

CITY COUNCIL VIRTUAL MEETING

September 1, 2020

The meeting will be called to order at 7:30 P.M.

PLEDGE OF ALLEGIANCE & PRAYER

ROLL CALL

Alves, Buzaid, M. Esposito, Levy, Salvatore, Stanley, Taborsak,
Fox, Priola, DiGilio, Cavo, Rotello, Visconti, Palma, Knapp
J. Esposito, Santos, Perkins, Chianese, Cammisa and Molinaro

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

PUBLIC SPEAKING

MINUTES - Minutes of the Council Meeting held August 17, 2020

CONSENT CALENDAR

AGENDA

1. COMMUNICATION - Appointment – Superintendent of Apparatus
2. COMMUNICATION – Extension of Collective Bargaining Agreement between City and Teamsters
3. COMMUNICATION – State of Connecticut Type 2 Diabetes Prevention Grant
4. COMMUNICATION – Chow House, Residential License
5. COMMUNICATION – Donation to the Fire Department
6. COMMUNICATION – Request for Extension Water and Sewer – 1 and 2 Kevin Drive
7. RESOLUTION – CT Health Foundation – COVID 19 Response
8. RESOLUTION – ALA Resilient Communities - Library
9. AD HOC REPORT – Tax Assessment SC Ridge
10. 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



CITY OF DANBURY

OFFICE OF THE MAYOR
DANBURY, CONNECTICUT 06810

MARK D. BOUGHTON
MAYOR

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

August 20, 2020

Honorable Members of the City Council
City of Danbury

Dear Council Members:

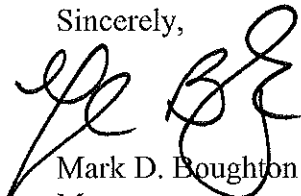
I hereby submit for your confirmation the appointment and promotion of Lieutenant David Kirkwood to the position of Superintendent of Apparatus.

Lt Kirkwood began his career with the City of Danbury as a Fire Fighter on July 10, 1987 and was promoted to Lieutenant in September 2004. He holds a Bachelor's degree from the State University of New York (SUNY) at Oswego and has earned a multitude of certifications, including but certainly not limited to: Fire Officer I, II, and III; Fire Service Instructor; Fire Officer I and Safety Officer. Lt Kirkwood has successfully filled many roles within the Department such as Provisional Captain and Provisional Training Officer. In addition, he provides instruction at Fairfield Fire School and offsite Stabilization Universities in the Northeast. Lt. Kirkwood has achieved the rank of number one on the Superintendent of Apparatus Eligibility List.

Given Lt Kirkwood's very impressive credentials along with his diligence and commitment, it is quite evident that he will continue to serve the Fire Department and City well. Therefore, I am proud and honored to submit this confirmation for promotion.

Thank you for your consideration of this appointment.

Sincerely,



Mark D. Boughton
Mayor



CITY OF DANBURY

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

MARK D. BOUGHTON
MAYOR

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

DATE: August 20, 2020

TO: Members of the City Council

FROM: Mark D. Boughton, Mayor

RE: Extension of Collective Bargaining Agreements between the City and the Teamsters Union, Local 677 (Public Works, Public Utilities, and Public Buildings) from July 1, 2020 to June 30, 2021.

I am pleased to present to the Council, with my endorsement, a Memorandum of Agreement to extend the three collective bargaining agreements between the City and the Teamsters Union, Local 677 for an additional fiscal year. The Agreement is the culmination of good faith negotiations between the representatives of the City and the Teamsters Union.

The Agreement extends the current language concerning the terms and conditions of employment for members of the three Teamsters bargaining units from July 1, 2020 through June 30, 2021. Due to the economic uncertainty caused by the COVID-19 pandemic, there are no wage increases for the period of this Agreement.

A copy of the Agreement extending the contracts is attached. A copy of the Agreement and the entire Teamsters contracts are also on file in the Legislative Assistant's office. The City's Director of Finance is available to answer questions about the costs necessary to fund financial items other than wage increases, which will remain static for the period of this Agreement.

Your vote in favor of funding the agreement will save the City significant expense in the next fiscal year and obviate the need for contract negotiations until 2021. I encourage your support in voting to fund the agreement.



2-1

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

DAVID ST. HILAIRE
DIRECTOR OF FINANCE

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

MEMORANDUM

TO: Mayor Mark D. Boughton via City Council

FROM: David St. Hilaire, Director of Finance

DATE: August 12, 2020

CERTIFICATION

SUBJECT: Certification of Funds – Extension of the Collective Bargaining Agreement between the City and TEAMSTERS LOCAL 677 (Public Utilities, Public Works, and Public Buildings) for FY21

Pursuant to the City Council Agenda item, I hereby certify the availability of funds within the FY21 Adopted Budget for the Extension Agreement between TEAMSTERS LOCAL 677 (Public Utilities, Public Works, and Public Buildings) the City of Danbury for FY21.

This Agreement simply extends the terms and conditions of the most recent TEAMSTERS Bargaining Unit Agreement which expired on June 30, 2020. Given that there are no changes (in pay rates, insurance/pension contributions or anything else); there is no budgetary impact associated with this extension agreement.

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

MEMORANDUM OF AGREEMENT
BETWEEN
TEAMSTERS LOCAL 677
AND THE CITY OF DANBURY
(Public Utilities, Public Works, Public Buildings)

The parties to this Memorandum of Agreement are the International Brotherhood of Teamsters Local 677 (hereinafter the "Union") and the City of Danbury (hereinafter the "City") (collectively, "the parties").

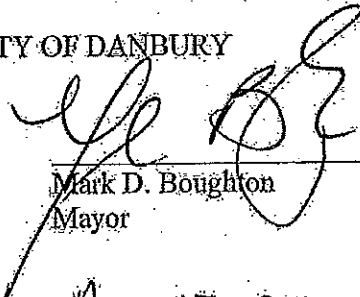
WHEREAS the parties desire to extend the current Collective Bargaining Agreements (Public Utilities, Public Works, and Public Buildings) between the parties from July 1, 2020 through June 30, 2021.

WHEREAS, the parties agree to modify the current Collective Bargaining Agreements as follows:

1. Due to the City's significant loss of revenue and the current uncertainty of the economy as a result of COVID-19, the parties agree that active bargaining unit employees in positions covered by the Collective Bargaining Agreements shall not receive a pay raise on July 1, 2020 and for the period of this extension.
2. All other terms and conditions of the parties' Collective Bargaining Agreements shall remain the same without modification for the period of this extension.

CITY OF DANBURY

By

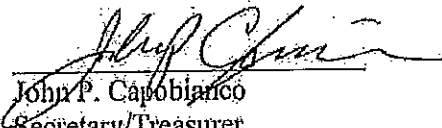

Mark D. Boughton
Mayor

Date

Aug. 12, 2020

TEAMSTERS LOCAL 677

By


John P. Capobianco
Secretary/Treasurer

Date

11 Aug 2020



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

Mark D. Boughton
Mayor

Kara Marie Prunty, MPA
Acting Director of Health of Health

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

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

DATE: August 19, 2020

RE: State of Connecticut Type 2 Diabetes Prevention Grant Subcontract with YMCA

The City of Danbury Department of Health and Human Services (DHHS) has been awarded a Preventative Health and Health Services Block Grant (PHHSBG) from the State of Connecticut in the amount of \$92,104 to be used between October 1, 2019 and September 30, 2022. The State of Connecticut stipulates that these funds are to be used to host Type 2 Diabetes Prevention educational programs to residents at risk of type 2 diabetes. DHHS is formerly requesting to subcontract with the YMCA effective October 1, 2020, to deliver these services to our community due to their historical success with their Type 2 Diabetes Prevention Program.

Prior submission to the City Council was not possible due to unexpected Coronavirus preparedness activities and emergency response activities due to Tropical Storm Isaias.

Respectfully,

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

AGREEMENT
BETWEEN THE CITY OF DANBURY
and
Regional YMCA of Western CT

THIS AGREEMENT is made this ____ day of September, 2020, between the City of Danbury, a municipal corporation, located in Fairfield County and organized and existing under the laws of the State of Connecticut, with offices at 155 Deer Hill Avenue, Danbury, Connecticut, acting herein by Mark D. Boughton, its Mayor, hereunto duly authorized (hereinafter referred to as the "CITY") and the Regional YMCA of Western CT with offices located at 293 Main Street, Danbury, Connecticut, acting herein by Marie Miszewski, its President/CEO, hereunto duly authorized (hereinafter referred to as the "YMCA").

WHEREAS, the CITY has obtained a grant from the Connecticut Department of Public Health identified in a contract as DPH Contract Log #2020-043POS01 for "National Diabetes Prevention Program-Lifestyle Change" (hereinafter referred to as the "Grant Agreement"), which is attached hereto and made a part hereof as Schedule A, and which funds Type 2 Diabetes Prevention Educational Programs to residents at risk of type 2 diabetes" (hereinafter referred to as the "Program"), in the amount of Ninety Two Thousand, One Hundred and Four Dollars (\$92,104.00); and,

WHEREAS, the CITY has selected the YMCA as its contractor for the purpose of implementing the Program and the YMCA is willing to act in that capacity; and,

WHEREAS, the CITY and the YMCA agree to work cooperatively and collaboratively in implementing the terms of Program in a manner that promotes high standards of efficiency and effectiveness; and,

WHEREAS, the CITY wishes to establish certain terms and conditions under which the YMCA will make use of said funds for the second and third year of Grant Agreement funding; and,

NOW, THEREFORE, in consideration of the mutual covenants, promises and representations contained herein, the parties hereto do agree as follows:

1. USE OF FUNDS. The YMCA represents that it will use Program funds solely for purposes specified hereunder and as described in Schedule B attached hereto and made a part hereof.

2. PAYMENT. Compensation for the services provided hereunder for each of the annual Funding Periods shall be Twenty Four Thousand Three Hundred and Seventy Eight Dollars (\$24,378.00) for grant year 1: 10/1/2020 through 9/30/2021 and Twenty Four Thousand Three Hundred and Seventy Eight Dollars (\$24,378.00) for grant year 2: 10/1/2021 through 9/30/2022. Compensation due during each annual Fund Period shall be conditioned upon timely submission, acceptance and approval of biannual and final reports and other deliverables by the CITY and the Connecticut Department of Public Health, as described in the Grant Agreement. The CITY shall compensate the YMCA within fifteen (15) days of receipt of funds by the CITY from the State of Connecticut. It is further understood that this Agreement is contingent upon the CITY's receipt of Program funding from the State of Connecticut and that notwithstanding any other provisions hereof, the CITY reserves the right, in its sole discretion, in the event of unforeseen financial difficulty or need, to cancel this Agreement or to terminate, reduce or otherwise modify either the payment schedule or the amount of subsequent payments authorized hereunder, at any time, without obligation of any kind to the YMCA.

3. REPORTS, STATEMENTS AND AUDITS. Payments described in paragraph 2 above shall be made upon submission of financial reports and documentation of substantial compliance with the proposed Program objectives and upon reporting and verification of program services, clients and outcomes, all as described in the Grant Agreement. Said reports shall be provided to the CITY twice per year, covering the periods from October through March and April through September of each Program year, and shall be due no later than fifteen (15) days following the close of each such period. In addition, a cumulative report shall be due within fifteen (15) days following the close of each Program funding year. The YMCA shall notify the CITY of any and all significant events or changes in circumstances that may affect the Program within thirty (30) days of said event or change.

In addition, the YMCA shall, at its own expense, provide to the CITY certified audited statements, signed by a Certified Public Accountant, of all funds held or received by the YMCA regardless of the source of said funds. Said statements shall be provided to the CITY within one hundred and twenty (120) days following the expiration of each YMCA fiscal year during which Program funds were received pursuant to this Agreement. Audits shall be performed and audited statements shall be prepared in accordance with generally accepted accounting principles and auditing standards. All audit reports, statements, management letters and auditor's recommendations shall be available in their original form to the CITY.

The YMCA agrees that it shall preserve all of its records and accounts concerning the use of Program funds, or concerning the YMCA's compliance with the provisions of this Agreement for a period of three (3) years after final payment under this Agreement. If any litigation, claim or audit is commenced before the expiration of the three-year period, the records shall be retained until all such suits, claims, or audit findings have been resolved.

The YMCA shall permit the CITY and the State of Connecticut to examine, review, audit or copy any records, books or other documents of the YMCA relating to the use of CITY funds by the YMCA or to the YMCA's compliance with any provision of this Agreement. Said records shall be kept in a manner that follows accepted accounting practices and that enables the CITY and the State of Connecticut to verify the amounts spent as well as that the YMCA only expended funds for allowable purposes. The records and accounts of the YMCA shall be made available in the YMCA's business office for audit, upon request, by authorized representatives of the CITY or the State of Connecticut.

4. DEFAULT. In the event of noncompliance with the provisions of this Agreement by YMCA, which compliance continues without correction for not less than thirty (30) days following written notification by the CITY, the CITY may, depending on the nature of the noncompliance, impose such sanctions as it may deem appropriate including, but not limited to the following:

The CITY may (1) withhold payments under this Agreement to YMCA until YMCA'S noncompliance is cured or (2) cancel, terminate, or suspend this Agreement in whole or in part and require the return of all or part of the grant funds paid to YMCA hereunder.

5. NON-WAIVER. Payment by the CITY hereunder or under any subsequent grant agreement shall not constitute or be construed as a waiver by the CITY of any breach of agreement or any default which may exist on the part of YMCA and the making of such payment by the CITY while any such breach or default exists shall not impair or prejudice any right or remedy available to the CITY with respect to such breach or default.

6. NON-DISCRIMINATION. The YMCA agrees and warrants that in the performance of all activities supported in whole or in part by Program funds it will not discriminate against any person or group of persons on account of religious creed, national origin, age, color, race, sex, marital status, gender identity or expression, sexual orientation, national origin, ancestry, mental retardation, mental disability or physical disability, including but not limited to blindness, in any manner prohibited by the laws of the United States or of the State of Connecticut, unless, in accordance with such laws, it is shown by YMCA that any such disability prevents the performance of the work involved, and further agrees that it shall supply the CITY or the State of Connecticut Commission on Human Rights and Opportunities with such information as is requested by the CITY or the Commission concerning the employment practices and procedures of YMCA as may relate to the provisions of this section.

7. HOLD HARMLESS. The YMCA agrees that it shall protect, indemnify and hold the CITY and the State of Connecticut and their officers, representatives, agents, servants, employees, successors and assigns harmless in all legal actions and from and against all claims or loss to persons or property to which the CITY or the State of Connecticut or their officers, representatives, agents, servants, employees, successors and assigns may be subjected by reason of breach of contract, tortuous act or omission on the part of the YMCA or any of its officers, agents or employees in connection with the conduct and performance of its operations. The responsibilities of the YMCA under this section shall include the indemnification requirements described in the Grant Agreement.

8. BONDING AND INSURANCE. The YMCA shall carry insurance coverage in the forms and amounts described in the Grant Agreement, naming the CITY as an additional insured, so that the CITY is held safe and harmless from claims, suits or demands that may be asserted against it by reason of any act or omission of the YMCA, its agents, servants, subcontractors or employees providing service through the use of Program funds.

9. COMPLIANCE WITH GRANT AGREEMENT AND LAWS. Except where the context would not permit it, and except with respect to reporting deadlines and payment schedules, in the event of a conflict between the provisions of this Agreement and the provisions of the Grant Agreement, the provisions of the Grant Agreement shall control. Except where the context would not permit it, the YMCA specifically agrees to fulfill all of the obligations of the "Contractor" described in the Grant Agreement and the CITY shall have all of the rights and benefits accorded to the "Department" and the "Agency" as those terms are used in the Grant Agreement. The YMCA warrants that it has complied and shall continue to comply with all pertinent provisions of local, state and federal laws, regulations and policies in connection with its programs, projects and undertakings under this Agreement. Any noncompliance with said laws, regulations and policies shall be deemed a breach of the Agreement.

10. ASSIGNMENT. The rights and duties of YMCA hereunder shall not be assigned or transferred in any way without the written consent of the CITY, except that it is understood by the parties that the YMCA may subcontract with the Regional YMCA to fulfill some or all of the responsibilities of the YMCA under this Agreement. In the event that the YMCA does so subcontract with the Regional YMCA, the YMCA agrees to bind the Regional YMCA to the terms of this Agreement and further agrees that the YMCA shall remain liable for full compliance with the terms hereof.

11. UNLAWFUL PROVISIONS DEEMED STRICKEN. Any unlawful provision hereof shall be deemed stricken from the Agreement and shall be of no further force and effect. On the application of either party, any unlawful provision shall be considered stricken without affecting the binding force of the remainder Agreement.

12. TERMINATION. In addition to the termination rights described in paragraph 2 hereof, either party may terminate this Agreement by giving the other party not less than sixty (60) days written notice thereof. Program funding shall cease on the effective date of termination. All unexpended Program funds shall be returned to the CITY.

13. ENTIRE AGREEMENT; SUCCESSORS AND ASSIGNS. The parties acknowledge and agree that this Agreement constitutes their entire agreement as to the matters described herein. Any prior agreements as to the matters that are the subject of this Agreement, whether verbal or written, are superseded by this Agreement. This Agreement can only be amended by the parties in writing. Unless otherwise expressly provided herein, this Agreement shall be binding upon, and operate to the benefit of, the parties and their successors and assigns.

14. NOTICES. All notices or other correspondence required or permitted hereunder shall be effective if made in writing and addressed as follows:

a. As to the CITY:

Kara Marie Prunty, MPA
Acting Director of Health
City of Danbury
155 Deer Hill Avenue
Danbury, CT 06810

b. As to YMCA:

Marie Miszewski
President/CEO
Regional YMCA of Western CT
293 Main Street
Danbury, Connecticut 06810

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

Signed, sealed and delivered
in the presence of:

CITY OF DANBURY

Witness

BY: _____
Mark D. Boughton
Mayor

REGIONAL YMCA OF WESTERN
CONNECTICUT, INC.

Witness

BY: _____
Marie Miszewski
President/CEO

SCHEDULE A
(Grant Agreement)

City of Danbury
#2020-0043POS01 / LHD - PHHSBG
10/01/19 - 9/30/22



X Original Contract # #2020-0043POS01
Amendment # _____
Max. Contract \$ \$73,134
Contract Contact Person Brenda L. West
Contact Telephone (860) 509-7704
Contact Email Brenda.West@ct.gov

STATE OF CONNECTICUT
PURCHASE OF SERVICE CONTRACT
("POS", "Contract" and/or "contract")
Effective July 1, 2019, revised October 19, 2018

The State of Connecticut Department of Public Health

Street: 410 Capitol Avenue, PO Box 340308, MS 13 GCT

City: Hartford State: CT Zip: 06134-0308

Tel#: (860) 509-7704 ("Agency" and/or "Department"), hereby enters into a Contract with:

Contractor's Name: City of Danbury

Street: 155 Deer Hill Avenue

City: Danbury State: CT Zip: 06810

Tel#: (203) 797-4625 FEIN/SS#: 000-00-0034

("Contractor"), for the provision of services outlined herein in Part I. The Agency and the Contractor shall collectively be referred to as "Parties". The Contractor shall comply with the terms and conditions set forth in this Contract as follows:

Contract Term / Effective Date	This Contract is in effect from October 1, 2019 through September 30, 2022 .
Statutory Authority	The Agency is authorized to enter into this Contract pursuant to § 4-8, 19a-2a, 19a-32 of the Connecticut General Statutes ("C.G.S.").
Set-Aside Status	Contractor <input type="checkbox"/> IS or <input checked="" type="checkbox"/> IS NOT a set aside Contractor pursuant to C.G.S. § 49-60g.
Contract Amendment	The parties, by mutual agreement, may amend Part I of this Contract only by means of a written instrument signed by the Agency and the Contractor and, if required, approved by the Office of the Connecticut Attorney General. Part II of this Contract may be amended only in consultation with, and with the approval of, the Office of the Connecticut Attorney General and the State of Connecticut, Office of Policy and Management ("OPM") in accordance with the section in this Contract concerning Contract Amendments.

All notices, demands, requests, consents, approvals or other communications required or permitted to be given or which are given with respect to this Contract (collectively called "Notices") shall be deemed to have been effected as such time as the Notice is hand-delivered, placed in the U.S. mail, first class and postage prepaid, return receipt requested, sent by email, or placed with a recognized, overnight express delivery service that provides for a return receipt. All such Notices shall be in writing and shall be addressed as follows:

If to the Agency:	State of Connecticut, Department of Public Health 410 Capitol Avenue, P.O. Box 340308, MS# 13GCT Hartford, CT 06134-0308 Attention: CGMS	If to the Contractor:	City of Danbury 155 Deer Hill Avenue Danbury, CT 06810 Attention: Mark D. Boughton, Mayor
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A party may modify the addressee or address for Notices by providing fourteen (14) days' prior written Notice to the other party. No formal amendment is required.

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Part I. SCOPE OF SERVICES, CONTRACT PERFORMANCE, BUDGET, REPORTS, PROGRAM-SPECIFIC AND AGENCY-SPECIFIC SECTIONS

The Contractor shall provide the following specific services for the National Diabetes Prevention Program (Program) and shall comply with the terms and conditions set forth in this Contract as required by the Agency, including but not limited to the requirements and measurements for scope of services, Contract performance, quality assurance, reports, terms of payment and budget. No Sections in this **Part I** shall be interpreted to negate, supersede or contradict any Section of **Part II**. In the event of any such inconsistency between **Part I** and **Part II**, the Sections of **Part II** shall control.

SECTION A

Subsection A.1 GENERAL TERMS AND CONDITIONS

- 1) The Contractor shall provide services for the Program described in detail, as follows. Such services shall be provided in accordance with the requirements of this **Subsection A.1**, of **Part I**, **Section A**, program specific **Subsection A.2**, and **Part II** of this Contract.
- 2) **Reports and Report Schedule**
 - a) The Contractor shall submit to the Department periodic program, statistical, fiscal, expenditure and cash management reports, as applicable, in the format(s) provided by the Department, in accordance with the following schedule:

Funding Period ONE: 10/01/2019 to 09/30/2020

REPORTING PERIOD	REPORTS DUE BY
October through January	February 29, 2020
February through May	June 30, 2020
June through September	November 15, 2020

Funding Period TWO: 10/01/2020 to 09/30/2021

REPORTING PERIOD	REPORTS DUE BY
October through January	February 28, 2021
February through May	June 30, 2021
June through September	November 15, 2021

Funding Period THREE: 10/01/2021 to 09/30/2022

REPORTING PERIOD	REPORTS DUE BY
October through January	February 28, 2022
February through May	June 30, 2022
June through September	November 15, 2022

- b) The Contractor shall provide separate expenditure reports for each budgeted program, funding source, or site separately identified on the Budget(s) included in **Section B** of this **Part I**.
- c) The Contractor certifies, by submission of any financial report, that the financial report has been reviewed for accuracy and that the expenditures shown are consistent with the terms and conditions set forth herein.
- d) The Contractor's last programmatic and financial reports for each Contract Funding Period shall be **cumulative** for the entire Contract Funding Period (hereinafter **Final Reports**) and due no later than forty-five (45) days after the completion of all scheduled work under

the Contract or the due dates identified in Part I, Section A, Subsections A.1(2)(a)(i) and A.1(2)(a)(ii), whichever is earlier.

- i) The financial Final Report submission for the Contract Funding Period shall include reports of the subcontractor(s) including award amounts, and subcontractor(s) respective expenditures.
- ii) The financial Final Reports of the Contractor and subcontractors, for the Contract Funding Period, shall not include any unpaid obligations.

3) **Budget and Funding**

- a) The Contractor shall adhere to and expend funds in accordance with the Budget(s) included in **Section B** of this **Part I**.
- b) The Contractor agrees that any expenditures that exceed a budget line item by more than 20% must be approved in writing by the Department. In addition, the Contractor shall obtain prior written approval from the Department before reallocating any funds budgeted for one program or site to another program or site within a single budget.
- c) If **Section B** of this **Part I** includes more than one budget, the Contractor shall not commingle the funds provided by the Department for one budget within those provided for any other budget.
- d) Future Funding Period Budgets, if not included in **Section B**, shall remain the same as that for the latest included Funding Period Budget until, and unless, formally revised via the Department's Budget Revision process or via Contract amendment.
- e) Funds for this Contract are provided from the following sources:

SID	Fund Description /CFDA#	Year	Amount
22664	Preventative Health & Human Services Block Grant / CFDA#: 93.758	1	\$24,378
22664	Preventative Health & Human Services Block Grant / CFDA#: 93.758	2	\$24,378
22664	Preventative Health & Human Services Block Grant / CFDA#: 93.758	3	\$24,378

- f) This Contract includes federal financial assistance and therefore such funds shall be subject to the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance). See https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl.
- g) For federal block grant funding appropriated to this Contract, the Department assumes no liability for payment using such funds until such time that the provisions of this Contract are determined by the Department to be in accordance with a legislatively approved block grant plan, as provided by Connecticut General Statutes § 4-28b.

4) **Payments and Payment Schedule; Reimbursement; Under-expenditures; Surplus or Excess Payments; Refunds**

- a) **Maximum Payment**
 - i) The total maximum payment for Funding Period 1 shall not exceed \$24,378.
 - ii) The total maximum payment for Funding Period 2 shall not exceed \$24,378.
 - iii) The total maximum payment for Funding Period 3 shall not exceed \$24,378.
 - iv) The total aggregate amount of payment made under this Contract shall not exceed \$73,134.

b) Payment and Payment Schedule

Payment shall be made according to the following upon the Department's receipt and approval of satisfactorily and timely completed deliverables, reports, and/or the Department's approval of properly executed invoices submitted by the Contractor.

Funding Period ONE: 10/01/2019 to 09/30/2020

Payment #	Max. Amount	Payment Conditions	Not Before:
1	\$12,189	Upon full execution of the Contract	October 1
2	\$12,189	Upon receipt and approval by the Department of the Final Reports and any refund due the Department from the prior contract for the same services as those provided under the terms of this Contract and the first reports from the current Contract Funding Period	June 1

Funding Period TWO: 10/01/2020 to 09/30/2021

Payment #	Max. Amount	Payment Conditions	Not Before:
3	\$12,189	At the beginning of Second Funding Period of the Contract	October 1
4	\$12,189	Upon receipt and approval by the Department of the Final Report and any refunds due to the Department from the previous Contract Funding Period and the first reports from the current Contract Funding Period	June 1

Funding Period THREE: 10/01/2021 to 09/30/2022

Payment #	Max. Amount	Payment Conditions	Not Before:
5	\$12,189	At the beginning of Third Funding Period of the Contract	October 1
6	\$12,189	Upon receipt and approval by the Department of the Final Report and any refunds due to the Department from the previous Contract Funding Period and the first reports from the current Contract Funding Period	June 1

- c) At the beginning of the term of this Contract, the initial payment, as authorized by the Payment Schedule above, shall be processed by the Department upon the Department's receipt of a fully executed Contract and any required documentation, including but not limited to cash management documents.
- d) **Second and subsequent payments** shall be processed by the Department not earlier than the payment schedule date and only after the Department receives and approves all deliverables and periodic program, statistical, expenditure, and cash management reports,

as submitted or completed by the Contractor, pursuant to the Contract terms and the Report Schedule in **Part I, Section A, Subsection A.1 2) a)** above.

- e) In addition to the applicable provision of **Part II, Section D** of this Contract, the Department shall notify the Contractor in writing if the Contractor's deliverables or reports are not approved, clearly stating the reason(s) the approval is being withheld and specifying what the Contractor must provide, consistent with the terms of this Contract, to obtain payment. Failure to provide the required response within the time specified in the notice shall constitute a breach of this Contract.

f) **Reimbursement**

If any payment under this Contract includes reimbursement of direct expenses, such payment made by the Department shall be processed only upon receipt and approval by the Department of invoices and related documentation, as required and requested by the Department under this Contract.

g) **Under-expenditures**

When the Department's review of any financial report or on-site examination of a Contractor's financial records indicates that under-expenditure(s) are likely to occur by the end of a Contract year, the Department may alter the payment amounts for the balance of the Contract year after providing written notice to the Contractor.

h) **Payment Reduction**

In addition to the applicable provision of **Part II, Section D** of this Contract, the Department reserves the right to reduce payments and withhold funding for any program or site in a Contract for which the Contractor:

- i) has not submitted or completed required deliverables,
- ii) has not submitted required reports or audits,
- iii) has submitted reports that have not received Department approval, or
- iv) has submitted reports that do not support the need for full payment.

The Department shall give the Contractor written notice of any payments that are reduced or withheld under this provision.

i) **Surplus or Excess Payments; Refund**

The Contractor shall:

- i) upon demand by the Department at the end of each Funding Period of the Contract, remit in full to the Department any:
 - 1) funds paid in excess of allowable budgeted costs and/or
 - 2) unexpended funds.
- ii) not carry funds paid in excess of allowable budgeted costs forward into the following Funding Period or Contract unless requested of, and authorized by, the Department.
- iii) be liable for any Department program or financial audit exceptions and shall return to the Department all funds that have been disallowed upon review of such audit by the Department, or as provided under the provisions of this Contract, within the time specified by the Department in the written notice the Department shall provide to the Contractor regarding such refund.

- j) This section shall survive any Termination of the Contract or the Expiration of its term.

SCHEDULE B

The Regional YMCA of Western CT Diabetes Prevention program helps adults at high risk of developing type 2 diabetes adopt and maintain healthy lifestyles by eating healthier, increasing physical activity, and losing a modest amount of weight in order to reduce their chances of developing disease.

The program is facilitated by a trained lifestyle coach who works with a small group of participants to adopt healthier behaviors over 25 sessions. The year-long program consists of 16 weekly sessions and three every other week for the first 6 months followed by 6 monthly sessions in the second 6 months.

During this pandemic, classes will be formed and delivered using virtual technology. We have seen success with this method of program delivery since March of 2020 and have had Y-USA and CDC support in training for best practices with this delivery method. The program is offered in both English and Spanish. Participants are enrolled in the YMCA's Diabetes Prevention Program by contacting the program coordinator, Lisa O'Connor at (203) 775-4444 ext. 135 or by physician referral to the program.



4

CITY OF DANBURY
155 DEER HILL AVENUE
DANBURY, CONNECTICUT 06810

SEAN P. HANLEY, SR.
SUPERINTENDENT

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

August 24, 2020,

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

Subject: Chow House, Residential License

Dear Mayor and Members of the City Council:

Attached for your review and approval is the proposed residential license for the Chow house at Farrington Park property.

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

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

Regards,

Sean P. Hanley
Superintendent, Public Buildings Division

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

SPH/cag/publdg/g/chowhouse/caseapproval

4-1

LICENSE AGREEMENT – CHOW HOUSE

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

WHEREAS, CITY is owner of a dwelling at 125 Mill Plain Road, known and designated as "Chow House" so-called, shown on the sketch attached hereto as Exhibit A, which premises are circled;

WHEREAS, the LICENSEE wishes to occupy said Chow House subject to the terms and conditions provided for herein, together with Exhibit B "Addendum to Chow House License" attached hereto;

W I T N E S S E T H

THAT CITY hereby grants a license to said LICENSEE to use the existing Chow House as above referenced as a personal residence for a period of three (3) years, through October 31, 2023, from the effective date hereof. As consideration for this license, the LICENSEE shall make the following monthly payments to the CITY

11/1/20 – 10/31/21	\$700.00 (plus year 1 CPI)
11/1/21 – 10/31/22	\$700.00 (plus years 1 & 2 CPI)
11/1/22 – 10/31/23	\$700.00 (plus years 1, 2 & 3 CPI)

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

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

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

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

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

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

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

AND IT IS FURTHER AGREED that the said LESSEE shall pay for all utilities, i.e. gas, electricity, garbage removal and fuel oil used and consumed on said leased premises during the term aforesaid, in addition to the rent hereinbefore provided for and in accordance with the terms of Item 4 of the Addendum attached hereto.

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

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

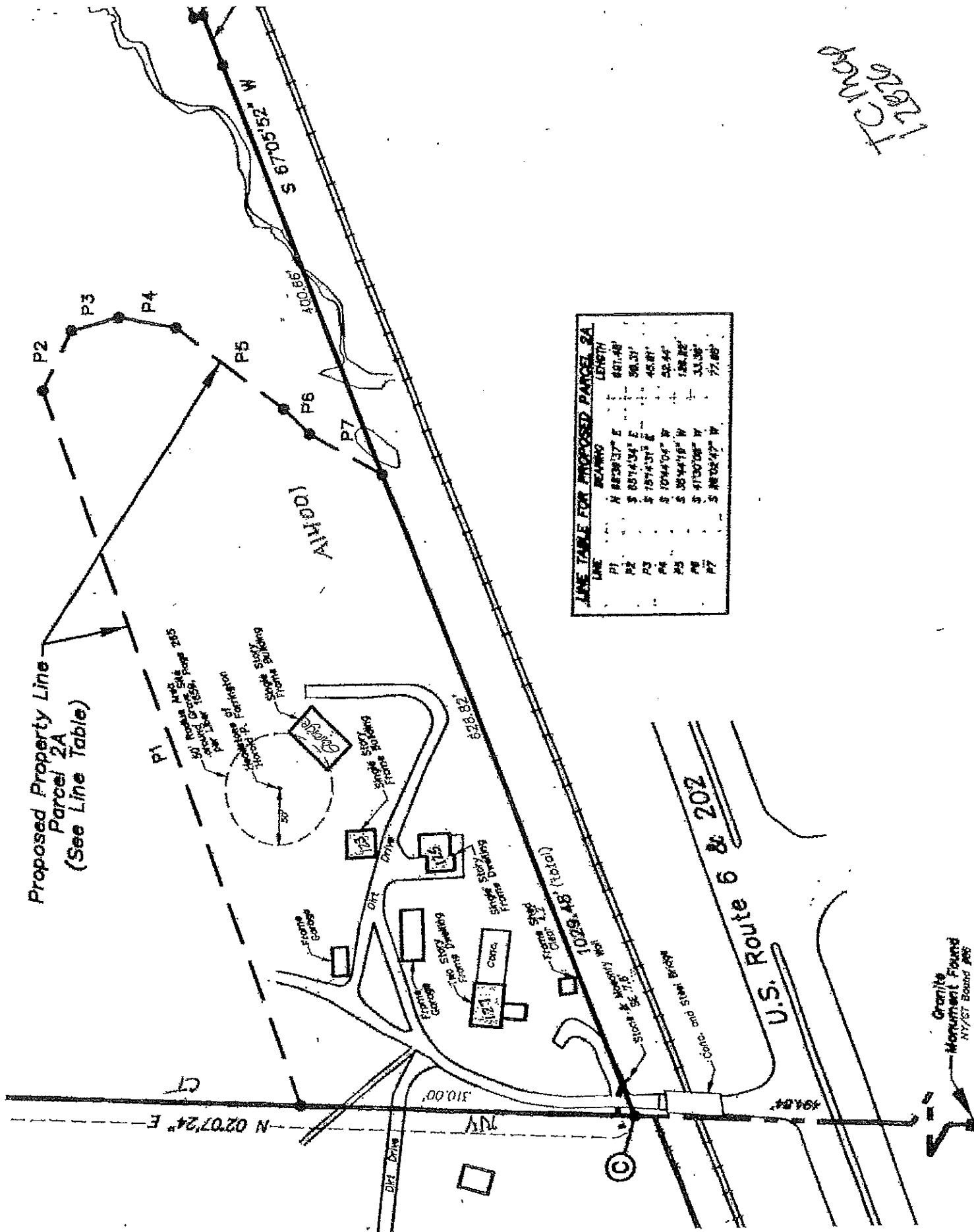
AND LICENSEE further covenants and agrees that no accumulation of boxes, barrels, packages, waste paper, or other articles shall be permitted in or upon the premises.

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

~~~ Signatures on next page ~~~



17269 CT map



## EXHIBIT B - ADDENDUM TO CHOW HOUSE LICENSE

4-5

Between: The City of Danbury, a municipal corporation, CITY, and PETER ELSTE, LICENSEE

The provisions of this Addendum are hereby made a part of the basic License to which it is attached in all respects.

1. The LICENSEE hereby agrees to reimburse the CITY herein for all costs and expenses incurred by the CITY either in enforcing the terms of this License, collecting any rent or other charges due herein or obtaining possession of said premises, which sums shall include court costs and reasonable attorney's fees.
2. The LICENSEE herein shall provide, upon execution hereof, evidence of liability insurance in the amount of \$300,000.00. The LICENSEE shall be fully responsible for providing personal insurance for all of LICENSEE'S personal possessions located within the premises.
3. The LICENSEE herein shall deposit with the CITY a sum representing one (1) months' rent as a security deposit, which said sum shall be retained by the CITY in an interest bearing account. Said security deposit plus accrued interest shall be returned to the LICENSEE herein within thirty (30) days of the termination of this License provided the premises are returned to the CITY in the same condition it was let, fair wear and tear excepted, and LICENSEE has fully complied with all of the terms and conditions of this License.
4. If applicable, upon entering into possession, the CITY herein shall provide to the LICENSEE a full tank of fuel oil. At that time, LICENSEE shall pay the CITY the total value for said fuel oil. Upon termination of this License, the tank shall be measured and the CITY shall reimburse the LICENSEE for the value of such oil remaining the tank at the current price provided LICENSEE is not in default under any of the terms of this License. Said payment shall be made within thirty (30) days from the date of termination of said License.
5. It is understood and acknowledged by the LICENSEE herein that the location of these premises within a municipal park may limit to a degree the full, absolute and quiet enjoyment of the premises by the LICENSEE and also imposes certain restrictions on LICENSEE'S full use and enjoyment of the premises, including CITY'S right to inspect the premises upon reasonable notice, all of which were taken into consideration by the LICENSEE upon entering this License. The rental being charged under this License also takes into consideration these factors.

As a result of this situation, therefore, the LICENSEE does hereby specifically agree that:

- (a) As the CITY will maintain the roadways, LICENSEE agrees to ensure that no personal items are left on the grounds that will interfere with this maintenance activity.
- (b) No laundry or other items shall be permitted to be hung outside on clotheslines or in the windows of said premises at any time without the express permission of the CITY.
- (c) No pets will be permitted on the premises when the LICENSEE is not present. The LICENSEE will clean up after his pet and deposit the pet waste in an appropriate container.
- (d) No painting or any modification to the exterior or interior of the premises shall be made by the LICENSEE without the express prior written consent of the CITY. There will be no use of nails or screws to hang items or to affix any items to the walls or woodwork of the premises without the express prior written permission of the CITY.
- (e) There will be no waterbeds permitted on said premises.
- (f) Report any violations of the rules and regulations to the appropriate enforcement authorities, including police and the Director of the Department of Recreation. Report any building issues to the Public Buildings Division, 203-797-4584.

(g) Call appropriate emergency personnel (fire, ambulance, etc.) as needed to respond to emergency situations.

(h) Maintain the Chow House and surrounding grounds in a neat, orderly condition.

6. In addition to the monthly payments for said license agreed upon in this Instrument, LICENSEE agrees, as a part of the consideration of this license to undertake the duties set forth below:

- (a) Distribute trail maps and keep pamphlets in the appropriate sign boxes.
- (b) Check parking lot, morning and evening.
- (c) Check the property daily, weather permitting, by walking the trails and/or boundaries.
- (d) Report any violations of the rules and regulations to the appropriate enforcement authorities, including police and the Director of the Department of Recreation.
- (e) Perform other duties as mutually agreed to from time to time.
- (f) Notify the Director of the Department of Recreation when the LICENSEE is going to be away for a period of time in excess of seven (7) days.

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



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

**Mark Omasta**  
**Acting Fire Chief**

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

DATE: August 24, 2020

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

FROM: Mark Omasta, Acting Fire Chief

RE: Donation to the Fire Department

CC: D. St. Hilaire, Finance Director

Dear Mayor Boughton & Members of the City Council:

The Fire Department has been offered a generous donation of \$5,000.00 for new fitness equipment at Engine 23, by Integ Systems Corporation in Danbury.

I would ask that this generous donation be accepted at the September 2020 meeting of the City Council.

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

Respectfully submitted,

Mark Omasta  
Acting Fire Chief



August 18, 2020

Lieutenant Joseph Stabile – Engine 23  
Danbury Fire Department  
Osborne Street  
Danbury, CT 06810

RE: Fitness Center – Engine 23 Station  
Osborne Street, Danbury, CT

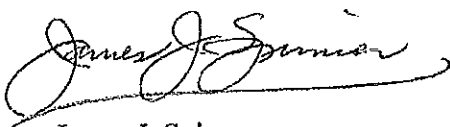
Dear Lieutenant Stabile,

It has been brought to my attention that the Engine 23 Station of the Danbury Fire Department on Osborne Street is in the process of putting together a plan to build a fitness center for their firemen. I would personally be honored to participate in this endeavor and pledge \$5,000.00 towards the purchase of the workout equipment to be utilized.

You and your team work within a very stressful, vigorous and physically demanding profession. I believe maintaining a high level of fitness is essential to your readiness and service to the public. Additionally, the benefits realized through exercise positively impact the physical and mental stamina necessary in your day to day efforts.

Please accept my offer as a small token of appreciation for what you provide to the Community as a whole. The Danbury Fire Department's efforts keep us safe and secure every day of the year. I know when the call comes in, your will be there for us and it is with great admiration that we acknowledge your service and dedication. God Bless Always!

Best Regards,

  
James J. Spinner  
JJS:jms

(6)

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

August 8, 2020

Date

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

Dear Mayor Boughton and City Council Members:

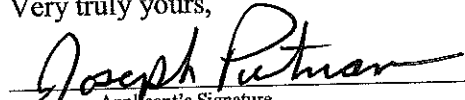
The City Council has previously approved my extension(s) and the time has expired.

I am requesting an extension of time for the ☒ water extension ☒ sanitary sewer extension  
located at 1 & 2 Kevin Drive, Danbury.

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

If additional information is needed, please contact me.

Very truly yours,

  
Applicant's Signature  
Joseph Putnam

Applicant's Printed Name  
14 Plumtrees Road, Danbury, CT 06810

Mailing Address

203-791-8266

Telephone Number





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

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

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

**MEMORANDUM**

**DATE:** 8/24/20  
**TO:** HON. MARK D. BOUGHTON VIA THE CITY COUNCIL  
**FROM:** DAVID W. ST. HILAIRE, DIRECTOR OF FINANCE *D ST*  
**RE:** RESOLUTION-CT HEALTH FOUNDATION-COVID-19 RESPONSE

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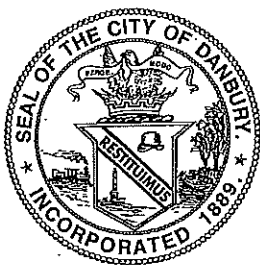
Attached for your review is a resolution that will allow the City of Danbury, Department of Health and Human Services to apply for and accept funding from the Connecticut Health Foundation.

This funding opportunity, in an amount not to exceed \$59,000, is to be used to create a community health team manage COVID-19 activities such as immunization clinics, contract tracing, and infection prevention and education.

If awarded, funding will be expended between 9/1/20 and 1/31/21 and there is no local match required.

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

DST/sk



## RESOLUTION

CITY OF DANBURY, STATE OF CONNECTICUT

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

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

**WHEREAS**, The Connecticut Health Foundation has notified the City of Danbury Health and Human Services Department of a funding opportunity through "Utilizing Community Health Workers in COVID-19 Response" grant program; and

**WHEREAS**, the Department of Health and Human Services wishes to submit an application in an amount not to exceed \$59,000 to assist in creating a team of community health workers to assist in COVID-19 response work and address its challenges; and

**WHEREAS**, this funding will assist with mass immunization, contact tracing, and prevention and control activities from 9/1/2020-1/31/2021 and requires no City match.

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



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

**Mark D. Boughton**  
 Mayor

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

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

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

**DATE:** August 19, 2020

**RE:** Connecticut Health Foundation – Community Health Worker Grant

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The City of Danbury Department of Health and Human Services has identified a potential funding opportunity in the form of a grant available through the Connecticut Health Foundation (the foundation) for hiring Community Health Workers in an amount not to exceed \$59,000. The foundation stipulates that these funds are to be used to hire Community Health Workers to assist in COVID-19 response work and address the disproportionate impact of the pandemic on people of color. The Community Health Worker Grant spending period is September 1, 2020 through January 31, 2021 and there is no funding match required by the City.

Our department has applied for this funding and, if awarded, will utilize the monies to hire Community Health Workers to assist with contact tracing, COVID-19 infection prevention and control education, and mass immunization.

Prior submission to the City Council was not possible due to the release of the grant announcement after the August Council meeting, unexpected Coronavirus preparedness activities, and emergency response activities due to Tropical Storm Isaias.

Respectfully,

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



## Grant Application Questions for COVID-19 CHW RFP 2020

*This preview of the application questions is provided to help you consider whether to apply and prepare your proposal. Note that all proposals must be submitted through the CT Health applicant portal (<https://cthealth.fluxx.io>). Paper applications submitted by email or mail will not be accepted.*

### Project Summary

1. In two to three sentences, explain what you plan to do and why. *Character limit: 500*

### Project Details

1. What evidence demonstrates community need for this intervention, particularly for people of color? *Character limit: 3000*
2. Describe how you plan to use community health workers to address the impact of COVID-19. How will you implement this initiative? *Character limit: 3000*
3. How many individuals do you anticipate will be impacted by this initiative over the 6-month period? *Character limit: 1500*
4. What makes your organization equipped to implement this initiative (e.g. staffing, technology to collect data; contract tracing referral system, etc.)? How soon would you be able to get started? *Character limit: 3000*
5. What hiring structure will you use? Regional, direct, or intermediary? If selecting "intermediary," what organization will perform the hiring role? *Character limit: 1500*
6. Do you intend to target specific portions of your population with this intervention and if so, which groups and why? *Character limit: 3000*
7. In the fields below, outline the objectives you anticipate achieving and the activities you will undertake to achieve them.
  - Objectives: What do you want to accomplish through this grant? Ensure your objectives are specific, attainable, realistic, and measurable. List up to three. *Character limit: about 150 each*
  - Activities: What are you going to do to achieve your objectives? List up to three per objective. *Character limit: about 150 each*
  - Timeline: When will this activity be completed? Indicate start and end dates within the proposed grant period.

## Data Collection and Evaluation

8. How will you measure the impact of this initiative? What metrics will you use? How will you collect this data? *Character limit: 3000*
9. What does success look like for this *grant period (8/1/20 - 1/31/21)*? *Character limit: 3000*

## Organizational Information

1. Does your organization currently use community health workers? If so, please describe.  
*Character limit: 2500*
2. How is your organization working to eliminate racial and ethnic health disparities, aside from the proposed project? *Character limit: 2500*
3. Is there anything else you would like to add? *Character limit: 1500*

## Diversity, Equity, and Inclusion

CT Health's commitment to diversity, equity, and inclusion is reflected in our policies. In our work, we support partners who share this commitment.

The D5 Coalition, a five-year effort to increase diversity, equity, and inclusion in philanthropy, explains that the development of intercultural sensitivity within an organization is a journey along a continuum. As explained in the D5 Coalition's report, there are a number of stages of increasing sensitivity to cultural differences that may start with an organization seeing "their own culture as central to reality" and progress to an organization "experiencing their own culture in the context of other cultures."

1. CT Health understands that efforts to become a culturally sensitive and diverse organization take time. Indicate what steps your organization has taken to advance its commitment to diversity, equity, and inclusion.

Organization has established policies and practices supporting diversity, equity, and inclusion (i.e. vendor/consultant policy, hiring policy, cultural and linguistic competence policy, etc.)

Organization performs an organizational evaluation of diversity, equity, and inclusion to hold itself accountable to its policies

Organization is led (e.g., executive director, CEO) by a person of color

Percentage of staff who are people of color reflects state demographics

Percentage of board members who are people of color reflects state demographics

Organization is primarily focused on improving the lives of people of color, and reflects that commitment in their mission, goals, and actions

Organization conducts internal cultural competency and diversity training for staff

Other: \_\_\_\_\_

While your organization may not check all the above boxes, we want to better understand your commitment to becoming a more interculturally sensitive organization.

2. What steps do you plan to take during the grant period to strengthen your organization's internal commitment to diversity, equity, and inclusion? *Character limit: 3000*

Provide any documentation, policies, and/or procedures that demonstrate this commitment.

3. Complete the chart below detailing the racial and ethnic diversity of your organization. The categories come from the National Institutes of Health.

| <b>Race/Ethnicity Diversity Chart</b><br>Show total number for each | <b>Executive Director</b> | <b>Staff</b><br>(Excluding executive director) | <b>Board of Directors</b> | <b>People Served</b> |
|---------------------------------------------------------------------|---------------------------|------------------------------------------------|---------------------------|----------------------|
| African American/Black                                              |                           |                                                |                           |                      |
| American Indian or Alaska Native                                    |                           |                                                |                           |                      |
| Asian                                                               |                           |                                                |                           |                      |
| Hispanic/Latina/Latino                                              |                           |                                                |                           |                      |
| Native Hawaiian or Pacific Islander                                 |                           |                                                |                           |                      |
| White                                                               |                           |                                                |                           |                      |
| Biracial or multiracial                                             |                           |                                                |                           |                      |
| <b>Total Number</b>                                                 |                           |                                                |                           |                      |

### Budget Narrative

Explain the budget line items and their relationship to the goals and objectives of this project. If applicable, indicate other sources of funding – both committed and pending.

*Character limit: 4000*



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

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

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

**MEMORANDUM**

**DATE:** 8/13/20  
**TO:** HON. MARK D. BOUGHTON VIA THE CITY COUNCIL  
**FROM:** DAVID W. ST. HILAIRE, DIRECTOR OF FINANCE *DST*  
**RE:** **RESOLUTION – ALA RESILIENT COMMUNITIES- 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 "Resilient Communities: Libraries Respond to Climate Change" grant opportunity.

If awarded, this funding, not to exceed \$1,000, will be for community programs that address the climate crisis. 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. 2020


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

**WHEREAS**, The American Library Association (ALA) has made funds available to public Libraries through its "Resilient Communities: Libraries Respond to Climate Change" grant program; and

**WHEREAS**, the Danbury Library wishes to submit an application in an amount not to exceed \$1,000 to provide activities for the community that address the climate crisis; and

**WHEREAS**, there are no matching funds required.

**NOW THEREFORE BE IT RESOLVED THAT** Mark D. Boughton, 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](http://danburylibrary.org)

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

FROM: Katie Pearson, Library Director

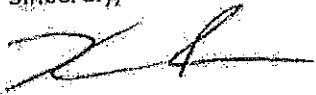
SUBJECT: Resilient Communities: Libraries Respond to Climate Change Grant

DATE: July 20, 2020

The Danbury Library is respectfully requesting permission to apply for the Resilient Communities: Libraries Respond to Climate Change grant opportunity. This grant, offered through the American Library Association, awards winning libraries \$1,000 in funds to provide film screenings, community dialogues, and other programs and activities that address the climate crisis.

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

Sincerely,



Katie Pearson

# Resilient Communities

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*American Library Association*

## *Instructions*

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Resilient Communities: Libraries Respond to Climate Change is an ALA pilot program made possible by support from a private donor. The program supports 25 public and academic libraries in efforts to engage their communities in programs and conversations that address the climate crisis.

Prior to beginning your library's application, please read the complete Project Guidelines.

To begin, please type the following in the text box below: **Resilient Communities**

### **Project Name\***

Name of Project

*Character Limit: 100*

## *Local Information*

---

### **Project Director**

Note: The Project Director is the person who will be responsible for coordinating all elements of the Resilient Communities project on behalf of the library. All fields are required unless noted otherwise.

### **First Name\***

*Character Limit: 250*

### **Last Name\***

*Character Limit: 250*

### **E-mail\***

*Character Limit: 250*

### **Phone Number (10 digits, xxx-xxx-xxxx)\***

*Character Limit: 250*

### **Extension**

*Character Limit: 250*

## **Community Type\***

### **Choices**

City  
City/Suburb  
Suburb  
Suburb/Rural  
Rural  
Other

## **Closest metropolitan area and state\***

*Character Limit: 250*

## **Which counties, communities and populations do you serve? Please describe.\***

*Character Limit: 1000*

## **Shipping**

---

Based on currently available information, DVDs will be shipped to successful applicants on September 28, 2020. Please provide your library's preferred address for this shipment.

### **Delivery address\***

(No PO Boxes)

*Character Limit: 250*

### **Delivery address line 2**

*Character Limit: 250*

### **City\***

*Character Limit: 250*

### **State\***

*Character Limit: 250*

### **Zip Code\***

*Character Limit: 250*

## **Proposal Narrative**

---

This section contains six required narrative questions. Please note that each narrative section may not exceed 400 words.

**Climate Resilience Hub Designation\***

What will your library's engagement as a Climate Resilience Hub look like? Please share details such as how/where you will distribute extreme weather preparedness information, how you will approach planning for an annual event about emergency weather preparedness, how library staff will be involved (e.g., participating in CREW-led professional development opportunities provided by this grant, reviewing and implementing library policies), and what, if any, emergency weather concerns currently affect your community. Even if your community has not been impacted by extreme weather, designating your library as a Climate Resilience Hub can help with preparedness for future weather events.

*Character Limit: 2500*

**History and Commitment\***

Please summarize your organization's commitment to and history of programming (adult, youth, and/or family) about climate change, sustainability, and the environment. You may provide specific examples of programs/activities offered, successes and challenges, community partner involvement, and audiences engaged. If Resilient Communities will be your library's first engagement with climate change programming, please tell us about why the time is right for you to get started now.

*Character Limit: 2500*

**Upload Supporting Materials**

Please upload supporting materials for your application in the applicable areas.

**Letters of support\***

Upload letters of support from partner organization(s), community leaders, and/or library administration. One confirmed community partnership/letter is required.

*File Size Limit: 10 MB*

*File Size Limit: 10 MB*

*File Size Limit: 10 MB*

*File Size Limit: 10 MB*

**Choices**

I Agree

You can check the status of your institution with regard to debarment at the website of the

9

**~AD HOC REPORT~**  
**Tax Assessment SC Ridge**  
**Thursday, July 30, 2020**

Chairman Vinny DiGilio called the meeting to order at 6:02 p.m. on Thursday, July 30, 2020, via video conference. Present were Committee Members Irving Fox, and Fred Visconti. Ex-Officio Members Councilmen Robert Taborsak, Roberto Alves, Paul Rotello, John Priola, Joe Cavo, Warren Levy, and Frank Salvatore, were present with Farley Santos and Duane Perkins joining at 6:08 p.m. Also present were Mayor Mark D. Boughton, Deputy Corporation Counsel Les Pinter, Director of Finance David St. Hilaire, Director of Planning Sharon Calitro, Public Relations Coordinator Taylor O'Brien, petitioner Felix Charney, Anthony Rizzo, and Michael Basile.

Mr. DiGilio stated the purpose of the meeting is to review the Tax Assessment - SC Ridge Memorandum of Understanding and receive updates.

Mr. Boughton commented on the Tax Fixing Agreement for The Summit. He provided an overview noting the City has had the asset for many years and the building has been empty. The building has been difficult to fill with tenants and has been depreciating for years. He commented on the actual value and noted having apartments would require impact fees. A vehicle to get the property developed and allow the City to realize some revenue now is being created with the ten-year schedule being presented. The developer is not required to do so, but is being a good citizen by agreeing. The zone change was completed in June, and a site plan and permits would have to be approved. He responded to questions regarding the concept of a school.

Ms. Calitro stated the site was rezoned from IL-40 to PND with approval of a commensurate Master Plan in June, 2020. Final site plans would need to be approved for each phase for administrative approval. Subdivision is permitted. After some discussion and questions, she clarified for the record: the entire 99 acres is currently zoned PND. The use that is approved through the Master Plan on the 30 acres near the front of the property is commensurate with an IL-40 use. It is not zoned IL-40 but is part of the PND; it was approved as a warehouse use for the most part. Any change to any part of the Master Plan has to go through an amendment process, including a school.

Mr. Charney thanked the City for its cooperation. He commented on the amount Union Carbide spent on the property compared to its value today. Mr. Charney added that they have spent another \$20 million on renovations. He responded to questions regarding IL-40 zoning and the areas planned for commercial/industrial with 433 units. Their intent is to do industrial and are in active negotiations with an industrial warehouse user. The agreement provided for age-restricted housing due to sensitivity about school population.

Mr. St. Hilaire responded to questions regarding appraisals, the assessed value, revaluations with reduction in tenancy, and what the City would ultimately realize without the agreement.

Mr. Pinter responded to questions noting this is not currently transferrable but that language could be added if desired, and what would happen if it went into bankruptcy. Mr. Charney added they are capitalized by a \$13 billion fund and are on very stable financial footing. He added they have been in business for 38 years, have completed over 100 projects, and have never put anything into bankruptcy.

9-1  
A motion was made by Councilman Fox, and seconded by Councilman Visconti, to recommend to the full City Council the adoption of the Memorandum of Understanding with the SC Ridge Owner LLC and the City of Danbury establishing a final Tax Assessment and Payment Agreement for the former Matrix Property at 39 Old Ridgebury Road as may be negotiated in accordance with the terms, conditions, and recommendations as approved by the Council. The motion passed unanimously.

A motion was made by Councilman Visconti, and seconded by Councilman Fox, to adjourn. The motion passed unanimously. The meeting adjourned at 6:41 p.m.

Respectfully Submitted,

Vinny DiGilio, Chair

Irving Fox

Fred Visconti



# CITY OF DANBURY

DANBURY, CONNECTICUT 06810

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

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

August 20, 2020

## MEMORANDUM

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

From: Patrick A. Ridenhour, Chief of Police

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

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

### Personnel

Department Strength:

|                                            |            |
|--------------------------------------------|------------|
| <b>Sworn Personnel</b>                     | <b>145</b> |
| Injury/Extended Leave                      | 3          |
| Light Duty                                 | 1          |
| <b>Effective strength (as of 08-17-20)</b> | <b>141</b> |

\*0 pending retirements

### Community Services (See attached)

### Training

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

|              |                                                                           |
|--------------|---------------------------------------------------------------------------|
| 8/4-6        | National Child Passenger Safety Course – P.O. Cameron                     |
| 8/11         | Survival Tactics for Police Officers – P.O. Havasi (online)               |
| 8/5, 12 & 19 | FLETC – Use of Force – Lt. McNally, Sgt. Scocozza & P.O. Galgano (online) |
| 8/28         | Training Officer Liability – Training Unit personnel                      |

## **Chief's Significant Meetings**

|      |                                                  |
|------|--------------------------------------------------|
| 7/27 | Korean War Memorial Ceremony                     |
| 7/29 | Board of Awards – Purchasing (Deputy Chief)      |
| 7/30 | COVID-19 Briefing (Deputy Chief)                 |
| 8/3  | Labor Board Grievance Hearing Prep               |
| 8/3  | Back the Blue Rally Planning Meeting             |
| 8/3  | COVID-19 Briefing                                |
| 8/4  | Grievance Meeting                                |
| 8/5  | Mayor's Meeting                                  |
| 8/5  | Reimagining Policing – Building Community Safety |
| 8/6  | COVID-19 Briefing                                |
| 8/8  | Back the Blue Rally                              |
| 8/10 | Labor Board Hearing                              |
| 8/10 | COVID-19 Briefing                                |
| 8/12 | Meeting w/Chief's Staff Lieutenant               |
| 8/13 | POSTC UOF Sub-Committee – Zoom                   |
| 8/13 | Chief's Hearing                                  |
| 8/13 | COVID-19 Briefing                                |
| 8/17 | COVID-19 Briefing                                |
| 8/17 | City Council Meeting                             |
| 8/18 | DPD Staff Meeting                                |
| 8/20 | CPCA Executive Committee Meeting                 |
| 8/20 | COVID-19 Briefing                                |

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

Respectfully submitted,

Patrick A. Ridenhour  
Chief of Police

PAR:mrl  
Attach.



**CITY OF DANBURY**  
DANBURY, CONNECTICUT 06810

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

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

To: Patrick A. Ridenhour – Chief of Police

From: Vincent P. Daniello – Lieutenant

Re: Community Services Division - Activity Reports & Staffing Levels  
July 15 – August 15, 2020

Date: August 20, 2020

**Community Conditions Unit:**

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

(-1 Officer)

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

**Community Affairs Unit:** No officer assigned

(-1 Officer)

-No report attached

**GTF/UNIT:**

(P.O. K. Utter)

See attached report - **Sensitive Information**

**City Center Liaison:** No officer assigned

(-1 Officer)

-No report attached

**Police Activities League:**

(No police personnel assigned)

**No Report**

**School Based Officers:**

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

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

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



# CITY OF DANBURY

DANBURY, CONNECTICUT 06810

Department of Police  
375 Main Street

Matthew McNally, Lieutenant  
Patrol Division

August 17, 2020

## MEMORANDUM

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

This July was one for the record books! In this COVID-19 environment, with all summer events canceled, it was the slowest July in three decades of the program. But that being said, we did begin to hold weekly meetings in person, outside in the open air.

Our program has developed a plan implementing Universal Personal Protective Equipment precautions and rules to hold group meetings. As the State of Connecticut is in a modified Phase II of reopening, we developed a plan to meet the guidelines as set forth by Executive Order.

Our first outdoor meeting was held in the police department courtyard on July 2<sup>nd</sup>. We have a group of cadets that we trained in helping to set up an outdoor classroom on the patio. We took chairs from the PD Community Room, sanitized each one, and then placed them outside with measurements to insure that they were all 6' away from each other in all directions.

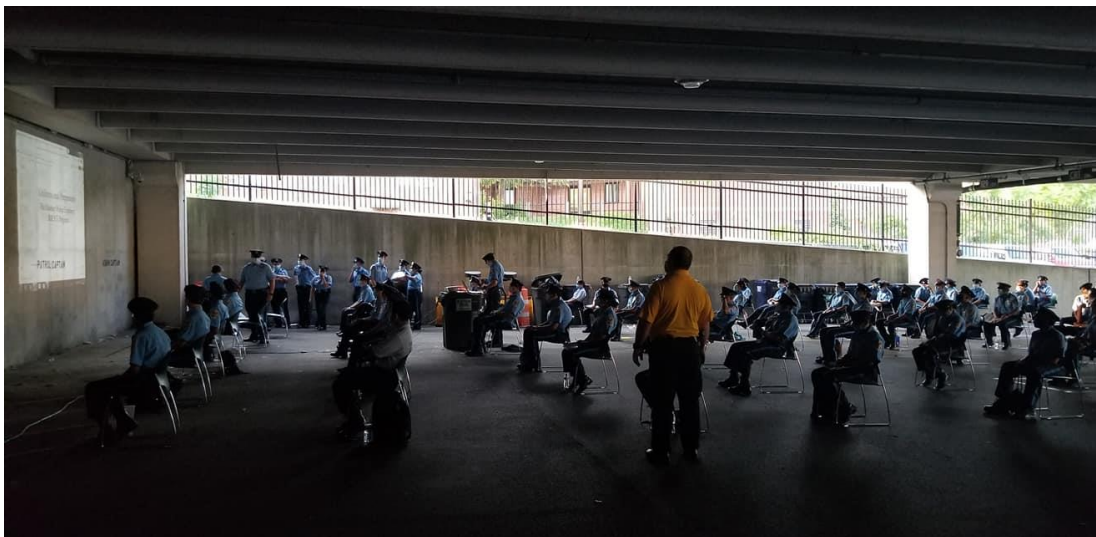
We had directed our explorer cadets that they would need to come in from the East Franklin Street side of the building and severely restricted access to the lobby area of the police department. Each cadet was advised to attend in their own comfortable street clothes, bring their own water bottles, notebooks and pens. They had to have their own masks (mandatory) and gloves (if desired). They were also directed to wear hats for sun protection.



They were all reminded of social distancing rules, hand washing and hand sanitizing, as well. The cadets did well with abiding by the rules, and the first meeting we had 44 in attendance. Some meetings were activity meetings, and even with no chairs marked out, the explorer cadets have done well with keeping their distances apart.



In subsequent meetings we have had an increase in members attending. We have also adapted to this set – up, and due to some weather issues, we have developed a plan to meet under the parking deck in the corner near the Crime Scene Unit entryway, with the same precautions. There we are able to use projection on the concrete wall for training/instructional lectures.



On Wednesday, July 15<sup>th</sup>, we were notified that the founder of the North East Regional Law Enforcement Education Association, John Visone, had passed away. Our program was a founding member along with John over 20 years ago. John Visone’s untimely passing had a profound effect on PO’s Dave Antedomenico, Stephan Cameron and I. We attended the funeral service and procession that was held for Visone in Rocky Hill and Windsor.

As the summer has progressed we ended the month with 176 Explorers registered. We already have only seen a maximum of 88 of the registered explorer cadets since the COVID-19 shutdown. Weekly, we have explorer cadets returning their uniforms and separating from the program for various reasons. We have noted that the anti-policing climate has taken a toll on our program, as many of our members have decided that careers in public service and law enforcement in particular, are no longer enticing. Couple this phenomenon with the shutdown of almost all explorer cadet competitions and activities, it is not a surprise that we are at half of what we had in January.

Still, even with the strange times we are experiencing there are several prospective new explorers waiting to join the ranks on September 24<sup>th</sup>, at our scheduled First Night open house. As several of our most senior explorer cadets age out, or move on to college, military service or careers, we are hoping that we will fill their openings in September.

Respectfully submitted,

*Lt. Matthew McNally*

Lt. Matthew McNally

Post Advisor/Program Coordinator

## 2020 UNIFORM CRIME REPORT

### CITY OF DANBURY

|                     | <i>Jan</i> | <i>Feb</i> | <i>March</i> | <i>April</i> | <i>May</i> | <i>June</i> | <i>July</i> | <i>Aug</i> | <i>Sept</i> | <i>Oct</i> | <i>Nov</i> | <i>Dec.</i> | <i>YTD</i> |
|---------------------|------------|------------|--------------|--------------|------------|-------------|-------------|------------|-------------|------------|------------|-------------|------------|
| Homicide            | 0          | 0          | 1            | 0            | 0          | 1           | 1           |            |             |            |            |             | 3          |
| Forcible Rape       | 0          | 0          | 2            | 0            | 0          | 0           | 0           |            |             |            |            |             | 2          |
| Robbery             | 4          | 3          | 2            | 3            | 1          | 3           | 2           |            |             |            |            |             | 18         |
| Assault             | 4          | 4          | 7            | 2            | 5          | 2           | 5           |            |             |            |            |             | 29         |
| Burglary            | 6          | 7          | 7            | 3            | 4          | 3           | 6           |            |             |            |            |             | 36         |
| Theft               | 60         | 53         | 38           | 25           | 23         | 44          | 50          |            |             |            |            |             | 293        |
| Motor Vehicle Theft | 3          | 3          | 3            | 7            | 2          | 11          | 8           |            |             |            |            |             | 37         |
| Arson               | 1          | 1          | 0            | 0            | 0          | 0           | 0           |            |             |            |            |             | 2          |
| <b>Totals</b>       | <b>78</b>  | <b>71</b>  | <b>60</b>    | <b>40</b>    | <b>35</b>  | <b>64</b>   | <b>72</b>   |            |             |            |            |             | <b>420</b> |

## 2019 UNIFORM CRIME REPORT

### CITY OF DANBURY

|                     | <i>Jan</i> | <i>Feb</i> | <i>March</i> | <i>April</i> | <i>May</i> | <i>June</i> | <i>July</i> | <i>Aug</i> | <i>Sept</i> | <i>Oct</i> | <i>Nov</i> | <i>Dec.</i> | <i>YTD</i> |
|---------------------|------------|------------|--------------|--------------|------------|-------------|-------------|------------|-------------|------------|------------|-------------|------------|
| Homicide            | 0          | 0          | 0            | 0            | 0          | 0           | 0           |            |             |            |            |             | 0          |
| Forcible Rape       | 0          | 2          | 1            | 1            | 1          | 0           | 0           |            |             |            |            |             | 5          |
| Robbery             | 2          | 2          | 1            | 2            | 2          | 1           | 1           |            |             |            |            |             | 11         |
| Assault             | 4          | 1          | 2            | 4            | 2          | 1           | 1           |            |             |            |            |             | 15         |
| Burglary            | 9          | 6          | 4            | 6            | 7          | 14          | 14          |            |             |            |            |             | 60         |
| Theft               | 70         | 65         | 52           | 44           | 60         | 63          | 63          |            |             |            |            |             | 417        |
| Motor Vehicle Theft | 7          | 2          | 4            | 6            | 3          | 8           | 8           |            |             |            |            |             | 38         |
| Arson               | 0          | 0          | 0            | 0            | 0          | 2           | 2           |            |             |            |            |             | 4          |
| <b>Totals</b>       | <b>92</b>  | <b>78</b>  | <b>64</b>    | <b>63</b>    | <b>75</b>  | <b>89</b>   | <b>89</b>   |            |             |            |            |             | <b>550</b> |

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

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

**CALLS FOR SERVICE**

**2020**

|                          | <i>Jan</i>   | <i>Feb</i>   | <i>March</i> | <i>April</i> | <i>May</i>   | <i>June</i>  | <i>July</i>  | <i>Aug</i> | <i>Sept</i> | <i>Oct</i> | <i>Nov</i> | <i>Dec.</i> | <i>YTD</i>    |
|--------------------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|------------|-------------|------------|------------|-------------|---------------|
| <b>Calls for Service</b> | <b>3,667</b> | <b>3,542</b> | <b>3,275</b> | <b>3,858</b> | <b>4,301</b> | <b>4,149</b> | <b>4,471</b> |            |             |            |            |             | <b>27,263</b> |

**2019**

|                          | <i>Jan</i>   | <i>Feb</i>   | <i>March</i> | <i>April</i> | <i>May</i>   | <i>June</i>  | <i>July</i>  | <i>Aug</i> | <i>Sept</i> | <i>Oct</i> | <i>Nov</i> | <i>Dec.</i> | <i>YTD</i>    |
|--------------------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|------------|-------------|------------|------------|-------------|---------------|
| <b>Calls for Service</b> | <b>3,757</b> | <b>3,892</b> | <b>4,019</b> | <b>4,385</b> | <b>4,356</b> | <b>5,124</b> | <b>4,785</b> |            |             |            |            |             | <b>30,318</b> |

**TRAFFIC ACCIDENTS**

**2020**

|                                | <i>Jan</i> | <i>Feb</i> | <i>March</i> | <i>April</i> | <i>May</i> | <i>June</i> | <i>July</i> | <i>Aug</i> | <i>Sept</i> | <i>Oct</i> | <i>Nov</i> | <i>Dec.</i> | <i>YTD</i>   |
|--------------------------------|------------|------------|--------------|--------------|------------|-------------|-------------|------------|-------------|------------|------------|-------------|--------------|
| Property Damage                | 354        | 281        | 204          | 121          | 179        | 211         | 225         |            |             |            |            |             | 1,575        |
| Personal Injury                | 41         | 31         | 35           | 18           | 35         | 42          | 32          |            |             |            |            |             | 234          |
| <b>Total Traffic Accidents</b> | <b>395</b> | <b>312</b> | <b>239</b>   | <b>139</b>   | <b>214</b> | <b>253</b>  | <b>257</b>  |            |             |            |            |             | <b>1,809</b> |

**2019**

|                                | <i>Jan</i> | <i>Feb</i> | <i>March</i> | <i>April</i> | <i>May</i> | <i>June</i> | <i>July</i> | <i>Aug</i> | <i>Sept</i> | <i>Oct</i> | <i>Nov</i> | <i>Dec.</i> | <i>YTD</i>   |
|--------------------------------|------------|------------|--------------|--------------|------------|-------------|-------------|------------|-------------|------------|------------|-------------|--------------|
| Property Damage                | 296        | 291        | 302          | 336          | 333        | 332         | 338         |            |             |            |            |             | 2,228        |
| Personal Injury                | 39         | 32         | 40           | 41           | 58         | 46          | 40          |            |             |            |            |             | 296          |
| <b>Total Traffic Accidents</b> | <b>335</b> | <b>323</b> | <b>342</b>   | <b>377</b>   | <b>391</b> | <b>378</b>  | <b>378</b>  |            |             |            |            |             | <b>2,524</b> |

**TRAFFIC ENFORCEMENT**

**2020**

|                                 | <i>Jan</i> | <i>Feb</i> | <i>March</i> | <i>April</i> | <i>May</i> | <i>June</i> | <i>July*</i> | <i>Aug*</i> | <i>Sept</i> | <i>Oct</i> | <i>Nov</i> | <i>Dec.</i> | <i>YTD</i>   |
|---------------------------------|------------|------------|--------------|--------------|------------|-------------|--------------|-------------|-------------|------------|------------|-------------|--------------|
| Verbal Warning                  | 255        | 224        | 127          | 22           | 101        | 82          | 139          |             |             |            |            |             | 950          |
| Written Warning                 | 18         | 15         | 10           | 3            | 4          | 1           | 4            |             |             |            |            |             | 55           |
| Moving Violation                | 197        | 173        | 101          | 2            | 35         | 35          | 411          |             |             |            |            |             | 954          |
| <b>Total Enforcement Action</b> | <b>470</b> | <b>412</b> | <b>238</b>   | <b>27</b>    | <b>140</b> | <b>118</b>  | <b>554</b>   |             |             |            |            |             | <b>1,959</b> |

**2019**

|                                 | <i>Jan</i> | <i>Feb</i> | <i>March</i> | <i>April*</i> | <i>May</i> | <i>June</i> | <i>July*</i> | <i>Aug*</i> | <i>Sept</i> | <i>Oct</i> | <i>Nov</i> | <i>Dec.</i> | <i>YTD</i>   |
|---------------------------------|------------|------------|--------------|---------------|------------|-------------|--------------|-------------|-------------|------------|------------|-------------|--------------|
| Verbal Warning                  | 150        | 164        | 172          | 169           | 189        | 153         | 158          |             |             |            |            |             | 1,155        |
| Written Warning                 | 6          | 6          | 3            | 7             | 9          | 5           | 16           |             |             |            |            |             | 52           |
| Moving Violation                | 222        | 295        | 266          | 586           | 362        | 197         | 548          |             |             |            |            |             | 2,476        |
| <b>Total Enforcement Action</b> | <b>378</b> | <b>465</b> | <b>441</b>   | <b>762</b>    | <b>560</b> | <b>355</b>  | <b>722</b>   |             |             |            |            |             | <b>3,683</b> |

\*Traffic Enforcement Grant(s)



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

**Mark Omasta  
Acting Fire Chief**

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

**FIRE CHIEF'S MONTHLY REPORT**

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

Congratulations to our three recent promotions who were sworn into their new roles at Fire Headquarters on Thursday, August 20<sup>th</sup>. Lieutenant Shea Hanson was promoted to the rank of Captain, and Lieutenant Ray Guard and Firefighter Mike Jewell were promoted to the rank of Deputy Fire Marshal.



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

Personnel conducted review of airport pre-incident familiarization. Lions Condos building construction and layout were discussed while we viewed the building from the parking lot.

Members attended a State Trench Rescue class.

D/C Lounsbury presented a national Webinar on utilizing Telestaff to report on COVID and Protest related costs.

Companies attended the World War 2 memorial service.

Retired Lt. Leo Cahill turned 90 and there was a birthday drive-by for him.

Truck 1 and Rescue 1 did confined space entry training at the Plumtrees sewage treatment plant, AKA "The John Oliver Memorial Sewer Plant."



Truck Company and Engine 22 set up Truck 2 and the American flag for the “Back the Blue” ceremony at Police Headquarters.



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

Following Tropical Storm Isaias, crew members conducted storm damage assessment, and responded to numerous incidents, including two structure fires. There were 200 calls for wires down in a 24 hour period. The Volunteer division and Fire Police were a big help during the storm and aftermath. Personnel obtained supplies and set up charging stations at each firehouse due to the lengthy power outages across the City. Off duty members assisted with tree removals to open access to roads in the hours following the tropical storm.

Crews responded to a multi hour event involving a tractor trailer off I-84 at Exit 3.

On July 29<sup>th</sup> crews responded to a cat stuck in a tree. Engine 22 arrived and found the cat was approximately 30' up in a very overgrown tree in the rear of the residence. E22 requested Truck 1 as our ladder would not reach. Truck 1 arrived and investigated, but found the tree had too much overgrowth, and using a ladder would be unsafe. We explained the situation to the pet owner, and advised possibly calling an arborist to climb the tree if the cat did not come down by the morning. All units returned to service.

On July 31<sup>st</sup> crews responded to a reported active stove fire. Car 30 arrived on scene and assumed command from Engine 25. E25 reported the fire was out, and requested EMS for the sole occupant for possible smoke inhalation. Command requested a DFM for investigation. Command requested Truck 1 continue in for ventilation, the remaining assignment to be returned. Truck 1 ventilated, DFM Smith conducted his investigation.

Engine 25 placed two smoke detectors in the residence as there were none. EMS checked the occupant, she refused care. Car 30 terminated command and returned to service.

On August 10<sup>th</sup> Car 30 responded to a vehicle that came in contact with power lines. Car 30 arrived on scene and assumed command. A tractor trailer had caught communication lines in the corner bracket of the upper left side of the trailer, which caused the secondary electrical lines to come in contact with the trailer. KTI, an Eversource contractor, was in the area. They were able to remove the cable with insulated gloves, and poles and a come-a-long. The trailer was able to drive out from under the secondary lines. The scene was turned over to the PD and Eversource. Fire Police 46 assisted with traffic control.

On August 12<sup>th</sup> TAC1 responded Code 2 from HQ to DHS for the report of an animal rescue. Upon arrival, TAC1 found a Canada goose ensnared in netting which separated a baseball field from the tennis courts. The goose was trapped between 2 layers of netting approximately 25' from ground. TAC1 requested Truck 2 to respond, and by using the ladder truck they were able to free the goose. The goose flew away with no injury.

Crews also responded to several rollover incidents.



### **Command and Staff Activities**

- COVID-19 bi-weekly updates with City Leadership
- City Council meeting
- Volunteer Council meeting
- Board of Awards meetings
- Review site plan for Storage Building addition to Station 26

- IXP- PD-FD – monthly steering committee
- Weekly pickups of PPE in Oxford
- Weekly conference calls with shift commanders and staff
- Korean Veteran Memorial ceremony
- Keystone Public Safety building discussion
- World War II Memorial ceremony
- Superintendent of Apparatus interview
- Firefighter Recruitment Committee
- Promotional swearing-in ceremony for Captain and Deputy Fire Marshals
- Press Conference and Tour with Governor Lamont and Senator Blumenthal to review storm damage
- DC Steve Williams was named acting Assistant Chief

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

#### *Volunteer Division*

3<sup>rd</sup> Quarter training (Firehouse) has been scheduled for September.

4<sup>th</sup> Quarter training (Live burns) has scheduled with dates for November.

#### *Career Division*

Multiple Firefighters have applied for various state classes (Aerial, Fire Instructor) due to begin in September.

Training division with help from light duty personnel has been process of digitizing voluminous amounts of training records.

Confined Space Class was completed this month in Danbury.

Recruitment Team efforts have began for identifying future Firefighters

Efforts have started in earnest to select an SCBA for the Fire Department.

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

- This month I responded to a few incidents as the communications officer. Car 61 responded to the following:
  - Multiple storm related responses including storm preparation and recovery
  - Land search – Tarrywile Park
  - Assist Emergency Management – Glen Apartments welfare check of residence
  - Gas Main Break – Grand Street
  - Assist Emergency Management – Storm Survey Lake Waubeeka, W. Redding Rd, and Long Ridge areas

- As of March 30<sup>th</sup> I was temporarily assigned to the Emergency Management Assistant Director's position to assist Emergency Management Director TJ Wiedl during the COVID-19 Pandemic.
- The majority of this month changed focus onto the recovery from Hurricane Isaias working closely with the Emergency Management Director alongside the Mayor's Office, Department of Health and Human Services, Fire Department, Police Department, and Public Works. We continue to work as a team to monitor the City's recovery.
- We have been working with the State of Connecticut DEMHS, DPH, and OEMS along with our regular vendors to procure the needed PPE for our staff. PPE has been coming in slowly to establish a stockpile for city agencies.
- Attended meetings and participated in multiple conference calls with City partners.
- Assisting the Emergency Management Office with managing the Emergency Operations Center and communicating with the State of Connecticut and Region 5 EOC's with our daily status reports and resource requests.
- Participated in the CT ESF 2 (Communications) monthly conference call meeting.
- Took the Mobile Communications Vehicle (MCV 5) to Milford Ford for service work.
- Hosted multiple conference calls with NorComCT to plan out our next phase of the radio infrastructure upgrade project. Two sites have been identified as locations that would give Danbury Public Safety agencies the radio coverage needed to keep our field units safe.
- Attended the IXP Oversight monthly meeting via Zoom.
- Attended the swearing in ceremony for Captain Hanson, DFM Jewell and DFM Guard.
- Working with Fleet Auto Supply to spec out and build a replacement Car 30 (shift commander vehicle).
- Worked with Fleet Auto Supply to repair a few vehicles.
- Worked with NorcomCT to correct many storm related radio system issues. All issues have been fixed with the exception of the Spruce Mountain Radio Site. This site was heavily damaged from the storm and will require extensive work to repair. The Airport Administrator and the Fire Department are working closely to get this site back up and running as it effects not just the Airport and the FD but also the Police Department, HARTransit and the Candlewood Amateur Radio group.
- Attended a meeting at the Keystone Nursing Home on Wooster Heights to prepare the ambulance station for the west side ambulance.
- Attended a meeting at the Airport to discuss storage of public safety supplies.
- Please keep an eye on our [Facebook](#) and [Twitter](#) pages for information and incidents throughout the month!
- Ongoing projects
  - UAS (Drone) Program implementation which includes purchasing of equipment, training, along with policies and procedures.

- Radio system infrastructure upgrades with assistance from Northeastern Communications.
- CAD mapping and premise data modifications/updates are continually ongoing. As new businesses move into town and properties are developed CAD entries need to be created.
- Public Safety IT projects, tickets, and upgrades as they are received.

### **Apparatus – Provisional Superintendent Ken Gode**

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

- Replaced bad battery maintainer in SRV.
- Replaced rotted out section of exhaust pipe in Rescue – 1.
- Replaced torn officer's seat cushion in Rescue – 1.
- Repaired and recharged A/C system in Rescue – 1.
- Serviced vacuum pump, changed oil in A/C service machine.
- Replaced auto-eject cover door on Tac – 1.
- Replaced dead battery in Car – 44.
- Dropped off Car – 46 at Colonial Ford for multiple problems.
- Took E – 22 to Firematic for airbag replacement.
- Serviced Car – 45.
- Replaced A/C condenser in Car – 30.
- Replaced broken dipstick tube in Car – 30.
- Repaired main pump drain leaks on 08PD2.
- Started A/C system overhaul on 10PA1.
- Replaced 2 rear axle slack adjusters on Truck – 1.
- Removed right rear axle brake drum, cleaned and inspected same on Truck – 1.
- Replaced leaking DEF filter on 16PV2.
- Diagnosed pump shift problem in 16PV2.
- Diagnosed pump shift issue in 08PD1.

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

The Fire Marshal's Office continues to work to schedule and complete the state mandated inspections across all occupancy types. As public concerns regarding the pandemic continue, the Fire Marshal's Office has found gaining entry to perform said inspections challenging. However, this challenge will not deter our commitment to the life-safety of all those who live, work or visit our great City. Approvals or renewals of any and all state licensing continue to be addressed without delay or disruption.

#### **Inspections / Code Compliance**

For the period the Office conducted: inspections of 3 residential, 2 rooming house, 1 health care, and 1 place of worship. A total of 1 business, 9 liquor licenses, 1 day-care, and 2

educational inspections were performed. Team members rectified 7 complaints regarding hoarding, unauthorized occupancy, unauthorized burning, improper generator use, alarm malfunction and illegal parking.

#### Plan Reviews

The Fire Marshal's Office continues to commit the necessary time needed for the accurate and expeditious review of plans, ensuring that all projects meet the required standards and compliance to CT Fire Safety and Prevention codes. For the period the Fire Marshal's Office has received 24 plan reviews applications. A total of 18 applications have been fully reviewed and approved per the requirements of the CT State Fire Code. Staff members completed 21 requests for records regarding properties, these requests were processed and disbursed in accordance to all freedom of information guidelines.

#### Fire Investigations

The reported fires requiring investigation were classified as: 8 structure fires, 2 cooking fires, 3 vehicle fires and a fire due to a boiler malfunction, 1 brush/vegetation fires, 5 outside rubbish/trash/waste fires, and 2 involving generator equipment.

#### Training

The State of Connecticut continuing education program is on summer break with classes beginning again in September. Team members continue to remotely attend qualifying webinars for credit through various outlets. These include training and classes provided by the International Association of Arson Investigators. All staff members continue to make the most efficient use of their time utilizing all available formats to meet their mandated continued education credits.

#### Special Events

Deputy Fire Marshal Bergemann continued to step up regarding construction projects and plan reviews, as well as fire investigations. DFM Anderson continued using digital media to promote public safety education to all demographics and assisted countless citizens with complaints and concerns. DFM Rozzi has continued the life-safety inspection of all independent schools within the City and addressed COVID concerns related to fire safety. DFM Smith performed several in-depth, unique plan submissions, requiring many hours of research and on-site review. His work on the electronic inspection software program is continuous.

#### **Dispatch Statistical Reports**

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

|                 |       |
|-----------------|-------|
| Total 911 calls | 3,821 |
|-----------------|-------|



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

155 DEER HILL AVENUE • DANBURY, CONNECTICUT 06810

[www.danbury-ct.gov/health](http://www.danbury-ct.gov/health) • [healthdept@danbury-ct.gov](mailto:healthdept@danbury-ct.gov)

Mayor  
**Mark D. Boughton**

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

August 24, 2020

Dear Mayor Boughton and Members of the City Council:

As of August 24th, the State of Connecticut has had 52,011 positive COVID-19 cases and seen 4,460 associated deaths. In the City of Danbury, there have been 2,494 positive COVID-19 cases and 125 associated deaths. A COVID-19 Alert was issued by the CT Department of Public Health on 8/21/2020 due to a significant spike in new COVID-19 cases in the City over the last 2 weeks. It is important to remain diligent and follow the guidelines to prevent the spread of COVID-19. This includes adhering to travel and quarantine guidelines for both domestic and international travel. Any person returning from states and countries with high rates of transmission must quarantine for 14 days upon their return to Connecticut. Additionally, people should continue to stay home whenever possible, limit large gatherings and indoor gatherings, wear a mask when in public, and wash and sanitize hands frequently. It is recommended that persons aged 60 or older and immunocompromised individuals should also stay home.

The City of Danbury has partnered with the Community Health Center and CIFIC to host mass free drive-thru testing locations. The first testing event was Saturday 8/22 at Rogers Park Middle School and we tested over 400 people. We encourage everyone who may have been exposed to COVID-19 to get tested and cooperate with contact tracers if they call you. It is important that you stay home while you await your test results to minimize the spread if you are positive.

The Environmental Health is still conducting COVID-19 compliance inspections for salons and food service establishments to ensure all protocols are being followed and responding to COVID-19 related complaints.

They are also responding to COVID-19 related complaints and concerns. In addition to COVID-19 matters, inspectors are still conducting routine inspections for food service establishments, salons, public pools, CAOs, and subsurface sewage disposal systems.

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)

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

**Environmental Health Division**

Tiziana Covacci, Associate Director of Environmental Health

The Environmental Health Division provides a multitude of services, which include but are not limited to the following:

- Land use plan review and inspection
- Foodservice establishment plan review and inspection

- Septic plan review and related inspections
- Well water testing for potability
- Public swimming pool code compliance and inspection
- Housing Code enforcement
- Recreational water sampling
- Hazardous material storage inspection & code enforcement
- Staff support for Environmental Impact Commission.
- Numerous community-level projects including the maintenance of the Lake Kenosia Garden Buffer and the maintenance of the Still River Trail.

### **July/August 2020 Activity**

The Environmental Health Team is still very busy conducting COVID-19 compliance inspections to ensure that establishments are adhering to the guidelines set forth by the State of Connecticut. They have also been doing patio inspections for outdoor dining areas and addressing COVID-19 related complaints and issues. There has also been an influx of septic plan reviews and inspections. In addition to our COVID response, we are doing our best to complete regulatory routine inspections.

### **July Results**

|                                         |    |
|-----------------------------------------|----|
| <b>Potable Water</b>                    |    |
| Private Well                            |    |
| Well Permits                            | 3  |
| <b>Environmental</b>                    |    |
| Grading Permit Review                   | 13 |
| EIC                                     | 9  |
| HazMat                                  | 1  |
| Erosion Inspections                     | 28 |
| Complaint Investigation                 | 10 |
| Odor Complaints                         | 1  |
| Wetlands/Grading                        |    |
| Misc.: (Describe)                       |    |
| <b>Sewage Disposal</b>                  |    |
| Plan Review                             | 53 |
| Inspections                             | 46 |
| New, Replace, Fail, Plan Review         | 2  |
| 100% Replacement Plan Review            | 4  |
| Soil Testing (List by Appointment Only) | 18 |
| Additions                               |    |
| Dye Tests (Initial)                     |    |
| Septic Permits (To Construct)           |    |
| <b>Solid Waste</b>                      |    |
| Garbage Complaint                       | 2  |

|                                                    |    |
|----------------------------------------------------|----|
| Misc. (Describe)                                   |    |
| <b>Pest and Animal Control</b>                     |    |
| Rodent Complaint                                   | 5  |
| Insect Complaint                                   | 1  |
| Domestic Animal Complaint                          |    |
| <b>Housing</b>                                     |    |
| Residential/Commercial Inspection (Not Indoor Air) |    |
| Housing Complaints                                 | 10 |
| Child Day Care Inspection (Initial)                |    |
| Child Day Care Plan Review                         |    |
| Body Care Inspections                              |    |
| Body Care Plan Review                              | 2  |
| Body Care Construction Visits                      |    |
| Massage Establishment Inspections                  |    |
| Massage Establishment Plan Review                  |    |
| COVID-19 Salon/Body Care Compliance Inspections    | 87 |
| Lead Inspection for all Properties                 |    |
| Lead Abatement Plan Review                         | 3  |
| Certificate of Apartment Occupancy (CAO's)         |    |
| Reinspections                                      |    |
| Healthy Homes                                      |    |
| Hotel/Motel Inspections                            | 2  |
| Total # of Hotel/Motel Rooms Inspected             | 62 |
| <b>Food</b>                                        |    |
| Food Service Establishment Inspection (Initial)    | 1  |
| Construction Visits                                |    |
| Food Service Walkthrough Inspections               |    |
| Itinerant Vendor Inspections                       | 4  |
| Complaints                                         | 1  |
| Re-inspection (voluntary)                          |    |
| Re-inspection (involuntary)                        |    |
| Plan Review                                        | 5  |
| Plan Revisions                                     |    |
| Foodborne Illness # of Complaints                  |    |
| Temporary Food Service                             |    |
| Certified Food Protection Manager Courses          |    |
| Food Handler Courses                               |    |

|                                                   |     |
|---------------------------------------------------|-----|
| Outdoor Dining Inspections                        | 12  |
| COVID-19 Compliance Inspections                   | 132 |
| <b>Seasonal</b>                                   |     |
| Indoor Pool Inspections                           |     |
| Outdoor Pool Inspections                          | 11  |
| Indoor Public Pool Water: # of Samples Collected  |     |
| Outdoor Public Pool Water: # of Samples Collected |     |
| Public Beaches: # of Samples Collected            | 12  |
| Drinking Water: # of Samples Collected            |     |
| Marine Dock Facilities Inspected                  |     |
| <b>Orders Issued</b>                              |     |
| Notices of Violation, etc.                        |     |
| <b>Other</b>                                      |     |
| Social Services Issues and Referrals              | 5   |
| Fair Rent Issues                                  |     |
| FOI Requests                                      | 61  |
| Pump Truck Permits                                |     |
| COVID-19 Complaints                               | 17  |

### **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 July 2020**

|                        |           |
|------------------------|-----------|
| Tuberculosis patients  | 22        |
| PPD testing/read       |           |
| QuantiFERON/T-Spot     | 2         |
| eDOT                   | 49        |
| Hospital Visits        |           |
| Home Visits            |           |
| Electronic Visits      | 14        |
| <b>Total Services:</b> | <b>87</b> |

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

1. Currently seeing clients @ 70 Main St Clinic. Scheduling at approximately 50 % capacity. All Clients screened for COVID symptoms & risk.
2. A total of 11 new persons were evaluated in TB clinic. of these referrals were due to:
  - 6 Medical
  - 1 Employment
  - 2 School PE
  - 2 Immigration
3. Continuing case management of approximately 55 cases of latent TB and 4 active cases of TB: 2 pulmonary 1 pulm/extrapulmonary (2 sites) 1 extra pulmonary
4. Continuing TB contact investigation, 2 pulmonary cases
5. Ongoing surveillance and epidemiological review of individuals with positive AFB , suspected or confirmed TB.
6. Ongoing communication with health care providers , school nurses, WCHN and various State and Local Public Health Agencies.
7. Providing COVID-19 related issues, such as public inquiries, City Employee Contact Investigation, and Nursing Homes investigations
8. Continuing Education: COVID-19 Contact Tracing
9. July 19 WCHN Infection Control Committee meeting

Community Health Services & Emergency Preparedness and Response:

Below are some photos from the free drive thru testing at Rogers Park Middle School on Saturday 8/22:



There are more drive thru testing locations available this week at Broadview Middle School on 8/24,8/26 & 8/28 from 10AM-2PM and Rogers Park Middle School on 8/25 & 8/27 from 10AM-2PM. There is no appointment required and testing is free of charge. The community health team is continuing to conduct contact tracing for all positive cases in Danbury to identify any trends and to be able to notify individuals who may have been in close contact with a positive case. There will also be testing on September 12th in conjunction with a backpack drive.

We have also started planning flu vaccination clinics with various daycare centers in Danbury and have been coordinating with manufacturing facilities to plan flu clinics and COVID testing. The community health team has been collaborating with places of worship for COVID outreach to minimize the spread and to facilitate and encourage testing. The contact tracing team has remained busy conducting calls and identifying contacts in order to notify Danbury residents of COVID-19 exposure promptly and the contact tracing team contacted over 300 people in the month of July.

### **Post Isiais Tropical Storm Response** (Pictured below)

(Top Left) Public Health and Emergency Preparedness Coordinator, Cooper Mead, assisting an elderly resident and his ailing mother who were left without working septic, potable water and electricity due to the city wide outage caused by Tropical Storm Isiais. Danbury Health and Human Services Department provided these elderly residents with two cases of clean drinking water and delivered an additional 20 gallons for sanitation purposes.

(Top Right) Dangerous power lines and down trees kept many residents inside their homes and some parts of town untraversable. Health Inspector, Veasna Roeun, assisted city emergency workers with identifying these areas while also providing aid and relief to residents who've been without power for nearly a week.

(Bottom Four) As Eversource was unable to respond in a timely manner, a special city task force consisting of the Danbury Fire, Police, and Health Departments along with EMT conducted joint patrols into terribly affected areas of the City. This kinetic task force had the combined resources to address immediate medical emergencies, from fire and public safety issues to health and humanitarian services.

DHHS proactively responded to elderly living areas such as Glenn Apartments, Ives Manor, Putnam Towers and Danbury Commons. Assistance for potable water and food were immediate needs at the Glenn Apartments as power hasn't been restored after seven days . DHHS coordinated with the United Way, Amber Room, Housing Authority and the American Dream Foundation to ensure the elderly and vulnerable communities were provided with their basic needs. The coordination and full response from city officials, private businesses and non-profit organizations proved invaluable and effective during this difficult and extreme time.





**Contact Tracing July 2020**

|                                 |     |
|---------------------------------|-----|
| <b># of Contact Case Calls</b>  | 339 |
| <b># of Contacts Identified</b> | 57  |

**CITY OF DANBURY**  
DEPARTMENT OF PUBLIC WORKS



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

**MAYOR**  
Honorable Mark D. Boughton

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

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

Dear Mayor Boughton and Members of the City Council:

**July 2020:**

I am pleased to present the Public Works Department Report for the month of **July**. During the month of July the Department has remained dedicated and active continuing to keep up with all City responsibilities while remaining attentive to continuing response action for the COVID-19 pandemic. All Covid-19 Protocol is consistently and strictly adhered to and monitored for the safety of our staff and residents.

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

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

**Construction Services Report submitted by Thomas Hughes III, Superintendent:**

**Animal Control Facility:**

The Notice to Proceed was issued to Millennium Builders on January 21, 2020. This is a design / build project the Building Permit was issued on April 16, 2020. The contractor mobilized to the site on Monday April 20, 2020. The building interior steel and siding are in progress. The contractor has completed the interior kennel block walls. The exterior ground face block walls have been installed. The steel erector can now flash the block wall and start the siding panels. We are on schedule expecting a fall completion. This project is being administrated and managed in house by the Construction Services Division.

**Middle River Road Bridge Replacement:**

The Bridge/Culvert was awarded to Hemlock Construction through our CROOG/Gordian Contract. Hemlock Construction has mobilized the detour is in effect with the road closure. Both box culvert footings have been poured and the footings backfilled. The contractor continues to dewater with no issues. The box culverts have been set the wing walls of the structure have been poured. The drainage structures installed we are prepping the road base and the bridge structure for paving. The project is on schedule and within budget. We are looking at a September 2020 completion date. The project is being inspected and administrated by Construction Services.

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

The bridge superstructure replacement project was submitted to Conn Dot's Local Bridge Program by the City Engineering Division qualifying us for a 50% reimbursement of our contract costs. The project was at Substantial Completion as of 6/17/2020 and completed several weeks ahead of schedule and within budget. The bridge semifinal inspection was performed by RHS Consulting Design, LLC, ConnDot Francisco Fadul, P.E. Local Bridge Program Project Engineer, Danbury Engineering Division, Construction Services & Nagy Brothers. Nagy Brothers is completing the punch list presently. This project is being administrated and inspected in house by Construction Services.

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

Construction Services has been working with the City Engineer, City Planner and Martinez & Couch Associates the designer to move this project forward. The City Planner, Construction Services and the designer met with ConnDot District IV for a review and comment round table on the Main Street Design Plans (second phase). The designer is currently fine tuning the design for compliance with PROWG (ADA) Guidelines. The design team, myself and the City Planner walked the Phase Two 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 Project 91-02. This information was sent to the designer, to be noted on the plans, to avoid unforeseen change orders and additional costs during construction. We are still awaiting ConnDot approval to bid Phase 1 of the project the City Planner has been in contact with ConnDot & CT OPM.

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

The project was designed by Arcadis Engineering. Construction Services has been working with the City Engineer and the Engineering Department to move this project forward. The plans, specifications and bid documents were reviewed by the DECD as per the grant application and approved. The project was bid and Red Technologies was awarded the contract. The contractor has mobilized to the site and the remediation portion of the project is at Substantial Completion as of 6/22/2020, ahead of schedule and within budget. We are awaiting a final permit from CT DEEP for the injection of a Chemical Oxidation agent into wells which we expect to receive shortly once this is complete the project is at 100% completion. The close-out Phase is 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 away on Balmforth Avenue to the northerly side of the Balmforth Avenue and Osborne Street intersection, including the installation of new ADA compliant sidewalk ramps at the intersection. The traffic improvements will include the installation of new pedestrian signals and video traffic signal detection equipment at the intersection of Balmforth Avenue and Osbourne Street. The project has been designed in house by the City Engineering Department. The project was let out to bid. The project pre-bid walkthrough was postponed and the bid opening will be rescheduled by the City Purchasing Agent. We are looking to resume the bidding process and reschedule a bid walk following strict Covid-19 protocols.

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

Construction Services, working with our in house resources and on-call environmental consultant contract, developed a scope of work, specifications and bid documents. The project designer and environmental consultant Eagle Environmental submitted the AWP (Alternative Work Practices Plan) to the State of CT Department of Health which was approved for the phase one abatement /disposal of the demolition materials.

The Bid Opening date was Tuesday May 05, 2020. The bids were opened and Manafort Brothers, Inc. was the apparent low bidder. Construction Services & Eagle Environmental the designer performed a scope review of the two bidders. Board of Awards was held for The Hearthstone Castle Phase 1 Abatement and the award went to Manafort Brothers, Inc. The pre-construction meeting was held on June 30<sup>th</sup>. The contract was executed on July 8<sup>th</sup> and the Notice to Proceed was issued on July 8th. Manafort mobilized and reconstructed the road to Hearthstone Castle from Brushy Hill Road. The clearing and grubbing has been completed and perimeter fencing installed. The construction site has been posted. The debris removal / abatement work began on 7/20/2020 from the Hearthstone Castle interior. The material is being removed, stockpiled and loaded out as per the AWP approval. Manafort Brothers is wetting the material prior to removal there is no dust being released into the atmosphere the last of the debris was loaded out on 8/14/2020. Eagle Environmental was onsite monitoring the removal process /abatement and dust control. All air testing (sampling) in three locations including a downwind location. The air test canisters were read daily we had zero dust readings and the test samples all came back clean. The Phase One Abatement is complete the project was completed on schedule and within budget. The work presently taking place is at the Cities request securing the building for safety and removal of a 1200-gallon oil tank discovered on the property (unforeseen).

We are presently securing approximately 60 window openings basement, first and second floors. We have installed new 10' chain link fencing and a 20' gate surrounding the Hearthstone Castle. Construction Services is onsite monitoring, administrating and managing the project.

#### **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's and Director of Public Works directive's and guidelines.

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

##### **Various Bridges:**

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

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

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

**Moss Avenue Sanitary Sewer Replacement:**

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

**Former Mallory Hat Factory Site Remediation:**

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

**Balmforth Avenue Sidewalk Replacement:**

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

**Richter House Expansion:**

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

**New Animal Shelter:**

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

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

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

**Southeast, NY to Danbury Link Feasibility/Planning Study:**

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

**Assessment Projects:**

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

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

**Traffic Engineer and his Technicians:**

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

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

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

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

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

This was a very busy month for the Highway Division. Construction crews with the assistance of a City contractor began repairing and improving drainage on some of the roads undergoing extensive work prior to paving. Those roads consist of Highland Dr., Mac Alpine Way, Ridgecrest Rd, and Grand St. The next phase of this year's paving project was completed on Southern Blvd, Mountainville Ave., Memorial Dr., and City Hall parking lot. Backfilling and seeding was completed on the previous paving projects.

Two pothole crews were dispatched daily to fill potholes. Street sweeping was completed for cleaning up winter debris. A crew repaired broken curbing and driveway aprons. Multiple washouts were repaired after a significant rain storm during the month.

Roadside mowing continued to improve sightlines around the City. 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.

**Maintenance**

- Emergency Call Outs: 0
- Catch Basins Replaced: 27
- Guardrail Repairs: 2
- Dredging: 0
- Catch Basin Cleaning: 113
- Roads Paved: 3

**Signage**

- New installs: 2
- Replacements: 7
- Repairs: 16

**Personnel**

- Total: 38
- Injury: 0
- Restricted Duty: 0
- Retirement: 0
- Seasonal: 0
- Vacancy: 0

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

The Parks Maintenance Division continued the grounds maintenance of all the City owned municipal properties, parks, schools and greens. The three spray-parks are open and in operation. A crew weeded the flower beds, watered the flowers, and mulched all the locations.

Field maintenance continues with the cleanup, mowing and painting of lines. A crew painted lines on the newly paved City Hall Parking lot. Candlewood Lake Boat Launch dock was repaired a couple times due to incidents and heavy use.

Each week the Ives St Green and Kennedy Park is prepared and cleaned up. Litter was picked up and garbage cans were emptied in various areas throughout the city. Brush and bushes were cut in many locations to facilitate the mowing operation. Maintenance of the mowing and summer seasonal equipment continued through the month.

**Maintenance**

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

**Personnel**

- Total: 16
- Injury: 0
- Restricted Duty: 0
- Seasonal: 2
- Vacancy: 1

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

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

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

**Maintenance**

- Removals: 38
- Pruning: 40
- Brush: 12
- Plantings: 0
- Emergency Call Outs: 13

**Personnel**

- Total: 3
- Injury: 0
- Restricted Duty: 0
- Seasonal: 0

**Vacancy:** 1

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

**City:**

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

Various buildings have been sanitized or scheduled to be sanitized.

COVID signage has been posted in various city buildings.

Hand sanitizer stations are being installed in various buildings.

Plastic dividers are being installed in public counter / desk areas.

Other precautions have been taken and more are being looked into.

**Danbury Public Schools:**

Started to PM school RTU's in preparation for school reopening.

Completed life safety inspections at all schools.

Working on DHS C-wing bathroom urinal drains and block replacement.

Repairing various heating related issues.

**General:**

The majority of time the Maintenance Mechanics spent this month was associated with School building repairs: specifically HVAC switch over and starting life safety PM in schools, Outdoor lighting, Park and fountain openings.

**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 July 2020.

In the month of July we received 151 new work requests and completed 112 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 HVAC repairs with a total of 276.50 person-hours dedicated to this service. The next largest area of concentration was in Electrical repairs, utilizing 113.50 person-hours of labor. General Maintenance repairs came as the third highest category with 101.50 person-hours.

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

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

|                                    |     |
|------------------------------------|-----|
| Work Requests received this month  | 151 |
| Work Requests Completed this month | 112 |

| Category     | Total Labor Hours |
|--------------|-------------------|
| Alarms       | 0.00              |
| Carpentry    | 10.50             |
| Electrical   | 113.50            |
| HVAC         | 276.50            |
| Locksmith    | 0.00              |
| Maintenance  | 101.50            |
| Mechanical   | 11.00             |
| Plumbing     | 85.50             |
| Roofing      | 1.00              |
| Snow Plowing | 0.00              |

|                              |        |
|------------------------------|--------|
| Labor Hours City Buildings   | 440.00 |
| Labor Hours School Buildings | 159.50 |
| Overtime                     | 30.00  |

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

Dear Mayor Boughton and Members of the City Council:

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

As of August 18, 2020 there are 30 hydrants out of service. I will be happy to review the information with you.

Sincerely,

*David Day*

David Day, P.E.  
Superintendent

## **July 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 July 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 submitted the final design of the Tertiary Treatment System to CT DEEP for review.
  - 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 new Tertiary Treatment System Building.
    - Continued delivery of site pipe materials associated with construction of the Tertiary Treatment System began to arrive at the WPCP.
    - Started installation of new 54 inch effluent pipe
    - Started installation of knife gate structure.
    - Started installation of temporary sewer bypass pump and piping system
  - CHN performed the following work associated with Stormwater System Improvements:
    - Continued installation of new drain pipe.
    - Completed Plumtrees Road water main relocation work.
- Veolia, Wright-Pierce and CHN continued working on the preliminary (30%) design of a new Headworks Screening & Grit Removal Facility.
- Veolia, Wright-Pierce, CHN and REA Resource Recovery Systems continued working on the preliminary (30%) design of a new FOG / Biodiesel Facility.

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# MEMORANDUM

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

**Complaints:**    1 Bypasses                      14 Slow Running  
                         1 Loose Manholes              0 Odor Calls

**Number Received:**    16  
**Number Completed:** 16

**Pipe Cleaned:**    1100 LFT  
**Gallons of Water Used:** 2000 Gal

**New Pipe Inspected:** 0 LFT

**Manholes Replaced**    0  
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**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: Jul '20

**Date:** 8/11/2020

**I. Wastewater Treatment:**

|                                |                     |                             |
|--------------------------------|---------------------|-----------------------------|
| A) Sewage Processed:           | 8.3 MGD (Daily Avg) | 256.8 Million Gallons Total |
| B) Septic Waste Processed:     |                     | 1,376,550 Gallons Total     |
| C) Sludge Pumped To Digesters: |                     | 654,459 Pounds Total        |

**II. Wastewater Quality**

|                                   | Influent | Effluent | % Removal | Effluent Limit  |
|-----------------------------------|----------|----------|-----------|-----------------|
| A) BOD (mg/l)                     | 182      | 4        | 98        | 30 mg/l and 85% |
| B) Total Suspended Solids (mg/l): | 327      | 3        | 99.0      | 30 mg/l and 85% |
| C) Total Phosphorus (mg/l):       | 5.2      | 0.50     | 91        | 1.0 mg/l        |
| D) Ammonia (mg/l):                | 25.8     | 0.14     | 99        | 1.5 mg/l        |
| E) Total Nitrogen (lbs/Day):      | 2,840    | 328      | 88        | 442 lbs/day     |

Note: Phosphorus limits apply April - October.

Nitrogen limit for credit trading only.

**III. Pump Station Operation:**

|                         |                 |
|-------------------------|-----------------|
| A) Beaver Brook:        | 748.6 Hours Run |
| B) Southfield:          | 58.5 Hours Run  |
| C) Mill Plain:          | 20.8 Hours Run  |
| D) Backus:              | 146.2 Hours Run |
| E) Tarrywile            | 228.3 Hours Run |
| F) Turner Road:         | 38.8 Hours Run  |
| G) Ford Avenue:         | 22.7 Hours Run  |
| H) Indian Glen:         | 91.6 Hours Run  |
| I) Delay Street:        | 17.9 Hours Run  |
| J) Hayestown Road:      | 81.7 Hours Run  |
| K) Kenosia Avenue:      | 22.5 Hours Run  |
| L) Larson Drive:        | 75.2 Hours Run  |
| M) Landfill:            | 179.2 Hours Run |
| N) Thrope Street        | 10.7 Hours Run  |
| O) Poets Landing        | 22.0 Hours Run  |
| P) Rogers Park          | 56.1 Hours Run  |
| P) West Side            | 103.4 Hours Run |
| Q) East Franklin Street | 23.0 Hours Run  |

Total Station Alarms: 2

TO : City Council – City of Danbury  
 FROM : David Day, Superintendent of Public Utilities  
 DATE : August 18, 2020  
 RE : WATER DEPARTMENT REPORT: JULY 2020

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#### I. WATER PRODUCTION:

|                                        |              |            |
|----------------------------------------|--------------|------------|
| A) Margerie Water Treatment Facility:  | <u>95.4</u>  | <u>MG.</u> |
| B) West Lake Water Treatment Facility: | <u>114.0</u> | <u>MG.</u> |
| C) Kenosia Well Field:                 | <u>0</u>     | <u>MG.</u> |
| D) Osborne Street Well Field:          | <u>0</u>     | <u>MG.</u> |
| E) Other:                              | <u>0</u>     | <u>MG.</u> |

( MG. = Million Gallons )

#### II. RAINFALL:

|                                      |             |               |
|--------------------------------------|-------------|---------------|
| A) Month:                            | <u>5.8</u>  | <u>inches</u> |
| B) Past 12 Months (running total):   | <u>45.8</u> | <u>inches</u> |
| C) Current Year (Jan.- Current Mo.): | <u>25.6</u> | <u>inches</u> |

#### III. WATER STORAGE:

|                             | date: | 7/28/2020              |                           |
|-----------------------------|-------|------------------------|---------------------------|
|                             |       | <u>Current Reading</u> | <u>Historical Average</u> |
| A) East Lake Reservoir:     |       | <u>75.7</u> %          | <u>89.3</u> %             |
| B) Margerie Lake Reservoir: |       | <u>90.7</u> %          | <u>91.3</u> %             |
| C) West Lake Reservoir:     |       | <u>84.6</u> %          | <u>91.6</u> %             |
| D) Total:                   |       | <u>83.6</u> %          | <u>91.2</u> %             |

#### IV. WATER PUMPED:

|                                          |             |            |
|------------------------------------------|-------------|------------|
| A) Park Avenue Pump Station:             | <u>0</u>    | <u>MG.</u> |
| B) Padanaram (High School) Pump Station: | <u>5.59</u> | <u>MG.</u> |
| C) Shelter Rock Pump Station:            | <u>3.85</u> | <u>MG.</u> |
| D) WestConn Pump Station:                | <u>0.91</u> | <u>MG.</u> |
| E) Margerie Pump Station:                | <u>1.48</u> | <u>MG.</u> |
| F) Pleasant Acres:                       | <u>0.88</u> | <u>MG.</u> |

|                                |       |     |
|--------------------------------|-------|-----|
| G) Nabby Road:                 | 1.21  | MG. |
| H) Harvest Hill:               | 2.00  | MG. |
| I) Woodland Road<br>(Reserve): | 11.56 | MG. |
| J) West Lake High Service :    | 65.7  | MG. |
| K) Total Water Pumped (A-I):   | 93.2  | MG. |
| ( MG. = Million Gallons )      |       |     |

V. WATER TRANSFERRED:

|                                              |      |     |
|----------------------------------------------|------|-----|
| A) East Lake to Margerie Reservoir:          | 69.5 | MG. |
| B) Padanaram to Margerie Reservoir:          | 0.0  | MG. |
| C) Kohanza to West Lake Reservoir:           | 4.6  | 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):            | 74.1 | MG. |
| ( MG. = Million Gallons )                    |      |     |

VI. ALGAE CONTROL:

|    |                                                |
|----|------------------------------------------------|
| A) | Margerie Reservoir – 3250 lbs. copper sulfate  |
| B) | West Lake Reservoir – 3350 lbs. copper sulfate |
| C) | East Lake Reservoir – 950 lbs. copper sulfate  |

VII. SURVEY OF WATER SOURCES:

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

VIII. SUPERINTENDENTS NOTES:

## MAINTENANCE REPORT - BUILDING # 6

### GENERAL FUND

### July-20

|          |        |        |                                           |
|----------|--------|--------|-------------------------------------------|
| 7/1/2020 | 9-DA   | POLICE | REPLACE LR TIRE                           |
|          | 265-DA | POLICE | REPLACE HEADLIGHT BULB AND PIGTAIL        |
| 7/2/2020 | 395-DA | POLICE | REPLACE HEADLIGHT BULBS                   |
| 7/6/2020 | 5-DA   | POLICE | ENGINE DIAGNOSTIC                         |
|          | 271-DA | POLICE | ENGINE SERVICE, REPLACE SIDE MIRROR GLASS |

|           |         |         |                                                                                    |
|-----------|---------|---------|------------------------------------------------------------------------------------|
|           | 257-DA  | POLICE  | REPLACE HEADLIGHT BULB, AC HIGH SIDE LINE, INSTRUMENT CLUSTER                      |
|           | 13-DA   | POLICE  | ENGINE SERVICE, 2 TIRES                                                            |
|           | 990-XGK | POLICE  | REPLACE BATTERY                                                                    |
| 7/7/2020  | 2-DA    | POLICE  | REPLACE HEADLIGHT AND PIGTAIL, REPAIR WASHER HOSE                                  |
|           | 192-DA  | AIRPORT | REPLACE HEADLIGHT BULB AND FUSE                                                    |
|           | 422-DA  | POLICE  | ENGINE SERVICE                                                                     |
|           | 243-DA  | POLICE  | REPLACE HEADLIGHT BULB AND PIGTAIL                                                 |
| 7/8/2020  | 990-XGK | POLICE  | REPLACE HVAC BLEND DOOR MOTOR                                                      |
|           | 375-DA  | POLICE  | REPLACE VACUUM LINE TO HVAC CONTROLS                                               |
| 7/9/2020  | 9-DA    | POLICE  | MACHINE FRONT AND REAR ROTORS, REPLACE REAR BRAKE PADS                             |
|           | 220-DA  | POLICE  | CHARGE AC SYSTEM                                                                   |
|           | 289-DA  | POLICE  | ENGINE SERVICE, REPLACE AIR FILTER                                                 |
|           | ZV-5393 | POLICE  | REPLACE AC O-RINGS, CHARGE AC SYSTEM                                               |
| 7/10/2020 | 240-DA  | POLICE  | REMOVE ROAD TAR FROM TIRE                                                          |
|           | 18-DA   | POLICE  | REPLACE HOOD STRUTS, BATTERY, LF OUTER TIE ROD, ALIGNMENT                          |
| 7/13/2020 | 12-DA   | POLICE  | REPLACE RF TIRE                                                                    |
|           | 332-DA  | POLICE  | ENGINE SERVICE                                                                     |
|           |         | CITY    |                                                                                    |
| 7/14/2020 | 23-DA   | HALL    | SWAP TIRES, REPLACE BATTERY                                                        |
|           | 222-DA  | POLICE  | REPLACE BATTERY, SWAP REAR DOOR                                                    |
|           | 278-DA  | HIGHWAY | ENGINE SERVICE, REPLACE ALTERNATOR                                                 |
| 7/15/2020 | 5-DA    | POLICE  | REPLACE SPARK PLUGS, IGNITION COIL                                                 |
|           | 25-DA   | POLICE  | REPLACE RR TIRE AND RIM                                                            |
|           | 262-DA  | POLICE  | REPLACE SERP BELT AND TENSIONER                                                    |
|           | 17-DA   | POLICE  | CHARGE AC                                                                          |
|           | 289-DA  | POLICE  | REPLACE O2 SENSOR                                                                  |
|           | 287-DA  | POLICE  | ENGINE SERVICE, CHARGE AC, REPLACE BATTERY, INSTALL AFTERMARKET WIRING & EQUIPMENT |
| 7/16/2020 | 345-DA  | POLICE  | REPLACE BATTERY                                                                    |
|           | 181-DA  | POLICE  | REPLACE RR TIRE                                                                    |
|           | 13-DA   | POLICE  | REPLACE LR TIRE                                                                    |
|           | 257-DA  | POLICE  | REPAIR BRAKE BACKING PLATE                                                         |
|           | 384-DA  | POLICE  | ENGINE SERVICE, REPLACE SPARK PLUGS                                                |
| 7/17/2020 | 4-DA    | POLICE  | REPLACE REAR BRAKE PADS AND ROTORS                                                 |
| 7/18/2020 | 103-DA  | POLICE  | ENGINE SERVICE, REPLACE TRANSMISSION, AC ACCUMULATOR, CHARGE AC, REPLACE PCM       |
| 7/20/2020 | 19-DA   | POLICE  | REPLACE HEADLIGHT BULB AND CONNECTOR                                               |
|           | 7-DA    | POLICE  | ENGINE SERVICE                                                                     |
|           | 19-DA   | POLICE  | ENGINE SERVICE                                                                     |
| 7/21/2020 | 113-DA  | POLICE  | REPLACE HEADLIGHT BULB AND CONNECTOR                                               |
| 7/22/2020 | 407-DA  | POLICE  | 4 TIRES, ENGINE SERVICE, AIR FILTER                                                |
|           | 334-DA  | POLICE  | REPLACE FUEL PUMP CONTROL MODULE                                                   |
| 7/24/2020 | 352-DA  | POLICE  | COOLING FAN AND MODULE                                                             |
|           | 385-JCD | POLICE  | REPLACE BATTERY TERMINAL ENDS, STARTER                                             |
|           | 385-DA  | POLICE  | REPLACE BLOWER MOTOR, WIPER MOTOR, MULTIFUNCTION SWITCH                            |
|           | 3-DA    | POLICE  | REBUILD TRANSMISSION, SPARK PLUGS, LOWER RADIATOR HOSE                             |
| 7/27/2020 | 7-DA    | POLICE  | ENGINE DIAGNOSTIC                                                                  |
|           | 17-DA   | POLICE  | REPLACE LR TIRE                                                                    |
|           |         | CITY    |                                                                                    |
| 7/28/2020 | 144-DA  | HALL    | ENGINE SERVICE, FRONT BRAKE PADS AND ROTORS, REPAIR WATER LEAK                     |
|           | 103-DA  | POLICE  | REPLACE RR TIRE                                                                    |
|           | 394-DA  | POLICE  | REPLACE BATTERY                                                                    |
|           | 223-DA  | POLICE  | FRONT PADS AND ROTORS, LOWER CONTROL ARMS, ENGINE MOUNT                            |
|           | 3-DA    | POLICE  | A/C COMPRESSOR CONNECTOR                                                           |
|           | 311-DA  | POLICE  | REPLACE IGNITION COIL                                                              |
| 7/29/2020 | 11-DA   | POLICE  | ENGINE SERVICE, TRANSMISSION MOUNT, DRIVERS SIDE AXLE, 2 FRONT TIRES               |

|        |           |                                                         |
|--------|-----------|---------------------------------------------------------|
| 23-DA  | CITY HALL | REPLACE DRIVERS SIDE SEAT CONTROL SWITCH                |
| 246-DA | POLICE    | ENGINE SERVICE                                          |
| 334-DA | POLICE    | REPLACE FUEL PUMP CONTROL MODULE, REPROGRAM BCM AND PCM |

## WATER FUND July-20

|           |             |       |                                              |
|-----------|-------------|-------|----------------------------------------------|
| 7/1/2020  | 95-DA       | WATER | SERVICE, REAR BRAKE PADS ROTORS AND CALIPERS |
| 7/6/2020  | 132-DA      | WATER | REPLACE BATTERY                              |
| 7/10/2020 | E5 MOWER    | WATER | RPLACE REAR TIRES                            |
| 7/21/2020 | E6 MOWER    | WATER | FLAT TIRE REPAIR                             |
| 7/22/2020 | CHAINSAW    | WATER | CLEAN AND ADJUST CARB                        |
| 7/27/2020 | POLE SAW V1 | WATER | CLEAN OIL PUMP, REPLACE DRIVE SPROCKET       |
| 7/28/2020 | VENTRAC     | WATER | REPLACE BLADE ATTACHMENT BELT                |

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

| Date:     | Vehicle : | Repair Provided:        | Department: |
|-----------|-----------|-------------------------|-------------|
| 7/1/2020  | #91       | CHECK BOOM              | HWY         |
| ^         | #86       | NO START                | HWY         |
| 7/2/2020  | #39       | EXHAUST/CHECK BRAKES    | HWY         |
| 7/3/2020  | #32       | NO START                | HWY         |
| 7/4/2020  | #53       | BATTERIES               | HWY         |
| ^         | #33       | BRAKES/BODY PISTON      | HWY         |
| ^         | #47       | DRYER/HOSE/RECHARGE A/C | HWY         |
| ^         | #8        | CHECK EXHAUST           | HWY         |
| 7/6/2020  | #25       | CHECK OIL LEAK          | HWY         |
| ^         | #11       | RADIATOR                | HWY         |
| ^         | 42-DA     | RESEAL FUEL INJECTORS   | HWY         |
| ^         | PAVER     | CHECK HOSE REELS        | HWY         |
| 7/7/2020  | 272-DA    | SERVICE CHECK BRAKES    | PARKS       |
| ^         | 42-DA     | RESEAL FUEL INJECTORS   | FORESTRY    |
| ^         | #11       | RADIATOR                | HWY         |
| ^         | #1        | CHECK PTO               | HWY         |
| 7/8/2020  | #105      | SERVICE                 | HWY         |
| ^         | #100      | L/F SPEED SENSOR        | HWY         |
| ^         | 42-DA     | RESEAL FUEL INJECTORS   | FORESTRY    |
| ^         | 116-DA    | WELD FLAIL HEAD CUTTER  | HWY         |
| ^         | #14       | CHECK HARD STEERING     | HWY         |
| ^         | 327-DA    | SERVICE                 | ENGINEERING |
| ^         | #83       | CHECK A/C               | HWY         |
| ^         | 48-DA     | SERVICE                 | HWY         |
| 7/10/2020 | #10       | OIL LEAK                | HWY         |
| ^         | #20       | BRAKE PEDAL             | HWY         |
| ^         | #32       | SERVICE                 | HWY         |

|           |        |                                            |             |
|-----------|--------|--------------------------------------------|-------------|
| 7/11/2020 | #10    | OIL LEAK                                   | HWY         |
| ^         | #14    | KING PINS                                  | HWY         |
| ^         | #32    | SERVICE/CHECK STEERING WHEEL CLICKING      | HWY         |
| ^         | #11    | RADIATOR                                   | HWY         |
| ^         | 389-DA | CHECK FRONT END                            | HWY         |
| 7/13/2020 | #68    | TIGHTEN HYD FITTING FOR BUCKET             | HWY         |
| ^         | #83    | TOP OFF HYD OIL                            | HWY         |
| ^         | 389-DA | BALL JOINTS/TIE RODS/TRAC BAR              | HWY         |
| ^         | #14    | KING PINS                                  | HWY         |
| ^         | #11    | RADIATOR                                   | HWY         |
| ^         | #28    | WILL NOT BUILD UP AIR PRESSURE             | HWY         |
| 7/14/2020 | 77-DA  | CHECK TRANSMISSION FLUID                   | HWY         |
| ^         | 116-DA | CHECK FRONT END                            | HWY         |
| ^         | 389-DA | BALL JOINTS/TIE RODS/TRAC BAR/STEERING BOX | HWY         |
| ^         | #28    | AIR DRYER/RES/MOUNTING BOLTS               | HWY         |
| ^         | #10    | OIL THERMAL VALVE                          | HWY         |
| ^         | #11    | RADIATOR                                   | HWY         |
| ^         | 55-DA  | SERVICE/PURGE VALVE/VPR MNGMT VALVE        | BLDG MAINT  |
| ^         | #80    | RADIATOR                                   | HWY         |
| ^         | #83    | L/S DRAG BOARD/TOP OFF HYD OIL             | HWY         |
| 7/15/2020 | #80    | RADIATOR                                   | HWY         |
| ^         | #10    | OIL THERMAL VALVE                          | HWY         |
| ^         | #11    | RADIATOR                                   | HWY         |
| ^         | 389-DA | BALL JOINT/TIE RODS/TRAC BAR/STEERING BOX  | HWY         |
| ^         | #83    | MAIN BROOM                                 | HWY         |
| ^         | #90    | TOP HATS FOR SUCTION HOSE                  | HWY         |
| ^         | #80    | RADIATOR                                   | HWY         |
| ^         | #11    | RADIATOR                                   | HWY         |
| ^         | #40    | CHECK OIL LEAK                             | HWY         |
| ^         | 196-DA | BATTERY                                    | ENGINEERING |
| ^         | #60    | JUMP START(ROAD CALL)                      | HWY         |
| ^         | 254-DA | HYDRAULIC LEAK                             | HWY         |
| 7/17/2020 | #40    | CHECK OIL LEAK                             | HWY         |
| ^         | 389-DA | BALL JOINT/TIE RODS/TRAC BAR/STEERING BOX  | HWY         |
| ^         | #80    | RADIATOR                                   | HWY         |
| 7/18/2020 | #40    | CHECK OIL LEAK                             | HWY         |
| ^         | 389-DA | BALL JOINT/TIE RODS/TRAC BAR/STEERING BOX  | HWY         |
| 7/20/2020 | #105   | CHECK ACCELATOR PEDAL                      | HWY         |
| ^         | 389-DA | BALL JOINT/TIE RODS/TRAC BAR/STEERING BOX  | HWY         |
| ^         | #40    | CHECK OIL LEAK                             | HWY         |
| ^         | #80    | RADIATOR                                   | HWY         |
| 7/21/2020 | TW2    | R/F OIL BATH HUB SEAL                      | HWY         |
| ^         | #40    | CHECK OIL LEAK                             | HWY         |
| ^         | #80    | RADIATOR/SERVICE/HUB SERVICE               | HWY         |
| ^         | #60    | BATTERY                                    | HWY         |
| ^         | 158-DA | CHECK FRONT END                            | BLDG MAINT  |

|           |   |        |                                                   |             |
|-----------|---|--------|---------------------------------------------------|-------------|
|           | ^ | 210-DA | CHECK WIPERS                                      | BLDG MAINT  |
|           | ^ | 42-DA  | ICP SENSOR/HARNESS                                | FORESTRY    |
|           | ^ | #14    | KING PINS                                         | HWY         |
| 7/22/2020 |   | TW2    | CLUTCH ADJUSTMENT                                 | HWY         |
|           | ^ | 158-DA | BALL JOINT/TIE RODS/AXLE JOINTS                   | BLDG MAINT  |
|           | ^ | #40    | CHECK OIL LEAK                                    | HWY         |
|           | ^ | #17    | BATTERY SWITCH                                    | HWY         |
|           | ^ | #14    | KING PINS                                         | HWY         |
| 7/23/2020 |   | #40    | TRANSFER CASE SEALS                               | HWY         |
|           | ^ | 158-DA | BALL JOINTS/TIE RODS/AXLE JOINTS/SERVICE/U-JOINTS | BLDG MAINT  |
|           | ^ | #34    | AIR TANKS/STRAPS                                  | HWY         |
|           | ^ | #14    | KING PINS                                         | HWY         |
|           | ^ | #59    | CHECK BUCKET PINS(ROAD CALL)                      | HWY         |
|           | ^ | 116-DA | CHAIN STUCK IN FLAIL HEAD(ROAD CALL)              | HWY         |
| 7/24/2020 |   | #40    | CHECK OIL LEAK                                    | HWY         |
|           | ^ | 158-DA | BALL JOINTS/TIE RODS/AXLE JOINTS/SERVICE/U-JOINTS | BLDG MAINT  |
|           | ^ | #14    | KING PINS                                         | HWY         |
|           | ^ | #34    | AIR TANKS/STRAPS                                  | HWY         |
|           | ^ | 27-DA  | BATTERY/SERVICE/CHECK TIRES                       | ENGINEERING |
|           | ^ | 49-DA  | SERVICE                                           | PARKS       |
| 7/27/2020 |   | #68    | JUMP START                                        | HWY         |
|           | ^ | 247-DA | SERVICE/SERP BELT/ALTERNATOR                      | BLDG MAINT  |
|           | ^ | 158-DA | BALL JOINT/TIE RODS/AXLE JOINTS                   | BLDG MAINT  |
|           | ^ | 115-DA | FLAT REPAIR                                       | BLDG MAINT  |
|           | ^ | #80    | COOLANT TEMP SENSOR                               | HWY         |
| 7/28/2020 |   | #68    | BATTERIES                                         | HWY         |
|           | ^ | 247-DA | SERVICE/SERP BELT/ALTERNATOR/LIGHTING MODULE      | BLDG MAINT  |
|           | ^ | 158-DA | BALL JOINTS/TIE RODS/AXLE JOINTS/SERVICE/U-JOINTS | BLDG MAINT  |
|           | ^ | 248-DA | CHECK STALLING                                    | HEALTH      |
|           | ^ | #80    | CHECK OVERHEAT(ROAD CALL)                         | HWY         |
|           | ^ | 77-DA  | SWITCH FUEL TANK FROM 151-DA/SERVICE              | HWY         |
|           | ^ | EXCA   | IGNITION SWITCH/KEY                               | HWY         |
| 7/29/2020 |   | 247-DA | SERVICE/SERP BELT/ALTERNATOR/LIGHTING MODULE      | HWY         |
|           | ^ | 77-DA  | SWITCH FUEL TANK FROM 151-DA/SERVICE              | HWY         |
|           | ^ | #25    | CHECK LIGHTS/A/C NOT COLD                         | HWY         |
|           | ^ | #46    | CHECK BROKEN BELT TENSIONER                       | HWY         |
| 7/30/2020 |   | #25    | A/C LINES/RECHARGE                                | HWY         |
|           | ^ | 116-DA | R/S TURN SIGNAL                                   | HWY         |
|           | ^ | 108-DA | SERVICE                                           | PARKS       |
| 7/31/2020 |   | #25    | A/C LINES/RECHARGE/LIGHTS/WIRING                  | HWY         |
|           | ^ | 239-DA | RUNNING ROUGH                                     | ENGINEERING |

Personnel

Total: 5

Injury: 0

Restricted Duty: 0

|             |   |
|-------------|---|
| Retirement: | 0 |
| Seasonal:   | 0 |
| Vacancy:    | 0 |

**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:** August 21, 2020  
**TO:** City Council  
**C:** Mayor Mark Boughton

**Re:** City Council Report for Permit Center and Building Department

On behalf of the Permit Center and Building Department the following report is submitted for your review. This report is for the period of July 1<sup>st</sup> to the 31<sup>st</sup> 2020. The report consists of statistical data on applications with their associated permits.

#### **Report Outline:**

**Permit type** = Type of subject permit.

**Valuation** = is the cost of construction for permit type.

**Issued** = Number of permits issued of that permit type

**Sean P. Hearty**

**DIRECTOR**

**David Newland**

**BUILDING OFFICIAL**

Commercial Projects  
July 1 thr July 31, 2020

| Record # | Record Type                             | Building Type    | Permit/License Issued Date | Occupancy Type    | Type of Project            | Total Estimated Construction Value |
|----------|-----------------------------------------|------------------|----------------------------|-------------------|----------------------------|------------------------------------|
| 20-279   | Permit Project Application (Commercial) | Churches         | 7/1/2020 12:29             | Commercial MDL-94 | Commercial Alteration      | 30000                              |
| 19-1500  | Permit Project Application (Commercial) | Restaurant       | 7/6/2020 11:37             | Comm/Res MDL-94   | COMMERCIAL ALTERATION      | 250000                             |
| 20-1090  | Permit Project Application (Commercial) | Store            | 7/7/2020 14:58             | Commercial MDL-96 | Commercial Alterations     | 40000                              |
| 20-1224  | Permit Project Application (Commercial) | Stores/Off       | 7/9/2020 15:06             | Commercial MDL-94 | Interior Alterations       | 11000                              |
| 20-869   | Permit Project Application (Commercial) | Class A Office   | 7/14/2020 11:25            | Commercial MDL-94 | Commercial Alteration      | 800000                             |
| 20-1210  | Permit Project Application (Commercial) | Churches         | 7/14/2020 15:50            | Church            | Commercial Foundation Only | 175000                             |
| 20-1011  | Permit Project Application (Commercial) | Light Industrial | 7/14/2020 16:07            | Commercial MDL-96 | Commercial Foundation Only | 2403913                            |
| 20-78    | Permit Project Application (Commercial) | Regional Mail    | 7/16/2020 12:56            | Commercial MDL-96 | Interior Alterations       | 3640558                            |
| 20-1316  | Permit Project Application (Commercial) | Churches         | 7/16/2020 14:40            | Church            | Commercial Alteration      | 25000                              |
| 20-874   | Permit Project Application (Commercial) | Light Industrial | 7/21/2020 11:39            | Commercial MDL-96 | Commercial Site Work Only  | 1200000                            |
| 20-1091  | Permit Project Application (Commercial) | Stores/Off       | 7/22/2020 7:54             | Commercial MDL-94 | Interior Alterations       | 20000                              |
| 20-1096  | Permit Project Application (Commercial) | Light Industrial | 7/22/2020 18:21            | Commercial MDL-96 | Commercial Site Work Only  | 874220                             |
| 20-1311  | Permit Project Application (Commercial) | Strip Stores     | 7/28/2020 17:23            | Commercial MDL-94 | Interior Alterations       | 20000                              |
| 20-1249  | Permit Project Application (Commercial) | Office/Warehs    | 7/29/2020 8:23             | Commercial MDL-96 | Commercial Alteration      | 9177075                            |

Residential Projects  
July 1 thr July 31,2020

| Record #  | Record Type                              | Building Type  | Permit/License | Issued Date     | Occupancy Type | Total Estimated Construction Value | Type of Project              |
|-----------|------------------------------------------|----------------|----------------|-----------------|----------------|------------------------------------|------------------------------|
| 20-1197   | Permit Project Application (Residential) | Colonial       |                | 7/1/2020 12:12  | 1 Family       | 4500                               | Residential Alteration       |
| 20-1253   | Permit Project Application (Residential) | Ranch          |                | 7/1/2020 12:26  | 1 Family       | 8100                               | Residential Alteration       |
| 20-586    | Permit Project Application (Residential) | Raised Ranch   |                | 7/1/2020 17:27  | 1 Family       | 15000                              | Residential Alteration       |
| 20-1289   | Permit Project Application (Residential) | Cape Cod       |                | 7/4/2020 15:17  | 1 Family       | 18500                              | Residential Addition         |
| 20-829    | Permit Project Application (Residential) | Condominium    |                | 7/6/2020 16:39  | CONDO MAIN     | 1089000                            | Residential New Construction |
| 20-830    | Permit Project Application (Residential) | Vacant Land    |                | 7/6/2020 16:43  | Condo          | 199087                             | Residential New Construction |
| 20-831    | Permit Project Application (Residential) | Vacant Land    |                | 7/6/2020 16:45  | Condo          | 199087                             | Residential New Construction |
| 20-832    | Permit Project Application (Residential) | Vacant Land    |                | 7/6/2020 16:47  | Condo          | 199087                             | Residential New Construction |
| 20-833    | Permit Project Application (Residential) | Vacant Land    |                | 7/6/2020 16:49  | Condo          | 199087                             | Residential New Construction |
| 20-834    | Permit Project Application (Residential) | Vacant Land    |                | 7/6/2020 16:52  | Condo          | 250733                             | Residential New Construction |
| 20-1305   | Permit Project Application (Residential) | Colonial       |                | 7/7/2020 9:22   | 1 Family       | 11000                              | Residential Addition         |
| 20-1214   | Permit Project Application (Residential) | Cape Cod       |                | 7/8/2020 15:12  | 1 Family       | 11000                              | Residential Alteration       |
| 15-57542  | Permit Project Application (Residential) | Conventional   |                | 7/8/2020 17:00  | 1 Family       | 99000                              | RESIDENTIAL ADDITION         |
| 09-46259  | Permit Project Application (Residential) | Ranch          |                | 7/8/2020 18:46  | 1 Family       | 6500                               | RESIDENTIAL ALTERATION       |
| 18-62300  | Permit Project Application (Residential) | Vacant Land    |                | 7/8/2020 18:57  | Mobile Hme     | 66000                              | RES SINGLE FAMILY HOME       |
| 20-119    | Permit Project Application (Residential) | Family Conver. |                | 7/14/2020 11:17 | 2 Family       | 17000                              | Residential Alteration       |
| 20-1286   | Permit Project Application (Residential) | Vacant Land    |                | 7/14/2020 11:34 | Condo          | 250257                             | Residential New Construction |
| 20-1285   | Permit Project Application (Residential) | Vacant Land    |                | 7/14/2020 11:45 | Condo          | 199087                             | Residential New Construction |
| 20-1284   | Permit Project Application (Residential) | Vacant Land    |                | 7/14/2020 12:18 | Condo          | 199087                             | Residential New Construction |
| 20-1283   | Permit Project Application (Residential) | Vacant Land    |                | 7/14/2020 12:52 | Condo          | 199087                             | Residential New Construction |
| 20-1282   | Permit Project Application (Residential) | Vacant Land    |                | 7/14/2020 13:10 | Condo          | 199087                             | Residential New Construction |
| 20-1281   | Permit Project Application (Residential) | Condominium    |                | 7/14/2020 13:16 | CONDO MAIN     | 1210000                            | Residential New Construction |
| 20-883    | Permit Project Application (Residential) | Outbuildings   |                | 7/14/2020 14:05 | Condo          | 22000                              | Residential Alteration       |
| 20-1161   | Permit Project Application (Residential) | Modern/Contemp |                | 7/15/2020 17:04 | 1 Family       | 35000                              | Residential Addition         |
| 06-42214  | Permit Project Application (Residential) | Cape Cod       |                | 7/16/2020 16:15 | 1 Family       | 65000                              | RESIDENTIAL ADDITION         |
| 20-1148   | Permit Project Application (Residential) | Raised Ranch   |                | 7/21/2020 9:57  | 1 Family       | 30000                              | Residential Alteration       |
| 20-1377   | Permit Project Application (Residential) | Raised Ranch   |                | 7/21/2020 10:42 | 1 Family       | 25000                              | Residential Addition         |
| 03-34617  | Permit Project Application (Residential) | Colonial       |                | 7/22/2020 16:57 | 1 Family       | 6000                               | RESIDENTIAL ALTERATION       |
| 20-1488   | Permit Project Application (Residential) | Colonial       |                | 7/22/2020 17:31 | 1 Family       | 54000                              | Residential New Construction |
| 20-1273   | Permit Project Application (Residential) | Colonial       |                | 7/23/2020 9:11  | 1 Family       | 28000                              | Residential Addition         |
| 19-190908 | Permit Project Application (Residential) | Family Conver. |                | 7/23/2020 9:20  | 3 Family       | 60000                              | Residential Alteration       |
| 20-1604   | Permit Project Application (Residential) | Condominium    |                | 7/23/2020 11:14 | Condo          | 10000                              | Residential Alteration       |
| 20-1592   | Permit Project Application (Residential) | Modern/Contemp |                | 7/23/2020 13:02 | 1 Family       | 3200                               | Residential Alteration       |
| 20-1662   | Permit Project Application (Residential) | Raised Ranch   |                | 7/27/2020 17:30 | 1 Family       | 15000                              | Residential Alteration       |
| 20-1363   | Permit Project Application (Residential) | Colonial       |                | 7/27/2020 17:47 | 1 Family       | 4000                               | Residential Addition         |
| 20-1583   | Permit Project Application (Residential) | Ranch          |                | 7/28/2020 12:53 | 1 Family       | 8000                               | Residential Alteration       |
| 20-1688   | Permit Project Application (Residential) | Family Conver. |                | 7/28/2020 17:55 | 2 Family       | 2000                               | Residential Alteration       |
| 20-118    | Permit Project Application (Residential) | Colonial       |                | 7/29/2020 12:25 | 1 Family       | 30000                              | Residential Alteration       |



## 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”*

#### August 2020

August 24, 2020

Honorable Mayor Boughton and City Council Members:

Below is a table highlighting UNIT activity from the time of last month’s City Council report. This does not include any UNIT activity regarding follow up and re-inspection work from previously noted issues. The UNIT works to ensure that each and every issue is resolved as quickly as possible.

| <b>Time Period</b>                      | <b>July 27 – August 24, 2020</b> |
|-----------------------------------------|----------------------------------|
| <b>Number of Quality of Life Issues</b> | 81                               |
| <b>Year to Date - 2020</b>              | 533                              |

The top issues addressed by the UNIT were:

- Garbage/Debris and Blight (29)
- Miscellaneous (18)
- Vehicle violations: abandoned/unregistered (10)
- Front lawn parking (10)
- Unsafe living/Unpermitted construction (8)

#### **DEPARTMENT UPDATE:**

City Hall is now slowly re-opening to the public, allowing residents to enter with an appointment. Our department continues to connect and interact with the public, in a responsible and safe manner. One example of this, is a little less knocking on doors, and leaving violation tags behind. Many of the issues are resolved over the phone.

As stated last month, the overall number of complaints has decreased significantly this year, however we continue to proactively enforce and improve issues around our neighborhoods.

Additionally, as our organization does what we can to help curb/stop the spread of the COVID virus, our department continues to assist the Health Department in the enforcement of any state

mandated requirements, to ensure that business owners and residents and doing their part to minimize the spread. Complaints have extended beyond restaurant concerns to retail businesses and social get togethers.

Two weeks ago, our city endured a tropical storm and suffered some tree damage, as well as significant power loss. Our department has been assisting residents with their many questions regarding downed tree branches, issues with neighbor or city trees, etc. It was a quick impulse for many residents to place them on the street curb, but this had created unsafe passage for motorists or pedestrians. Our department has worked to help educate residents to pull them off of the road and find other means of disposal.

### **EXTERIOR AND STRUCTURAL BLIGHT CITATIONS:**

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

**Orders written by UNIT this month (Includes Notice of Violations): 3**  
**(YTD): 36**

**38 Corn Tassle Road:** Sent a notice to property owner requiring for this overgrown vacant property to be mowed and routinely maintained. A notice was left a month ago, but there was no response or action taken.

#### **Notice of Violation:**

**11 Ives Street:** sent notice to ensure exterior of vacant building is up kept and routinely maintained. Weeds are growing high, activity in the alleyway, resulting in garbage, graffiti, and mischievous behavior. Recommending a fence to be constructed limiting access to the alleyway.

**5 Golden Hill Avenue:** sent to ensure that this vacant property is maintained on a routine basis. A full dumpster has been stored there for over a month. This property had an accident a year ago where a plane crashed in it and is now for sale.

### **PROPERTY HIGHLIGHTS:**

**61 Stadley Rough Road:** This property has been in rough shape over the recent years. The property owner lived in Florida, while the son lived in the house and had complete disregard for his neighbors as well as our department requirements for upkeeping the property. To compound matters, he also did not respect the plea of his mother to maintain the property. The UNIT sent an order to the owner and had a couple of heated exchanges with the son, but progress was slow, if at all. On my final visit to the property last month, after another unpleasant exchange, I learned that he was moving out. His departure was recorded by his neighbors and sent to me in delight. The property now is vacant and is being maintained.

20 Chappelle Street: Received a call from the Fire Department regarding concerns of overcrowding at this single family residence. While the DPD was at the property for a domestic issue, they contacted DFD on another concern. Upon arrival, DFD noted occupancy in the garage and were then prompted to contact the UNIT to coordinate a whole home inspection. Within half a day, the UNIT scheduled and completed the inspection with the Fire Marshal office and the property owner. The inspection revealed occupancy in the garage, not so much unsafe, as it was more a violation of building and zoning regulations. The inspection further revealed a small apartment in the basement with two bedrooms, none of which were at all safe. Our department oversaw the immediate vacancy of this apartment, and will be managing the total elimination of it. Finally, a wall was being constructed to split the living room in half, and no permit had been on file. A stop work order was issued, and a permit will be required to continue construction, however, our department is strongly encouraging the overall removal of it. The UNIT will be following up accordingly and ensuring that the property will comply with all of the necessary department guidelines.

### **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.

| <b>THIS PERIOD:</b>       |     | <b>2020 YTD:</b> |
|---------------------------|-----|------------------|
| Service Requests created: | 269 | 1354             |
| Service Requests closed:  | 97  | 906              |
| Percent closed:           | 36% | 67%              |

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](http://www.danburyseniors.org)

DATE: August 24, 2020

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

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

RE: Report City Council Meeting  
Reporting Period: (7/20/20 – 8/14/20)

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**CT Department of Agriculture Farmers' Market Voucher Program.** We will work again this year with the State of CT Department of Agriculture to deliver Farmers' Market Vouchers for Danbury Seniors. The Department of Agriculture has delayed the start for the program so we expect to receive these vouchers mid to late July. We will begin distribution as soon as we receive them. As of the time of this report, we have not received these vouchers from the state. We are keeping a running list of all who call to inquire to make sure they receive them. We will be mailing them to the participants.

**Eat Smart Live Strong Nutrition Program / Farm on the Move.** We have modified this program to offer nutrition education on-line in partnership with UCONN Department of Agriculture SNAP Nutrition Education. We will continue to provide fresh vegetables as we did with Farm on the Move, but in a different way. Seniors can decide on one of two choices: 1) "A Grab and Go Farmers' Market Box" of vegetables picked up at the Senior Center or 2) "Farmers' Market Coins" given out directly at the Farmer's Markets so seniors can shop on their own. Both are valued at \$10. This program is delivered in partnership with CityCenter Danbury, the Danbury Farmers' Market, and the UCONN Department of Agriculture. This program is supported in part by a grant from the Peter and Carmen Lucia Buck Foundation. At the time of this writing, the first Farm Market Box Program / Farm Market Coin Program took place on July 22. It was a very safe and smooth process with the Grab and Go distributed outside in the Senior Center parking lot. Farm Market Boxes were delivered to those who are homebound by senior center staff.

**Congregate meal site turned into a meals on wheels delivery program.** Through work with CW Resources, they deliver four meals, twice per week to our center. Two Elderly Services staff members deliver these meals so seniors can remain in their homes.

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

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

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

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

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

**Rent Rebate Over the Phone.** We process over 800 applications for Rent Rebate each year. Staff member Michelle McNamara, who began outreach to our senior housing buildings before we were shut down due to COVID19, leads this effort. Due to this early start, when the program began on April 1, she was able to process over 200 applications from home on a work laptop. She has been calling applicants to inform them of their estimated calculated grant amount and to check in on them at the same time. However, the remaining applicants from the senior housing buildings who she was not able to see in person, as well as the non-housing applicants, are all being called. We have received calls from both the Meriden and Torrington Senior Centers, via direction from the State of CT, asking that we share our past and current procedures for administering the Rent Rebate Program. We appreciate the confidence that the State of CT - Office of Policy and Management, has expressed to us by choosing us as model for other cities to follow. Use of the Google Translate app, texting, smart device photo apps, emailing verification documents, and postal mail have all been a part of making Rent Rebate Over the Phone a success. We are continuing each and every day with these new procedures. As of this time the program deadline is October 1, 2020 and we have had no communication from the State of CT regarding an extension.

**Virtual Activities / Wellness Classes / Facebook Live / Zoom.** We now have seven virtual activities posted on-line on our website, [www.danburyseniors.org](http://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. Beginning in September we have Facebook Live and Zoom events scheduled along with support on how to use these tech features on your phone or tablet.

**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. Please call us here at the center for the initial eligibility screening and be connected the WCAAA to complete your application. This program is supported by the CARES Act.

**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. Please see August / September 2020 attachment as part of this report.

**CHOICES / Resource and Referral / Case Management.** 105 seniors / 155 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) – 32

Financial – 1

Food – 43

Housing / Homeless / Home Repair – 8

In-Home Care – /Assisted Living / Nursing Home – 12

Transportation – 1

Elder Law - 0

Medical Equipment - 1  
Wellness Check - 2  
Protective Services for the Elderly - 0  
Taxes - 3  
Masks – 1  
Advocacy – 0  
Supportive Counseling – 2  
Senior Center – 18  
“911” Emergency Calls: 0  
Storm Isaias - 13  
Other - 18

**Senior Nutrition Meal Delivery Program:** 41 seniors, 656 meals delivered, 369 meal delivery calls

**“Sunshine Smile” Social Wellness Call Program:** 39 seniors, 120 calls

**Rent Rebate Over the Phone Program:** 187 clients, 697 services provided (269 phones calls, 113 emails, 314 text messages, use of the Google Translate app 1 time)

768 applications processed, 584 – payable, 176 – disallowed, 7 – not payable, 1 – not yet calculated (Program Year 2019)

**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



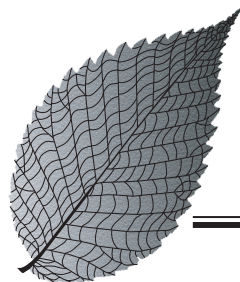
*Staff member Kevin Burland making calls before starting his route to deliver meals to Danbury Seniors. Staff member Vinny Albano looks on after loading the van.*



*Staff member Michelle McNamara prepares to take Rent Rebate Grant letters to the USPS!*

**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 follow us on Facebook for all the latest news, information and community events for Danbury seniors – [www.danburyseniors.org](http://www.danburyseniors.org)**



# The Elmwood Extra

*Read All About It!*

August - September 2020

*A Publication of the Department of Elderly Services*



## Elmwood Hall

*The club for people age 60 and up*

### *What's Inside:*

COVID19 Programs Information  
Frequently Asked for Resources During COVID19  
Timeless Trivia with Kevin Burland  
Team Sports Word Search, Zoom and Facebook Live Events  
Tasty Recipe from Joyce Kuhn

### **City of Danbury**

**Department of Elderly Services**

**Mark D. Boughton, Mayor**

Susan M. Tomanio, LCSW, Director of Elderly Services

Michelle McNamara, Municipal Agent / Program Coordinator

Joyce Kuhn, Activities / Resource and Referral

10 Elmwood Place, Danbury, CT 06810

# Message from the Director of Elderly Services

Susan M. Tomanio, LCSW



**O**n March 16 at 1:00pm, we closed the doors of the Elmwood Hall Senior Center due to the COVID-19 pandemic. It has been five months since that time and not a day goes by when we don't think of each of you and how you are doing during this most challenging time. We have reached out and connected

with so many of you to hear your inspiring stories of strength and resilience. If we have not been able to connect with you, we would love to hear from you. Please call and tell us how you are doing, what is helping you to get through this difficult time. Your story may inspire and help others. We truly are all in this together and we never know if what we might say or share could inspire or assist someone else.

While things have greatly improved in Connecticut and new cases are down, the Corona virus remains a threat to Danbury's more mature citizens. Governor Lamont has held us in Phase 2 of his CT Reopening Plan and it is not recommended that seniors gather until the end of

Phase 3. A date to start Phase 3 has yet to be announced at the time of this writing. We continue to work in partnership with the Mayor's office, the City's Department of Health and Human Services, and with Governor Lamont's office for information on how to reopen safely.

Closed doors to the physical Elmwood Hall Senior Center building never meant staff went away. We continued to work from home and redesigned programs, focusing on delivering lunches, answering phones, providing important information, continuing with the Rent Rebate program, and assisting with understanding Medicare. We continue to scale up our programs with touchless distribution of the State of CT Department of Agriculture Farmers' Market Nutrition Program and our redesigned Farmers' Market Grab and Go Boxes and Farmers' Market Coin programs. In this newsletter, we introduce Facebook Live and Zoom programs and activities!

It is with great regret that we must inform you that out of an abundance of caution, this year's Fall Festival, originally scheduled to take place in November at the Amber Room, has been cancelled. We will continue to bring you new and interesting Zoom and Facebook Live programming throughout the Fall. Stay safe, stay well!

## COVID19 Programs Information

Hello, I hope you all are well and staying safe. Elmwood Hall - Danbury Senior Center remains closed, but we continue to work from home or in shifts at the center to do our best to deliver programs and services to you. Please call us anytime with your questions or concerns at the main number, 203-797-4686.

Here is an update of how we have changed our programming in response to COVID19.

**Resource and Referral / Case Management Over the Phone** – While the Elmwood Hall – Danbury Senior Center building is closed, staff are working in shifts at the center and from home. Staff is here to answer questions and provide information on resources in the community, such as how to acquire food, how to get Meals on Wheels, transportation, home care, SNAP benefits, etc.

**Congregate meal site** turned into a meals on wheels delivery program – Elmwood Hall – Danbury Senior Center was a congregate meal site for seniors. Now 4 of the 5 meals are delivered to Danbury seniors twice a week. If you would like to receive meal delivery, please give us a call to be added to the list. Senior center staff members will bring these meals to your door. You must be present and at home to receive them per the City of Danbury Department of Health and Housing. We cannot just drop them off at your door step.

**Virtual Activities / Wellness Classes** – Virtual wellness classes and activities are posted under the "Virtual Classes and Events" online at, [www.danburyseniors.org](http://www.danburyseniors.org). Look for Strength Training, Chair Yoga, Zumba Gold, Gentle Flow Yoga, Line Dancing and Timeless Trivia. September begins our Facebook Live and Zoom events and activities.



**"Sunshine Smile" Social Wellness Call program** – Senior Center Van driver, Pam Makin has taken on a new role. If you're looking for a new friend to chat with, discuss our latest department programs, share recipes, talk about your favorite pet, or just talk, Pam would love to hear from you. Give us a call at the senior center to get this started. If you know someone who might like a weekly call from Pam, let us know at the senior center and we will reach out to them!



**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) – A CHOICES certified counselor and center staff member assists seniors with Medicare A, B, D, Medicare Advantage plans, Medigap plans and the Medicare Savings program. Resources for some DSS benefits are discussed. Please ask for staff member, Joyce Kuhn.



**RENT REBATE Over the Phone** - The State of CT Rent Rebate program for 2019 began on April 1 of this year. Applications will be processed over the phone, through email, text, and through the mail for the remainder of the program year. Michelle McNamara is your contact person for this program.

**Face Masks** - We have a limited supply of hand-made cloth face masks for distribution. Thank you to seniors Sophia T. and Gale and Jim M. for making and donating these lovely cloth masks.



**Farmers Market Box / Farmers Market Coin Program** - Monthly program that replaces Eat Smart Live Strong and Farmers Market on the Move. One time per month, qualified seniors can receive a Grab and Go Farmers Market Box or Farmers Market Coins, both valued at \$10, as well as nutrition education and recipe information. This program is a partnership between the Department of Elderly Services, CityCenter Farmers Market Collaborative, and the UCONN Department of Agriculture. This program is funded in part by grant dollars. Please call the senior center for more information.

**State of CT Farmers Market Nutrition Program** - For those who qualify, Farmers Market Checks (or Vouchers) for use at the City Center Danbury Farmers Market. Call the senior center for more information. The CityCenter Danbury Farmers Market is

weekly on Fridays at 120 White Street, the same location as the Danbury Railway Museum. Vouchers can be doubled in value at the Danbury Farmers Market. For more information on this program, please call the senior center. For more information on the Farmers Market, please call 203-792-1711.

**One-on-One Tech Support** - Do you have a device, smart phone, or tablet and have questions about how you can use it to connect with friends and family? Do you want to participate in Zoom programs and Facebook Live events? Or do you just want to learn what these programs everyone is talking about are? The Elmwood Hall Senior Center and the Danbury Library would like to help. Our One-on-One Tech Support program will now be conducted over the phone. Please give us a call at the center and we will connect you with one of the technology experts at the Danbury Library who will assist you over the phone and get you up and running on your device. Soon you will be Zooming and FaceTiming with everyone!

## Frequently Asked for Resources During COVID19

### Food Resources

**Food Pantries:** The Danbury Food Collaborative continues to update their Danbury Food Guide. It is available on the United Way of Western Connecticut's website, [www.uwwesternct.org/danburyfoodcollaborative](http://www.uwwesternct.org/danburyfoodcollaborative). A hardcopy can be obtained by calling the United Way directly at 203-883-0879, or we would also be happy to mail you one upon request. A pantry of special interest is Hillside Food Outreach. They will deliver a bag of groceries to your home. They can be reached at 203-702-4881.

**Senior Hours for Grocery Stores:** Many of the local grocery stores, including ShopRite, Stop & Shop, Stew Leonard's, Caraluzzi's, Target, and Whole Foods have designated special "senior" shopping hours. Please call each store directly as hours may change to find out when it is best for you to shop.

**Need Someone to Shop for You:** Seniors are still considered an at risk group for COVID19. Many have medical conditions that might compromise their immune systems. If you would like someone to shop for you, please call the Age Well Community Council of Danbury's Food Shopping line at 203-883-0879. Please leave a message and someone will call you back. You are responsible for payment of the groceries, but volunteers from Jericho Partnership will do the shopping for you.

**Meals on Wheels:** If you would like Meals on Wheels delivered to you, please call the Western CT Area Agency on Aging to see if you qualify. Eligibility has been modified due to COVID19. They can be reached at 1-800-994-9422.

**SNAP (Supplemental Nutrition Assistance Program)** Please call End Hunger CT at 1-866-974-7624 or fill out an application online at [www.endhungerct.org/services/snap/](http://www.endhungerct.org/services/snap/) to see if you qualify. SNAP can now be used to purchase food online as well as in person at participating stores. **Did your SNAP household experience food loss during the recent storm? If so, you might qualify for food replacement. Two forms need to be filled out. Call End Hunger CT to receive help. You must file by September 3, 2020 to qualify.**

### Transportation

Transportation to medical appointments continues to be provided by the SweetHART Bus. Their phone number is 203-744-4070. Additional assistance can be provided by April Chaplin at the Kennedy Center. April is the Mobility Manager for Northwest CT Regional Mobility Manager/Ombudswoman. Her number is 475-298-3103.

### Connections with Friends Family through Technology

Are you interested in getting some "technology" or a "device" (phone, tablet) to help you get connected to friends and family? If the answer is yes, you might be interested in a new program 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. We have partnered with the Western CT Area Agency on Aging (WCAAA) to bring this program to Danbury seniors. **Please call us here at the center for the initial eligibility screening and be connected to complete your application. This program is supported by the CARES Act.**

# TIMELESS ? TRIVIA



With **Kevin Burland**

1.) In the movies, which of these singers performed the MOST James Bond songs?

- a.) Nancy Sinatra
- b.) Tom Jones
- c.) Shirley Bassey
- d.) Sheena Easton

2.) The German food chain, ALDI, split into 2 different corporations in the 60s - NORD & SUD (north and south) - when the two owners disagreed on WHAT policy?

- a.) Selling Beer & Wine
- b.) Selling Cigarettes
- c.) Staying open 24 hours
- d.) Not accepting manufacturers coupons

3.) How long did the "Cuban Missile Crisis" last in 1962?

- a.) 10 days
- b.) 13 days
- c.) 2 weeks
- d.) One month

4.) In what sport do athletes compete for the "WALKER CUP"?

- a.) Squash
- b.) Cricket
- c.) Tennis
- d.) Golf

5.) What gives the "White Cliffs of Dover" their color?

- a.) Limestone
- b.) Granite
- c.) Chalk
- d.) Marble

6.) What famous TV actress, while undergoing treatment for alcohol abuse, snuck out of the Betty Ford Clinic because she didn't like cleaning and abiding by the rules of the facility?

- a.) Mary Tyler Moore
- b.) Betty White
- c.) Kirstie Alley
- d.) Sally Struthers

7.) Which state's capital is named after a famous German Statesman?

- a.) Georgia
- b.) Louisiana
- c.) Wyoming
- d.) North Dakota

8.) What is the chemical symbol for the element with the shortest name?

- a.) Au
- b.) Fe
- c.) Sn
- d.) Zn

9.) What Broadway musical includes a song with these words?

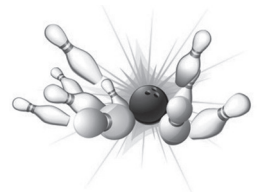
"Girls in white dresses with blue satin sashes"

- a.) Annie
- b.) My Fair Lay
- c.) The Sound of Music
- d.) The Music Man

10.) In 2003, as part of it's salute to "100 Years of Film", The American Film Institute named which character as "the greatest hero in the movies"?

- a.) James Bond
- b.) George Bailey
- c.) Rocky Balboa
- d.) Atticus Finch

# Team Sports



A V O L L E Y B A L L H A F H J A U B H N L V M  
M P K S C I T S A N M Y G L A U Z X I G R L H I  
E L F R Q I J Z L Y G B S O K G P Z Z O G A V I  
R G U R U G B Y C J C O V G M X P E N A N B Y E  
I E B W N C A B W O E H A J S X K H R L B H U Y  
C C T D Y E O O W L M C D L C T Q G C A H C E X  
A B R I B W X Z K B Q M O Q S N F K Y T M N C T  
N X J N L G G C I J X H U O C H B A Y T D E N A  
F U U I H S A R V J K G M N P U O E G A L B E H  
O F N M U T R W S S E V O N I E I O C C D N F T  
O G G O A L D E F E N C E D Y C R Y T K T T E E  
T R E P C F G I Z S I N E T Q X A A R E L C D K  
B E J H A C O O R D I N A T I O N T T D R F G C  
A L V Z H K P D O D G E B A L L Y E I I N I N I  
L C S E O A Z K R O W M A E T I H M F O O Z I R  
L X W Z C Z Q B V K O F C U M V X A N Y N N W C  
L Q J C K D P N E S B A S K E T B A L L P K F  
L C W H E D T J O I Z K L L A B T E N E G U Z Q  
A G P C Y F T T K C A T T A G N I W X J G G V Z  
B N G O A L K E E P E R F K L N O T N I M D A B  
E G V M Z D C H E E R L E A D I N G G N S Q R C  
S Z Y Y V R W O R V Q U A R T E R B A C K C N M  
A P W Q S V Y I G N I T A K S E R U G I F P T B  
B E W G K I T N W P Q B V J W F O O T B A L L M

Tackle Quarterback Communication Coordination Cooperation Teamwork  
American Football Wing defence Wing attack Goal attack Goal shooter Goal defence  
Goal keeper Cheerleading Figure skating Hockey Bowling Gymnastics Benchball Cricket  
Volleyball Golf Badminton Dodge ball Tennis Baseball Basketball Football Rugby Netball

## Zoom and Facebook Live Events!

If you would like some help getting on to Facebook Live or Zoom on your device, or would like to borrow a device from the Danbury Library to participate in an event, please call the Senior Center for assistance - 203-797-4686.

**Facebook Live Coffee House with Billy Micheal** on Tuesday, September 15 at 1pm. Our first Facebook Live event features the endearing performer Billy Micheal. Known and loved in the community for decades, Billy will bring his classic performance to Facebook Live for you all to enjoy. Coffee and pastry will be delivered by our Elmwood Hall Van drivers, Pam and Kevin, so you can enjoy fresh coffee and a treat while sharing the connection of our senior center community. You must sign up in advance for this program. Coffee and pastry delivery limited to Danbury residents. All welcome to join the Facebook Live Coffee House. Look for a special guest appearance by Mayor Mark Boughton.

**Zoom Meet Movie Club with Michelle** on Monday, September 21 at 11am. The movie club returns in a Zoom format. Featuring the movie Judy, join us via zoom to watch the movie Judy together. Afterwards, Michelle will lead a lively discussion about themes and performances in this powerful story. Snacks delivered by Elmwood Hall van drivers, Kevin and Pam. You must sign up in advance for this event.

**Zoom in the Room Scavenger Hunt with Michelle** on Tuesday, September 29 at 10:30am. What do you have in your room? Hosted by Michelle, have fun with us as we connect over Zoom to seek and find common, everyday items that you might have in your house in your favorite room. Share together and enjoy friendly competition to see you might have the most of these everyday common items. You must sign up in advance for this event.



**Joyce Kuhn**

# **Quick Chicken Recipe**

## **Ingredients**

- 2 10 Ounces Each Skin Off Bone-In Chicken Breasts
- 2 Tablespoons of Creamy Peanut Butter
- ½ Cup Nonfat Plain Yogurt
- 1/8 Teaspoon Ground Red Pepper

## **Directions**

- Preheat oven to 375 degrees.
- Line baking pan with heavy foil.
- In a small bowl combine ½ cup nonfat plain yogurt and 2 tablespoons of creamy peanut butter with 1/8 teaspoon ground red pepper.
- Dip 2 –10 ounces each skin off bone-in chicken breasts in sauce. Coat evenly.
- Arrange pieces, rib side down on prepared pan.
- Bake on top shelf of the oven for 35 to 45 minutes or until chicken is evenly brown and juices run clear when the breast is pierced with a fork.
- Serve hot or cold.
- Serves 2. Recipe can be doubled.

---

## **Timeless Trivia Answers**

***How did you do? Have fun? Let us know!***

- 1.) **c** Shirley Bassey performed 3 songs: Goldfinger 1964, Diamonds Are Forever 1971, Moonraker 1979
- 2.) **b**
- 3.) **b** 13 days from October 16th through October 28th
- 4.) **d** An event that occurs in odd numbered years with leading Golf amateurs playing in two teams: The USA vs. Great Britain & Ireland.
- 5.) **c**
- 6.) **a**
- 7.) **d** Named after Germany's "Iron Chancellor", Otto Von Bismarck: Bismarck, North Dakota
- 8.) **c** TIN, the others are Gold (Au), Iron (Fe), and Zinc (Zn)
- 9.) **c** The Sound of Music (My Favorite Things)
- 10.) **d**

# Happy Seniors Enjoying Meal Delivery from the Senior Center!



Jane and Jimmy



Nicolina



Leo



Paul



Elderly Services staff member, Vinny Albano, sorting meals for delivery.

Photos by Kevin Burland

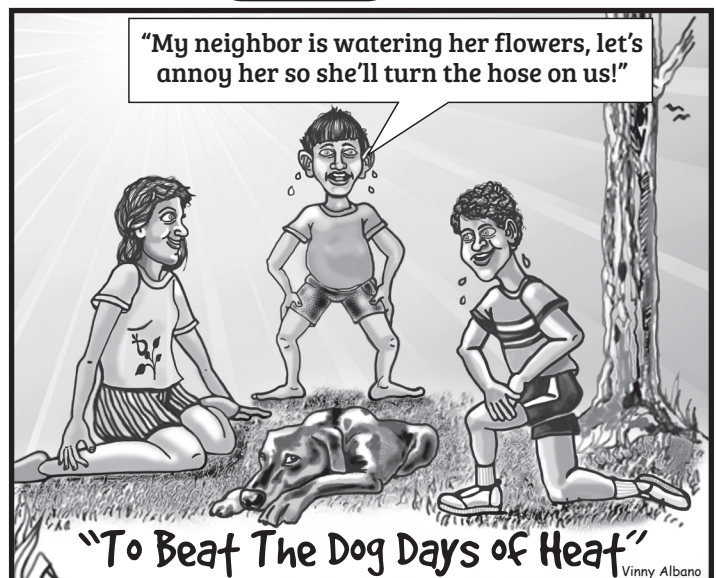
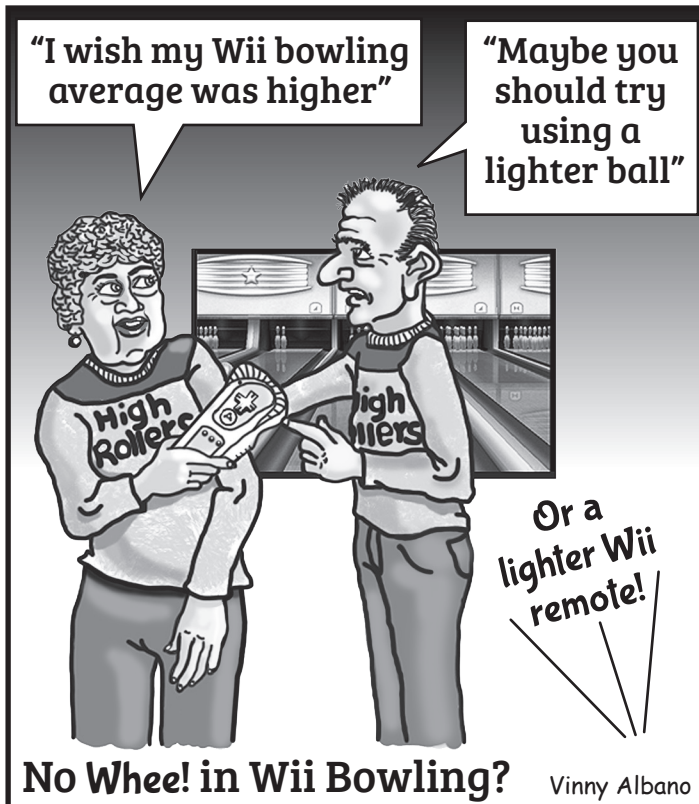


**Logan**

The Senior Center Therapy Dog, is missing all his friends at the center!



Logan's Stay Positive sign was made by Michelle McNamara's daughter Cienna.



# Elmwood Extra Read All About It

Department of Elderly Services  
Elmwood Hall - Danbury Senior Center  
10 Elmwood Place  
Danbury, CT 06810

## Mission Statement

The Department of Elderly Services seeks to increase the quality of life of Danbury area citizens who are age 60 or older by developing many comprehensive programs and resources and referral services specifically designed to enrich the general well-being of Danbury's more mature population.

For a full listing of our programs, please visit our website [www.danburyseniors.org](http://www.danburyseniors.org)

## Department of Elderly Services Staff Members

Susan Tomanio, LCSW - *Director of Elderly Services*

Michelle McNamara - *Municipal Agent / Coordinator*

Joyce Kuhn - *Activities / Outreach / Resource & Referral (Grant Funded)*

Linda Rinaldi - *Administrative Assistant*

Jose Fuentes - *Program Set Up Assistant* • Vincent Albano - *Program Set Up Assistant*

Kevin Burland - *Van Driver* • Pam Makin - *Van Driver*



Continued thanks to staff member **Vinny Albano** for his graphic design of this newsletter. Vinny is a professional graphic artist, an award winning watercolor painter who resides in Danbury with his wife and two daughters.

| Danbury Library Statistics: Circulation, Programs, Services 2019-2020           |         |           |           |         |       |                                                  |
|---------------------------------------------------------------------------------|---------|-----------|-----------|---------|-------|--------------------------------------------------|
|                                                                                 | July-20 | YTD 20-21 | YTD 19-20 | +/-     | %     | Comments:                                        |
| NUMBER OF PEOPLE ENTERING LIBRARY                                               |         |           | 29,913    | -29,913 | -100% |                                                  |
| AVERAGE NUMBER OF PEOPLE PER DAY OPEN                                           |         |           | 1,151     | -1,151  | -100% |                                                  |
| COMMUNITY ENGAGEMENT                                                            | 91,521  | 91,521    | 125,503   | -33,982 | -27%  |                                                  |
| REGISTERED PATRONS WITH ACTIVE LIBRARY CARDS *                                  | 27,117  | 27,117    | 27,407    | -290    | -1%   |                                                  |
| USE OF LIBRARY MATERIALS & SERVICES - IN LIBRARY                                |         |           |           |         |       |                                                  |
| Total print circulation                                                         | 3,221   | 3,221     | 25,169    | -21,948 | -87%  | Number of items checked out via curbside service |
| Total Inter-library loan                                                        | 236     | 236       | 1,785     | -1,549  | -87%  |                                                  |
| Total program number                                                            | 141     | 141       | 172       | -31     | -18%  |                                                  |
| Total program attendance                                                        | 2,873   | 2,873     | 3,162     | -289    | -9%   |                                                  |
| Meeting room use by outside agencies                                            |         |           | 48        | -48     | -100% |                                                  |
| USE OF LIBRARY MATERIALS & SERVICES - REMOTE & ELECTRONIC                       |         |           |           |         |       |                                                  |
| Computer usage                                                                  | 186     | 186       | 6,393     | -6,207  | -97%  |                                                  |
| Ebook and audiobook circulation from Overdrive                                  | 2,041   | 2,041     | 1,032     | 1,009   | 98%   |                                                  |
| iConn ebook and audiobook downloads                                             | 48      | 48        | 83        | -35     | -42%  |                                                  |
| Downloadable content (eSebco, Freegal, Hoopla, Kanopy, Tumblebooks)             | 11,963  | 11,963    | 6,670     | 5,293   | 79%   |                                                  |
| * An active card is one that has been used in the past 18 months or owes money. |         |           |           |         |       |                                                  |

| Danbury Library Grant Applications and Statuses, 2019-2020  |                                       |              |              |                      |                     |                                                                 |
|-------------------------------------------------------------|---------------------------------------|--------------|--------------|----------------------|---------------------|-----------------------------------------------------------------|
| Grant Agency                                                | Program Supported                     | Grant Amount | Award Amount | Application Due Date | Award Dates         | Project Status                                                  |
| CT State Library Construction Grant                         | Junior Floor / Children's Programming | \$100,000    | \$100,000    | 8/31/2018            | 11/2018 - 5/2020    | Awarded-Active<br>Awarded-Active - End date extended to 8/30/20 |
| Library Services and Technology Act Literacy Grant          | Literacy, Language Services           | \$7,500      | \$7,500      | 4/8/2019             | 7/1/2019- 8/30/2020 | Awarded-Active                                                  |
| Woman's Club of Danbury/New Fairfield Philanthropic Funding | Digital Services                      | \$500        |              | 1/20/2020            |                     | Awarded-Active                                                  |
| Library Services and Technology Act Planning Grant          | Marketing                             | \$5,000      |              | Rolling              |                     | Received City Council approval to apply                         |
| NASA CT Space Grant Consortium                              | Teen STEM Programming                 | \$4,800      |              | Rolling              |                     | Applied                                                         |
| The Awesome Foundation                                      | Junior Floor / Children's Programming | \$1,000      |              | Rolling              |                     | Received City Council approval to apply                         |
| Ezra Jack Keats Foundation                                  | Children's Programming                | \$500        |              | 3/31/2020            |                     | Applied<br>Submitted to City Council for approval               |
| ALA Resilient Communities                                   | Teens/Adults                          | \$1,000      |              | 9/10/2020            |                     |                                                                 |