50000
19-1201	Permit Project Application (Commercial)	11/3/2020 17:48	COMMERCIAL NEW CONSTRUCTION	85000
20-2213	Permit Project Application (Commercial)	11/24/2020 9:51	Commercial Addition	1000000
20-2307	Permit Project Application (Commercial)	11/23/2020 10:34	Interior Alterations	125000
20-2338	Permit Project Application (Commercial)	11/4/2020 14:47	Commercial New Construction	2633221.39
20-1446	Permit Project Application (Commercial)	11/3/2020 17:07	Commercial Alteration	300000
20-2274	Permit Project Application (Commercial)	11/10/2020 10:41	Commercial Alteration	520347
20-2214	Permit Project Application (Commercial)	11/3/2020 11:08	Interior Alterations	96250
20-2484	Permit Project Application (Commercial)	11/2/2020 16:32	Change of Use	3030
20-2696	Permit Project Application (Commercial)	11/3/2020 14:32	Commercial Alteration	100000
20-1179	Permit Project Application (Commercial)	11/16/2020 14:50	Commercial Restaurant New Construction	300000
20-2653	Permit Project Application (Commercial)	11/19/2020 10:35	Commercial Conversion of Existing Space	2000
20-1602	Permit Project Application (Commercial)	11/16/2020 14:01	Commercial Alteration	20000
20-1910	Permit Project Application (Commercial)	11/17/2020 15:36	Commercial Alteration	35000
				7645248.39

Record #	Record Type	Permit/License Issued Date	Estimated Cost of Construction Residential
20-1422	Permit Project Application (Residential)	11/11/2020 13:43	200000
20-2199	Permit Project Application (Residential)	11/9/2020 9:56	240000
20-2393	Permit Project Application (Residential)	11/23/2020 18:07	150000
20-1542	Open Deck Application	11/9/2020 12:40	17900
20-1897	Permit Project Application (Residential)	11/23/2020 19:08	70000
20-2200	Permit Project Application (Residential)	11/9/2020 9:59	240000
20-2402	Permit Project Application (Residential)	11/18/2020 18:02	217800
20-1982	Pool Application	11/4/2020 8:39	30000
20-2011	Permit Project Application (Residential)	11/4/2020 11:24	25000
20-2509	Permit Project Application (Residential)	11/16/2020 15:59	250000
20-2692	Permit Project Application (Residential)	11/2/2020 13:47	4505
20-2844	Permit Project Application (Residential)	11/17/2020 17:27	15000
20-2118	Permit Project Application (Residential)	11/3/2020 11:02	54208
20-2121	Permit Project Application (Residential)	11/9/2020 13:24	46000
20-2285	Permit Project Application (Residential)	11/25/2020 13:00	30000
20-2619	Shed Application	11/5/2020 18:38	1100
20-2198	Permit Project Application (Residential)	11/9/2020 9:52	960000
20-2201	Permit Project Application (Residential)	11/9/2020 10:02	240000
20-2401	Permit Project Application (Residential)	11/3/2020 18:36	10500
20-2531	Permit Project Application (Residential)	11/12/2020 9:57	36000
16-59280	Open Deck Application	11/24/2020 11:41	20000
20-1876	Pool Application	11/2/2020 16:35	8000
20-1557	Permit Project Application (Residential)	11/13/2020 6:32	55000
20-2065	Finished Basement Application	11/10/2020 8:42	22500
20-2202	Permit Project Application (Residential)	11/9/2020 10:04	240000
20-2670	Permit Project Application (Residential)	11/9/2020 9:37	18000
20-2893	Permit Project Application (Residential)	11/23/2020 15:12	1000
20-2787	Permit Project Application (Residential)	11/14/2020 7:57	5000
08-45319	Detached Garage Application	11/3/2020 13:44	20500
20-2387	Shed Application	11/2/2020 13:47	4550
			3232563



CITY OF DANBURY OFFICE OF NEIGHBORHOOD ASSISTANCE

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

203-796-8026

Livable Neighborhoods 2020
“Building a Better Danbury”

December 2020

December 28, 2020

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	November 23 – December 28, 2020
Number of Quality of Life Issues	70
Year to Date - 2020	850

The top issues addressed by the UNIT were:

- Garbage/Debris and Blight (31)
- Vehicle violations: abandoned/unregistered (13)
- Exterior/Structural Blight Order (11)
- Miscellaneous (6)
- Unsafe living/Unpermitted construction (4)

GOOD BYE, 2020. PLEASE LET THE DOOR HIT YOU ON THE WAY OUT:

Needless to say, it has been an extremely difficult year for us all for many reasons. The COVID pandemic has wreaked havoc on our lifestyles, employment, health, etc. Additionally, social justice issues and the unsettling political environment added to the unrest of this past year. It has been a trying year for us all. Here is to wishing the new year ahead to provide us with peace, stability and good health.

The COVID pandemic also changed the scope of operations of our department for much of the year. As the breakout began in March, our department immediately shifted much of our daily operations to assist the Mayor’s office, Health Department, and Emergency Management

Services by carrying out various tasks related to COVID enforcement, coordination and employment of the homeless shelter transition, PPE handouts to our business owners and residents and much, much more.

In the meantime, while resident complaint submittals were at an all-time low within the last 10 years, the UNIT nonetheless still went about the task of responding to complaints, as well as proactively identifying other issues within our neighborhoods to improve the quality of life in our community. Being mindful of the COVID pandemic, our office adapted to different strategies of enforcement, while still being effective to make positive change occur.

BLIGHT ORDERS:

Orders written by UNIT this month (Includes Notice of Violations): 12
(YTD): 78

11 Hoyt Street: sent order to property owner to clean up garbage, bulky debris around the exterior of the property. Communication has already been made with the property owners and they are arranging for a dumpster delivery and full wide cleanup.

26 Victor Street: sent order to have the entire exterior of property cleaned up. There are unregistered/inoperable vehicles as well that need attention. The driveway has an accumulation of rubbish in it and the back yard, while fenced in, also is filled with debris that needs to be cleaned up. The UNIT has spoken to the tenant to begin an immediate cleanup, as well as to the out of state property owner. Cleanup has begun.

28 Victor Street: sent an order to have the exterior of the property cleaned up. The majority of rubbish is in the rear of the property, along with an unregistered vehicle. The deadline for cleanup is in mid-January.

7 Harmony Street: issued an order to clean up a large pile of bulky debris in the rear of the property, mostly discard furniture and mattresses. To date the order has not been signed for via the certified letter process.

17 Peace Street: issued an order to clean up the exterior of the property, with the rubbish consisting mostly in the driveway and the rear of the property. Contact has already been made with the property owner and they have begun the cleanup.

68.5 Pleasant Street: issued an order for the cleanup of the exterior of the property, with the bulky rubbish consisting mostly in the rear of the property. To date the order has not been signed for via the certified letter process.

4-6 Rowan Street: issued an order for the cleanup of the exterior of the property, mostly on the sides and rear of the property. There is also an unregistered vehicle on the property. To date the order has not been signed for via the certified letter process.

95 East Liberty Street: issued an order for the removal/registration of unregistered vehicles, also for the cleanup of an overflowing dumpster and various debris around the exterior of the property. To date the order has not been signed for via the certified letter process.

10 Grandview Avenue: issued an order for the cleanup of a large pile of bulky/metal debris in the rear of the property. To date the order has not been signed for via the certified letter process.

22 Mountainville Avenue: issued a notice to remove or make operable an inoperable vehicle in the driveway, also for the elimination of parking on the front lawn. To date the order has not been signed for via the certified letter process.

21 Mountainville Avenue: issued a notice for the elimination of parking on the front lawn. This property has had continued problems with violating the front lawn parking ordinance, especially since Mountainville Avenue had added the no parking signs to the street.

10 Timber Crest Drive: issued a notice for the cleanup of the exterior of this property. It is mostly unkempt with piles of brush randomly placed, boxes and other pieces of litter of broken parts of belongings. The UNIT has had contact with the property owners and they have begun cleanup.

MONTHLY HIGHLIGHTS:

A few weeks ago, the UNIT coordinated a bit of holiday cheer for one of our senior residents. Earlier in the season while responding to a resident complaint of excessive overgrowth of her neighbors backyard, our department inspected and confirmed that it was an issue. The bushes had completely taken over the rear of the property and were now encroaching onto the property of the surrounding neighbors. You could not even see the backyard due to the overgrowth. Our department left a tag to discuss with the property owner, and needed to follow up with an order due to lack of communication and action. Upon finally speaking with the property owner, she wanted to do whatever she needed to comply, however, due to being a senior with a limited income, she faced limitations in being able to address the issue adequately.

Recognizing that this was a good opportunity to try to assist, plus the winter season being the best time to do this type of work, our department jumped into action and coordinated with Denise Chance at the Super 8 homeless residence and arranged for a few residents to assist with the cleanup. The Clean Start program that Mayor Boughton and the UNIT created a few years ago to encourage homeless residents to earn money in exchange for doing work, was instrumental in being able to assist this struggling property owner, and also enabled some of our homeless residents to perform a great deed.

Working alongside the crew, was myself and UNIT Assistant, Jeff Preston. Additionally, special thanks to Highway Foreman Tom Janesky and the highway department for assisting with the brush removal and to Denise for recruiting our great work staff. Below are some pictures of the work completed, along with the crew and grateful property owner.



311 UPDATE: METRICS AND ACTIVITY:

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

THIS PERIOD:		2020 YTD:
Service Requests created:	268	2207
Service Requests closed:	150	1622
Percent closed:	56%	73.5%

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: December 28, 2020

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: (11/16/20 – 12/18/20)

Scaling up Operations at Elmwood Hall - Danbury Senior Center. As a member of the CT Association of Senior Center Personnel (CASCP), I and senior center staff throughout Connecticut, continue to meet bimonthly to discuss best practices to scale up operations for senior centers. Working with guidance from the State of CT and the Commissioner of Aging and Disability Services, Amy Porter, guidelines have now been established to assist with scaling up operations. It should be noted that although the Department of Elderly Services closed its doors back in March, services continue to be offered over the phone, through email, text, and Zoom. **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 during this fluid and ever-changing time for the Department of Elderly Services.

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.

Congregate meal site turned into a meals on wheels delivery program. Since April of 2020, 4 of the 5 meals served as “congregate” meals at the Senior Center have been delivered to seniors in Danbury due to the COVID19 pandemic. As demand increased for COVID19 meals in the form of Grab and Go (the Danbury Senior Center delivered these meals instead of doing a Grab and Go for Danbury seniors), shelf stable, and home delivered meals (Meals on Wheels), the Western CT Area Agency on Aging, the funding stream for these programs, was supported by the Families First Coronavirus Response Act (FFCRA) and the CARES Act. On December 7, 2020, we were informed that the Western CT Area Agency on Aging could no longer financially sustain meal delivery to senior centers (COVID meals), not only Danbury, but in Bethel, New Milford, Newtown, Brookfield, and New Fairfield. Remaining funding would be focused on home bound seniors through the Meals on Wheels program.

The Western CT Area Agency on Aging has committed to delivering COVID meals to the senior center in Danbury for distribution until December 31, 2020. All 45 seniors in the program were notified over the phone and in a letter by this writer, distributed on December 16, 2020. Also included with the letter was a copy of the Danbury Food Collaborative Guide to Obtaining Food. Referrals for those most in need were made to Meals on Wheels. Working with the Mayor’s office, a partnership was created with The American Dream Foundation, the Amber Room Colonnade, and The Prime Timers, Friends of Danbury Seniors, the Danbury Senior Center’s “friends of” group. This partnership will provide 2 meals a week to these seniors through the Winter months. We are assured funding is available when we can safely reopen the senior center and return to congregate meals.

“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. We also offer support on how to use these tech features on phones or tablets.

Rent Rebate Over the Phone. The Rent Rebate program for 2019 concluded on October 1, 2020. We have processed 845 applications for the Danbury community.

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.

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.

Redesigned "Elmwood Extra" Newsletter. Just as our programs have changed, and will continue to change due to COVID19, we have redesigned our newsletter as appropriate. Elderly Services' staff provided graphic design skills, cartooning skills, while others contributed resources, puzzles, trivia questions, recipes and more. New, more expedited distribution of the printed version was also introduced.

CHOICES / Resource and Referral / Case Management: 180 seniors / 318 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) – 135

Financial – 7

Food – 65

Housing / Homeless / Home Repair – 11

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

Transportation – 11

Elder Law - 3

Medical Equipment - 0

Wellness Check - 4
Protective Services for the Elderly - 0
Taxes - 3
Advocacy - 1
Senior Center – 37
“911” Emergency Calls - 0
Donations - 3
Stay Connected Program - 0
Flu Shots - 0
Medical - 1
Energy Assistance - 1
Library Tech Support - 1
VA Benefits - 1
Other - 28

Senior Nutrition Meal Delivery Program: 48 seniors, 932 meals delivered, 466 meal delivery calls

“Sunshine Smile” Social Wellness Call Program: 29 seniors, 20 wellness calls

Rent Rebate Over the Phone Program: 28 clients, 69 services provided, 845 applications processed to date (Program Year 2019). Program officially ended on October 1, 2020.

Van Transportation Program: Suspended on March 13 due to COVID19

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

Flu Clinic - On December 9 the Senior Center was a host site for a Flu Clinic delivered by the Danbury Health and Human Services Department.

Grab and Go, Delivery, and Virtual Holiday Events

The Senior Center was able to provide three Holiday events through the month of December.

On December 14, a holiday do-it-yourself craft was delivered. This **“Wooden Heart Craft”** was provided by our community partner, CT Valley Health and Rehab.



“You’ve Been Elfed!” On December 14 and 15, elf themed Holiday treat bags were distributed via Grab and Go or delivered to Danbury Seniors with the

hope of adding some Holiday cheer. Thank you to the Danbury Library and Synergy Home Care for supporting portions of this event.



“It’s a Wonderful Life” A Virtual Gathering for Connecticut Senior Centers. This was a state-wide virtual event held on December 18. Elmwood Hall - Danbury Senior Center participated along with seventy other senior centers in this event provided by CT Healthy Living Collective, Connecticut Community Care, CT Association of Senior Center Personnel with support from AARP CT. Treat bags were distributed Grab and Go or delivered by Elmwood Hall - Danbury Senior staff that included holiday treats and a National Council on Aging “Aging Mastery” Starter Kit.

In total, 133 seniors participated in these events.

It's a Wonderful Life
 DECEMBER 18TH 1 PM - 2:30 PM
 A VIRTUAL GATHERING FOR
 CT SENIOR CENTERS

Renee DiNino, Master of Ceremonies
 Loretta Laroche, Stress Expert & Humor Consultant
 John Banker, Musician & Entertainer
 CT State Officials with Holiday Greetings
 Val Ramos, Flamenco Guitarist
 Fred Astaire Ballroom Dancers

Scheduled to Appear
 Gina Berreca, Humorist
 Yale Trombone Quartet
 Hartford Gay Men's Chorus
 Branford Music Makers

Lyra Ross-Norman, International Opera Star
 Stephen Fries, On the Food Scene
 Ledyard High School Music
 The Mark Twain House and Museum
 CT Dance Academy Performance Team
And more of our favorite things!

Click Here to Register
The performers listed above are scheduled to appear. Final program and order of performers is subject to change without notice. For more information contact your senior center.

Brought to you by
 CT Healthy Living COLLECTIVE
 CONNECTICUT COMMUNITY CARE

With thanks for support from
 AARP Real Possibilities Connecticut



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: December 22, 2020

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

FROM: Katie Pearson, Library Director

RE: City Council Meeting Report
Reporting Period - November 2020

Community Engagement: In November, the library reached 73,897 patrons via our social media and web presence.

Patron Testimonials:

“A big thank you to everyone at Danbury library for keeping the library going this long, with curbside pick up and for all the wonderful virtual events so far, and those yet to come. Looking forward to hopeful and healthier times.”

“Thank you for having Richard Web do his discussion via Zoom. Going forward I hope Danbury and other libraries continue to use Zoom or other similar platforms. I no longer drive at night and this is such a perfect way for me and others to partake in library discussions. Thank you.”

“Keep bringing the library staff book recommendations online. I was so happy to see this again especially since we cannot socialize with them for book ideas.”

Use of Library Materials and Services: From November 1 - 17, the library had 1,828 patrons enter the building for walk-in browsing and for appointments for computer use, visits to the Junior and AV departments. 2,750 adult items and 1,560 junior and teen items were circulated.

The library fulfilled 2,065 holds, including patrons picking up 1,806 items via the library's curbside pickup service. 127 patrons made appointments to use the computers, copy and fax machine, and to browse the departments by appointment. Patrons from other libraries in Connecticut checked out 393 items. On November 17th, the library closed the building to patrons and resumed curbside services only.

Use of Library's Remote and Electronic Services: The library had 82 computer appointments in November, as well as 272 patrons use our Wifi both inside and outside the building. The library's databases were used 959 times. We are now reporting a new database called Niche Academy, which is a video tutorial program that includes tutorials made by Danbury Library staff and approximately 800 other libraries around the country. Since we began this in March, we have had a total of 2,788 views. A total of 1,432 ebooks and audiobooks were circulated, and a total of 11,001 items were downloaded electronically.

The screenshot shows the Danbury Library Academy website. At the top left is the logo and name "Danbury Library Academy". On the top right are navigation icons for "Library Home", a graduation cap, a shopping bag, a gear, and a user profile. Below the header is a grid of tutorial cards. Each card features a thumbnail image, a title, and a three-dot menu icon in the bottom right corner. The cards include:

- How to Apply for SBA Loans & the Paycheck Protection Program Process (with SBA logo)
- Academic Search Premier (with EBSCO logo)
- Accessing Free Newspapers Online (with newspaper and laptop image)
- AncestryLibrary – Access Genealogical Records of Billions (with Ancestry logo)
- Beanstack – Track Your Reading Progress (with Beanstack logo)
- Biography Reference Center (with EBSCO logo)
- Brainfuse JobNow (Career) (with Brainfuse JobNow logo)
- Brainfuse – Tutoring and Helpful Resources in the US (with Brainfuse logo)

Library Programs: A total of 1,229 patrons attended 57 virtual programs in November. A program highlight was the library's Diwali Celebration, held virtually on Saturday, November 21st and had over 100 attendees. Library staff continue to hold regular virtual program series on Facebook, including "Cooking in an Instant," "Nature Explorers," and "The Science of Curiosity." The library has been posting "Staff Saturday" posts to social media, which highlight a different staff member each week with a short, fun post about that person.



Other programs hosted and facilitated in November included:

Planning for Social Security: What You Need to Know

Trivia Night

Hidden Expansion: From the Infinite to the Infinitesimal

""Spark Joy"" the KonMari Way

The True Story of Thanksgiving

Author Talk Boats Against the Current : The Honeymoon of Scott and Zelda

Wee Readers Storytime

Thankful Tree Storytime and Craft

Creating Kindness with Critters

Writing a Successful College Application Essay

JAVAScript Boot Camp for Teens



Photo: Collage created by a teen patron after the Diwali Celebration



Photo: Three of the library's young patrons with their completed at-home crafts from Wee Readers Storytime with Tracy

Grant Applications:

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

Grant Agency	Grant Amount	Program Supported
Everybody Learns	\$52,000	Circulation
CT State Construction Grant	\$100,000	Junior Floor
ALA Resilient Communities	\$500	Teens/Adults

The Danbury Library has currently applied for or is awaiting permission to apply for the following grants:

Grant Agency	Grant Amount	Program Supported
Library Services and Technology Act Planning Grant	\$5,000	Marketing
The Awesome Foundation	\$1,000	Junior Floor/Children's Programming