

COMMON COUNCIL MEETING

JUNE 6, 2000

Mayor Eriquez will call the meeting to order at 7:30 P.M.

PLEDGE OF ALLEGIANCE

PRAYER

ROLL CALL

Levy, Scalzo, McAllister, Smith, Saadi, Buzaid, Dean Esposito, Machado,
Shuler, Coco, Arconti, John Esposito, Abrantes, Pascuzzi, Basso,
Furtado, Gallagher, Gogliettino, Michael Moore, Martin Moore,
Saracino

19 Present 2 Absent

PUBLIC SPEAKING

MINUTES – Minutes of the Common Council Meeting held May 2, 2000

CONSENT CALENDAR

1 – RESOLUTION – Food Stamp Workfare Program

2 – RESOLUTION – AIDS Prevention Program

3 – RESOLUTION – Replacement of Shelter Rock School Roof

4 – RESOLUTION – Per Capita Grant

5 – RESOLUTION – Long Range Planning Grant

6 – RESOLUTION – Community Development Block Grant

7 – RESOLUTION – Farmers Market Coupon Grant 2000

8 – RESOLUTION – America the Beautiful Grant

9 – RESOLUTION – Wood Street Water Assessments

10 – COMMUNICATION – Appointment of William Goldstein to the Transit District Board of Directors

11 – COMMUNICATION – Reappointment to the Civil Service Commission

12 – COMMUNICATION – Appointment as an Alternate on the Planning Commission

13 – COMMUNICATION – Appointment to the Parking Authority

14 – COMMUNICATION – Reappointments to the Tarrywile Park Authority

15 – COMMUNICATION – GE Fund Environmental Stewardship Grant

16 – COMMUNICATION – Grant Agreement with the William Caspar Graustein Memorial Fund for the Danbury Children First Initiative

17 – COMMUNICATION – Donation to the School Based Health Center

18 – COMMUNICATION – Scholarship from The Connecticut Association of School Based Health Centers

19 – COMMUNICATION – Tree Donation (Three Separate Donations)

20 – COMMUNICATION – Millennium Project

21 – COMMUNICATION – Donation to the Library

22 – COMMUNICATION – Donation to the Department of Elderly Services

23 – COMMUNICATION – Donations to the Department of Elderly Services

24 – COMMUNICATION – Reappropriation of Donated Funds

25 – COMMUNICATION – Airport Maintainer – WITHDRAWN

26 – COMMUNICATION – Airport Security – WITHDRAWN

27 – COMMUNICATION – Tree Clearing – WITHDRAWN

28 – COMMUNICATION – Application for Federal Assistance

29 – COMMUNICATION – Request for Use of Voting Machines

30 – COMMUNICATION – State and Federal Projects

31 – COMMUNICATION – Teamsters Contract

32 – COMMUNICATION – Teamsters Contract – Local 677

33 – COMMUNICATION – Teamsters Contract – Public Buildings

34 – COMMUNICATION – Automated Flood Warning and Response System

35 – COMMUNICATION – Police Special Services Account

36 – COMMUNICATION – Fire Department Special Services Account

37 – COMMUNICATION – Request for Funds for the Town Clerk's Office

38 – COMMUNICATION – Bear Mountain Improvements

39 – COMMUNICATION – Library Request for Transfer

40 – COMMUNICATION – Supplemental Appropriation for Reimbursement of E-Rate Funds

41 – COMMUNICATION – Ice Rink Sidewalks

42 – COMMUNICATION – Goodkind & O'Dea v, City of Danbury

43 – COMMUNICATION – Vacant Land – Garamella Boulevard

44 – COMMUNICATION – Request for Change of Name to Josh Lane

45 – COMMUNICATION – Request for Water Extension – Bear Mountain Road and Pembroke Road

46 – COMMUNICATION – Request for Sewer Extension – 3 Oak Lane

47 – COMMUNICATION – Report from Planning Commission – 195-197 Main Street

48 – COMMUNICATION – Report from Planning Commission – Water Extension on Blueberry Lane

49 – COMMUNICATION – Report regarding Drainage Problem

50 – COMMUNICATION – Report regarding sidewalks on Hospital Avenue

51 – COMMUNICATION – Request for Water line – 21 Shannon Ridge Road

52 – COMMUNICATION – Connecticut Mooney Aircraft Sales v. City of Danbury

53 – COMMUNICATION – City of Danbury v. John A. Spremullo

54 – DEPARTMENT REPORTS – Police Chief, Public Works, Fire Chief, Health and Housing, Department of Elderly Services, Engineering, Fire Marshall

55 – COMMUNICATION – Request for Water Extension – 24-30 Mill Plain Road

56 – REPORT – Volunteer Tax Abatement

57 – COMMUNICATION & CERTIFICATION – Additional Funds for EMS Services

There being no further business to come before the Common Council a motion was made by _____ at _____ P.M. for the meeting to be adjourned.

CONSENT CALENDAR – JUNE 6, 2000

- 1 - Adopt the revised resolution to apply for and accept funding in the amount of \$32,230 from the State of Connecticut Department of Social Services for the Food Stamp Workfare Program
- 3 - Adopt the Resolution to apply for a State Department of Education grant for the replacement of the roof at Shelter Rock Road School
- 4 - Adopt the Resolution to apply for and accept funding in the amount of \$74,386.77 from the State of Connecticut Department of Public Health for the 2000-2001 Per Capita program
- 5 - Adopt the Resolution to apply for and accept funding in the amount of \$10,000 from the Connecticut State Library for a long range planning program and approve the local and in-kind match as desired
- 6 - Adopt the Resolution to apply for and accept funding from the U. S. Department of Housing and Urban Development for the Community Development Block Grant as described.
- 7 - Adopt the Resolution to authorize the City of Danbury Women, Infants and Children Program to enter into an agreement with the State Department of Agriculture and accept the funding of \$545.50
- 8 - Adopt the Resolution to apply for and accept funding in the amount of \$3,000 from the USDA Forest Service's Urban and Community Forestry Program and approve the local match as described
- 9 - Adopt the Resolution authorizing the installment method of payment for the Wood Street Water Line Project water assessments
- 10 – Approve the appointment of William L. Goldstein to the Transit District Board of Directors
- 11 – Approve the reappointment of Frank Caracansi to the Civil Service Commission
- 12 – Approve the appointment of Russell M. Foti as alternate to the Planning Commission
- 13 – Approve the appointment of Robert M. Steinberg to the Parking Authority
- 14 – Approve the Reappointments of Gerald Daly, David Cook and Robert Lovell to the Tarrywile Park Authority
- 16 – Approve the grant agreement with the William Caspar Graustein Memorial Fund for the Danbury Children's First Initiative

- 24 – Approve the transfer of \$578 from the Elderly Services Donations Revenue account to the Commission on Aging budget
- 28 – Approve the pre-application for federal assistance at the airport as described
- 29 – Approve the loan of two voting machines to the American Legion Auxiliary
- 34 – Approve the transfer of \$17,451 from the Insurance Department Automobile Insurance line item into a new Capital line item entitled Automated Flood Warning System
- 35 – Approve the request of \$150,000 in additional funding and associated indirect revenue for the Police Special Services Account
- 36 – Approve the request for \$15,000 additional funding and associated indirect revenue for the Fire Department Special Services Account
- 37 – Approve the transfer of \$4,800 from the Insurance Department Workers Compensation line item to the Town Clerk's budget as described
- 38 – Approve the transfer of \$20,000 from the Bear Mountain reserve account to be used for improvements at Bear Mountain Park as described
- 39 – Approve the transfer of \$2,202 from the Library's Regular Salaries line item to the Library Building Maintain Buildings-Structures line item for improvements as described
- 47 – Receive the report from the Planning Commission recommending the approval of the easement to MIA Realty Associates Limited Partnership for 195-97 Main Street
- 48 – Receive the report from the Planning Commission recommending the approval of a water extension at Blueberry Lane
- 49 – Receive the report from the Acting Director of Public Works regarding item 30 from the April 2000 Common Council meeting
- 57 – Approve the amendment to the ambulance budget as proposed.



CITY OF DANBURY

155 DEER HILL AVENUE

DANBURY, CONNECTICUT 06810

DOMINIC A. SETARO, JR.
DIRECTOR OF FINANCE

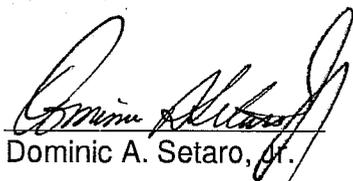
(203) 797-4652
FAX: (203) 796-1526

M E M O R A N D U M

DATE: May 31, 2000
TO: Hon Gene F. Eriquez,
via the Common Council
FROM: Dominic A. Setaro, Jr., Director of Finance
RE: **Resolution – FOOD STAMP WORKFARE PROGRAM**
CC: K. G. Redenz, D. MacKenzie

Attached for your review is a revised resolution that will allow the City of Danbury Department of Welfare to apply for and accept funding in the amount of \$32,230 from the State of Connecticut Department of Social Services. This resolution replaces the previous \$36,000 approval. There is no local cash match.

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


Dominic A. Setaro, Jr.

Attach.



RESOLUTION

CITY OF DANBURY, STATE OF CONNECTICUT

_____ A. D., 19

RESOLVED by the Common Council of the City of Danbury:

WHEREAS, the State of Connecticut Department of Social Services has notified the City of Danbury Welfare Department of its eligibility to apply for a grant for its Food Stamp Workfare Program; and

WHEREAS, the Workfare Program would refer 20 Danbury area residents each month to the Job Search training program or skill training; and

WHEREAS, the grant being offered is in the amount of \$32,230.00 and will require no matching funds from the City of Danbury; and

NOW, THEREFORE BE IT RESOLVED THAT Gene F. Eriquez, Mayor of the City of Danbury is hereby authorized to apply for said grant on behalf of the Danbury Welfare Department, and to execute any and all documents to effectuate the purposes hereof.

c:\resoluti\workfare

41
Amended
1st vote

COMMON COUNCIL ROLL CALL

<u>NAME</u>	<u>YES</u>	<u>NO</u>
WARREN LEVY	✓	
HARRY SCALZO	✓	
PAUL McALLISTER		✓
MARY SMITH		✓
THOMAS SAADI		✓
EMILE BUZOID	✓	
DEAN ESPOSITO		✓
VALDEMIRO MACHADO	✓	
CONNIE SHULER	✓	
JOSEPH COCO		✓
THOMAS ARCONTI	✓	
JOHN ESPOSITO	✓	
HELENA ABRANTES	✓	
MICHAEL PASCUZZI	✓	
PAULINE BASSO		✓
MANNY FURTADO	✓	
MATTHEW GALLAGHER	gob.	
JOHN GOGLIETTINO		✓
MICHAEL MOORE	✓	
MARTIN MOORE	gob.	
MARY SARACINO	✓	

12
yes

7
no

41
Motion
as amended
2nd vote

COMMON COUNCIL ROLL CALL

<u>NAME</u>	<u>YES</u>	<u>NO</u>
WARREN LEVY	✓	
HARRY SCALZO	✓	
PAUL McALLISTER		✓
MARY SMITH		✓
THOMAS SAADI		✓
EMILE BUZAID	✓	
DEAN ESPOSITO		✓
VALDEMIRO MACHADO	✓	
CONNIE SHULER	✓	
JOSEPH COCO		✓
THOMAS ARCONTI	✓	
JOHN ESPOSITO	✓	
HELENA ABRANTES	✓	
MICHAEL PASCUZZI	✓	
PAULINE BASSO		✓
MANNY FURTADO	✓	
MATTHEW GALLAGHER	abs.	
JOHN GOGLIETTINO		✓
MICHAEL MOORE	✓	
MARTIN MOORE	abs.	
MARY SARACINO	✓	

12
Yes

7
No



2

CITY OF DANBURY

155 DEER HILL AVENUE

DANBURY, CONNECTICUT 06810

DOMINIC A. SETARO, JR.
DIRECTOR OF FINANCE

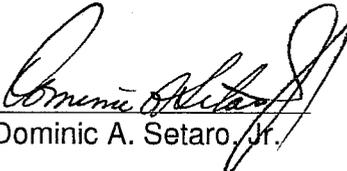
(203) 797-4652
FAX: (203) 796-1526

M E M O R A N D U M

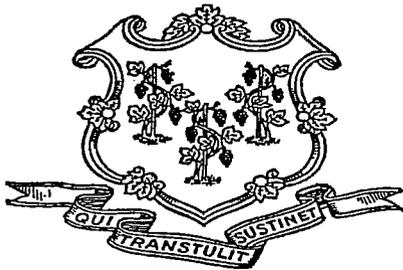
DATE: May 31, 2000
TO: Hon Gene F. Eriquez,
via the Common Council
FROM: Dominic A. Setaro, Jr., Director of Finance
RE: **Resolution – AIDS Prevention Program**
CC: K. G. Redenz, W. Campbell

Attached for your review is a resolution that will allow the City of Danbury Department of Public Health Services to apply for and accept funding in the amount of \$445,040 from the State of Connecticut Department of Public Health for AIDS Risk Reduction Outreach Education Program, HIV Counseling and Testing Services, its Needle Exchange Program and its Ryan White Title II Case Management program. The grant term will be for a two-year period beginning July 1, 2000 and ending June 30, 2002. There is no local cash match.

Attached is a copy of the grant application and budget for your review. The Common Council is requested to consider this resolution at its next meeting.


Dominic A. Setaro, Jr.

Attach.



State Of Connecticut
Department Of Public Health
Bureau Of Community Health

**Continuation Funding
Application**

City of Danbury

AIDS

Contract Funding Period
July 1, 2000 to June 30, 2002
DPH Log #2001-020

Amount Awarded

Year 1: \$249,775

Year 2: \$195,265

Total Awarded: \$445,040

Fund/Program Name	Amount Year 1	Amount Year 2
HIV Prevention Program: Prevention Education Services Counseling and Testing Services	\$146,164	\$146,164
Needle Exchange Program	\$52,020	
Health Care and Social Services	\$51,591	\$49,101

FUNDING APPLICATION



Fund Name	Cover Page Amount Year 1	Amount Year 2
HIV Prevention Program	\$146,164	\$146,164
Needle Exchange Program	\$52,020	
Health Care and Social Services	\$51,591	\$49,101

Applicant Agency

Legal Name: City of Danbury Department of Health & Housing

Address: 155 Deer Hill Avenue

Town/City, State, Zip Code: Danbury, CT 06810

Telephone No.: (203) (796-1613)

Fax No.: (203) (796-1646)

E-Mail Address: n/a

Amount Requested (May not exceed award amount): \$445,040

Contract Start Date: 7/1/00 End Date: 6/30/02

Due Date: May 22,2000

Agency Fiscal Year: 7/1 - 6/30

Minority Business Enterprise (MBE) Yes No

Women Business Enterprise (WBE) Yes No

Federal Employer ID Number: 066001868 Town Code:

Incorporated Yes No

Type of Agency Public Private Non-Profit

Other Explain:

I certify that to the best of my knowledge and belief, the information contained in this application is true and correct, the applicant has the authority to apply for this funding, the applicant will comply with applicable state and federal laws and regulations, and I am authorized to make this application on behalf of the applicant agency.

Signature: _____ Date: _____

Name: Gene F. Eriquez Title: Mayor
(Print or Type)

Contractor Information



Please List the Agency Contact Person(s) Responsible
for Completion and Submittal of:

Contract and Legal Documents/Forms:

Name & Title: Gene F. Eriquez, Mayor
Address: 155 Deer Hill Ave.
Town/City, State, Zip Code: Danbury, CT 06810 E-Mail Address:
Telephone No.: (203) (797-4511) Fax No.: (203) (796-1666)

Program Progress/Activity and Statistical Data Reporting Forms:

Name & Title: William Campbell, Director of Health
Address: 155 Deer Hill Ave.
Town/City, State, Zip Code: Danbury CT 06810 E-Mail Address:
Telephone No.: (203) (796-4652) Fax No.: (203) (796-1596)

Financial Expenditure Reporting Forms:

Name & Title: Dominic Setaro, Director of Finance
Address: 155 Deer Hill Ave.
Town/City, State, Zip Code: Danbury, CT 06810 E-Mail Address:
Telephone No.: (203) (797-4652) Fax No.: (203) (796-1526)

Program Location(s)** (if different than Applicant Agency Address listed above):

Location #1

Name: AIDS Prevention Program
Address: 8 West St. #205
Town/City, State, Zip Code: Danbury, CT 06810
Telephone No.: (203) (796-1613)

#2 Contract Budget

City of Danbury, #2001-020

BUDGET PERIOD: 07/01/2000 to 06/30/2001**Contract Period: 07/01/00 to 06/30/02****Budget Summary****Program(s)/Site(s)**

- #1: HIV Prevention Program
 #2: Needle Exchange Program
 #3: Health Care & Social Services

Category	Program 1	Program 2	Program 3
Program Name:	HIV Prev	NEP	HCSS
1. Salaries & Wages	\$111,617	\$41,532	
2. Fringe Benefits	\$18,111	\$4,860	
2a. Public Liability	664	170	152
3. Travel	300	200	
4. Training	200	200	
5. Educational Materials	344	200	
6. Office Supplies	200	100	
7. Medical Materials	300	300	
8. (Sub-Contracts)**			49375
9. Telephone	922	158	
10. Advertising	350		
11. Other Expenses (list)			
a. Dues/Fees/Subs	400		
b. Equipment			
c. Printing	100		
d. Utilities	720		
e. Equip. Maint.	500	430	
f. Gasoline		300	
g. Postage	100	100	
h. Disposal	210	70	
i. Rent	5280	1320	
j. Audit	2923	1040	1032
12. a) Administrative Costs	2923	1040	1032
12. b) Indirect Costs			
Total DPH Grant	146164	52020	51591
Other Program Income			
Counseling Testing Fees	1600		

**Complete Sub-contractor Schedule A

#2 Contract Budget

City of Danbury #2001-020

BUDGET PERIOD: 07/01/2000 to 06/30/2001**Contract Period: 07/01/00 to 06/30/02****Budget Justification Schedule B****Program/Site: City of Danbury AIDS Prevention Program**

Line Item (Description)	Amount	Justification including Breakdown of Costs
Salaries & Wages	111617	See Position Schedules. Includes 2.75% wage increase.
Fringe Benefits	18111	See Position Schedules (includes FICA, Health, Dental, City Sick Pay Benefit, Workers Comp, Life & Dis)
Public Liability	664	Insurance cost for running program (2.939/1000 * total expenditures).
Travel	300	770 miles * .325 plus parking reimbursement (49.75)
Training	200	Funds to cover ongoing professional development and training of staff
Educational Materials	344	Costs of books, brochures, outreach materials, videos and other incidentals directly related to AIDS Education.
Office Supplies	200	Costs of paper, clips, calendars, toner, ink, files, pens, pencils, tape, post-its, markers, batteries, etc., for office use.
Medical Materials	300	Costs associated with operation of C&T clinic, sharp's containers, blood drawing supplies, & Condoms
Contractual	49375	See Attached subcontractor schedule
Telephone	922	Estimated costs/share of regular phone usage & mobile phone @ \$90 per month.
Advertising	350	Costs of placing ad's in help wanted or community information
Dues/Fees/Subscriptions	400	Dues for professional organizations (Nat'l Minority AIDS Cnc'l, NASW, local Coalition), and AIDS & community journal fees
Equipment		No major equipment purchases planned in this fiscal year.
Printing	100	Costs for business cards, journal entries and brochures.
Utilities	720	Projected estimated cost of electricity & heat for office.
Equip. Maintenance	500	Costs associated with service of van and service contracts for computers, printers, cellular pagers and copier machine.
Postage	100	Projected estimated cost for stamps and mailing.
Disposal	210	Three pickups of large bio-hazardous box @ \$70 per pickup.
Rent	5280	Office rental proportionate share of \$550 per month.
Audit	2923	2% fee charged by City of Danbury to comply with audit requirements.
Administrative Costs	2923	2% fee charged by City of Danbury to administer grant.
Counseling & Testing Fees	1600	Projected income from sliding scale fee (\$5-\$20) for clinic HIV testing.

#2 Contract Budget

City of Danbury #2001-020

BUDGET PERIOD: 07/01/2000 to 06/30/2001**Contract Period: 07/01/00 to 06/30/02****Budget Justification Schedule B****Program/Site: City of Danbury AIDS Prevention Program Needle Exchange**

Line Item (Description)	Amount	Justification including Breakdown of Costs
Salaries & Wages	41532	See Position Schedules. Includes 2.75% wage increase.
Fringe Benefits	4860	See Position Schedules (includes FICA, Health, Dental, City Sick Pay Benefit, Workers Comp, Life & Dis)
Public Liability	170	Insurance cost for running program (2.939/1000 * total expenditures).
Travel	200	600 miles * .325 plus parking reimbursement (5.00)
Training	200	Funds to cover ongoing professional development and training of staff
Educational Materials	200	Costs of books, brochures, outreach materials, videos and other incidentals directly related to AIDS Education.
Office Supplies	100	Costs of paper, clips, calendars, toner, ink, files, pens, pencils, tape, post-its, markers, batteries, etc., for office use.
Medical Materials	300	Costs associated with operation of syringe purchase, sharp's containers, NEP necessities, & Condoms
Contractual	49375	See Attached subcontractor schedule
Telephone	158	Estimated costs/share of regular phone usage & mobile phone @ \$90 per month.
Equip. Maintenance	430	Costs associated with service of van and service contracts for computers, printers, cellular pagers and copier machine.
Postage	100	Projected estimated cost for stamps and mailing.
Disposal	70	One pickup of large bio-hazardous box @ \$70 per pickup.
Rent	1320	Office rental proportionate share of \$550 per month.
Audit	1040	2% fee charged by City of Danbury to comply with audit requirements.
Administrative Costs	1040	2% fee charged by City of Danbury to administer grant.

Contract Budget

City of Danbury #2001-020

BUDGET PERIOD: 07/01/2000 to 06/30/2001

Contract Period: 07/01/00 to 06/30/02

Position Schedule #2a

Program/Site: City of Danbury AIDS Program

Position Description and Staff Person Assigned	Annual Salary	% FTE	Hours wk/ wks per Year	Hourly Rate	Total Salary Charged	Fringe Benefit Rate %	Total Fringe Benefits
1.Position: Program Coordinator Name: D. Torres	49250	77.14%	27/53	26.55	37993	Actual cost	6553
2.Position: HIV Specialist Name: G. Probst	36284	100%	35/53	19.56	36284	Actual cost	8021
3.Position: HIV Counselor Name: P. A. Denardo	6259	17%	6/52	20.06	6259	Actual cost	604
4.Position: HIV Counselor Name: C. L. Brown	18084	11%	4/52	14.49	3014	Actual cost	291
5.Position: CTS Clerk Name: E. R. Probst	3385	17%	6/52	10.85	3385	Actual cost	264
6.Position: Outreach Educator Name: C. L. LaDuca	14269	57%	20/52	13.72	14269	Actual Cost	1376
7.Position: Outreach Educator Name: O.O. Pesantez	10413	43%	15/52	13.35	10413	Actual cost	1004
8.Position: Name:		%	/			%	
9.Position: Name:		%	/			%	
10.Position: Name:		%	/			%	
11.Position: Name:		%	/			%	
12.Position: Name:		%	/			%	
13.Position: Name:		%	/			%	
14.Position: Name:		%	/			%	
15.Position: Name:		%	/			%	
16.Position: Name:		%	/			%	
17.Position: Name:		%	/			%	
18.Position: Name:		%	/			%	
19.Position: Name:		%	/			%	
20.Position: Name:		%	/			%	
21.Totals					111617		18113

Contract Budget

City of Danbury #2001-020

BUDGET PERIOD: 07/01/2000 to 06/30/2001**Contract Period: 07/01/00 to 06/30/02****Subcontractor Schedule A-Summary****Program/Site: AIDS Project Greater Danbury, Danbury, CT 06810**

Name		Indicate One			Amount
		MBE	WBE	N/A	
1.	AIDS Project Greater Danbury	<input type="checkbox"/>	<input type="checkbox"/>	X	\$49375
2.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
				TOTAL	\$49375

Subcontractor Schedule A-Detail
City of Danbury #2001-020
Budget Period: 07/01/2000 to 06/30/2001

Program: Health Care/Social Services – Ryan White II

Contract Period: 07/01/00 to 06/30/02

#1

Subcontractor Name: AIDS Project Greater Danbury

Address: 15 North Street

Telephone: (203) (778-2437)

Select One: A Budget Basis B Fee-for-Service C Hourly Rate

Indicate One: MBE WBE X Neither

Line Item	Amount
F/T Community Case Manager (37.5 hrs. x \$14.50 x 52 weeks)	28275
Fringe Benefits (13%)	3676
Training	1000
Van Operation/Transportation	3848
Computers (2 p.c.'s, server, set-up)	3350
Emergency Health/Medical Fund	3600
Emergency Client Needs	5400
Telephone	226
Total Subcontract Amount	\$49375

#2 Contract Budget

City of Danbury, #2001-020
BUDGET PERIOD: 07/01/2001 to 06/30/2002

Contract Period: 07/01/00 to 06/30/02

Budget Summary

Program(s)/Site(s)

- #1: HIV Prevention Program
#2: Health Care & Social Services

Category	Program 1	Program 2
Program Name:	HIV Prev	HCSS
1. Salaries & Wages	109076	
2. Fringe Benefits	18787	
2a. Public Liability	664	144
3. Travel	400	
4. Training	200	
5. Educational Materials	300	
6. Office Supplies	200	
7. Medical Materials	400	
8. Contractual (Sub-Contracts)**		46993
9. Telephone	1080	
10. Advertising	231	
11. Other Expenses (list)		
a. Dues/Fees/Subs	300	
b. Equipment		
c. Printing	100	
d. Utilities	800	
e. Equip. Maint.	400	
f. Gasoline	300	
g. Postage	200	
h. Disposal	280	
i. Rent	6600	
j. Audit	2923	982
12. a) Administrative Costs	2923	982
Total DPH Grant	146164	49101
Other Program Income		
Counseling & Testing Fees	1600	

**Complete Sub-contractor Schedule A

#2 Contract Budget

City of Danbury, #2001-020

BUDGET PERIOD: 07/01/2001 to 06/30/2002**Contract Period: 07/01/00 to 06/30/02****Budget Justification Schedule B****Program/Site: City of Danbury AIDS Prevention Program**

Line Item (Description)	Amount	Justification including Breakdown of Costs
Salaries & Wages	109076	See Position Schedules. No wage increases. Two positions cut out of budget.
Fringe Benefits	18787	See Position Schedules (includes FICA, Health, Dental, City Sick Pay Benefit, Workers Comp, Life & Dis)
Public Liability	664	Insurance cost for running program (2.939/1000 * total expenditures).
Travel	400	1200 miles * .325 plus parking reimbursement (10.00)
Training	200	Funds to cover ongoing professional development and training of staff
Educational Materials	300	Costs of books, brochures, outreach materials, videos and other incidentals directly related to AIDS Education.
Office Supplies	200	Costs of paper, clips, calendars, toner, ink, files, pens, pencils, tape, post-its, markers, batteries, etc., for office use.
Medical Materials	400	Costs associated with operation of C&T clinic, sharp's containers, blood drawing supplies, & Condoms
Contractual	46993	See Attached subcontractor schedule
Telephone	1080	Estimated costs of regular phone usage & mobile phone @ \$90 per month.
Advertising	231	Costs of placing ad's in help wanted or community information
Dues/Fees/Subscriptions	300	Dues for professional organizations (Nat'l Minority AIDS Cnc'l, NASW, local Coalition), and AIDS & community journal fees
Equipment		No major equipment purchases planned in this fiscal year.
Printing	100	Costs for business cards, journal entries and brochures.
Utilities	800	Projected estimated cost of electricity & heat for office.
Equip. Maintenance	400	Costs associated with service of van and service contracts for computers, printers, cellular pagers and copier machine.
Postage	200	Projected estimated cost for stamps and mailing.
Disposal	280	Four pickups of large bio-hazardous box @ \$70 per pickup.
Rent	6600	Office rental @ \$550 per month.
Audit	2923	2% fee charged by City of Danbury to comply with audit requirements.
Administrative Costs	2923	2% fee charged by City of Danbury to administer grant.
Counseling & Testing Fees	1600	Projected income from sliding scale fee (\$5-\$20) for clinic HIV testing.

Contract Budget

City of Danbury, #2001-020

BUDGET PERIOD: 07/01/2001 to 06/30/2002**Contract Period: 07/01/00 to 06/30/02****Position Schedule #2a****Program/Site: City of Danbury AIDS Prevention Program**

Position Description and Staff Person Assigned	Annual Salary	% FTE	Hours wk/ wks per Year	Hourly Rate	Total Salary Charged	Fringe Benefit Rate %	Total Fringe Benefits
1.Position: Coordinator Name: D. Torres	49250	100%	35/53	26.55	49250	Actual cost	8495
2.Position: HIV Specialist Name: G. Probst	36284	100%	35/53	19.56	36284	Actual cost	8021
3.Position: HIV Counselor Name: P. A. Denardo	6259	17%	6/52	20.06	6259	Actual cost	604
4.Position: HIV Counselor Name: C. L. Brown	3014	11%	4/52	14.49	3014	Actual cost	291
5.Position: Outreach Educator Name: C. L. LaDuca	14269	57%	20/52	13.72	14269	Actual cost	1376
6.Position: Name:		%	/			%	
7.Position: Name:		%	/			%	
8.Position: Name:		%	/			%	
9.Position: Name:		%	/			%	
10.Position: Name:		%	/			%	
11.Position: Name:		%	/			%	
12.Position: Name:		%	/			%	
13.Position: Name:		%	/			%	
14.Position: Name:		%	/			%	
15.Position: Name:		%	/			%	
16.Position: Name:		%	/			%	
17.Position: Name:		%	/			%	
18.Position: Name:		%	/			%	
19.Position: Name:		%	/			%	
20.Position: Name:		%	/			%	
Totals					109076		18787

Contract Budget City of Danbury, #2001-020

BUDGET PERIOD: 07/01/2001 to 06/30/2002

Contract Period: 07/01/00 to 06/30/02

Subcontractor Schedule A-Summary

Program/Site:

Name		Indicate One			Amount
		MBE	WBE	N/A	
1.	AIDS Project Greater Danbury	<input type="checkbox"/>	<input type="checkbox"/>	X	46993
2.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
14.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
16.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
				TOTAL	\$46993

Subcontractor Schedule A-Detail
City of Danbury, #2001-020
Budget Period: 07/01/2001 to 06/30/2002

Program: Health Care/Social Services – Ryan White II
 Contract Period: 07/01/00 to 06/30/02

#1

Subcontractor Name: AIDS Project Greater Danbury

Address: 15 North Street, Danbury, CT 06810

Telephone: (203) (778-2437)

Select One: A Budget Basis B Fee-for-Service C Hourly Rate

Indicate One: MBE WBE Neither

Line Item	Amount
F/T Community Case Manager (37.5 hours x 14.94 X 52 weeks)	29133
Fringe Benefits (13%)	3787
Training	1000
Van Operation/Transportation	3848
Emergency Health/Medical Fund	3600
Emergency Client Needs	5400
Telephone	225
Total Subcontract Amount:	46993

Emp.	Annual	Health (340.87 - 5% per mo)	Dental (23.24 - 5% per mo.)	Disability	Life	FICA	Work Comp Clerical (.33)	Work Comp Nursing (4.68)	Public Liability	total fringe
AIDS	\$ 111,617.00									
D. Torres 77.14%	\$ 37,993.00	\$ 2,998.00	\$ 203.00	\$ 159.57	\$ 232.52	\$ 2,906.46	\$ 53.29			\$ 6,552.84
G. Probst	\$ 36,284.00	\$ 3,886.00	\$ 263.00	\$ 152.39	\$ 222.06	\$ 2,775.73		\$ 721.75		\$ 8,020.92
E. Probst	\$ 3,385.00					\$ 258.95	\$ 4.75			\$ 263.70
P. Denardo	\$ 6,259.00					\$ 478.81		\$ 124.50		\$ 603.31
C. L. LaDuca	\$ 14,269.00					\$ 1,091.58		\$ 283.83		\$ 1,375.41
O. Pesantez	\$ 10,413.00					\$ 796.59		\$ 207.13		\$ 1,003.73
C. Brown (CTS)	\$ 3,014.00					\$ 230.57		\$ 59.95		\$ 290.52
										\$ 18,110.44
									\$ 815.52	\$ 815.52
		\$ 6,884.00	\$ 466.00	\$ 311.96	\$ 454.58	\$ 8,538.70	\$ 58.04	\$ 1,397.17	\$ 815.52	\$ 18,925.96
NEP (50000)	\$ 41,532.00									
D. Torres 22.86%	\$ 11,257.00	\$ 888.00	\$ 60.00	\$ 47.28	\$ 68.89	\$ 861.16	\$ 15.79			\$ 1,941.12
C. Cole	\$ 15,205.00					\$ 1,163.18		\$ 302.45		\$ 1,465.63
C. Brown	\$ 15,070.00					\$ 1,152.86		\$ 299.77		\$ 1,452.62
										\$ 4,859.38
									\$ 169.85	\$ 169.85
		\$ 888.00	\$ 60.00	\$ 47.28	\$ 68.89	\$ 3,177.20	\$ 15.79	\$ 602.22	\$ 169.85	\$ 5,029.23



RESOLUTION

CITY OF DANBURY, STATE OF CONNECTICUT

_____ A. D., 19

RESOLVED by the Common Council of the City of Danbury:

WHEREAS, the State of Connecticut Department of Public Health Services, through its AIDS Prevention Program, has made grant funds available to full-time health departments to provide HIV health education information and expanded services for the period of July 1, 2000 through June 30, 2002; and

WHEREAS, grant funds not to exceed \$445,040 requiring no local match, will be made available to the Danbury Health and Housing Department for its AIDS Risk Reduction Outreach Education Program, HIV Counseling and Testing Services, its Needle Exchange Program and its Ryan White Title II Case Management Program, upon approval of a grant application therefore; and

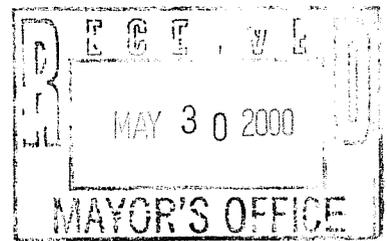
WHEREAS, the Danbury Health and Housing Department will provide these services to the general public with particular attention given to individuals concerned about possible exposure to HIV, serving both residents and non-residents with no restrictions on who may be served.

NOW, THEREFORE, BE IT HEREBY RESOLVED, THAT Gene F. Eriquez, Mayor of the City of Danbury is authorized to apply for said grant and to accept the grant award on behalf of the City of Danbury, if such award is made. Any prior actions of the Mayor or the Director of Health regarding this application are hereby ratified.

BE IT FURTHER RESOLVED THAT Mayor Gene F. Eriquez is hereby authorized to make, execute and approve on behalf of the City of Danbury all contracts/ agreements or amendments thereof, which do not require expenditure of City funds, with the State of Connecticut Department of Public Health Services regarding said grant, and to take all actions necessary to accomplish the purposes of these programs.

DANBURY PUBLIC SCHOOLS

Administrative Center
63 Beaver Brook Road
Danbury, Connecticut 06810-6211
(203) 797-4701
FAX (203) 790-2875
FAX (203) 830-6560



Timothy P. Connors
Superintendent of Schools

May 25, 2000

Mr. Thomas J. Arconti
47 Forty Acre Mountain Road
Danbury, CT. 06811

Dear Tom:

I am requesting that you pass a resolution that would allow the Superintendent of Schools to file a grant application to the State Department of Education for the replacement of the roof at Shelter Rock Road School.

The Danbury School Board has passed authorization for me to do this. The State requires that the Common Council also gives authorization. In order meet the grant deadline, the Common Council would have to do this prior to the end of June.

Thank you for your cooperation.

Sincerely,

Timothy P. Connors

TPC/fm

Cc: Mayor Eriquez

DANBURY PUBLIC SCHOOLS

Administrative Center
63 Beaver Brook Road
Danbury, Connecticut 06810-6211
(203) 797-4701
FAX (203) 790-2875
FAX (203) 830-6560

TIMOTHY P. CONNORS
Superintendent of Schools

May 25, 2000

To: Eric Gottschalk
Pat Ellsworth

From: Timothy P. Connors

Subject: Vision 21 – Shelter Rock Roof

As a follow up to my letter to Mr. Arconti (copy attached) requesting that the Shelter Rock Roof replacement be placed on the Common Council Agenda, the Board of Education approved this at their meeting last night. The following is that portion of the minutes.

Vision 21 - Roof - Shelter Rock School

ACTION - G. O'Loughlin moved, seconded by J. R. Mitchell, that the Board of Education approve the Vision 21 Building Committee's recommendation to submit to the State Department of Education a grant application for the replacement of the roof at Shelter Rock School. **The motion carried unanimously at 9:20 p.m.**

(Board of Education Meeting Minutes, May 24, 2000)

If you have any questions please do not hesitate to call.

/d

cc: Dom Setaro



RESOLUTION

CITY OF DANBURY, STATE OF CONNECTICUT

_____ A. D., 19

RESOLVED by the Common Council of the City of Danbury:

That the Danbury Board of Education Building Committee, consisting of the following persons, John R. Mitchell, Michael Fazio, Bobby Poole, Ellen Morelock, George O'Loughlin and Anthony Paivo, and representatives of the City of Danbury, consisting of the Director of Parks and Recreation, the Superintendent of Public Buildings and a designee from the City's Engineering Department is hereby established as the Building Committee with regard to : (1) Danbury High School Projects (Science Labs, Library/Media Center, Technology Center, Track and Field, Locker Rooms Title IX) (2) Roofs including, but not limited to, King Street Primary, Mill Ridge Primary, Community Resource Center, South Street School addition and Shelter Rock School.

That the Common Council hereby authorizes the preparation of schematic drawings and outline specifications for the following; (1) Danbury High School Projects (Science Labs, Library / Media Center, Technology Center, Track and Field, Locker Rooms Title IX) (2) Roofs including, but not limited to, King Street Primary, Mill Ridge Primary, Community Resource Center, South Street School addition and Shelter Rock School.

That the Common Council hereby authorizes the Board of Education to direct the Superintendent of Schools to file applications for school building projects as follows: (1) Danbury High School Projects (Science Labs, Library/Media Center, Technology Center, Track and Field, Locker Rooms Title IX) (2) Roofs including, but not limited to, King Street Primary, Mill Ridge Primary, Community Resource Center, South Street School addition and Shelter Rock School.



4

CITY OF DANBURY

155 DEER HILL AVENUE

DANBURY, CONNECTICUT 06810

DOMINIC A. SETARO, JR.
DIRECTOR OF FINANCE

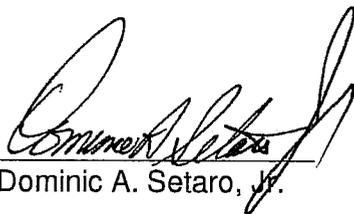
(203) 797-4652
FAX: (203) 796-1526

M E M O R A N D U M

DATE: May 26, 2000
TO: Hon Gene F. Eriquez,
via the Common Council
FROM: Dominic A. Setaro, Jr., Director of Finance
RE: **Resolution – Per Capita Grant**
CC: K. G. Redenz, W. Campbell

Attached for your review is a resolution that will allow the City of Danbury Department of Health and Housing to apply for and accept funding in the amount of \$74,386.77 from the State of Connecticut Department of Public Health. There is no local cash match.

Attached is a copy of the grant application and budget for your review. The Common Council is requested to consider this resolution at its next meeting.



Dominic A. Setaro, Jr.

Attach.



RESOLUTION

CITY OF DANBURY, STATE OF CONNECTICUT

_____ A. D., 19

RESOLVED by the Common Council of the City of Danbury:

WHEREAS, the State of Connecticut Department of Public Health has made additional per capita funds available for 2000 - 2001 to municipalities in accordance with Section 19a-202 of the Connecticut General Statutes; and

WHEREAS, the City of Danbury through the Danbury Health and Housing Department has formulated a program to promote optimal public health quality in the City of Danbury; and

WHEREAS, a continuation grant award application for a revised amount of \$74,386.77 with no local match requirement will be processed by the Danbury Health and Housing Department for a grant term of July 1, 2000 through June 30, 2001.

NOW, THEREFORE, BE IT RESOLVED THAT the Mayor of the City of Danbury, Gene F. Eriquez, is hereby authorized to apply for and accept said per capita grant funds of \$74,386.77 to execute all contracts or amendments thereof concerning said grant and to take all necessary actions to effectuate the purposes thereof.

**SFY 2001 APPLICATION FOR FUNDS UNDER THE PROVISIONS
OF SECTIONS 19a-202 OF THE CT GENERAL STATUTES**

TO: Commissioner
CT Department of Public Health
c/o Local Health Administration Program
410 Capital Avenue, MS #11LOC
P.O. Box 340308
Hartford, CT 06134-0308

FROM: _____
DIRECTOR OF HEALTH
WILLIAM CAMPBELL

NAME OF HEALTH DEPARTMENT
DANBURY HEALTH & HOUSING DEPARTMENT

ADDRESS
155 DEER HILL AVENUE

DANBURY, CONNECTICUT 06810

5/15/00

DATE: _____
DANBURY HEALTH AND HOUSING DEPARTMENT

This is to certify that _____
(Name of Health Department)

is in compliance with the following terms of the State Aid to Full-time Health Department Program:

1. The city/town employs a duly authorized full-time Director of Health as defined in Section 19a-200, C.G.S. (We understand that we may become ineligible if the Director of Health position is either vacant or filled with an acting Director for more than three (3) months).
2. The city/town expends at least \$1.00 per capita per fiscal year from annual local tax receipts for health department services.
3. If this grant application is approved, monies granted will not be used to substitute for funds budgeted for the local health department under the normal budgetary process.
4. The information provided on behalf of the health department in this application and attachments is true and correct.

WILLIAM CAMPBELL

Director of Health: _____
(Please print or type)

Signature: _____

Chief Executive Officer: _____
(Please print or type)

Signature: _____

Chairperson of the Board of Health: _____
(If applicable) (Please print or type)

Signature: _____

Health Department DANBURY HEALTH AND HOUSING DEPARTMENT FY 2001

CORE PROGRAMS DESCRIPTION
(Section 19a-76-1 to 19a-76-4 of the State Funding Regulations)

Please describe briefly in the spaces provided, your health department's or town's current activities and future plans to provide the following core public health services. If services are provided by another agency, indicate name of agency, describe service arrangement, and relationship to your department. Please respond to all eight core program functions and include all activities not just those to be funded by the per capita allocation.

1. **Public Health Statistics:** (Participation in a mechanism for the collection, tabulation, analysis and reporting of public health statistics to the city / town.)

Records of birth, death fetal death and marriage are maintained by the Town Clerk's Office. Records of immunization are kept by the schools and Danbury VNA. Immunization surveys are conducted by Danbury VNA. Our STD, TB and HIV clinics maintain records appropriate to their function. The department keeps records of reportable diseases, toxic exposures, foodborne illnesses and well and septic system records. The department's AIDS prevention and WIC programs maintain statistical information associated with their services. Periodically, special community health analyses are conducted by the department or the department in conjunction with other community health agencies.

During SFY 2000, the department will have completed the first phase of the comprehensive community health assessment designed in SFY 1999. The first phase includes a review and listing of service providers and agencies serving Danbury. It will be distributed in print and will be placed on the department's web site: danburyhealth.org.

2. **Health Education:** (Public and professional information and education with emphasis on prevention and individual responsibility for health status, community organization and outreach.)

The Health and Housing Department in conjunction with local and state agencies, provides public health education including educational services provided at our School Based Health Centers; WIC programs; AIDS Education Program and participation in community health education with Danbury Hospital. The department also participates in city-wide and school health fairs, and publicizes health promotion through cable television, newspapers, distribution of written materials and other efforts.

Agencies such as the American Red Cross, Diabetes Foundation, American Cancer Society, American Heart Association and other community health organizations provide ongoing community and individual health education. Further community and patient health education activities are provided by the Danbury Visiting Nurse Association, the activities of the United Way of Northern Fairfield County and through United Way funded agencies.

Health Department DANBURY HEALTH AND HOUSING DEPARTMENT FY 2001

PROGRAM DESCRIPTION CONT'D

3. Nutritional Services: (Nutrition program including appropriate activities in education and consultation for the promotion of positive health, the prevention of ill health and the dietary control of disease)

The Health and Housing Department's WIC Program currently serves approximately 1,750 clients. The WIC Program nutritionists have direct contact with persons served. Our School Based Health Centers have both educational and clinical services relating to nutrition.

The Danbury Visiting Nurse Association, provides direct nutritional counseling and general nutrition education services. Many of the agencies noted in the previous "Health Education" section provide a significant amount of nutrition education in their programs. Meal services for homeless individual are provided by the Dorothy Day House. Other sources of meal services include breakfast and lunch in the public schools, and the Elderly Nutrition Service.

4. Maternal and Child Health Services: (Comprehensive plan to provide services for prenatal care, prenatal care, childbearing and reproductive care, family planning, child and adolescent health, school health, child abuse, and genetic disease control)

The Health and Housing Department provides MCH services through its WIC program. The Danbury VNA provides the Wellness on Wheels Clinic and immunization clinics. The VNA also provides antepartum, postpartum and health promotion home visits to Hi-Risk mothers and infants. Lead poisoning epidemiological investigations and abatement enforcement actions are provided by the Health and Housing Department when childhood lead poisoning are identified. The Department also provides out patient physical and mental health services through its School Based Health Centers.

Health Department DANBURY HEALTH AND HOUSING DEPARTMENT FY 2001

PROGRAM DESCRIPTION CONT'D

5. Communicable and Chronic Disease Control: (i.e. Immunization, screening programs and surveillance and monitoring, personnel designated, own staff or another community agency, to investigate, provide referral and follow-up for reportable diseases, directory of resources to meet referral needs of persons with communicable, chronic and/or handicapping conditions) Please indicate if you have a tracking system or database to monitor communicable diseases. This database may be written or computer based. Resources and referral process should be identified for treatment and rehabilitation of persons with communicable, chronic disease or handicapping conditions. A plan should be identified for prevention and control of vision, hearing and dental problems.

In conjunction with Danbury Hospital, the Health and Housing Department provides TB and STD clinics. The department also provides an HIV testing and counseling service. In addition, the department provides diagnosis and treatment of routine communicable diseases at our School Based Health Center. Department staff respond to reports of communicable disease outbreaks, provide epidemiological and follow-up services, provide international travel information and serve as consultants to the health care community in regard to communicable disease. The department also participates in flu and other immunization clinics and it is represented on the Infection Control Board of Danbury Hospital. Communicable disease tracking systems and/or data bases are in place regarding TB, sexually transmitted diseases and HIV/AIDS.

The Danbury Health and Housing Department provides clinical and educational services in regard to chronic disease at its School Based Health Centers. Education regarding chronic disease is provided through numerous community based agencies and is outlined in our health education plan.

6. Environmental Health Services:

Describe how your department will provide the following:

1. a comprehensive on-site subsurface sewage disposal program that meets current minimum standards
2. a comprehensive food protection program including Education, Foodborne disease surveillance and control and Plan review
3. prepared and plan for handling hazardous substances, noise abatement problems
4. a housing code enforcement program
5. a recreational health and safety program
6. site inspections made, and lab reports reviewed on all private wells in your jurisdiction

The Health and Housing Department provides the educational and enforcement components of environmental programs as required by federal, state and local laws, codes and regulations. Included are: food service protection, subsurface sewage disposal, private water supplies, public health nuisances, recreational facilities, hazardous materials control, wetlands preservation, erosion control, medical waste disposal, lead abatement and housing code enforcement.

Agency staff act as environmental advisors to Mayor's Office, the Planning Department, the Public Utilities Department, the Environmental Impact Commission and other local agencies.

1. The department requires that all new construction, repairs and abandonments be initiated through permits issued by the department. Plan reviews are conducted on all new construction and repairs. Field inspections, including final inspections, are conducted on all permitted activities. All complaints of sewage failure are investigated and enforcement action taken when failures are confirmed.

2. All food services (places dispensing foods or beverages, facilities for the retail sale of foodstuffs, itinerant vendors, caterers and temporary food services), with the exception of farmers selling their raw produce at the farmer's market, are licensed by the department. This includes, among other licensees, florists who sell fruit baskets. All new construction and renovations of places dispensing food or beverages, facilities for the retail sale of foodstuffs and caterers are required to submit plans for review and approval. Construction compliance with approved plans is jointly enforced by the health department and the Building Official. Inspections are conducted in accordance with the establishment's classification.

Education is conducted during each inspection, as an aspect of plan review (which is accompanied by a combined educational handout & application brochure), as a prerequisite for temporary permit issuance, through newspaper columns oriented toward the consumer, through the enforcement of qualified food operator requirements, through the enforcement of employee training requirements and at workshops.

All isolated incidents alleged to be food borne illness are investigated through a surveillance form completed by the complainant. Linkages, identified in this manner, and initial reports that meet the definition of a suspected food borne outbreak are investigated through interview and follow-up by department staff. Similarly, lab reports or reported cases of enteric disease that have geographic location, time or event in common are investigated through interview and follow-up by department staff.

3. The department's Environmental Health Division has assumed the responsibility for establishing and maintaining Danbury's hazardous materials management and preparedness program, which includes the following: (1) *annual inspections of industrial facilities which store, use or produce hazardous substances*. These inspections assure compliance with a set of performance standards for safe storage and handling of these substances which are specified in Danbury's "Hazardous Substances Ordinance". (2) *Direct the activities of Danbury's Local Emergency Planning Committee (LEPC)*. This includes establishing a safe and effective response system for chemical releases, maintaining the currency of Danbury's "Community Emergency Response Plan" and conducting periodic exercises to test the city's response process to accidental releases of hazardous materials.

Noise abatement is delegated to the Danbury Police Department by municipal ordinance.

4. The department enforces the General Statutes of Connecticut relating to tenements and other rental housing. It also enforces a municipal "Housing Maintenance and Occupancy" code applicable to rental housing. Related enforcement include enforcement of lead poisoning prevention statutes and regulations, applicable CT Public Health Code regulations such as Section 19-13-B21 (Garbage and refuse) and 19-13-B25 (Vacant or abandoned property), and, when applicable, 19a-206, C.G.S.

The following statistics will provide some indication of the scope of our housing code enforcement program. In fiscal year 1998-1999: 288 Pre-Rental Certificates were issued; 427 enforcement orders were issued; and 2,771 housing code enforcement field visits were made.

5. The recreational health and safety program of the department involves the evaluation of the sanitary quality of public bathing areas. Staff of the Environmental Health Division conduct weekly water sampling of two public beach areas during the summer season. Exceedances of state established standards triggers an investigation which includes follow up sampling, sanitary surveys and temporary closure of the bathing area, if necessary. Public pools are inspected on a complaint basis. A routine public pool inspection program is currently being developed. All summer programs with food service are inspected for food safety.

6. All wells, both water and non-water supply are installed under permit in Danbury. All new water supply wells must be tested and found in conformance with Section 19-13-B101, Public Health Code of CT prior to approval for consumption. All water analyses, with an identifiable address, taken in conjunction with a property transfer and submitted to the department are reviewed for compliance with Section 19-13-B101, Public Health Code of CT and the property owners and buyers are advised on related issues.

Health Department DANBURY HEALTH AND HOUSING DEPARTMENT FY 2001

PROGRAM DESCRIPTION CONT'D

7. Community Nursing Services: (nursing service for maternal/child health including home visits, communicable disease control/follow-up including home follow-up, home health services, health promotion services, a memo of understanding or contract between provider(s) and health department or town)

Community nursing services are provided through a contractual agreement between the City of Danbury and the Danbury Visiting Nurse Association. Copy of contract attached.

8. Emergency Medical Services/Emergency Response Planning: (i.e. participate or have input in emergency response planning in your city/town, any liaison with the administering agency. Development and implementation of an emergency medical service system to include: identification of primary services, written mutual aid and mass casualty plans and participation in regional planning.)

By City of Danbury Charter, a Department of Civil Preparedness has been established Danbury. Additionally, by Charter, the position of Chief Coordinator of Emergency Operations is established in the Department of Civil Preparedness. This position is also the local director of Civil Defense. The Department of Civil Preparedness is the lead agency in regard to emergency response planning. The Danbury Health and Housing Department participates in the emergency response planning process through its Chairmanship of the LEPC. The coordinator of our Environmental Health Division is the Chairman of the Local Emergency Planning Committee and has been since its inception in 1987. The department provides technical and emergency consultation to Danbury Fire Department. This includes 24 hours day emergency response as to hazardous materials. Environmental emergencies (i.e., oil spills or toxic material releases) are handled by the department in conjunction with local and state personnel.

Health Department **DANBURY HEALTH AND HOUSING DEPARTMENT** FY 2001

PROPOSED USE OF PER CAPITA FUNDS

Briefly describe how the department intends to use the per capita funds. Please identify which of the 8 core program functions you are addressing with this proposal. Include your reasons for choosing this program(s).

Objective #1: This objective provides partial payment for medical assistant services at our communicable disease clinic. It primarily addresses Core Program #5 (Communicable Disease), but also contributes to Core Program #1 (Public Health Statistics) and Core Program #2 (Health Education).

Objective #2: This objective provides pagers and cell phones. It primarily addresses Core Program #6 (Environmental Health) in that their main benefit is for field staff, but it also supports Core Program #5 (Communicable Disease) in that our Community Health Nurse has a pager.

Objective #3: This objective provides significant support to our School Based Health Centers. It primarily addresses Core Program #4 (Maternal/Child Health), but also supports Core Programs #2, 3 and 5 (Health Education, Nutritional Services and Communicable Disease).

Objective #4: This objective provides maintenance services, updated hardware and updated software. This objective addresses all eight core programs in that computers have become essential to all of our programs. This objective will also provide internet access to staff. Again, all core programs are addressed.

Objective #5: This objective pays for a mandatory grant audit fee, as allowed by funding guidelines.

Objective #6: This objective provides reference books, which can apply to any of the core objectives.

Objective #7: This objective provides for community health assessment activities. It primarily addresses Core Program #1 (Public Health Statistics), but has implications for the remaining core objectives.

Objective #8: This objective provides a typewriter for the administrative office, which can apply to any of the core objectives.

Objective #9: This objective provides educational programs to food service and pool operators. It addresses Core Program #6 (Environmental Health).

Objective #10: This objective provides for a temporary, part time nutritionist at our WIC Program. It jointly addresses Core Program #4 (Maternal/Child Health) and Core Program #3 (Nutritional Services).

OFFICE OF LOCAL HEALTH ADMINISTRATION
 INTERIM EXPENDITURE REPORT FOR PER CAPITA GRANT
 FISCAL YEAR 2000

PAGE 6A

NAME OF HEALTH DEPARTMENT Health and Housing
 NAME OF HEALTH DIRECTOR William Campbell
 SIGNATURE OF HEALTH DIRECTOR _____

DATE 5/9/00
 POPULATION(1997) 65,470
 ALLOCATION(2000) \$ 71,820.85

1	2	3	4	5	6	7	8
BUDGET ITEM GOALS/PROGRAM	OUTCOME MEASURES	CARRY OVER FROM PRIOR FISCAL YEARS	ALLOCATION FISCAL YEAR 2000	TOTAL (3+4)	EXPENDITURES THRU MARCH 31, 2000	ESTIMATED EXPENDITURES THRU 6/30/00	PROJECTED CARRY OVER FY 2000
1. Provide partial funding of medical assistant services at the department's office of Community Medicine	1. Provided support for communicable disease control, including, but not limited to, sexually transmitted disease clinic and tuberculosis clinic.	\$ -0-	\$ 7,500.00	\$ 7,500.00	\$ -0-	\$ 7,500.00	\$ -0-
2. Provide pagers, six mobile telephone lines and related operating and repair/replacement costs	2. Provided increased on-site communication at emergencies such a hazardous materials releases; improved efficiency by enabling schedule changes of staff in the field and enabled field staff to contact clients and the home office while in the field.	\$ 150.00	\$ 1,000.00	\$ 1,150.00	\$ 912.20	\$ 1,150.00	\$ -0-
3. Provide medical supplies, laboratory services, computer equipment and/or software and other support services to the department's School Based Health Centers (Danbury High School and a school TBA)	3. Provided primary medical, social and mental health care to approximately 1, 250 enrollees @ Danbury High School. Initiated design, renovation & staffing activities @ Broadview Middle School. Continued documentation of service; continued provision of student health surveillance and maintained quality assurance services. See attached listings for detail regarding services.	\$ 13,834.80	\$ 32,665.20	\$ 46,500.00	\$ 27,058.96	\$ 38,000.00	\$ 8,500.00
TOTAL							

OFFICE OF LOCAL HEALTH ADMINISTRATION
 INTERIM EXPENDITURE REPORT FOR PER CAPITA GRANT
 FISCAL YEAR 2000

PAGE 6B

NAME OF HEALTH DEPARTMENT Health and Housing
 NAME OF HEALTH DIRECTOR William Campbell
 SIGNATURE OF HEALTH DIRECTOR _____

DATE 5/9/00
 POPULATION(1997) 65,470
 ALLOCATION(2000) \$ 71,820.85

1	2	3	4	5	6	7	8
BUDGET ITEM GOALS/PROGRAM	OUTCOME MEASURES	CARRY OVER FROM PRIOR FISCAL YEARS	ALLOCATION FISCAL YEAR 2000	TOTAL (3+4)	EXPENDITURES THRU MARCH 31, 2000	ESTIMATED EXPENDITURES THRU 6/30/00	PROJECTED CARRY OVER FY 2000
4. Computer hardware software and support service necessary to maintain and/or update department applications.	4. A. Provided support services, as needed. B. Provided software, hardware and related equipment, as needed.	\$ 6,000.00	\$ -0-	\$ 6,000.00	\$ 4,810.42	\$ 6,000.00	\$ -0-
5. Audit Fee	5. Deducted, as per city policy.	\$ -0-	\$ 718.21	\$ 718.21	\$ 718.21	\$ 718.21	\$ -0-
6. Purchase reference books.	6. Provided access to current information.	\$ 50.00	\$ 300.00	\$ 350.00	\$ -0-	\$ 350.00	\$ -0-
7. Implement first phase of community health assessment based on design prepared during FY 1999.	7. Completed objectives established for first phase of community health assessment.	\$ 56.24	\$ 26,387.44	\$ 26,443.68	\$ 794.10	\$ 23,000.00	\$ 3,443.68
8. Provide a digital camera and related equipment or software	8. Provided documentation for enforcement activities and graphics for educational programs.	\$ -0-	\$ 1,250.00	\$ 1,250.00	\$ 947.29	\$ 947.29	\$ 302.71
9. Implement planning & site selection process for expansion of School Based Health Center services of Danbury.	9. This objective was accomplished with other funds.	\$ 2,000.00	\$ 500.00	\$ 2,500.00	\$ -0-	\$ -0-	\$ 2,500.00
	TOTAL						

OFFICE OF LOCAL HEALTH ADMINISTRATION
 INTERIM EXPENDITURE REPORT FOR PER CAPITA GRANT
 FISCAL YEAR 2000

PAGE 6

NAME OF HEALTH DEPARTMENT Health and Housing
 NAME OF HEALTH DIRECTOR William Campbell
 SIGNATURE OF HEALTH DIRECTOR _____

DATE 5/9/00
 POPULATION(1997) 65,470
 ALLOCATION(2000) \$ 71,820.85

1	2	3	4	5	6	7	8
BUDGET ITEM GOALS/PROGRAM	OUTCOME MEASURES	CARRY OVER FROM PRIOR FISCAL YEARS	ALLOCATION FISCAL YEAR 2000	TOTAL (3+4)	EXPENDITURES THRU MARCH 31, 2000	ESTIMATED EXPENDITURES THRU 6/30/00	PROJECTED CARRY OVER FY 2000
10. complete model plan for community health assessment (initiated in FY1999, but not completed by 6/30/99).	10. Completion of a plan acceptable to the Danbury Health and Housing Department	\$ 6,500.00	\$ -0-	\$ 6,500.00	\$ 6,500.00	\$ 6,500.00	\$ -0-
11. Provide room dividers for AIDS Prevention Program office.	11. Complete purchase as per city purchasing policy	\$ -0-	\$ 1,500.00	\$ 1,500.00	\$ -0-	\$ 1,500.00	\$ -0-
	TOTAL	\$ 28,591.04	\$ 71,820.85	\$ 100,411.89	\$ 41,741.18	\$ 85,665.50	\$ 14,746.39

OFFICE OF LOCAL HEALTH ADMINISTRATION
PER CAPITA APPLICATION

HEALTH DEPARTMENT Health and HousingDATE 5/15/00NAME OF DIRECTOR OF HEALTH William CampbellPOPULATION (1998) 65,829

SIGNATURE OF DIRECTOR OF HEALTH _____

ALLOCATION(2001) \$74,386.77

GRANT PROPOSAL FOR SFY 2001

BUDGET ITEM/OBJECTIVE (1)	PROPOSED OUTCOME MEASURE (2)	CARRY OVER FROM FY00 (3)	SFY 2001 ALLOCATION (4)	TOTAL BUDGET (3 + 4)
1. Provide partial funding of medical assistant services at the department's office of Community Medicine	1. Provide support for communicable disease control, including, but not limited to, sexually transmitted disease clinic and tuberculosis clinic	\$ -0-	\$ 7,500.00	\$ 7,500.00
2. Provide pagers, six mobile telephone lines and related operating, repair, and replacement costs.	2. Provide increased on-site communication at emergencies such a hazardous materials releases; improved efficiency by enabling schedule changes of staff in the field and enabled field staff to contact clients and the home office while in the field.	\$ -0-	\$ 1,800.00	\$ 1,800.00
3. Provide medical supplies, laboratory services, computer equipment and/or software and other support services (see attached budget for examples) to the department's School Based Health Centers (Danbury High School and Broadview Middle School.	3. Provide primary medical, social and mental health care to approximately 1, 400 enrollees @ Danbury High School and and an estimated 500 @ Broadview Middle School. Improve documentation of service, improve provision of student health surveillance and maintain quality assurance services. See attached listings for detail regarding services.	\$ 11,000.00	\$ 29,000.00	\$ 40,000.00
4. Computer hardware software and support services necessary to maintain and/or update department applications.	4. A. Provide support services, as needed. B. Provide software, hardware and related equipment as needed. C. Provide Internet access.	\$ -0-	\$ 7,000.00	\$ 7,000.00
TOTAL				

OFFICE OF LOCAL HEALTH ADMINISTRATION
PER CAPITA APPLICATION

HEALTH DEPARTMENT Health and HousingDATE 5/15/00NAME OF DIRECTOR OF HEALTH William CampbellPOPULATION (1998) 65,829

SIGNATURE OF DIRECTOR OF HEALTH _____

ALLOCATION(2001) \$74,386.77

GRANT PROPOSAL FOR SFY 2001

BUDGET ITEM/OBJECTIVE (1)	PROPOSED OUTCOME MEASURE (2)	CARRY OVER FROM FY00 (3)	SFY 2001 ALLOCATION (4)	TOTAL BUDGET (3 + 4)
5. Audit Fee	5. To be deducted, as per city policy	\$ -0-	\$ 743.87	\$ 743.87
6. Purchase reference books	6. Provide access to current information	\$ -0-	\$ 350.00	\$ 350.00
7. Develop bid specifications for second and third phase of community health assessment based on design prepared during FY 1999. Initiate components of second and third phase in conjunction with 2000 Census.	7. Complete objectives established in bid specifications for the second and third phase of community health assessment.	\$ 3,746.39	\$ 19,592.90	\$ 23,339.29
8. Provide a typewriter for the Department's Administrative Office.	8. Complete purchased as per city purchasing policy.	\$ -0-	\$ 400.00	\$ 400.00
9. Provide Qualified Food Operator and related training to Danbury Food Food Service Personnel and educational programs for public swimming pool operators, including related training materials.	9. Decrease the number of food service out of compliance with Q FO requirement and improve inspection scores. Have pool operators demonstrate increased operational knowledge.	\$ -0-	\$ 6,000.00	\$ 6,000.00
10. Provide temporary, part time Nutritionist for WIC Program to replace an ill employee.	10. Provision of client counseling & certification services.	\$ -0-	\$ 2,000.00	\$ 2,000.00
TOTAL		\$ 14,746.39	\$ 74,386.77	\$ 89,133.16



5

CITY OF DANBURY

155 DEER HILL AVENUE

DANBURY, CONNECTICUT 06810

DOMINIC A. SETARO, JR.
DIRECTOR OF FINANCE

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

M E M O R A N D U M

DATE: May 25, 2000
TO: Hon Gene F. Eriquez,
via the Common Council
FROM: Dominic A. Setaro, Jr., Director of Finance
RE: **Resolution – Long Range Planning Grant**
CC: K. G. Redenz, E. McDonough

Attached for your review is a resolution that will enable the Danbury Public Library to apply for and accept funding from the Connecticut State Library for a Long Range Planning Grant. The grant in the amount of \$10,000 requires an in-kind match of \$9,325 and a local cash match of \$8,100. The \$3,350 portion of the cash match is included in the Library's 2000-2001 operating budget, and the balance of \$4,750 will come from the Friends of the Danbury Library. If this grant is accepted, a second request will be made for your approval for the acceptance of that donation.

I recommend the Common Council approve this resolution at its June meeting. I have attached a copy for the budget for your review.



Dominic A. Setaro, Jr.

Attach.

CONNECTICUT STATE LIBRARY
LIBRARY SERVICES AND TECHNOLOGY ACT
APPLICATION FOR A FISCAL YEAR 00/01
PROGRAM GRANT

Applicant (Organization) Name: DANBURY PUBLIC LIBRARY

Applicant Address: 170 MAIN STREET

DANBURY, CT 06810

Project Director: ELIZABETH McDONOUGH

Phone Number: 203-797-4512

Amount of Grant Requested: \$ 10,000.00

Minimum grant award: \$3,000

Maximum grant award: \$20,000

Cash Match Required:

25% of the grant amount requested

Grant Period:

10/1/00 to 9/30/01

Indicate the category in which you are applying for a grant (check one).

- 1. Children in Poverty
- 2. Foreign Language Collection Development
- 3. Family Literacy
- 4. Long Range Planning (\$10,000 maximum)
- 5. Outreach Programs for Children
- 6. Outreach Programs for Older Adults

Please return one original and three (3) copies of the completed grant application package to:

Sheila K. Mosman
Grants and Contracts Manager
Connecticut State Library
231 Capitol Avenue
Hartford, CT 06106

COMPLETED APPLICATIONS MUST BE RECEIVED BY THE STATE LIBRARY NOT LATER THAN 4:30 PM ON MAY 12, 2000.

A. ABSTRACT

In one paragraph, please provide a brief description of your project.

B. ADA REQUIREMENTS

1. Will your grant program be in a handicapped accessible area? (Please note that all programs, meetings, and group activities must be handicapped accessible.) Yes No

If no, please explain how will you make the program accessible to handicapped individuals.

2. Is there equal access to information, programs, and resources? (A sign language interpreter must be provided, if needed. If your LSTA grant includes purchasing library materials, you must include a variety of formats and range of reading levels to assist people with hearing, sight, and cognitive disabilities.) Yes No

If no, your application will not be considered for funding.

3. If yes, please explain how you will provide equal access to this grant-funded program.

C. PROGRAM PLAN

1. STATEMENT OF NEED

Describe proposed service/equipment purchase and provide documentation that supports the need for the service/equipment. Describe the compelling community need that this project will address. Identify target population. You may get advice from relevant groups/organizations in your community, from clients and from professionals in the field. Include statistics whenever possible i.e., the elderly comprise 20% of the town's population, only 40% (200) of the city's 4th graders hold library cards, etc.

2. PROJECT OBJECTIVES

Cite objectives in clear, measurable, and specific terms. The objectives should state what the project will do for the target population. Be sure the objectives are written with action verbs (e.g., to increase, to improve, etc.) and are realistic. Specify the single key result to be accomplished and include measures such as the anticipated improvement in the quality of service, the number of people to be served, and the expected % increase in usage.

3. PROJECT ACTIVITIES

Describe the activities that will be undertaken to accomplish each objective. Indicate project publicity activities, recruitment of participants, time frames, etc.

4. PROJECT EVALUATION

Cite how the success of each objective will be measured. Describe the evaluation method and timetable. Attach data collection forms to be used. Provide information on project continuation and follow-up. Describe the resources you will need to continue this project next year, and indicate how you intend to fund it (list resources and how you will obtain them.)

ABSTRACT

In one paragraph, please provide a brief description of your project.

The Danbury Public Library staff, Board of Directors and community representatives, guided by the Public Library Association's planning process *Planning for Results; A Public Library Transformation Process* will develop a plan for the Library's future. The purpose of this long-range plan is to assess the needs of the residents of Danbury and determine which library services we will deliver to meet these needs. The plan will determine the resources needed and a process and timeframe to accomplish them. Finally, the plan will be a tool to measure the success of the library in delivering these priority services.

STATEMENT OF NEED

Describe proposed service/equipment purchase and provide documentation that supports the need for the service/equipment. Describe the compelling community need that this project will address. Identify target population. Include statistics whenever possible i.e. the elderly comprise 20% of the town's population, only 40% (200) of the city's 4th graders hold library cards etc.

It is essential that the Danbury Public Library develop a plan, which establishes clear priorities in order to focus resources and energies and be eligible to apply for a Connecticut State Library Construction Grant.

"Good planning helps the library manage the future rather than allowing the future to manage it. The best way to assure that we have quality libraries well into the future is to continuously reinvent and revitalize them, based on a good understand of community needs and the ways in which libraries can respond to those needs." *Planning for Results* Having a written long range plan is also recommend by the Connecticut State Library and the American Library Association.

The Danbury Library's last 5-year plan was developed in 1992. The power of a written plan was made evident in two very dramatic ways. First, the process to develop the plan brought library staff and community together in active participation to determine the library's future. The result was individuals, on staff and throughout the community, personally invested in achieving the goals of the plan. The second astounding result was the rate of success in accomplishing the goals of the plan. Ninety percent of the stated goals were achieved, even those thought to be impossible to meet.

The plan concluded in 1995 and in 1996 the library was devastated by fire and rebuilt—a highly intensified planning program. Following that project, in 1997, the library built and opened a 20-workstation Technology Center for public access to the Internet and on-line databases. It is now time to reassess the Danbury Library's role in the community and what determine what business we need to be in over the next 3 to 5 years.

The population of Danbury is changing. Between 1990 and 1998 the Hispanic population of Danbury increased by 44% and the Asian population increased by 59%. These two groups total over 16% of the total population and are growing. This year, the Danbury school system reported that 43% of total school enrollment were minority students and 29% of students came from non-English speaking homes. Danbury is no longer a homogenous population, but a rich mosaic of cultures and languages. The planning process will enable the library to investigate our changing community and plan our services for the future.

Use of the Danbury Library is also changing. Although circulation remains constant over the past 5 years (up a slight 3%), book circulation has dropped from 80% of total circulation to 60%, while non-print usage has grown from 20% to 40% of total circulation. Five years ago the Danbury Library had no direct public access to the Internet, now there are 65 workstations available to the public with requests for more. We conduct an increasing amount of business with customers on-line and through our home page. Our home page averages 20,000 visits every month. On site visits have also increased—31% more customers came to the Danbury Library this past year than 5 years ago. These customer use patterns create competition for funding, space and staff expertise. The planning process will assist in determining priorities and what we need to retool to meet new and growing demands.

PROJECT OBJECTIVES

Cite objectives in clear, measurable and specific terms. The objectives should state what the project will do for the target population. Be sure the objectives are written with action verbs (e.g. to increase, to improve, etc.) and are realistic. Specify the single key result to be accomplished and include measures such as the anticipated improvement in the quality of service, the number of people to be served, and the expected % increase in usage.

The goal of the project is to create a written long rang plan that clearly articulates what the Danbury Library is about—our vision, mission and values—and how we intend to demonstrate that over the next few years and the results the community can expect. It should be easily understood by staff, Board, community decision makers and both library customers and non-users in the community.

1. Establish a planning team of no more than nine people who represent the community to develop the long-range plan.
2. Conduct focus groups with library staff, management team, and community members for their views on the role of the Danbury Library in the next several years and determine customers' needs and concerns.
3. Identify community needs using a telephone survey and Touchscreen Survey Machine.

4. Compile a report using Danbury's demographics and socioeconomic data to profile the people who live and work in Danbury.
5. Review library's collections, services, space, staff and customer demand to evaluate library's strengths and weaknesses.
6. Determine which of the library's strengths and priorities can best address the community's needs.
7. Craft the library's vision statement that clearly states how the library will help the community realize its hope for the future. Establish goals, objective and tasks that support the vision.
8. Establish a process for annual goal and priority setting and implementing any re-allocation of existing resources as indicated by the plan.
9. Keep staff, Board and community informed about the planning process and share the written document with all.

PROJECT ACTIVITIES

Describe the activities that will be undertaken to accomplish each objective. Indicate project publicity activities, recruitment of participants, time frames etc.

The following activities will be undertaken to accomplish the project objectives:

1. A planning consultant will be hired to facilitate the long range planning process. (September 2000)
2. Members of the Planning Committee will be selected and receive orientation on the planning process outlined in *Planning for Results*. Members will reflect the diversity of Danbury's population and include at least one library non-user. (September 2000)
3. Library staff and planning consultant will use the CLSU Touchscreen Survey Machine both in the library and outside the library to survey both users and non-users (Reserved September 18-October 1, 2000)
4. A marketing firm will be hired to work with the planning committee and consultant to develop and conduct a random telephone survey of 100 library users and 50 non-users. A written report will be produced. (October 2000)
5. A Community needs assessment survey will be completed by the planning consultant. This will include administering focus groups for library staff, library management team, the Library Board of Director's and the community to assess the library's strengths and weaknesses and to identify the role of the library over

the next several years. The planning consultant will issue a written report on the findings. (October-November 2000)

6. The planning consultant will provide a written profile of the Danbury community using a variety of demographic and socioeconomic reports and data. (October-November)
7. The planning consultant will work with library staff and managers and the planning committee to review and evaluate library collections, services, space and resources to evaluate strengths and weaknesses as well as recommend any reallocation of resources. Library staff will provide statistics and reports as needed. The planning consultant will provide a written report on the findings and recommendations. (December 2000-January 2001)
8. The planning consultant will facilitate discussion with the planning committee on the library's future priorities. The planning committee will reviews the reports, data and recommendations from the focus groups, surveys and other planning documents. The planning committee will reach consensus on the library's mission for the future and determine what priority services the library will concentrate on over the next 3-5 years. (February 2000)
9. Goals and objectives, which support the library's priority services, will be developed. Tasks to reach the objective will be determined and each task will include a timeframe, resources needed and a method of measuring success. A written long-range plan will be formalized and printed, which includes a process for an annual review and reassessing priorities. (March-May 2000)
10. The long-range plan will be distributed to staff, government, community and media. (June 2000)

PROJECT EVALUATION

Cite how the success of each objective will be measured. Describe the evaluation method and timetable. Attach data collection forms to be used. Provide information on project continuation and follow-up. Describe the resources you will need to continue his project next year and indicate how you intend to fund it (list resources and how you will obtain them.)

Objectives will be measured by completion of tasks within the specified time frame and ultimately by the publication of a written long-range plan for the Danbury Library, which reflects how the Danbury Library will meet the needs of the Danbury community over the next 3-5 years.

Progress reports will be given weekly to library managers and staff and monthly to the library's Board of Directors. In addition, success will be measured by the level of

funding support the library receives to implement the plan in FY 2002-2003 and successive years.

Library staff and Board will review the plan each June. The library's performance will be evaluated and goals and objectives measured for timely accomplishment. Any modification to the plan will take place following the annual reviews.

D. PROJECT BUDGET

Funding Category: Long Range Planning

Amount Requested: \$10,000

		A. LSTA Funds Requested	B. Local Match Cash	C. Local Match In-Kind	D. Total Project A+B+C
1.	Personnel				
a.	salary			\$9,325	\$9,325
b.	Fringe				
2.	Travel				
3.	Supplies		\$300		\$300
4.	Equipment				
5.	Rental*				
6.	Postage		\$300		\$300
7.	Phone				
8.	Contractual	\$10,000	\$750		\$10,750
9.	Printing		\$800		800
10.	Library Materials		\$1,200		\$1,200
11.	Other (Specify) Phone survey		\$4,750		\$4,750
12.	TOTAL	\$10,000	\$8,100	\$9,325	\$27,425

*In-kind match only

E. BUDGET NARRATIVE

Please **explain** briefly how proposed grant and matching funds will be expended. Refer to Instructions for Project Budget for amount and type of detail required.

	LSTA FUNDS	
1. Personnel	LOCAL MATCH	Library Director's time in coordinating process and library managers time in focus group sessions and gathering statistics and reports.
	LSTA FUNDS	
2. Travel	LOCAL MATCH	
	LSTA FUNDS	
3. Supplies	LOCAL MATCH	Facilitation supplies: paper, magic markers, etc.
	LSTA FUNDS	
4. Equipment	LOCAL MATCH	
	LSTA FUNDS	
5. Rental (in-kind)	LOCAL MATCH	
	LSTA FUNDS	
6. Postage	LOCAL MATCH	Planning Committee mailings and mailing of Long Range Plan
	LSTA FUNDS	
7. Phone	LOCAL MATCH	
	LSTA FUNDS	Hiring a planning consultant
8. Contractual	LOCAL MATCH	Rental of the Touchscreen Survey Machine
	LSTA FUNDS	
9. Printing	LOCAL MATCH	Printing copies of the Long Range Plan
	LSTA FUNDS	
10. Library Materials	LOCAL MATCH	Purchase of 20 copies of Planning for Results book and guidebook
	LSTA FUNDS	
11. Other (specify)	LOCAL MATCH	Hiring a firm to conduct telephone survey

Signature Elizabeth McDonough Date 5/9/00
Library Director



RESOLUTION

CITY OF DANBURY, STATE OF CONNECTICUT

_____ A. D., 19

RESOLVED by the Common Council of the City of Danbury:

WHEREAS, the Connecticut State Library has made funds, up to \$10,000, available to public libraries in Connecticut for Long Range Planning; and

WHEREAS, the Danbury Public Library's last long range plan was completed in 1995; and

WHEREAS, the Danbury Public Library needs to assess the needs of the residents of Danbury and determine which library services need to be delivered to meet those needs; and

WHEREAS, the Danbury Public Library's long range plan will establish clear priorities in order to focus resources and energies; and

WHEREAS, the Danbury Public Library has made application to the Connecticut State Library for a grant of \$10,000 with a local in kind match of \$9,325 and a local cash match of \$8,100;

NOW, THEREFORE, BE IT RESOLVED THAT all prior acts of the Danbury Public Library personnel and the Mayor of the City of Danbury in making application for said grant are hereby ratified and that Gene F. Eriquez, Mayor of the City of Danbury is hereby authorized to accept grant funds in the amount of \$10,000 upon approval of the City's application and to do any and all things necessary to effectuate the purposes thereof, provided, however that any amendments to said application requiring expenditure of the City of Danbury funds must receive prior approval by the Common Council.



CITY OF DANBURY

155 DEER HILL AVENUE

DANBURY, CONNECTICUT 06810

DOMINIC A. SETARO, JR.
DIRECTOR OF FINANCE

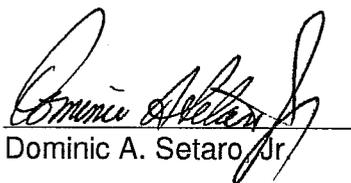
(203) 797-4652
FAX: (203) 796-1526

M E M O R A N D U M

DATE: May 24, 2000
TO: Hon Gene F. Eriquez,
via the Common Council
FROM: Dominic A. Setaro, Jr., Director of Finance
RE: **Resolution – Community Development Block Grant – PY 26**
CC: K. G. Redenz

Attached for your review is a resolution that will allow the City of Danbury to apply for and accept funding from the U.S. Department of Housing and Urban Development for the Community Development Block Grant Program (CDBG). This funding for the time period August 1, 2000 through July 31, 2001 is in the amount of \$661,000.00. This amount will be supplemented by an additional \$92,019.00 of reprogrammed funds from prior years for a total distribution of \$753,019.00. No local cash match is required. A listing of the Policy Committee's recommended recipients is attached.

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



Dominic A. Setaro, Jr.

Attach.

**COMMUNITY DEVELOPMENT BLOCK GRANTS
PY 26 – SUB-RECEIPIENTS**

<u>Organizations</u>	<u>2000-2001 Funding</u>
Administration	\$ 25,000.00
Palace View, Section 108	125,000.00
City of Danbury – Planning Dept., Streetscape Improvements	250,000.00
City of Danbury – Highway Dept., Rebuild/Repave Highways	100,000.00
Blind Brook Association – Blind Brook Debris Removal	15,000.00
City of Danbury – Engineering Dept.-Blind Brook Assn.-Sidewalks & Curbs	46,000.00
Housing Rehab, 23 West Wooster St., JAM Associates	20,019.00
Women's Center	22,000.00
Naugatuck Community College – City Center College	50,000.00
City of Danbury, Welfare Dept. Homeless	10,000.00
Midwestern Council on Alcoholism	20,000.00
City of Danbury, Dept. of Welfare/Social Services-CAT Service Coord.	25,000.00
Shelter of the Cross	8,500.00
Interlude-Hope Chest	6,000.00
Catholic Charities-Thresholds	<u>30,500.00</u>
TOTAL	<u>\$753,019.00</u>



RESOLUTION

CITY OF DANBURY, STATE OF CONNECTICUT

_____ A. D., 19

RESOLVED by the Common Council of the City of Danbury:

WHEREAS, the United States Department of Housing and Urban Development has allocated funds under Title I of the Housing and Community Development Act of 1987, as amended, which authorized the Community Development Block Grant Program; and

WHEREAS, it is in the best interests of the City of Danbury to apply for a grant under such Act; and

NOW, THEREFORE, BE IT RESOLVED THAT Gene F. Eriquez, Mayor of the City of Danbury, is hereby authorized to make application on behalf of the City of Danbury to the United States Department of Housing and Urban Development for grant funds for the Community Development Program Year commencing August 1, 2000 through July 31, 2001 for the Twenty-Fifth Year Funding in accordance with all pertinent laws and regulations and the Statement of Community Development Objectives and Projected Use of Funds proposed by the Mayor's Community Development Program Policy Committee.

BE IT FURTHER RESOLVED THAT Gene F. Eriquez, Mayor of the City of Danbury, is hereby authorized to execute all contracts and take all necessary actions to effectuate the purposes of this grant application.



CITY OF DANBURY

155 DEER HILL AVENUE

DANBURY, CONNECTICUT 06810

DOMINIC A. SETARO, JR.
DIRECTOR OF FINANCE

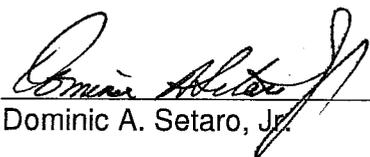
(203) 797-4652
FAX: (203) 796-1526

M E M O R A N D U M

DATE: May 24, 2000
TO: Hon Gene F. Eriquez,
via the Common Council
FROM: Dominic A. Setaro, Jr., Director of Finance
RE: **Resolution – Farmers Market Coupon Grant 2000**
CC: K. G. Redenz, M. Montana

Attached for your review is a resolution that will enable the City of Danbury Women's, Infants and Children's (WIC) program to enter into an agreement with the State Department of Agriculture. The funds in the amount of \$545.50 are to be used for supplemental staffing of the WIC program during the City's yearly Farmer's Market. The WIC staff will issue Farmer's Market Checks to eligible participants only.

I recommend the Common Council approve the resolution at its June meeting.


Dominic A. Setaro, Jr.

Attach.



STATE OF CONNECTICUT

DEPARTMENT OF AGRICULTURE
OFFICE OF THE COMMISSIONER



Shirley Ferris
Commissioner

Tel: (860)713-2500
Fax: (860)713-2514

LETTER OF AGREEMENT BETWEEN THE DEPARTMENT OF AGRICULTURE AND LOCAL WIC PROGRAM

The purpose of this letter of agreement is to identify the services to be performed by Connecticut's WIC Programs in accordance with the 2000 Farmers' Market Nutrition Program. Participating WIC programs will be reimbursed for these services in the manner described below.

Services to be Performed by WIC Programs

1. Use materials provided by the Connecticut Department of Agriculture to alert WIC participants in advance to the Farmers' Market Nutrition Program.
2. Provide secure locked storage for farmers' market checks.
3. Issue farmers' market checks to eligible WIC participants only. Eligible participants are those people over the age of one year, enrolled in the WIC program for any part of the 2000 distribution period.
4. Farmers' market checks must be issued as follows:
 - * Issuance will be conducted beginning in June and will end September 30.
 - * \$15 of checks will be given to each eligible participant.
 - * Serial numbers of checks given to eligible participants must be the same as those assigned to those participants in the farmers' market check register.
 - * All WIC participants receiving farmers' market checks must sign the farmers' market check register to indicate their receipt of those checks.

5. Provide an accounting of the farmers' market checks to the Connecticut Department of Agriculture that identifies checks as either distributed to participants (signed register), unclaimed, damaged, unused, lost, stolen, or voided.
6. Distribute information concerning location of farmers' markets and use of checks to each WIC participant.

Reimbursement

The Connecticut Department of Agriculture agrees to reimburse the Danbury WIC office for services rendered at a rate of \$.50 per eligible WIC client enrolled before the month of May 2000:

$$1,091 \times \$.50 = \$545.50$$

The funds shall be used for supplemental staffing and/or additional work loads incurred by WIC staff in the administration of the WIC Farmers' Market Nutrition Program. Reimbursement shall be made upon receipt of an invoice.

Documentation concerning the expenditure of the above funds shall be maintained to provide an audit acceptable to the Commissioner of the Department of Agriculture in accordance with provisions of Section 7-396 of the Connecticut General Statutes.

State of Connecticut
Department of Agriculture

Danbury WIC Office

by _____
Shirley Ferris
Commissioner

by _____
WIC Director

Date _____

Date _____



RESOLUTION

CITY OF DANBURY, STATE OF CONNECTICUT

_____ A. D., 19

RESOLVED by the Common Council of the City of Danbury:

WHEREAS, the City of Danbury's Women, Infants, and Children's Program (WIC) wishes to enter into an agreement with the State of Connecticut Department of Agriculture for funds in the amount of \$545.50 to be used for supplemental staffing during the Farmer's Market Program; and

WHEREAS, said funds are to be used to administer the issuance of farmer's market coupons to enable WIC participants to purchase fresh fruits and vegetables at the local Farmer's Market during the summer of 2000; and

WHEREAS, the period for the availability of this grant is June 2000 through September 2000; and

WHEREAS, no local match is required.

NOW, THEREFORE, BE IT RESOLVED THAT, the Danbury WIC Office is authorized to sign an agreement with the State of Connecticut Department of Agriculture for this amount and to do all things necessary to administer the 2000 summer Farmer's Market Coupon Program to its clients.



CITY OF DANBURY

155 DEER HILL AVENUE

DANBURY, CONNECTICUT 06810

DOMINIC A. SETARO, JR.
DIRECTOR OF FINANCE

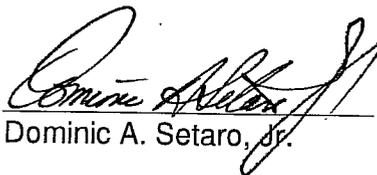
(203) 797-4652
FAX: (203) 796-1526

M E M O R A N D U M

DATE: May 24, 2000
TO: Hon Gene F. Eriquez,
via the Common Council
FROM: Dominic A. Setaro, Jr., Director of Finance
RE: **Resolution – America the Beautiful Grant**
CC: K. G. Redenz, R. Ryerson

Attached for your review is a resolution which would provide funding to purchase trees for City plantings. Acceptance of this resolution will allow the City of Danbury Parks Department to apply for and accept funding from the USDA Forest Service's Urban and Community Forestry Program. This grant's time period is May 1, 2000 to June 15, 2000. A local in-kind match of 50% will be provided by the Parks Department budget. A budget is attached for your review.

The Common Council is requested to consider this resolution at its June meeting.


Dominic A. Setaro, Jr.

Attach.

APPLICATION FORM
America the Beautiful Grant

Project Title: PARK TREE PLANTING	
Location (Municipality): CITY OF DANBURY	Federal ID #: 06-6001868
Name of Applicant: CITY OF DANBURY PARKS, RECREATION & FORESTRY DEPARTMENT	
Address: 155 DEER HILL AVENUE	
City: DANBURY	State: CT Zip: 06810
Contact Person: Title: ROBERT G. RYERSON	Phone #: 203-797-4632
Project Description: Tree planting at Candlewood/Hatters Park. Continuation of 1999 Planting Scheme.	
Type of Grant: Tree Planting <input checked="" type="checkbox"/> Community <input type="checkbox"/>	
Is the project currently funded? <input type="checkbox"/> yes <input checked="" type="checkbox"/> no	
Has the project been previously funded? <input type="checkbox"/> yes <input type="checkbox"/> no	
Total Amount of the Project: \$6,000.00	
ATB Funds Requested: \$3,000.00	
Local Cash Match Provided: -0-	
Value of In-Kind Match: \$3,000.00	
Start Date: May 1, 2000	Ending Date: June 15, 2000
Please Give the Names of the Volunteer Groups Involved:	

Printed Name and Title of Authorized Representative

Signature

Date

Upon approval of the grant application, grantees must sign a Personal Services Agreement.
Return completed applications to: CT DEP Division of Forestry, 79 Elm Street, Hartford, CT 06106

CITY OF DANBURY

PARKS & RECREATION DEPARTMENT

HATTERS COMMUNITY PARK
7 EAST HAYESTOWN ROAD
DANBURY, CONNECTICUT 06811

ROBERT G. RYERSON, DIRECTOR
TEL. (203) 797-4632
FAX (203) 797-4634

AMERICA THE BEAUTIFUL GRANT

1. The City of Danbury has been a recipient of the Tree City USA award for the past (9) nine years. Our objective is to preserve and encourage the benefit of trees in our community and implement a program of tree planting that continually demonstrates that commitment.

2. The City of Danbury will have a contractor plant these trees. We will monitor their planting and the care for the remainder of their existence will be provided by the City's Forestry Division.

3. (10) ten trees @ \$300/ea = \$3,000
** D.J. Frinder, tree supervisor
** Dick Murray, Coordinator of Park Services
** Tree personnel - 16 hrs. @ \$40/hr = \$640.00

** = yearly cost of in-kind services for the care of the trees.

4. Candlewood Town Park is being given a construction face lift over the next (2) two years. Last year we planted (10) ten trees inside of the park. This year we propose planting (10) ten trees to enhance the parking facility. Over the next (2) two years improvements to the beach, boat ramp and fencing will occur. Additionally, new paved walkways will be added.

America the Beautiful Grant will be used over the next several years by adding tree planting to supplement the design.



RESOLUTION

CITY OF DANBURY, STATE OF CONNECTICUT

_____ A. D., 19

RESOLVED by the Common Council of the City of Danbury:

WHEREAS, the State of Connecticut, Division of Forestry has made an America the Beautiful Grant available, and;

WHEREAS, the City of Danbury has been a recipient of the Tree City USA award for the past nine (9) years; and

WHEREAS, the City's objective is to preserve and encourage the benefit of trees in our community and implement a program of tree planting that continually demonstrates that commitment; and

WHEREAS, the City of Danbury will receive a grant of \$3,000.00 with a local, in kind match value of \$3,000.00 to be provided by Parks and Recreation Department; and

NOW, THEREFORE, BE IT RESOLVED THAT Mayor Gene F. Eriquez be and hereby is authorized to apply for and accept said grant, and execute such documents and take such action as may be necessary in order to accomplish the purposes thereof.



CITY OF DANBURY

155 DEER HILL AVENUE

DANBURY, CONNECTICUT 06810

OFFICE OF THE CORPORATION COUNSEL

May 16, 2000

PLEASE REPLY TO:

DANBURY, CT 06810

Honorable Mayor Gene F. Eriquez
Honorable Members of the Common Council
155 Deer Hill Avenue
Danbury, Connecticut 06810

Re: Wood Street Water Assessments

Dear Mayor and Council:

In May (Agenda item no. 37) the Common Council approved final water assessments for the above project. While the assessments have been filed in the Office of the Town Clerk, and published as required by law, you must adopt the attached resolution in order to effectuate assessment by installment payment for the properties intended to be assessed. This resolution will provide for the method of payment, minimum payment, as well as the applicable interest rate.

If you adopt the resolution, each affected property owner will be notified of the proposed, installment payment required for that property. In the event you have any questions, please do not hesitate to call.

Very truly yours,

Laszlo L. Pinter
Assistant Corporation Counsel

Attachment

c: Patricia A. Ellsworth, Acting City Engineer
Michael Seri, Town Clerk
Dominic A. Setaro, Jr., Director of Finance

llp/wood

WOOD STREET WATER FINAL ASSESSMENTS

February 14, 2000

WOOD STREET WATER - FINAL ASSESSMENTS											PAGE 1 OF 5
LOT NO.	PROPERTY OWNER / LOCATION	GROSS ASSESSED VALUE		AREA		FRONTAGE		UNITS		TOTAL	COMMENTS
		\$	\$	Acre	\$	Feet	\$	No.	\$		
109090	GROGAN MELVA B 9 HAYESTOWN RD DANBURY CT 06811-4923										RA-20 corner lot TC 1139 Assessor-1 unit
	0009 HAYESTOWN RD	\$ 100,800.00	\$ 1,009.77	0.33	\$ 1,093.85	143.5	\$ 1,621.84	1	\$ 855.38	\$ 4,580.84	
109093	GUARINO ROSE 18 WOOD ST DANBURY CT 06811-4934										RA-20 TC 1139 Assessor-2 units
	0018 WOOD ST	\$ 116,900.00	\$ 1,171.05	0.43	\$ 1,425.33	130	\$ 1,469.26	2	\$ 1,710.75	\$ 5,776.39	
109094	MORTENSEN PAUL 14 WOOD ST DANBURY CT 06811-4934										RA-20 TC 1139 Assessor-1 unit
	0014 WOOD ST	\$ 82,000.00	\$ 821.44	0.36	\$ 1,193.30	90	\$ 1,017.18	1	\$ 855.38	\$ 3,887.29	
109095	BARNES BONNIE L & GEORGE L 12 WOOD ST DANBURY CT 06811-4934										RA-20 TC 1139 Assessor-1 unit
	0012 WOOD ST	\$ 102,100.00	\$ 1,022.79	0.33	\$ 1,093.85	90	\$ 1,017.18	1	\$ 855.38	\$ 3,989.21	
109096	KOVACS CAROL ANN WASHICKO ALBERT C 10 WOOD ST DANBURY CT 06811-4934										RA-20 TC 1139 Assessor-1 unit
	0010 WOOD ST	\$ 85,000.00	\$ 851.49	0.21	\$ 696.09	60	\$ 678.12	1	\$ 855.38	\$ 3,081.08	

WOOD STREET WATER FINAL ASSESSMENTS

February 14, 2000

WOOD STREET WATER - FINAL ASSESSMENTS											
LOT NO.	PROPERTY OWNER / LOCATION	GROSS ASSESSED VALUE		AREA		FRONTAGE		UNITS		TOTAL	COMMENTS
		\$	\$	Acre	\$	Feet	\$	No.	\$		
109097	SHARE EDWARD G & LUCILLE M 8 WOOD ST DANBURY CT 06811-4934										RA-20 TC 1139 TC 9417 Assessor-1 unit
	0008 WOOD ST	\$ 107,400.00	\$ 1,075.89	0.2093	\$ 693.77	60	\$ 678.12	1	\$ 855.38	\$ 3,303.15	
109098	GORDON WILLIAM III 6 WOOD ST DANBURY CT 06811-4934										RA-20 TC 1139 Assessor-1 unit
	0006 WOOD ST	\$ 86,900.00	\$ 870.53	0.2	\$ 662.94	60	\$ 678.12	1	\$ 855.38	\$ 3,066.97	
109099	NOVACO JOSEPH L & GEORGINA P 4 WOOD ST DANBURY CT 06811-4934										RA-20 TC 1139 corner lot Assessor-1 unit
	0004 WOOD ST	\$ 91,700.00	\$ 918.61	0.19	\$ 629.80	98.5	\$ 1,113.25	1	\$ 855.38	\$ 3,517.03	
109041	HEIMBUECHER JAMES EDWARD LINDA WAGNER 2 WOOD ST DANBURY CT 06811-4934										RA-20 TC 2906 Assessor-1 unit
	0002 WOOD ST	\$ 97,600.00	\$ 977.71	0.274	\$ 908.23	85	\$ 960.67	1	\$ 855.38	\$ 3,701.99	
109039	RECK JOSEPH & MARGARETHE ESTATE OF 3 WOOD ST DANBURY CT 06811-4933										RA-20 Assessor-1 unit
	0003 WOOD ST	\$ 87,000.00	\$ 871.53	0.21	\$ 696.09	85	\$ 960.67	1	\$ 855.38	\$ 3,383.66	

WOOD STREET WATERFINAL ASSESSMENTS

February 14, 2000

PAGE 3 OF 5

WOOD STREET WATER - FINAL ASSESSMENTS											
LOT NO.	PROPERTY OWNER / LOCATION	GROSS ASSESSED VALUE		AREA		FRONTAGE		UNITS		TOTAL	COMMENTS
		\$	\$	Acre	\$	Feet	\$	No.	\$		
109038	APUZZO ROBERT A & ANTHONY F 5 WOOD ST DANBURY CT 06811-4933										RA-20 TC 1139 Assessor-1 unit
	0005 WOOD ST	\$ 117,200.00	\$ 1,174.06	0.24	\$ 795.53	50	\$ 565.10	1	\$ 855.38	\$ 3,390.07	
109100	NEDEA CORNEL & NEGGOI DANA 7 WOOD ST DANBURY CT 06811-4933										RA-20 TC 1139 Assessor-1 unit
	0007 WOOD ST	\$ 105,700.00	\$ 1,058.86	0.45	\$ 1,491.62	115	\$ 1,299.73	1	\$ 855.38	\$ 4,705.58	
109114	KIRCHER JOAN DORIS 28 E HAYESTOWN RD DANBURY CT 06811-4945										RA-20 no road frontage Assessor-1 unit
	0028 E HAYESTOWN RD	\$ 80,900.00	\$ 810.42	0.39	\$ 1,292.74	0	\$ -	1	\$ 855.38	\$ 2,958.53	
109113	KIRCHER JOAN DORIS 28 E HAYESTOWN RD DANBURY CT 06811-4945										RA-20 Assessor - vacant land
	0009 WOOD ST	\$ 37,500.00	\$ 375.66	0.43	\$ 1,425.33	117	\$ 1,322.34	1	\$ 855.38	\$ 3,978.70	
109101	SUAREZ FERDINAND M JR & JOAN P 11 WOOD ST DANBURY CT 06811-4933										RA-20 TC 2089 Assessor-house built 1998
	0011 WOOD ST	\$ 121,900.00	\$ 1,221.14	0.19	\$ 629.80	70	\$ 791.14	1	\$ 855.38	\$ 3,497.45	

WOOD STREET WATER FINAL ASSESSMENTS

February 14, 2000

PAGE 4 OF 5

WOOD STREET WATER - FINAL ASSESSMENTS											
LOT NO.	PROPERTY OWNER / LOCATION	GROSS ASSESSED VALUE		AREA		FRONTAGE		UNITS		TOTAL	COMMENTS
		\$	\$	Acre	\$	Feet	\$	No.	\$		
109102	MCDERMOTT EDWARD J & DONNA L 15 WOOD ST DANBURY CT 06811-4933										RA-20 TC 2089 Assessor-1 unit
	0015 WOOD ST	\$ 116,500.00	\$ 1,167.05	0.23	\$ 762.38	70	\$ 791.14	1	\$ 855.38	\$ 3,575.95	
109103	MAROTTA LOIS A 17 WOOD ST DANBURY CT 06811-4933										RA-20 TC 2089 Assessor- 1 unit
	0017 WOOD ST	\$ 98,700.00	\$ 988.73	0.24	\$ 795.53	70	\$ 791.14	1	\$ 855.38	\$ 3,430.78	
109104	DOYLE ROBERT G & GAIL LEE 19 WOOD ST DANBURY CT 06811-4933										RA-20 TC 2089 Assessor-1 unit
	0019 WOOD ST	\$ 103,700.00	\$ 1,038.82	0.34	\$ 1,127.00	100	\$ 1,130.20	1	\$ 855.38	\$ 4,151.40	
109105	ANTONIO HENRIQUE L SHIRLEY ANN 21 WOOD ST DANBURY CT 06811-4933										RA-20 TC 2089 Assessor-1 unit
	0021 WOOD ST	\$ 111,200.00	\$ 1,113.95	0.33	\$ 1,093.85	100	\$ 1,130.20	1	\$ 855.38	\$ 4,193.39	
109106	UNDERWOOD RONALD & JOAN 23 WOOD ST DANBURY CT 06811-4933										RA-20 TC 2089 Assessor- 1 unit
	0023 WOOD ST	\$ 94,600.00	\$ 947.66	0.21	\$ 696.09	63.2	\$ 714.29	1	\$ 855.38	\$ 3,213.41	

WOOD STREET WATER FINAL ASSESSMENTS

February 14, 2000

PAGE 5 OF 5

WOOD STREET WATER - FINAL ASSESSMENTS												
LOT NO.	PROPERTY OWNER / LOCATION	GROSS ASSESSED VALUE		AREA		FRONTAGE		UNITS		TOTAL	COMMENTS	
		\$	\$	Acre	\$	Feet	\$	No.	\$			
109107	UNDERWOOD RONALD & JOAN 23 WOOD ST DANBURY CT 06811-4933											RA-20 TC 2089 Assessor- vacant land
	0025 WOOD ST	\$ 33,400.00	\$ 334.59	0.22	\$ 729.24	63.2	\$ 714.29	1	\$ 855.38	\$ 2,633.49		
109089	LI LU 2475 PALISADE AVE #2B BRONX NY 10463											RA-20 corner lot TC 1139 Assessor-2 units
	0011 HAYESTOWN RD	\$ 70,600.00	\$ 707.24	0.18	\$ 596.65	96	\$ 1,084.99	2	\$ 1,710.75	\$ 4,099.63		
TOTALS		\$ 2,049,300.00	\$ 20,529.00	6.1933	\$ 20,529.00	1816.4	\$ 20,529.00	24	\$ 20,529.00	\$ 82,116.00		
FINAL COST \$82,116 (DIVIDED BY FOUR \$20,529)												
ASSESSOR'S RECORDS CHECKED 1/13/00												



RESOLUTION

CITY OF DANBURY, STATE OF CONNECTICUT

_____ A. D., 19

RESOLVED by the Common Council of the City of Danbury:

WHEREAS, the City of Danbury caused a water line to be installed known as the Wood Street Water Line; and

WHEREAS, the Common Council has determined the amount of said assessments, after public hearing, all according to law; and

WHEREAS, the Connecticut General Statutes Section 7-137(c) and 7-139 and Section 21-56 et seq. of the City of Danbury Code of Ordinances authorizes the installment payment of assessments levied as the result of benefits derived from the installation of water systems; and

WHEREAS, said installment method of payment is deemed to be in the best interests of the City;

NOW, THEREFORE, BE IT RESOLVED THAT THE Assessment of Benefits fixed herein shall be due and payable on or before August 1, 2000 provided, however, that said assessments may be paid in installments in accordance herewith; and

BE IT FURTHER RESOLVED THAT the following provisions shall apply to installments of benefit assessments in connection with the Wood Street Water Line:

1. The payment of any benefits by installments hereunder shall be in not more than nineteen (19) equal annual payments.
2. The minimum annual installment payment shall be ONE HUNDRED THIRTY EIGHT DOLLARS AND SIXTY CENTS (\$138.60).
3. The interest on any deferred payments hereunder shall be due at a rate per annum of 5.50 percent. Any person may pay any installment for which he is liable at any time prior to the due date thereof and no interest on any such installment shall be charged beyond the date of such payment.
4. The Town Clerk shall record on the Land Records of the City of Danbury a certificate signed by the Tax Collector of said City in a form substantially as follows:



RESOLUTION

CITY OF DANBURY, STATE OF CONNECTICUT

_____ A. D., 19

RESOLVED by the Common Council of the City of Danbury:

CERTIFICATE OF NOTICE OF INSTALLMENT PAYMENT OF ASSESSMENT OF BENEFITS

The undersigned Tax Collector of the City of Danbury in the County of Fairfield, State of Connecticut hereby certifies from the date hereof an installment payment plan is in effect for payment of an assessment of benefits for the installation of a water system, in favor of the City of Danbury, upon real property situated in said City, which real property is more fully described in the City Land Records in:

Vol.

Page

The notice of such assessment of sewerage benefits herein certified is to _____ (owner of property), the principal of which is \$ _____ due to said City of Danbury, together with legal interest fees and charges thereon assessed on August 1, 2000 in the name of _____ And the same becomes due on August 1, 2000 and may be paid in annual installment payments of \$ _____ each plus interest at the rate of 5.50 percent on the unpaid balance and continuing to _____.

This certificate is filed pursuant to Section 7-137d of the General Statutes, as amended.

The property assessed is:

Lot _____

Item No. _____

Street _____

Tax Collector

Received _____, 2000

At _____ M.

Recorded in the Danbury Land Records

Vol. _____ Page _____

Town Clerk

AND BE IT FURTHER RESOLVED THAT the Assessment of Benefits by virtue of the construction of the water project are hereby fixed as follows:

(list attached)



CITY OF DANBURY

OFFICE OF THE MAYOR

DANBURY, CONNECTICUT 06810

GENE F. ERIQUEZ
MAYOR

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

June 6, 2000

Honorable Members of the Common Council
City of Danbury, Connecticut

Dear Council Members:

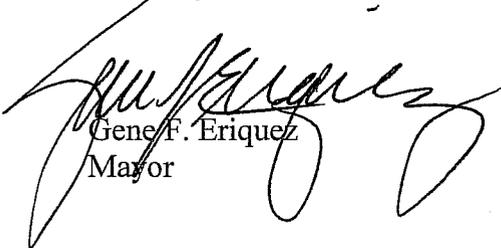
I respectfully request the appointment of William L. Goldstein (R), of 177 Southern Boulevard, Danbury, CT, 06810, to the Transit District Board of Directors, for a term to expire July 1, 2004. Mr. Goldstein will fill a vacancy.

Mr. Goldstein is self-employed as a strategic planner. He has been a resident of the City Of Danbury for almost two decades.

He is active in Saint Peter Parish and with the Shelter of the Cross.

Thank you for your consideration of this appointment.

Sincerely,



Gene F. Eriquez
Mayor



11

CITY OF DANBURY

OFFICE OF THE MAYOR

DANBURY, CONNECTICUT 06810

GENE F. ERIQUEZ
MAYOR

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

June 6, 2000

Honorable Members of the Common Council
City of Danbury, Connecticut

Dear Council Members:

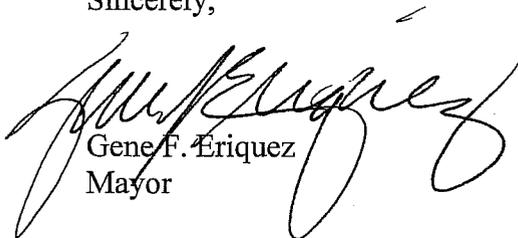
I hereby submit for your confirmation the following individual to be reappointed to the Civil Service Commission, with a term to expire on January 1, 2006:

Frank Caracanci (R)
1 East Hayestown Road
Danbury, CT 06811

The above person is a member in good standing of the Civil Service Commission and has expressed the desire to continue to serve our city in this capacity.

Thank you for your consideration of this reappointment.

Sincerely,



Gene F. Enriquez
Mayor



12

CITY OF DANBURY

OFFICE OF THE MAYOR

DANBURY, CONNECTICUT 06810

GENE F. ERIQUEZ
MAYOR

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

June 6, 2000

Honorable Members of the Common Council
City of Danbury, Connecticut

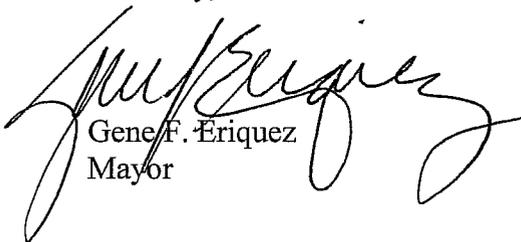
Dear Council Members:

I respectfully request the appointment of Russell M. Foti (D), 110 Stadley Rough Road Danbury, CT, 06811, as an alternate member of the Planning Commission, for a term to expire January 1, 2003. Mr. Foti will fill a vacancy.

Mr. Foti is a past member of the Common Council of the City Of Danbury. He has also served as Chairperson of the Zoning Commission and a member of the Environmental Impact Commission.

Thank you for your consideration of this appointment.

Sincerely,



Gene F. Enriquez
Mayor



CITY OF DANBURY

OFFICE OF THE MAYOR

DANBURY, CONNECTICUT 06810

GENE F. ERIQUEZ
MAYOR

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

June 6, 2000

Honorable Members of the Common Council
City of Danbury, Connecticut

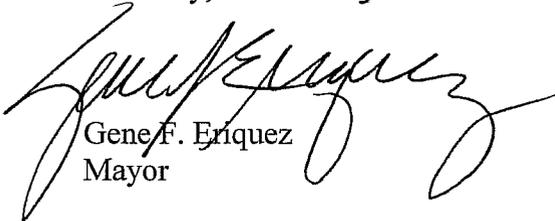
Dear Council Members:

I respectfully request the appointment of Robert M. Steinberg (D), Forty Acre Mountain Road, 06811, to the Parking Authority of the City Of Danbury, for a term to expire July 1, 2004. Mr. Steinberg will fill a vacancy created by the resignation of Arnold Finaldi.

Mr. Steinberg is a Marriage and Family Therapist and the owner of property on Main Street. He is a former member of the Parking Authority.

Thank you for your consideration of this appointment.

Sincerely,


Gene F. Enriquez
Mayor



CITY OF DANBURY

OFFICE OF THE MAYOR

DANBURY, CONNECTICUT 06810

GENE F. ERIQUEZ
MAYOR

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

June 6, 2000

Honorable Members of the Common Council
City of Danbury, Connecticut

Dear Council Members:

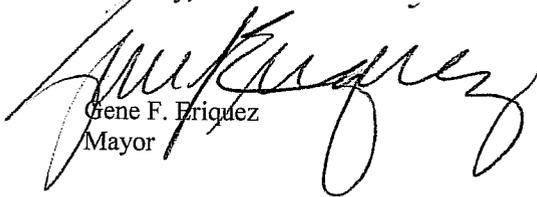
I hereby submit for your confirmation the following individuals to be reappointed to the Tarrywile Park Authority, with their terms to expire on May 1, 2003:

Gerald Daly (U)	David Cook (D)	Robert Lovell (R)
9 Wintergreen Hill Estates	32 High Street	21 Filmore Avenue
Danbury, CT 06811	Danbury, CT 06810	Danbury, CT 06811

The above persons are members in good standing of the Tarrywile Park Authority and have expressed the desire to continue to serve our city in this capacity.

Thank you for your consideration of these reappointments.

Sincerely,



Gene F. Enriquez
Mayor



15

CITY OF DANBURY

OFFICE OF THE MAYOR

DANBURY, CONNECTICUT 06810

GENE F. ERIQUEZ
MAYOR

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

June 6, 2000

Honorable Members of the Common Council
City of Danbury, Connecticut

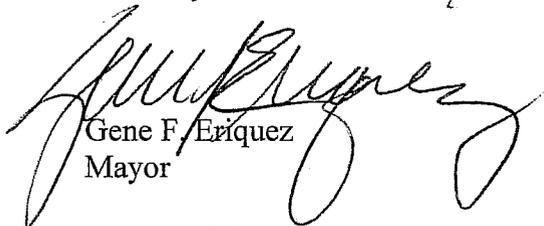
Dear Council Members:

I respectfully request the acceptance of a GE Fund Environmental Stewardship grant in the amount of \$20,800 from Joyce Hergenhan, President of the GE Fund on behalf of GE Capital, 3135 Easton Turnpike, Fairfield, CT 06431 to the City of Danbury Department of Health and Housing.

If accepted, this generous donation will be used to begin Phase II of the Still River Greenway project. Thanks in great part to the countless hours of time provided by the GE Capital volunteer group, Elfuns, and financial donations from GE, Phase I of the Still River Greenway project is complete.

Thank you for your consideration of this request.

Sincerely,



Gene F. Eriquez
Mayor

Cc: Dominic A. Setaro, Jr., Director, Finance Department
Jack Kozuchowski, Environmental Coordinator, Health and Housing Department



Joyce Hergenhan
President

GE Fund
3135 Easton Turnpike, Fairfield, CT 06431
203 373-3180, Fax: 203 373-2573

May 2, 2000

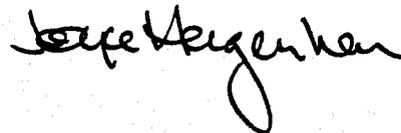
Mr. Jack Kozuchowski
Coordinator of Environmental & Occupational Health Services
City of Danbury
Health and Housing Department
155 Deer Hill Avenue
Danbury, CT 06810

Dear Mr. Kozuchowski:

On April 19 we informed you that the City of Danbury had been selected to receive a GE Fund Environmental Stewardship grant in the amount of \$20,800 for Phase II of the Still River Greenway project, as described in your proposal.

We are now pleased to enclose a check for \$20,800 representing payment of our grant.

Sincerely,



cc: Archie Elam

GE FUND - R

FUND NO. ZQ63

CHECK NO. 193991

INVOICE NO.	VENDOR NO.	PAYEE INFORMATION	DATE	AMOUNT
	G401254	CITY OF DANBURY	04/24/00	
TOTAL AMOUNT				\$20,800.00

REASON FOR DISBURSEMENT IS: **DIRECT GRANTS**

DETACH AT PERFORATION BEFORE DEPOSITING CHECK

REMITTANCE ADVICE

GE FUND - R

FUND NO. ZQ63

CHECK NO. 193991

INVOICE NO.	VENDOR NO.	PAYEE INFORMATION	DATE	AMOUNT
	G401254	CITY OF DANBURY	04/24/00	
TOTAL AMOUNT				\$20,800.00

REASON FOR DISBURSEMENT IS: **DIRECT GRANTS**

DETACH AT PERFORATION BEFORE DEPOSITING CHECK

REMITTANCE ADVICE



GE FUND - R
FUND NO. ZQ63

CHECK NO.	DATE
193991	04/24/00

GE FUND
3135 EASTON TURNPIKE
FAIRFIELD, CT 06431

53-283
113

AMOUNT OF CHECK
**\$20,800.00

PAY EXACTLY *Twenty thousand eight hundred and 00/100 Dollars*



STATE STREET
Serving Institutional Investors Worldwide

CITY OF DANBURY

TO THE ORDER OF

H. Schonen
BY STATE STREET BANK & TRUST COMPANY

⑈ 193991 ⑈ ⑆ 011302836 ⑆ 88107347 ⑈



2 Crosby Street Danbury, CT 06810

Phone: (203) 797-8088 Fax: 792-7626

Visit us on the internet at <http://www.danburychildrenfirst.org>

May 24, 2000

Mayor Gene F. Eriquez and Common Council
City of Danbury
155 Deer Hill Avenue
Danbury, CT 06810

RE: Approval of Grant Agreement with the William Caspar Graustein Memorial Fund
for the Danbury Children First Initiative

Dear Mayor Eriquez and Common Council members,

This is to request approval of the agreement with the Graustein Memorial Fund. Since the inception of Danbury Children First, the City of Danbury has been a Danbury Children First organizational partner along with the United Way of Northern Fairfield County, the Danbury Public School District and Danbury parent leaders. In order for Danbury Children First to receive grants funds from The Graustein Memorial Fund, all organizational partners must sign the agreement. This year grant funds in the amount of \$122,500 have been approved by the Graustein Memorial Fund.

If you require further information, please do not hesitate to contact me at (203) 797-8088.

Thank you.

Sincerely,

Linda A. Kosko
Collaborative Director

The purpose of Danbury Children First is *to involve, empower, and support parents*
to improve the lives of children at home, in school and in the community.

Major support is provided by the William Casper Graustein Memorial Fund

Memorandum of Agreement

Between

The William Caspar Graustein Memorial Fund

and

The Danbury Children First Collaborative

Implementation Grant Period: January 1 to December 30, 2000

Total Grant Award: \$112,500

It is required that the grant award be maintained in an interest bearing account. Such accounts must be insured and consistent with accepted accounting requirements for non-profit institutions. Any interest generated from said account is to be used in support of the local Children First Initiative in a manner consistent with the project's goals and objectives as outlined in this Memorandum, detailed in the Legacy 2000 work plans and in any future revisions approved by the Memorial Fund.

Project Participants:

The Danbury Children First Collaborative will consist of the individuals and institutions as detailed in ATTACHMENT A, the Children First Collaborative Membership Roster. The Collaborative chairpersons are recognized as the duly appointed spokespersons for the Initiative.

The United Way will serve in the capacity of Collaborative Agent for the Danbury Children First Initiative. As Collaborative Agent the United Way will be responsible for items as detailed in the agreement between the Danbury Children First Collaborative and the United Way, ATTACHMENT B -- Memorandum of Agreement between the Children First Collaborative and the United Way.

Project Description and Measures of Success:

The community of Danbury commits to the continued implementation of the Children First Initiative for young children (birth to eight) and their families detailed in their Legacy Planning and Implementation application and work plans as received by the Memorial Fund (August, 1999). These documents were subsequently reviewed and approved by the Memorial Fund Board of Trustees.

Time Table:

The Comment and Observation Memorandum as contained in Attachment C, will be use to help assess progress towards the overall goals and objectives of the Danbury Children First

Initiative. Based on acceptable progress, Danbury Children First Initiative may submit a request for a second year of Legacy funding to the Graustein Memorial Fund.

Budget:

ATTACHMENT D to this Agreement includes Budgets and Narratives for 2000.

Conditions of the Grant Award

Program and Fiscal Accountability. The Children First Collaborative and the Collaborative Agent, the United Way will be responsible for the accomplishment of goals, objectives and implementation of the Initiative as described in this Memorandum and accompanying Attachments C and D. All funds received from the Memorial Fund will be subject to a certified audit, either separately or displayed as distinct program within the audit of the Collaborative agent.

Reporting and Funds Disbursements. The Children First Collaborative and the Collaborative Agent, the United Way, will submit reports as follows:

Revised Work and Management Plans	
Revised Budget Plans	February 28, 2000
Report 1 (January to June)	July 15, 2000
Financial Report 1 (January to June)	July 15, 2000
Report 2 (June to December)	January 31, 2001
Financial Report 2 (July to December)	January 31, 2001

Funds will be disbursed according to the following payment schedule contained in this Memorandum, and are to be used for items as described in Attachment D:

Payment One	\$56,250	At acceptance of Memorandum of Agreement
Payment Two	\$56,250	July 15, 2000

Future Funding. This agreement is only for the period January 1 to December 31, 2000. The Memorial Fund Board of Trustees at its November 2000 meeting review and act on funding requests for 2001. Future funding will be contingent on the reasonable progress towards mutually agreed upon goals and objectives and the financial ability of the Memorial Fund to award such grants.

Cross-site Committee. The Danbury Children First Initiative will participate in a Cross-site Committee as convened by the Memorial Fund, or by Cornerstone Consulting acting as its agent. The Danbury Children First Initiative Collaborative and staff will work with Memorial Fund and its evaluators (Center for Assessment and Development of Policy) and technical assistance broker (Cornerstone Consulting) and other consultants as needed to help support and guide the work of the Children First Initiative.

Technical Assistance. The Memorial Fund will provide opportunities for the Danbury Children First Initiative to participate in technical assistance sessions and access consultation support during the Legacy period. Cornerstone Incorporated will be the technical assistance coordinator and broker for the Memorial Fund. Appropriate representatives must attend sessions on behalf of the Danbury Children First Initiative. The Memorial Fund will make recommendations as to potential attendees.

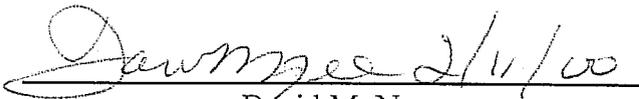
Community Outcomes. Danbury Children First will participate fully in all technical assistance support provided by Cornerstone Consulting and CAPD in support of the development of a comprehensive set of community outcomes for children. Danbury Children First will provide the Memorial Fund by February 15, 2000 dates and expected products related to the community outcome process. Products may include: baseline data collection; identification of additional data to be collected and related timetable; development of process for annual assessment; dates for community reporting on progress against the outcomes; and other products identified by the local communities.

Evaluation. The Danbury Children First Collaborative agrees to participate in the comprehensive evaluation of the Children First Initiative. Participation will include, but is not limited to interviews, provision of quantitative data and process information (minutes and other documentation of planning activities). Danbury agrees to cooperate fully with the evaluation team (Center for Assessment and Policy Development).

Matching Requirement. The Danbury Children First Initiative will match (at minimum dollar for dollar) or exceed the grant as received from the Memorial Fund in the amount of \$112,500. Danbury Children First Initiative will submit memorandums of agreements detailing all financial and resource commitments for 2000. Payment number two will not be issued until all documentation is received by the Memorial Fund.

Communications. The Memorial Fund will be acknowledged as a funder in all press communications and written materials. The Memorial Fund will be provided with the opportunity to review and comment on written communications that contain references to the Memorial Fund. The Memorial Fund will be provided with adequate notice of press conferences and other media events related to the Danbury Children First Initiative.

The terms of this agreement cannot be changed or modified without discussion and the written consent of the Memorial Fund and duly appointed representatives of the Danbury Children First Initiative Collaborative. The signatures of the individuals below constitute acceptance of the terms and conditions of this Memorandum of Agreement.

 2/11/00

David M. Nee

Executive Director

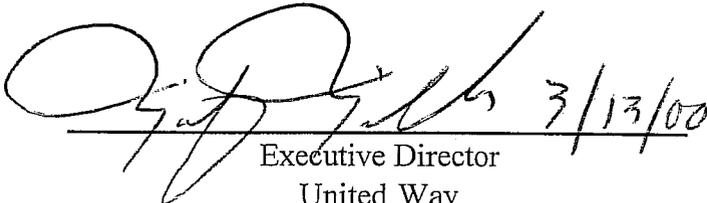
William Caspar Graustein Memorial Fund

Mayor, City of Danbury

 3/14/00

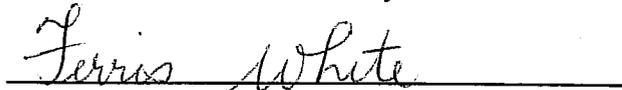
Chair, Danbury Children First Initiative

Superintendent, Danbury Public Schools

 3/13/00

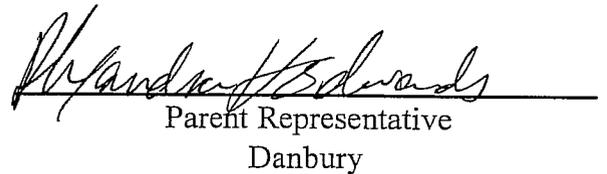
Executive Director

United Way



Parent Representative

Danbury



Parent Representative

Danbury

Memorandum of Agreement
between
The Danbury Children First Initiative
and
The United Way of Northern Fairfield County

The Danbury Children First Initiative (CF) and the United Way of Northern Fairfield County (UW) agree to work together under the terms of the Graustein Memorial Fund (GMF) grant to the Danbury community.

UW agrees to:

- ◆ Act as the Fiscal Agent for the grant.
- ◆ Hold the grant funds received in a FDIC insured, interest-bearing account, crediting it at least quarterly for earned interest.
- ◆ Maintain the books of CF according to general accepted accounting principles for non-profit organizations.
- ◆ Return any unused funds from the grant after its completion to the GMF at its request.
- ◆ Maintain the personnel system for CF. Hire CF employees and perform all CF personnel functions in consultation with the CF Steering Committee. Employees hired with grant funds will be employees of UW.
- ◆ Ensure that grant funds are used in a manner consistent with the project goals and objectives as defined by the GMF.
- ◆ Provide reasonable financial reporting to the GMF as requested.
- ◆ Conduct an annual audit to CF and the GMF, by an independent Certified Public Accountant, which will identify CF funds as a separate program.
- ◆ To appoint a representative to serve as a member of the Steering Committee of CF.
- ◆ To work with the Steering Committee to accomplish the goals, objectives and implementation of then initiative as defined by the GMF.
- ◆ To work with the Steering Committee to prepare reasonable narrative reports to the GM.

CF agrees to:

- ◆ Provide UW with the information needed to meet its responsibilities described above.
- ◆ Provide UW with all appropriate information from the GMF needed to meet its responsibilities described above.
- ◆ Recognize UW's responsibilities for maintaining appropriate fiscal and personnel standards.

Both UW and CF agree:

- ◆ That the term of this agreement is January 1, 2000 to December 31, 2001.
- ◆ To work together to meet the terms of the grant from GMF.
- ◆ To provide 90 days notice if they wish this agreement to be terminated.

Signed this date: _____

8/30/99

Marty Milkovic, President & CPO
United Way of Northern Fairfield County

Kim Giarratana, Chairman
Danbury Children First Initiative

Danbury Children First Initiative

Legacy Planning and Implementation - 2000

Comments and Observations

General Observations

Strengths

- Effectively establishing a niche for the voices of parents.
- Articulating and acting in a catalytic role on behalf of children.
- Strong empowered parents in leadership positions.
- Creating and expanding opportunities for parent leadership.
- Danbury CFI took on the difficult task of shifting work focus from programs to systemic change strategies.
- Maintained engagement with Office of the Mayor and School District and is working to build partnerships with others

Challenges

- Ground catalytic role in solid principles and strategies of community planning
- Increase focus on issues related to school readiness and strengthening relationship with School Readiness Council. In particular, advocate for the meaningful inclusion and participation of parents on the School Readiness Council and in related work areas.
- Devise strategies for ongoing financial and programmatic support for Parent Leadership Training Institute graduates. —What will the future hold for parent graduates?
- Integrating program outcome work of United Way with community outcome work and engaging providers without losing parent voices.
- Restructuring Issue Teams to include more providers yet keeping balance with parent issues.

Suggested actions in support of Danbury's Legacy Goals

- Put on the Collaborative table the issue regarding systems responsibility to provide resources, e.g. timely and accurate data on academic and other child focused outcomes for which there should be community-wide responsibility.
- Generate community-wide awareness and support of Children First role as advocate for children.
- Need to learn how to embrace conflict as one vehicle for constructive change. Technical assistance and training would be helpful in the effective management of conflict and developing problem solving strategies.

- Formulate local strategies to organize community around issues of young children and families.
- Develop strong advocacy skill set and tool box –for both the individual and as a Collaborative.
- Transition to new role as community catalyst is critical, but do not lose sight of continuing past strategies that worked and trying new ones to engage parents
- City and the Board of Education need to recognize the importance of supporting broad community advocacy for kids and not just for program funding.
- Develop local expertise in data gathering and analysis in order to better understand and act on issues important to children.
- Develop the capacity to use community assessment and research as an organizing and accountability tool.

Recommendations for Collaborative Reflection and Action

- Issues around fundraising plan—Collaborative and partners will need to continuously assess what is needed to carryout the work and secure resources. Develop a comprehensive plan that involves all the partners.
- Catalytic Role—focus on building a strong partnership with the School Readiness Council, especially in light of their (SRC) responsibility for systemic action.
- Community researcher/organizer position—carefully examine role and responsibilities associated with the position. Need to be sure that there is an effective balance so as not to jeopardize the effectiveness of the work to be accomplished in both domains.
- Pursue conversation and information from the Institute for Community Research in Hartford—explore with them the theory of “action research”.
- Discuss at the Collaborative table and with SRC concern regarding the need to increase parent representation and participation on the Council.

	1A	1B	Total Goal 1	2A	2B	Total Goal 2	Goal 3	TOTAL All	ALS
Salaries & Benefits:									
Collaborative Director	8,750	4,375	13,125	6,250	31,250	37,500	11,875		62,500
Community Researcher/ Organizer	46,000	11,500	57,500	0	0	0	0		57,500
Parent Training Coordinator	0	0	0	21,600	2,400	24,000	0		24,000
Office Coordinator	8,100	4,050	12,150	7,200	3,600	10,800	4,050		27,000
Subtotal Personnel	\$62,850	\$19,925	\$82,775	\$35,050	\$37,250	\$72,300	\$15,925		\$171,000

Other Expenses:									
Printing	10,000	3,000	13,000	1,800	800	2,600	500		16,100
Postage	2,000	400	2,400	1,200	600	1,800	600		4,800
Child Care	2,500	300	2,800	2,710	720	3,430	360		6,590
Food	4,000	0	4,000	7,020	3,340	10,360	400		14,760
Stipends			0			0	0		0
Telephone & Internet	1,200	450	1,650	750	750	1,500	750		3,900
Supplies	1,800	300	2,100	1,200	1,200	2,400	1,600		6,100
Rent, Utils., Clean., Security	4,000	1,700	5,700	2,850	2,850	5,700	2,850		14,250
Equip. Maint.	640	320	960	480	480	960	240		2,160
Mini-Grants	0	0	0	0	5,000	5,000	0		5,000
ParentNet (In year 2000 only)	0	0	0	0	14,000	14,000	0		14,000
Consultants-Training	0	0	0	12,000	0	12,000	0		12,000
Travel	900	180	1,080	360	720	1,080	60		2,220
Facilities-Training	0	0	0	1,050	0	1,050	0		1,050
Translation/ Interpretation	180	180	360	280	0	280	180		820
Conferences-Parent Leaders	0	0	0	0	5,000	5,000	0		5,000
Multi-Cultural Parents Day-direct expenses	0	0	0	0	5,000	5,000	0		5,000
Subtotal Expenses	\$27,220	\$6,830	\$34,050	\$31,700	\$40,460	\$72,160	\$7,540		5,000
TOTAL	\$90,070	\$26,755	\$116,825	\$66,750	\$77,710	\$144,460	\$23,465		\$284,750

Potential Sources of Revenue:									
Graustein	58,570	13,055	71,625	0	20,540	20,540	20,335		112,500
City of Danbury	4,000	10,500	14,500	26,400	7,750	34,150	1,350		50,000
United Way	7,500	0	7,500	0	6,500	6,500	1,000		15,000
Perrin Family Foundation(includes 2nd req.)	0	0	0	0	20,000	20,000	0		20,000
Fairfield County Foundation	15,000	0	15,000	10,000	10,000	20,000	0		35,000
Conn. Campus Compact-VISTA Inkind	0	0	0	24,000	0	24,000	0		24,000
Donations- members & staff	2,000	0	2,000	0	500	500	500		3,000
Donations- corporate/business	0	1,200	1,200	100	2,420	2,520	280		4,000
Inkind PIP, WESCONN	0	0	0	1,250	0	1,250	0		1,250
Multicultural Day Fundraising					5000	5,000			5,000
Additional Parent Training resource needed	0	0	0	5,000	0	5,000	0		5,000
Inkind Printing(sources to be developed.)	3,000	2,000	5,000	0	0	0	0		5,000
Additional resource to participate-national conference					5,000	5,000			5,000
TOTAL	\$90,070	\$26,755	\$116,825	\$66,750	\$77,710	\$144,460	\$23,465		\$284,750

Goal 1A Budget Narrative

Salaries & Benefits:

- Collaborative Director
- Community Researcher/ Organizer
- Office Coordinator
- Subtotal Personnel**

8,750 14% x \$62,500: support to Communications Committee and supervision/management functions.
 46,000 80% x 57,500: responsible for advocacy work with 5 teams, including identifying, analyzing and compiling data.
 8,100 30% x 27,000: office/ administrative support- including mailings, data base, telephone/reception

\$62,850

Other Expenses:

- Printing
- Postage
- Child Care
- Food
- Telephone & Internet
- Supplies
- Rent, Utils., Clean., Security
- Equip. Maint.
- Travel
- Translation/ Interpretation
- Subtotal Expenses**

10,000 \$8,000 for newsletter(\$2,000 x 4 times per year); \$2,000 for advocacy fact sheets, reports.
 2,000 \$275 x 4 issues for newsletter=\$1,100; \$75 per month x 12= \$900 for distribution of advocacy materials.
 2,500 5 advocacy teams x 10 meetings each x \$50= \$2,500
 4,000 5 advocacy teams(includes children's) x 10 meetings x \$75=\$3,750; Communications Comm. 5 meetings x \$50=\$250.
 1,200 \$100 per month allocation x 12 months.
 1,800 \$150 per month x 12 months for consumable supplies like copy paper, office items and supplies for office equipment.
 4,000 Prorated share of total facilities cost: 28% x 14,250.
 640 Prorated share of equipment maintenance costs for computers and office equipment: 30% x \$2,160.
 900 \$75 per month x 12 months
 180 Average of \$30 per translation of advocacy materials and/or newsletter articles x 6= \$180.

\$27,220

TOTAL EXPENSES

\$90,070

Potential Sources of Support:

- Graustein
- City of Danbury
- United Way
- Fairfield County Foundation
- Donations- members & staff
- Inkind Printing(sources to be developed.)

58,570
 4,000
 7,500
 15,000
 2,000
 3,000

TOTAL REVENUE & INKIND

\$90,070

Goal 1B Budget Narrative

Salaries & Benefits:

Collaborative Director
 Community Researcher/ Organizer
 Office Coordinator
Subtotal Personnel

4,375 7% x \$62,500: support to Community Outcomes work, supervision/management, and communications functions.
 11,500 20% x 57,500: responsible for directory of children's resources, including identifying, analyzing and compiling informati
 4,050 15% x 27,000: office/ administrative support- including mailings, data base, telephone/reception
\$19,925

Other Expenses:

Printing
 Postage
 Child Care
 Food
 Telephone & Internet
 Supplies
 Rent, Utils., Clean., Security
 Equip. Maint.
 Travel
 Translation/ Interpretation
Subtotal Expenses

3,000 Costs of printing the Directory mainly. 12-24 pages for 1,000 to 2,500 copies, dependent on paper and print quality an
 300 \$200 for mailing of the Directory on a limited basis and \$100 for other related postage.
 180 6 meetings x \$30 per community meeting regarding the Directory and the Community Outcomes work.
 120 6 meetings x \$20 per meeting for snacks for meeting and child care.
 450 \$37.50 per month allocation x 12 months.
 300 \$25 per month x 12 months for consumable supplies like copy paper, office items and supplies for office equipment.
 1,700 Prorated share of total faciliates cost: 12% x 14,250.
 320 Prorated share of equipment maintenance costs for computers and office equipment: 15% x \$2,160.
 180 \$15 per month x 12 months
 180 Estimated cost of translating the Directory.
\$6,730

TOTAL

\$26,655

Potential Sources of Support:

raustein
 City of Danbury
 onations- corporate/business
 kind Printing(sources to be developed.)

13,055
 10,500
 1,200
 2,000

TOTAL REVENUE & INKIND

\$26,755

Goal 2A Budget Narrative

Salaries & Benefits:

Collaborative Director
 Parent Training Coordinator
 Office Coordinator
Subtotal Personnel

6,250 10% x \$62,500: support to parent training work, supervision/management, and training of VISTA worker
 21,600 90% x \$24,000 (estimated inkind value of VISTA worker) to implement parent leader training
 7,200 27% x 27,000: office/ administrative support- including mailings, data base, telephone/reception
\$35,050

Other Expenses:

Printing
 Postage
 Child Care
 Food
 Telephone & Internet
 Supplies
 Rent, Utils., Clean., Security
 Equip. Maint.
 Consultants-Training

1,800 Includes training handouts and materials, applications, brochures, graduation related materials for training programs.
 1,200 \$100 per month x 12 months.
 2,710 PLTI classes-20 weeks x\$80=\$1,600;PLTI Alumni-9 meetings x\$30=\$270;PLTI Design Team-12 meetings x\$30=\$360;
 Parent training-4 programs x 2 sessions x\$60=\$480.
 7,020 PLTI classes-\$200 per class x 20 classes+ day retreat(\$400)+ PLTI graduation(\$600);
 PLTI Alumni & Design Team meetings(21+) and meetings with parents regarding training outreach and design=\$1,020
 750 \$62.50 per month allocation x 12 months.
 1,200 \$100 per month x 12 months for consumable supplies for classes, graduation, child care and office.
 2,850 Prorated share of total facilities cost: 20% x 14,250.
 480 Prorated share of equipment maintenance costs for computers and office equipment: 22% x \$2,160.
 12,000 PLTI-8 x \$50 x @ instructors for one day retreat; 10 weeks x 4 hrs x \$50/hr x 2 instructors; 10 weeks x 4hrs x \$50/hr
 for one instructor = \$6,800. Parent Training Program- 4 training @ \$1,300 average cost per training=\$5,200.
 360 Average of \$30/ month x 12 months for travel to Hartford for State PLTI meetings & for training program
 1,050 Inkind from Western Connecticut State University for the use of facilities for PLTI.
 280 Estimated cost of translating training program information and materials.

\$31,700
\$66,750

Potential Sources of Revenue:

Graustein
 City of Danbury
 Fairfield County Foundation
 Conn. Campus Compact-VISTA Inkind
 Donations- corporate/business
 Inkind PIP, WESCONN
 Additional Parent Training resource needed

0
 26,400
 10,000
 21,600
 2,500
 1,250
 5,000

TOTAL \$66,750

Goal 2B Budget Narrative

Salaries & Benefits:

Collaborative Director
 Parent Training Coordinator
 Office Coordinator
Subtotal Personnel

31,250 50% x \$62,500: support to parents as leaders, consultation to organizations, staff oversight.
 2,400 10% x \$24,000 (estimated inkind value of VISTA worker) to implement parent leader training
 3,600 13% x 27,000: office/ administrative support- including mailings, data base, telephone/reception
\$37,250

Other Expenses:

Printing
 Postage
 Child Care
 Food
 Telephone & Internet
 Supplies
 Rent, Utils., Clean., Security
 Equip. Maint.
 Mini-Grants
 ParentNet (In year 2000 only)
 Travel
 Conferences-Parent Leaders
 Multi-Cultural Parents Day-direct expenses
Subtotal Expenses
TOTAL

800 Costs of printed materials for parent leadership support and consultation work.
 600 \$50 per month x 12 months.
 720 For Steering Committee meetings- 12 meetings x \$60 per meeting.
 3,340 For annual recognition/membership meeting- \$2,260; Steering Committee-\$1,080.
 750 \$62.50 per month allocation x 12 months.
 1,200 \$100 per month x 12 months for consumable supplies for classes, graduation, child care and office.
 2,850 Prorated share of total facilities cost: 20% x 14,250.
 480 Prorated share of equipment maintenance costs for computers and office equipment: 22% x \$2,160.
 5,000 Incentive funds to promote parent leadership and involvement in schools.
 14,000 Costs associated with implementation of ParentNet- will be transitioned by August 2000.
 720 Average of \$60/ month x 12 months for travel.
 5,000 Costs of participating at national conferences-will present at FRCA conference in April 2000.
 5,000 Expenses of annual Multicultural Parents Day.
\$40,460
\$77,710

Potential Sources of Revenue:

Graustein
 City of Danbury
 United Way
 Perrin Family Foundation(includes 2nd req.)
 Fairfield County Foundation
 Conn. Campus Compact-VISTA Inkind
 Donations- members & staff
 Donations- corporate/business
 Multicultural Day Fundraising
 Additional Parent Training resource needed

20,540
 7,750
 6,500
 20,000
 10,000
 2,400
 500
 20
 5000
 5,000

TOTAL

\$77,710

Goal 3 Budget Narrative

Salaries & Benefits:

Collaborative Director
Office Coordinator
Subtotal Personnel

11,875 19% x \$62,500: Development and implementation of Resource Plans, Self-Evaluation and Annual Report.
4,050 15% x 27,000: office/ administrative support- including mailings, data base, telephone/reception
\$15,925

Other Expenses:

Printing
Postage
Child Care
Food
Telephone & Internet
Supplies
Rent, Utils., Clean., Security
Equip. Maint.
Travel
Translation/ Interpretation
Subtotal Expenses

500 Costs of printing Annual Report.
600 \$50 per month x 12 months.
360 8 meetings at an average of \$45 per meeting for child care
400 4 meeting regarding the Resource Plan and 4 regarding the Self-Evaluation Plan x \$50 each.
750 \$62.50 per month allocation x 12 months.
1,600 \$133. per month x 12 months for consumable supplies.
2,850 Prorated share of total facilities cost: 20% x 14,250.
240 Prorated share of equipment maintenance costs for computers and office equipment: 11% x \$2,160.
60 Travel within the State 2 times during the year at \$30 each.
180 Estimated cost of translating Annual Report.
\$7,540

TOTAL

\$23,465

Potential Sources of Revenue:

Graustein
City of Danbury
United Way
Donations- members & staff
Donations- corporate/business

20,335
1,350
1,000
500
280

TOTAL

\$23,465

Timothy P. Connors

Superintendent
 Danbury Public Schools
 Administrative Center
 63 Beaver Brook Road
 Danbury, CT 06810

Phone: 203-797-4701
 Fax: 203-790-2875

10650 Campshire Avenue Apartment 2-10 Bloomington, MN 55438

Affiliation : Arrives July 1st 1997

Ms. Nair DaSilva

9 Perkins Street
 Danbury, CT 06810

Phone: 203-748-5689
 Home Phone: 203-744-3601
 Fax: 203-790-2809

Language : Portuguese & English

Affiliation : EC Work Plan, PS Multi-Cultural, PL

Alexandra Edwards

9 Bullet Hill Rd.
 Danbury, CT 06811

Phone: 203-486-5809*
 Home Phone: 203-778-5939
 Fax: 203-486-3749

Danbury, CT

Affiliation : PS Multi-Cultural, PL, PS, PS Newsletter, PS WorkPlan

Lilly Evans

14 Varian Drive
 Danbury, CT 06811

Phone: 203-744-2942
 Fax: 203

Danbury, CT

Kim Giarratana

16 East Pembroke Road
 Danbury, CT 06811

Phone: 203-743-1750
 Home Phone: 203

Danbury, CT

Affiliation : Steering, PS, RE Playground, Evaluation

Mrs. Diane Hnat-Blain

18 Padanaram Avenue
 Danbury, CT 06810

Phone: 203-744-3465
 Ext: 103
 Home Phone: 203-744-3465
 Fax: 800-467-3700

Language : English

Affiliation : RE Playground/Disability

Ms. Barbara Joseph

5 Patricia Lane
 Danbury, CT 06811

Phone: 203-743-6453
 Home Phone: 203
 Fax: 203

Danbury, CT

Mrs. Caroline LaFleur

26 Whipperwill Road
 Bethel, CT 06801

Phone: 203-743-5599
 Home Phone: 203
 Fax: 203

Danbury, CT

Ms. Debbie MacKenzie

Director of Welfare & Human ...
 City of Danbury
 155 Deer Hill Avenue
 Danbury, CT 06810

Phone: 203-796-1580
 Home Phone: 203-797-9217
 Fax: 203-797-4566

Affiliation : Planning, Steering, Evaluation

Mr. Marty Milkovic

Executive Director
 United Way of Northern Fairi...
 85 West Street
 Danbury, CT 06810

Phone: 203-792-5330
 Ext: 22
 Home Phone: 203-
 Fax: 203-790-5182

Affiliation : Planning, Steering

Mrs. Susan Nolan

8 Southern Boulevard
 Danbury, CT 06810

Phone: 203-792-8686
 Ext: 115
 Home Phone: 203-748-7977
 Fax: 203-743-2051

Affiliation : Steering, Evaluation, PL, PS, PS WorkPlan

Pinakin S. Patel

24 Maplecrest Drive
 Danbury, CT 06811

Phone: 203-825-6072
 Home Phone: 203-797-1677
 Fax: 203-798-2945

Danbury, CT

Affiliation : PS Multi-Cultural, PL, PS, PS Newsletter

Janice Walker

Hudson County Montessori
 44A Shelter Rock Road
 Danbury, CT 06810

Phone: 203-744-8088
 Home Phone: 203-746-0898
 Fax: 203

13 Fairfield Drive New Fairfield, Ct 06812

Affiliation : 15/

Ferris White

10 Liberty Street
 Unit 23
 Danbury, CT 06810

Phone: 203-797-9246
 Home Phone: 203-797-9246
 Fax: 203-830-6520

10 Liberty Street Danbury, CT 06810

Affiliation : PS Multi-Cultural, PL, PS, PS WorkPlan

Mrs. Donna Bosworth

18 Skyedge Drive
Bethel, CT 06801

Phone: 203-748-5926
Home Phone: 203
Fax: 203

Danbury, CT

Language : English

Ms. Eileen Byrne

Five Little John Lane
Danbury, CT 06811

Phone: 203-743-3714
Home Phone: 203

Danbury, CT

Affiliation : Planning, Steering, Communications, Writing, EC, PL

Maureen G. Garry

175 Westville Ave. Ext.
Danbury, CT 06811

Phone: 203-792-0303
Home Phone: 203
Fax: 203

Danbury, CT

Ms. Linda A. Kosko

Danbury Children First
20 Fairmont Place
Shelton, CT 06484

Phone: 203-924-1316
Home Phone: 1-203-924-1316
Fax: 1-203-924-1316

Danbury, CT

Anne Krieg

work #355-3793
55 Garfield Avenue
Danbury, CT 06810

Phone: 203-792-3246
Home Phone: 203-792-3246
Fax: 860-355-9023

55 Garfield Avenue Danbury, CT 06810

Affiliation : RE Playground

Mrs. Caroline LaFleur

26 Whipperwill Road
Bethel, CT 06801

Phone: 203-743-5599
Home Phone: 203
Fax: 203

Danbury, CT

Mrs. Donna Waltzer

34 Ta'agan Point Road
Danbury, CT 06811

Phone: 203-778-2918
Home Phone: 203-797-9801
Fax: 203-778-3428

Danbury, CT

Language : English

Affiliation : Steering, Communications, EC Work Plan, EC Newslett...

Ferris White

10 Liberty Street
Unit 23
Danbury, CT 06810

Phone: 203-797-9246
Home Phone: 203-797-9246
Fax: 203-830-6520

10 Liberty Street Danbury, CT 06810

Affiliation : PS Multi-Cultural, PL, PS, PS WorkPlan

Lilly Evans

14 Varian Drive
Danbury, CT 06811

Phone: 203-744-2942
Fax: 203

Danbury, CT

Mrs. Patti Keckeisen

One Seminole Road
Danbury, CT 06811

Phone: 203-798-4292
Home Phone: 203-797-1484
Fax: 203-791-6651

Affiliation : Healthy Families, RE Playgroup

Kristen Kennen

Infoline
24 Leavenworth Street
Waterbury, CT 06702

CC:
Phone: 203-759-2014
Fax: 203-759-2005

Ms. Bea Shilstone

42 Picketts Ridge Road
West Redding, CT 06896-1011

Phone: 203-438-2727
Home Phone: 203-438-2727

42 Picketts Ridge Rd. Redding, Ct 06896

Affiliation : Planning, Steering, Communications, EC Co-chair

Marie B Bazile

6 Ann Dr Apt 2 b
Danbury, CT 06810

Phone: 203-743-4697
Home Phone: 203-743-4697
Fax: 203

6 Ann Dr Apt 2b Danbury, CT 06810

Language : HaitianFrench& english

Ms. Evelyn Charon

51 High Ridge Road
Danbury, CT 06811

Phone: 203-748-5175
Home Phone: 203
Fax: 203

Danbury, CT

Language : English,
Affiliation : PS Multi-Cultural, PL, PS WorkPlan

Ms. Nair DaSilva

9 Perkins Street
Danbury, CT 06810

Phone: 203-748-5689
Home Phone: 203-744-3601
Fax: 203-790-2809

Language : Portuguese & English
Affiliation : EC Work Plan, PS Multi-Cultural, PL

Mr. Daryle J. Dennis

Director, Minority Affairs
Western Connecticut State Un...
Office of Minority Affairs
181 White Street
Danbury, CT 06810

Phone: 203-837-8549
Fax: 203-837-8213

14 Apple Blossom Lane Danbury, 06811

Cylotte P. Dorcemus

7 Coach Road
Danbury, CT 06811

Phone: 203-744-5809
Home Phone: 203
Fax: 203

Danbury, CT

Alexandra & Rod Edwards

9 Bullet Hill Rd.
Danbury, CT 06811

Phone: 203-486-5809*
Home Phone: 203-778-5939
Fax: 203-486-3749

Danbury, CT

Affiliation : PS Multi-Cultural, PL, PS, PS Newsletter, PS WorkPlan

Suely Ferreira

133 Limekiln Rd.
Redding, CT 06896-1311

Phone: 203-938-6940
Home Phone: 203-938-6940
Fax: 203

51 Main St Apt 38 Danbury, CT 06810

Language : Portuguese
Affiliation : PS Multi-Cultural

Jackie Ford

Girl Scout Council of SW CT
529 Danbury Road
Wilton, CT 06897

Phone: 800-882-5561
Home Phone: 203-794-1750
Fax: 203-762-0688

Danbury, CT

Vinaldo Sissy Green

744-0384
Danbury Housing Authority
2 High Ridge Rd
Danbury, CT 06811

Phone: 203-744-2500
Home Phone: 203-798-2593
Fax: 203

2 High Ridge Rd Danbury, CT 06811

Language : English
Affiliation : Will be doing the Parent To Parent Buddy System

Marlene Ho-Yen

12 Westview Dr.
Danbury, CT 06810

Phone: 203-798-2855
Home Phone: 203-798-8205
Fax: 203

Danbury, CT

Affiliation : PS Multi-Cultural, PL

Patricia Johnson

Housatonic Valley Coalition A...
450 Candlewood Lake Rd N
New Milford, CT 06776

Phone: 203-775-4083
Home Phone: 860-355-8402
Fax: 203-797-8568

450 Candlewood Lake Rd N New Milford, CT 06776

Affiliation : Steering, EC Parenting Providers, PS Multi-Cultural, PS,...

Ms. Barbara Joseph

5 Patricia Lane
Danbury, CT 06811

Phone: 203-743-6453
Home Phone: 203
Fax: 203

Danbury, CT

Sai Katikaneni

Energy Research Corporation
3 Great Pasture Rd
Danbury, CT 06810

Phone: 203-825-6067
Home Phone: 203-825-6067
Fax: 203-825-6273

28 Rose Lane , Unit 24 Danbury, CT 06811

Language : Indian

Phyllis Kinlow

1 Farview Ave - Unit 1
Danbury, CT 06810

Phone: 203-797-0301
Home Phone: 203-743-0870
Fax: 203-797-1864

1 Farview Ave Danbury, CT 06810

Affiliation : PS WorkPlan

Iola Mayfield

156 Eden DR
Danbury, CT 06810

Phone: 203-730-0040
Home Phone: 203-730-0040
Fax: 203

156 Eden DR Danbury, CT 06810

Anne Nguyen

48 Golden Hill Rd
Danbury, CT 06810

Phone: 203-778-4982
Home Phone: 203-778-4982
Fax: 203

48 Golden Hill Rd Danbury, CT 06810

Mrs. Susan Nolan

8 Southern Boulevard
Danbury, CT 06810

Phone: 203-792-8686
Ext: 115
Home Phone: 203-748-7977
Fax: 203-743-2051

Affiliation : Steering, Evaluation, PL, PS, PS WorkPlan

Dr. Maria Ortner

Bilingual School Psychologist
39 Beverly Drive
Brookfield, CT 06804

Phone: 203-775-8258
Home Phone: 203-775-8258
Fax: 203

39 Beverly Drive Brookfield, CT 06804

Affiliation : Bilingual school psychologist

Pinakin S. Patel

24 Maplecrest Drive
Danbury, CT 06811

Phone: 203-825-6072
Home Phone: 203-797-1677
Fax: 203-798-2945

Danbury, CT

Affiliation : PS Multi-Cultural, PL, PS, PS Newsletter

Jose & Clementina Lunar Perez

22 Pahquioque Apt 3
Danbury, CT 06810

Phone: 203-798-2378
Home Phone: 203-791-9043
Fax: 203

22 Pahquioque Danbury, CT 06810

Prim & Margaret Ramgolam

7 Terrace Street
Danbury, CT 06811

Phone: 203-748-3376
Home Phone: 203-748-3376
Fax: 203

7 Terrace Street Danbury, CT 06811

Language : English
Affiliation : MULTICULTURAL PS

Dorothy Scott

7 Sherry Lane
Danbury, CT 06811

Phone: 203-743-7042
Home Phone: 203-743-2574
Fax: 203-

7 Sherry Lane Danbury, CT 06811

Affiliation : PS Newsletter, PS WorkPlan

Stacy & Edie Thomas

55 Cross Street
Danbury, CT 06810

Phone: 203-778-3587
Home Phone: 203
Fax: 203-790-2856
Car Phone: 470-3101

Danbury, CT

Affiliation : PS Multi-Cultural

Ms. Maria Watson

13 Farnum Hill Road
Bethel, CT 06801

Phone: 203-797-4733
Home Phone: 203-791-1079
Fax: 203-798-6192

Danbury, CT

Language : Translator - Spanish
Affiliation : Planning, PS Multi-Cultural, PS, RE Playground

Ms. Chineta White

34 Boulevard Dr.
Danbury, CT 06810

Phone: 203-792-4953
Home Phone: 203
Fax: 203

Danbury, CT

Affiliation : Healthy Families, PS Multi-Cultural, PS

Ferris White

10 Liberty Street
Unit 23
Danbury, CT 06810

Phone: 203-797-9246
Home Phone: 203-797-9246
Fax: 203-830-6520

10 Liberty Street Danbury, CT 06810

Affiliation : PS Multi-Cultural, PL, PS, PS WorkPlan

Ronald Agard

Sgt
U.S. Army Danbury Recruiting...
2 White Street Plaza
Danbury, CT 06810

Phone: 203
Home Phone: 203
Fax: 203

Danbury, CT

Ms. Alecia Andrews

United Way of Northern Fairfi...
85 West Street.
Danbury, CT 06810

Phone: 203-792-5330
Home Phone: 203-
Fax: 203-790-5182

Mr. Bernie Armstrong

3 South Cove Road
Danbury, CT 06811

Phone: 203-792-3745
Home Phone: 203-790-2898
Fax: 203

Danbury, CT

Mrs. Donna Bosworth

18 Skyedge Drive
Bethel, CT 06801

Phone: 203-748-5926
Home Phone: 203
Fax: 203

Danbury, CT

Language : English

Ms. Evelyn Charon

51 High Ridge Road
Danbury, CT 06811

Phone: 203-748-5175
Home Phone: 203
Fax: 203

Danbury, CT

Language : English,
Affiliation : PS Multi-Cultural, PL, PS WorkPlan

Daphne Clarke-Hudson

Parent-Schools Coordinator
C.H.A. Dynamic Motivational ...
13R Sherry Lane Ext.
New Milford, CT 06776

Phone: 744-2143
Home Phone: 860-355-9838

13 Sherry Lane Ext. NewMilford, CT 06776

Affiliation : PS Staff

Mr. Daryle J. Dennis

Director, Minority Affairs
Western Connecticut State Un...
Office of Minority Affairs
181 White Street
Danbury, CT 06810

Phone: 203-837-8549
Fax: 203-837-8213

14 Apple Blossom Lane Danbury, 06811

Cylotte P. Dorcemus

7 Coach Road
Danbury, CT 06811

Phone: 203-744-5809
Home Phone: 203
Fax: 203

Danbury, CT

Rod A. Edwards

Anar Technoplogy Consultant,...
P.O. Box 3492
Danbury, CT 06813-3492

Phone: 203-486-5809*
Fax: 203-486-3749

Suely Ferreira

133 Limekiln Rd.
Redding, CT 06896-1311

Phone: 203-938-6940
Home Phone: 203-938-6940
Fax: 203

51 Main St Apt 38 Danbury, CT 06810

Language : Portuguese
Affiliation : PS Multi-Cultural

Mr. Bernard Fitzpatrick

Danbury Housing Authority
2 Mill Ridge Road
Danbury, CT 06810

Phone: 203-744-2500
Fax: 203

Rev. Allen German

St. Paul's Lutheran Church
46 Spring Street
Danbury, CT 06810

Phone: 748-6442
Home Phone: 748-3993
Fax: 743-6675

Dolores Greenfield

10 Ashe Place
Danbury, CT 06810

Phone: 203-730-9711
Home Phone: 203
Fax: 203

Danbury, CT

Dr. Marc Heller

Principal
South Street School
129 South Street
Danbury, CT 06810

Phone: 203-797-4789
Fax: 203-830-6587

Fidel Hombra

PO Box 182
Danbury, CT 06813

Phone: 203
Home Phone: 203
Fax: 203

Danbury, CT

Marlene Ho-Yen

12 Westview Dr.
Danbury, CT 06810

Phone: 203-798-2855
Home Phone: 203-798-8205
Fax: 203

Danbury, CT

Affiliation : PS Multi-Cultural, PL

Kevin Johnson

Director of Marketing
Nutmeg Federal Savings & Lo...
301 Main Street
Danbury, CT 06810

Phone: 203
Home Phone: 203
Fax: 203

Danbury, CT

Tony Kallivrousis

Three Brothers Resturant
242 White street
Danbury, CT 06810

Phone: 203-748-6008
Home Phone: 203-748-6008
Fax: 203

242 White Street Danbury, CT 06810

Sai & Sudha Katikaneni

28 Rose Lane Unit 24
Danbury, CT 06811

Phone: 203-825-6067
Home Phone: 203-791-0322
Fax: 203-825-6273

Work 825-6067 Danbury, CT

Mrs. Patti Keckeisen

One Seminole Road
Danbury, CT 06811

Phone: 203-798-4292
Home Phone: 203-797-1484
Fax: 203-791-6651

Affiliation : Healthy Families, RE Playgroup

Anne Krieg

work #355-3793
55 Garfield Avenue
Danbury, CT 06810

Phone: 203-792-3246
Home Phone: 203-792-3246
Fax: 860-355-9023

55 Garfield Avenue Danbury, CT 06810

Affiliation : RE Playground

Pinakin S. Patel

24 Maplecrest Drive
Danbury, CT 06811

Phone: 203-825-6072
Home Phone: 203-797-1677
Fax: 203-798-2945

Danbury, CT

Affiliation : PS Multi-Cultural, PL, PS, PS Newsletter

Jose & Clementina Lunar Perez

22 Pahquioque Apt 3
Danbury, CT 06810

Phone: 203-798-2378
Home Phone: 203-791-9043
Fax: 203

22 Pahquioque Danbury, CT 06810

Mrs. Lilia Santana
12 Country Ridge Road
Danbury, CT 06811

Phone: 203-731-0844
Home Phone: 203-778-6501
Fax: 203-792-6259

12 Country Ridge Road Danbury, CT 06811

Language : 7Translator - Spanish
Affiliation : Steering, PL-Chair, EC, Parenting Providers, Healthy Fa...

Renee & Ray Sherwood

30 Spruce Mt. Rd.
Danbury, CT 06810

Phone: 203-744-3579
Home Phone: 203
Fax: 203

Danbury, CT

Affiliation : PS Multi-Cultural, PL, PS, PS WorkPlan

Christine Sigillo

1 Grenier Dr
Danbury, CT 06810

Phone: 203-744-1805
Home Phone: 203
Fax: 203

Danbury, CT

Gail Sirko

40 Jackson Drive
Danbury, CT 06811

Phone: 203-744-6925
Home Phone: 203-744-6925
Fax: 203

40 Jackson Drive Danbury, CT 06811

Affiliation : RE Playground

Mrs. Carolyn Keenan Smith

18 Skyline Terrace
Danbury, CT 06810

Phone: 203-794-0292
Home Phone: 203
Fax: 203

Danbury, CT

Language : English

Karen A. Tracy

Bank Manager
Chase Bank
234 Main Street
Danbury, CT 06810

Phone: 203-
Home Phone: 203
Fax: 203

Danbury, CT

Ms. Juana Villavicencio

Hispanic Center of Greater Da...
87 West Street
Danbury, CT 06810

Phone: 203-748-4371
Home Phone: 791-8469
Fax: 203-744-4683

17 Topstone Drive Danbury, CT 06810

Language : Translator - Spanish

Janice Walker

Hudson County Montessori
44A Shelter Rock Road
Danbury, CT 06810

Phone: 203-744-8088
Home Phone: 203-746-0898
Fax: 203

13 Fairfield Drive New Fairfield, Ct 06812

Affiliation : 15/

Mrs. Donna Bosworth18 Skyedge Drive
Bethel, CT 06801Phone: 203-748-5926
Home Phone: 203
Fax: 203

Danbury, CT

Language : English

Marlene Ho-Yen12 Westview Dr.
Danbury, CT 06810Phone: 203-798-2855
Home Phone: 203-798-8205
Fax: 203

Danbury, CT

Affiliation : PS Multi-Cultural, PL

Rena Bunns404 Alice Dr #B
Greenville, NC 27834-8561Phone: 203-207-4626
Home Phone: 203
Fax: 203

Danbury, CT

Sai KatikaneniEnergy Research Corporation
3 Great Pasture Rd
Danbury, CT 06810Phone: 203-825-6067
Home Phone: 203-825-6067
Fax: 203-825-6273

28 Rose Lane , Unit 24 Danbury, CT 06811

Language : Indian

Ms. Evelyn Charon51 High Ridge Road
Danbury, CT 06811Phone: 203-748-5175
Home Phone: 203
Fax: 203

Danbury, CT

Language : English,
Affiliation : PS Multi-Cultural, PL, PS WorkPlan**Mrs. Patti Keckeisen**One Seminole Road
Danbury, CT 06811Phone: 203-798-4292
Home Phone: 203-797-1484
Fax: 203-791-6651

Affiliation : Healthy Families, RE Playgroup

Daphne Clarke-HudsonParent-Schools Coordinator
C.H.A. Dynamic Motivational ...
13R Sherry Lane Ext.
New Milford, CT 06776Phone: 744-2143
Home Phone: 860-355-9838

13 Sherry Lane Ext. NewMilford, CT 06776

Affiliation : PS Staff

Anne Kriegwork #355-3793
55 Garfield Avenue
Danbury, CT 06810Phone: 203-792-3246
Home Phone: 203-792-3246
Fax: 860-355-9023

55 Garfield Avenue Danbury, CT 06810

Affiliation : RE Playground

Ms. Nair DaSilva9 Perkins Street
Danbury, CT 06810Phone: 203-748-5689
Home Phone: 203-744-3601
Fax: 203-790-2809

Language : Portuguese & English

Affiliation : EC Work Plan, PS Multi-Cultural, PL

Loretta Mygan15-1 Starr Ave
Danbury, CT 06810Phone: 914-737-3300
Ext: 301
Home Phone: 203-748-8780
Fax: 203

Danbury, CT

Cylotte P. Dorcemus7 Coach Road
Danbury, CT 06811Phone: 203-744-5809
Home Phone: 203
Fax: 203

Danbury, CT

Iiga A. Parris2 Kingswood Rd
Danbury, CT 06811Phone: 203-746-4733
Home Phone: 203
Fax: 203

Danbury, CT

Affiliation : Buddy System,

Seneca Esposti1 Whitney Avenue
Danbury, CT 06810Phone: 203-790-2849
Home Phone: 203
Fax: 203

Danbury, CT

Pinakim S. Patel24 Maplecrest Drive
Danbury, CT 06811Phone: 203-825-6072
Home Phone: 203-797-1677
Fax: 203-798-2945

Danbury, CT

Affiliation : PS Multi-Cultural, PL, PS, PS Newsletter

Suely Ferreira133 Limekiln Rd.
Redding, CT 06896-1311Phone: 203-938-6940
Home Phone: 203-938-6940
Fax: 203

51 Main St Apt 38 Danbury, CT 06810

Language : Portuguese

Affiliation : PS Multi-Cultural

Jose & Clementina Lunar Perez22 Pahquioque Apt 3
Danbury, CT 06810Phone: 203-798-2378
Home Phone: 203-791-9043
Fax: 203

22 Pahquioque Danbury, CT 06810

Dolores Greenfield10 Ashe Place
Danbury, CT 06810Phone: 203-730-9711
Home Phone: 203
Fax: 203

Danbury, CT

Mrs. Lilia Santana12 Country Ridge Road
Danbury, CT 06811Phone: 203-731-0844
Home Phone: 203-778-6501
Fax: 203-792-6259

12 Country Ridge Road Danbury, CT 06811

Language : 7Translator - Spanish

Affiliation : Steering, PL-Chair, EC, Parenting Providers, Healthy Fa...

Matthew Greger25 Wooster Heights Rd
Danbury, CT 06810Phone: 914-964-5200
Ext: 296
Home Phone: 203-748-6811
Fax: 203

Danbury, CT

Dorothy Scott7 Sherry Lane
Danbury, CT 06811Phone: 203-743-7042
Home Phone: 203-743-2574
Fax: 203-

7 Sherry Lane Danbury, CT 06811

Affiliation : PS Newsletter, PS WorkPlan

Renee & Ray Sherwood
30 Spruce Mt. Rd.
Danbury, CT 06810

Phone: 203-744-3579
Home Phone: 203
Fax: 203

Danbury, CT

Affiliation : PS Multi-Cultural, PL, PS, PS WorkPlan

Christine Sigillo
1 Grenier Dr
Danbury, CT 06810

Phone: 203-744-1805
Home Phone: 203
Fax: 203

Danbury, CT

Gail Sirko
40 Jackson Drive
Danbury, CT 06811

Phone: 203-744-6925
Home Phone: 203-744-6925
Fax: 203

40 Jackson Drive Danbury, CT 06811

Affiliation : RE Playground

Mrs. Carolyn Keenan Smith
18 Skyline Terrace
Danbury, CT 06810

Phone: 203-794-0292
Home Phone: 203
Fax: 203

Danbury, CT

Language : English



17

CITY OF DANBURY

DANBURY, CONNECTICUT 06810

SCHOOL - BASED HEALTH CENTER (SBHC)
DANBURY HIGH SCHOOL
43 CLAPBOARD RIDGE ROAD
DANBURY, CT 06811

(203) 790-2886
(203) 790-2872
FAX (203) 796-1596

May 25, 2000

Mayor Gene F. Eriquez
Members of the Danbury Common Council
Danbury City Hall
155 Deer Hill Avenue
Danbury, Connecticut 06810

RE: Acceptance of \$1,000 Donation to School-Based Health Center from Nancy and Michael Marcus

Dear Mayor Eriquez and Honorable Members of the Common Council:

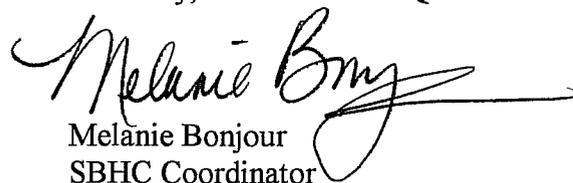
A \$1,000 donation has been made to our School-Based Health Center from Nancy and Michael Marcus in memory of Dr. Philip Fenster, DDS, who tirelessly worked to improve the health and well-being of Danbury's children through his support of our school-based health center program.

The donation will be utilized to purchase medical supplies and equipment for our Broadview Middle School health center at which is targeted to provide health care services to students in September.

I would like to ask that you accept this generous donation and forward a thank you to the Marcus family. The funds can be deposited to our SBHC Fees 980008 78 Miscellaneous.

If you should have any questions, please do not hesitate to call me. Thank you for your time and consideration.

Cordially,


Melanie Bonjour
SBHC Coordinator

NANCY E. MARCUS
24 LINDENCREST DR.
DANBURY, CT 06810

1200

May 24 2000
19

51-110/211
95186

PAY TO THE
ORDER OF

City of Danbury
One thousand _____ 00/100
\$ 1000.00
DOLLARS

FIRST UNION
First Union Bank
of Connecticut
Danbury, CT

School
FOR Health Clinic

CODE | |

Nancy Marcus

⑆021101108⑆ 8887039649⑆ 1200



CITY OF DANBURY

DANBURY, CONNECTICUT 06810

SCHOOL - BASED HEALTH CENTER (SBHC)
DANBURY HIGH SCHOOL
43 CLAPBOARD RIDGE ROAD
DANBURY, CT 06811

(203) 790-2886
(203) 790-2872
FAX (203) 796-1596

DATE: May 26, 2000

TO: Honorable Mayor Gene F. Eriquez and
Members of the Danbury Common Council

THROUGH: William Campbell, Director of Health *WC*

FROM: Melanie Bonjour, SBHC Coordinator

RE: **Acceptance of Scholarship from The Connecticut Association
of School Based Health Centers (CASBHC) for Conference
Expenses - M. S. Bonjour, SBHC Coordinator**

I am requesting your authorization to accept scholarship funds of approximately \$1,000.00 from the Connecticut Association of School Based Health Centers (CASBHC) which are being offered to cover expenses related to my participation in the National Association of School-Based Health Center Sixth Annual Conference, to be held June 25th – June 27th, 2000 at the Hyatt Regency Dearborn, Michigan.

Any travel-related expenses not covered by this scholarship will be charged to our SBHC Fees 980008 budget.

I will be participating in the conference as a workshop presenter, highlighting the positive impact school-based health centers have on the health and well being of Connecticut's children. A letter confirming my participating in the event is attached.

If you should have any questions, please do not hesitate to contact me. I appreciate your time and consideration of this request.

Melanie Bonjour

 Melanie Bonjour
 Health Promotion/SBHC Coordinator

Att.



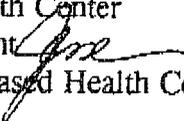
Estimated Travel Expense Report

Conference: National Association of School Based Health Centers 6th Annual Conference

Location: Hyatt Regency Dearborn, Dearborn Michigan

Date: June 25th-June 27th, 2000

Airfare:	Northwest Airlines Hartford Bradley International to Dearborn Airport	Round Trip \$292.24
Lodging:	Hyatt Regency Dearborn \$125 per night single rate @ 3 nights x 14.5% occupancy tax	\$429.38
Mileage:	Home to Bradley International Airport & Return 360 miles round trip x \$.325/mile	\$117.00
Parking Fees:	Long Term Parking Lot @ Bradley International Airport 3 days @ \$12.00/day	\$ 36.00
Ground Transportation/Shuttle:	Taxi Service \$20 round trip	\$20.00
Meals:	Approx. \$60.00/day x 3 days	\$180.00
	Grand Total	\$1074.62
Scholarship – CT Association of SBHC's	-	\$1,000.00
Estimated Charges to SBHC Fees 980008		\$ 74.62

To: Melanie Bonjour, Coordinator
Danbury School Based Health Center
From: Jesse White-Frese', President 
CT Association of School Based Health Centers
Date: May 16, 2000
Re: National Assembly Scholarships

The Connecticut Association of School Based Health Centers will be able to provide scholarships this year to members of the Board of Directors. The scholarships may be utilized for attendance at the National Assembly on School Based Health Care's annual meeting, to be held June 24 - June 27, 2000 in Dearborn, Michigan. The costs of transportation, conference registration, and accommodations may be included in the scholarship.

Please call me if you have any questions. I may be reached at 860-347-6971, extension 3619.

PRELIMINARY PROGRAM AND REGISTRATION INFORMATION



NASBHC ANNUAL MEETING *Fulfilling Prevention's Promise* 2000

June 25-27, 2000
Dearborn, Michigan

IN ASSOCIATION WITH

U.S. Department of Health
and Human Services

Bureau of Primary Health Care
Healthy Schools, Healthy Communities
Program

BPHC
Bureau of
Primary
Health Care
The People We Serve... The People We Are

SPONSORS

Henry Ford Health System
W. K. Kellogg Foundation
St. John Health System
Oakwood HealthCare System

HIGHLIGHTS

- PLENARY SPEAKERS -

James Garbarino, Ph.D.

Author of *Lost Boys: Why Our Sons
Turn Violent and How We Can Save Them*

David Satcher, M.D., Ph.D. (invited)

U.S. Surgeon General

Gail Warden

President and CEO, Henry Ford Health System
Detroit, Michigan

- SPECIAL EVENT -

Motown Night at The Roostertail in downtown Detroit!

Register Today!

Complete the registration form inside
and return it to:

NASBHC Registration
c/o Meeting Management Services
46 South Glebe Road, Suite 202
Arlington, VA 22204
Phone: (703) 271-0409
Fax: (703) 486-0618

National Assembly on School-Based Health Care

666 11th Street, NW Suite 735
Washington, DC 20001
Phone: (202) 638-5872
(888) 286-8727
Fax: (202) 638-5879
Email: info@nasbhc.org
Web: www.nasbhc.org

SATURDAY, JUNE 24

Pre-conference workshop - pre-registration required; workshop limited to 30 participants. See registration form and general information page for fee and details.

9:30 am - 6:00 pm

LEAPing into Leadership

Answering the question "How Do I become a Leader?" is the focus of LEAPing into Leadership. This workshop will present concrete, interactive activities that will enhance your leadership skills. We will examine some current leadership theories and you will conduct your own Leadership Self Assessment.

Barbara Ritchen, Monyett Ellington, National Center for Leadership Enhancement in Adolescent Programs, Colorado Department of Public Health and Environment, Denver, CO

12:00 noon - 6:00 pm

Registration

SUNDAY, JUNE 25

7:30 am - 5:00 pm

Registration

12:00 noon - 1:30 pm

Lunch on your own

2:00 pm - 3:30 pm

Opening Keynote Address

James Garbarino

Author, *Lost Boys: Why Our Sons Turn Violent and How We Can Save Them*

Gail Warden

President and CEO, Henry Ford Health System, Detroit, Michigan

3:45 pm - 5:00 pm SESSION A WORKSHOPS

A1 Standardizing the Assessment and Implementation of Treatment Plans with Guidelines for Adolescent Preventive Services (GAPS)

A standardized process, incorporating GAPS, for initial assessment, identification of risk factors, and linking identified risk factors to specific intervention.

Christopher J. Reif, Ramsey Family Physicians/Health Start School Based Clinics, St. Paul, MN

Sue Catchings, Health Care Centers in Schools, Baton Rouge, LA

A2 Nuts and Bolts

For the novice SBHC administrator, everything you need to know about implementation, including needs assessment, partnership development, staffing, equipment, and setting up contracts.

David Appel, Montefiore Ambulatory Care Network, Bronx, NY

Patricia Papa, Prince George's County Public Schools, Oxon Hill, MD

A3 Mental Health Education and Prevention Activities: Who Pays?

Models of reimbursement for mental health education and prevention activities provided by mental health professionals in schools.

Marcia Glass-Siegel, Baltimore Mental Health System, Baltimore, MD

Gail Stewart, Wayne State University School of Social Work, Detroit, MI

A4 Integration of Community Youth and Family Services in Detroit Public Schools

The school at the hub of the integration, with the family of community service organizations becoming part of a full service team.

Andrea Bronson, Detroit Public Schools Department of Student Support Services, Detroit, MI

Debra Usher, Family Independence Agency, Detroit, MI

A5 Marketing SBHCs - Successful Collaborative Approaches

Successful creative strategies, collaborative approaches, and promotional materials that highlight comprehensive services offered by SBHCs.

Melanie Bonjour, City of Danbury Health & Housing Department, Danbury, CT
Deborah Poerio, Manchester Memorial Hospital, Wethersfield, CT

A6 How to Use Clinical Fusion - The SBHC Software

Collecting visit and demographic information, health education and health screening, ticklers and reminders, report writing, and other software utilities.

David Kaplan, The Children's Hospital, Denver, CO

A7 Mental Health Assessments: A Working Session

Share tools and methods used in conducting assessments in the school setting; bring materials and/or descriptions of useful assessment processes.

Leslie A. Morris, National Association of Community Health Centers, Washington, DC

Michel Lahti, University of Southern Maine, Augusta, ME

Beth S. Warner, University of Maryland Children's Center, Laurel, MD

5:15 pm - 6:30 pm

New Member Orientation

6:30 pm - 8:00 pm

Welcome Reception/Poster Session/Exhibits

MONDAY, JUNE 26

7:30 am - 5:00 pm

Registration

7:30 am - 9:00 am

Networking Breakfast

9:30 am - 10:45 am SESSION B WORKSHOPS

B1 Dermatological Disorders in School-Aged Youth

The diagnosis and management of skin conditions commonly found in adolescents.

Danita L. Peoples, Mid-Michigan Dermatology, Midland, MI

B2 CQI Nuts & Bolts

For the novice and established SBHC administrator and clinician: everything you need to know to get your center ready for a QI audit.

Virginia Moore, Louisiana School-Based Health Centers, Baton Rouge, LA

Maureen Daley, Louisiana Office of Public Health, New Orleans, LA

B3 Clinical Fusion for Improving Clinical Outcomes

A Clinical Fusion user explores its use for improving quality of school-based health care service documentation.

Victoria Erickson, University of Colorado School of Nursing, Denver, CO

B4 Building the School and Health Care Collaboration

Techniques for school personnel and SBHC staff to collaborate and work together effectively.

Karen Williams, Mott Children's Health Center, Flint, MI

Norman Carter, McLaren Regional Medical Center, Flint, MI

Ira Rutherford, Beecher Community School District, Flint, MI

B5 Challenges in Rural School-Based Health Care

The challenges of delivering school-based health care in rural areas, including the use of emerging technology to link health and mental health care to rural populations.

Thomas Young, University of Kentucky Pediatrics, Lexington, KY

Linda D. Frizzell, Leech Lake Reservation, La Porte, MN

Chris Kjolhede, Bassett Healthcare, Cooperstown, NY

B6 Developing National Standards for School-Based Health Care

The work of the National Assembly, the federal Bureau of Primary Health Care and the Making the Grade National Program Office in developing national program standards, operating guidelines and quality assurance tools for school-based health care.

Darryl Burnett, Bureau of Primary Health Care, Bethesda, MD

Doris R. Pastore, Mt. Sinai Adolescent School-Based Health Center Program, New York, NY

Linda Juszczak, Division of Adolescent Medicine, Manhasset, NY

B7 Guidelines for Youth Tobacco Prevention/Intervention Services at SBHCs

Using the principals of change theory to approach tobacco reduction/cessation.
Malachy Grange, William Akin, Sally Gardner, Jill A. Daniels, Multnomah County Health Department, Portland, OR

B8 Paper Presentations

Keeping Pregnant and Parenting Teens in School: A Collaborative, Quality Improvement Approach

An urban high school and a health center collaborate to increase attendance and graduation rates of pregnant and parenting teens using quality improvement and project management approaches.

John Lowe, Simmons College, Concord, MA
Maria Albadelejo Meyer, Chelsea Public Schools, Chelsea, MA
Gail Gall, Boston Public Health Commission, Boston, MA

Strategies Outside the Clinical Setting for Adolescent Pregnancy Prevention

Teen pregnancy prevention in a New York City junior high school clinic setting in a predominantly Hispanic immigrant community.

Lorraine Tietzi, Director, Center for Population and Family Health, New York, NY

The Prevention Dimension: SBHCs and the Successful Reduction of Adolescent Pregnancy

How collaboration among New Jersey health and social services results in lower teen pregnancy rates.

Roberta Knowlton, New Jersey State Department of Human Services, Trenton, NJ
Sharon Shields, Camden High Vocational Annex, Camden, NJ

B9 Acculturation Groups

Increasing awareness of how different cultures can effect learning and social adjustment.

Thais Kruse, Memorial Hermann Health Centers for Schools, Houston, TX

B10 Empowering Young People to Become Choice-Makers: A Strengths-Based Prevention Program

Strategies for creating positive alternatives for youth who engage in high risk destructive behaviors. [2 parts; continued in Session C.]

Barbara Silverman, Erasmus Hall School-Based Health Center, Brooklyn, NY

11:00 am - 12:15 pm SESSION C WORKSHOPS

C1 Sports Injuries in the SBHC

Recognizing and diagnosing common sports injuries in the school environment.

Joseph Chorley, Texas Children's Hospital, Houston, TX

C2 ICD9 Coding - Part 1

Sue Catchings, Health Care Centers in Schools, Baton Rouge, LA

C3 Houston's School-Based Dental Health Care Initiative

Houston health agencies and schools partner to deliver dental services.

Johanna De Young, Leonora Larson, City of Houston Health and Human Services, Houston, TX

C4 National SBHC Census: Data Report

Preliminary data analysis from NASBHC's 1998-99 census survey.

John Santelli, Division of Reproductive Health, CDC, Atlanta, GA
John Schlitt, National Assembly on School-Based Health Care, Washington, DC

C5 Continuous Quality Improvement in School-Based Health Care

A tool for measuring quality of clinical care in SBHCs, using key sentinel conditions across the developmental span from childhood to late adolescence.

Doris R. Pastore, Mt. Sinai Adolescent School-Based Health Center Program, New York, NY

Christopher J. Reif, Ramsey Family Physicians Health Start, St. Paul, MN

C6 The Art of Prevention: Using Creative Ideas to Carry the Message

Integrating art and creativity into prevention programs for young people.

Kathy Peal, Tyann Lawrence, Deanna Tocco, Taylor Teen Health Center, Taylor, MI

C7 The Power of Words: The Role of Male Voices in Preventing Sexual Harassment and Sexual Assault

The fears and concerns underlying men's role as "bystander" and strategies for helping young men find their voices to stop sexual harassment and sexual assault.

Patrick Lemmon, Men's Rape Prevention Project, Washington, DC

C8 Serving Vulnerable Populations in the School Setting: Gay, Lesbian, Bisexual & Transgender (GLBT) Adolescents

Two examples of linking schools and communities to promote health and prevent substance abuse and mental health problems of GLBT adolescents.

Nancy Kennedy, Center for Substance Abuse Prevention, US DHHS, Rockville, MD
Irene A. Jillson, Policy Research, Inc., Bethesda, MD
Jack Vondras, Cambridge Prevention Coalition, Cambridge, MA

C9 Empowering Young People to Become Choice-Makers: A Strengths-Based Prevention Program

[2 parts; continued from Session B.]

12:30 pm - 2:00 pm

NASBHC Business Meeting & Awards Luncheon

Linda Juszczak, President, National Assembly on School-Based Health Care

2:15 pm - 3:30 pm SESSION D WORKSHOPS

D1 Neurological Issues in SBHCs

Pharmacological and behavioral update on ADHD, depression and adolescents.

Anju Sikand, Division of Adolescent Medicine, Children's Hospital of Michigan, Detroit, MI

D2 Simple One-Stop Basic Web Design

An introduction and basic fundamentals to designing your very own SBHC web site.

Marlita Adams, Adams & Adams Marketing Creations, Westland, MI

D3 Paper Presentations

Psychiatric Hospital to School Transition Project

The design, development, and implementation of a regional and statewide initiative to improve the transition of youth from psychiatric hospitals to schools and communities.

Roger LaJeunesse, Muskie School of Public Service, Augusta, ME

Robert Foster, Scarborough High School, Scarborough, ME

Karen Leary, Spring Harbor Hospital, South Portland, ME

Toni Bennett, Sweeter Children's Services, Saco, ME

Susan Lieberman, Maine Department of Mental Health, Mental Retardation and Substance Abuse Services, Portland, ME

Canada's Cope Program (Community Outreach in Pediatrics, Psychiatry & Education): Building and Maintaining an Effective Collaborative Between Research and Clinical Activities

An innovative school-based system of care designed to provide early identification and treatment to school aged students with emotional and behavioral problems.

Keith Archer, University of Calgary, Calgary, Alberta, Canada

Margaret Clarke, Alberta Children's Hospital, Calgary, Alberta, Canada

Lynn Bosetti, Faculty of Education, University of Calgary, Calgary, Alberta, Canada

D4 National Evaluation of the Robert Wood Johnson Foundation's Making the Grade Program

Lessons learned from a national foundation's state-focused initiative to bring SBHCs to scale.

Beth Kilbreth, Edmund Muskie School of Public Service, University of Southern Maine, Portland, ME

Lisa Rogers, Barents Group LLC, Washington, DC

D5 The Denver SBHC Report Card - A Management and Quality Improvement Tool

A program management report card for measuring operational and clinical performance in Denver SBHCs.

Paul Melinkovich, Barbara Ford, Denver School-Based Health Center, Denver, CO

D6. STD Screening and Treatment in the SBHC

The epidemiology of adolescent STDs (including HIV/AIDS), information on successful school-based STD screening programs, approaches to school-based STD screening, and the most current STD treatment recommendations and HIV counseling.

Gale Burstein, Centers for Disease Control and Prevention, Atlanta, GA
John Santelli, Division of Reproductive Health, CDC, Atlanta, GA

D7 Supporting Mental Health: the SBHC Role in Intervention and Prevention

Bridging the gap between physical and emotional health by improving the mental health capacity of SBHCs.

Gisela Morales-Barreto, Bureau of Primary Health Care/School Health, Boston, MA
Karen Hacker, Boston Public Health Commission, Boston, MA
Mark Weist, Department of Psychology, University of Maryland School of Medicine, Baltimore, MD

D8 Developing a Computerized Information System

The pros and cons of developing your own information system; getting you started in the right direction, and an example of a computerized information system that has been in daily use for the past 6 years.

Mark Wenzel, John C. Lincoln Hospital and Health Center, Phoenix, AZ

3:45 pm - 5:00 pm SESSION E WORKSHOPS

E1 Local Finance Models

Representatives from rural and urban centers share strategies for developing diverse funding through local public and private resources, as well as patient care revenues and state/federal grants.

Julia Graham Lear, The George Washington University, Washington, DC

E2 Strategies and Tools for Effective State Advocacy

Advocacy leaders from several state associations share elements necessary for effective state-level advocacy; and release of the NASBHC advocacy committee toolkit.

Sylvia Sterne, Louisiana Office of Public Health, New Orleans, LA
Linda Therrien, The Children's Hospital, Denver, CO
Patricia Papa, Prince George's County Public Schools, Oxon Hill, MD

E3 Programming from 3-6PM: Making the Health Care Connection – a Roundtable Discussion

Presenter and description to be announced.

E4 Guide to Community Preventive Services

Effectiveness of population-based interventions for prevention and control; recommendations and guidelines for community prevention planning and implementation, developed through the US Public Health Service.

Emily Kahn, Community Guide Branch, CDC, Atlanta, GA

E5 Paper Presentations

Serving Youth with No Health Insurance: Do SBHCs Function as a Means of Improving Access to Preventive Health Care Services?

The role of Massachusetts SBHCs in providing preventive health care services to youths who have no health insurance.

Richard Inman, Latasha Tregler, Vladimir Hyppolite, Massachusetts Department of Public Health, Boston, MA

Are WV Students Satisfied with SBHC Care?

Results from the 1999 WV SBHC Initiative statewide student satisfaction survey.

Richard Crespo, Marshall University School of Medicine, Huntington, WV
Stephanie Montgomery, West Virginia School-Based Health Center Evaluation, Roanoke, VA

A Systematic Approach to Quality Improvement through Chart Audit

Use of volunteer evaluators to perform chart audits and establish quality benchmarks for standards in SBHCs.

Sue Catchings, Health Care Centers in Schools, Baton Rouge, LA

E6 Wise Guys: a Different Look at Teen Pregnancy Prevention

One of the first abstinence-based teen pregnancy prevention programs targeting young men.

Rodd Smith, Family Life Council of Greater Greensboro, Greensboro, NC

E7 Assessing and Treating Anxiety Disorders in Children - the Misdiagnosis of Depression

How to differentially assess anxiety and depressive disorders in children, and selected intervention strategies.

Jane Ryan, Wayne State University, Detroit, MI

E8 Counseling Inner City Youth in SBHCs: Strategies for Intervention

Inner city SBHCs that identify and promote strategies to improve behavior and self esteem, identify coping skills that can be taught, and interventions that are appropriate.

Beth S. Warner, University of Maryland Children's Center, Laurel, MD
Leslie A. Morris, National Association of Community Health Centers, Washington, DC

E9 Fitness and Weight Management Programs in the SBHC

The role of exercise and diet in health maintenance and medicine.

Kenneth Gautier, Louisiana State University Medical Center, New Orleans, LA

E10 ICD9 Coding - Part 2

Sue Catchings, Health Care Centers in Schools, Baton Rouge, LA

5:30 pm

Special Event

"Motown Night" - Dinner and Dancing at The Roostertail

The Detroit Host Committee invites you to leave the hotel and gather down at the Detroit River for dinner and dancing to classic Motown favorites at The Roostertail. Renowned for its décor, the completely glass-enclosed Roostertail offers spectacular panoramic views of the river, Lake St. Clair, Belle Isle, Canada, and the Detroit Skyline. Choose from cooked-to-order specialties and dance to the music that made Detroit famous at the spot that once hosted magnificent Motown parties, and even a number of live recording sessions - you might just have the opportunity to rub elbows with a Motown celebrity. Space is limited - sign up for this memorable evening on the registration form at the back of this program.

TUESDAY, JUNE 27

7:30 am - 12:00 noon

Registration

7:30 am - 9:00 am

Networking Breakfast

9:00 am - 12:30 pm

Site Visits - Area SBHCs

Tour 1 - Two Detroit/urban centers: Webber Student Health Clinic - an elementary school-based center featuring dental as well as medical and mental health services and prevention services; Hutchins Teen Health Center - a middle school-based center.

Tour 2 - Two suburban centers: Romulus Adolescent Health Center; and a "virtual tour" of Health Place 101, a suburban elementary prevention program.

9:30 am - 10:45 am SESSION F WORKSHOPS

F1 Adapting a Hospital Based Obesity Intervention Program for an SBHC

Implementing the "Shapedown" obesity intervention in Sheridan Middle School, where a needs assessment suggested half of the students were at risk for obesity.

Bonnie Gance-Cleveland, University of Colorado Health Sciences Center, Littleton, CO
Marilyn Day, The Children's Hospital, Denver, CO

F2 Substance Services within Schools/SBHCs: a Multidisciplinary Approach

How various disciplines of a school/SBHC collaborate with community based drug and alcohol abuse programs to provide comprehensive prevention/education and treatment services within a school setting.

Stephanie A. Johnson, Nancy Miller, Arapahoe House, Inc., Denver, CO

F3- Triage in School-Based Health Care: What do "Frequent Visitors" Really Want?

Assessing the needs of frequent visitors and strategies to meet these needs and promote wellness behaviors in schools.

Susan Terwilliger, Rosemary Ciotoli, United Health Service Hospitals, Binghamton, NY
Yvonne Johnston, Binghamton University, Binghamton, NY

F4 School Safety

Reliable and practical information on what individuals can do to be prepared and to reduce the likelihood of violence on a school campus.

Percy Q. Brown, Ann Arbor Public Schools/National Education Association, Ann Arbor, MI

F5 School-Based Prevention Programs for Young Girls at Risk for Eating Disorders

How to develop and conduct a prevention program, review of prevention literature, resources for curriculum, and primary and secondary school programs.

Debra L. Franko, Harvard Eating Disorders Center, Boston, MA

F6 Prevention in School-Based Health Care: An Update of the National Work Group Activity

An update of the National Assembly's work group on prevention in SBHCs.

Jane McGrath, New Mexico Department of Health, Albuquerque, NM
Elissa Leopold, National Assembly on School-Based Health Care, Washington, DC

F7 A Multidisciplinary Approach to Truancy Intervention and Prevention

A program that keeps students in school and off the streets, helps reduce high-risk behavior, improves health and increases school attendance while decreasing dropouts.

Patricia Arandal, Douglas Gardens Community Mental Health Center, Miami, FL
Edward Jaffe, Independent Consultant, Miami, FL
Patricia Brower, Miami Dade County Department of Health, Miami, FL

F8 Refining SBHC Research and Evaluation

A case-studies approach of existing or planned SBHC research/evaluation efforts. [2 parts; continued in Session G.]

Robert Nystrom, Oregon Health Division, Portland, OR
Chris Kjolhede, Bassett Healthcare, Cooperstown, NY
Mona Mansour, Children's Hospital Medical Center, Cincinnati, OH
Alain Joffe, Johns Hopkins Hospital, Baltimore, MD

F9 Assessing the Emotional and Behavioral Strengths of Children

Strength-based assessment principles, advantages, informal and formal approaches, and the Behavioral and Emotional Rating Scale, a standardized measure of children's strength. [2 parts; continued in Session G.]

Michael H. Epstein, Department of Special Education, University of Nebraska, Lincoln, NE

F10 Exploring Cultural Competency: A Growing Challenge for SBHCs

Review of the changing demographics and challenges presented by the growing diversity of school populations and the barriers to compliance and access to health care faced by ethnic minorities. [2 parts; continued in Session G.]

Vincent Ramos, University of North Texas, Denton, TX

11:00 am - 12:15 pm SESSION G WORKSHOPS

G1 Asthma Management

Asthma management and smoking prevention/cessation initiatives working together at a diverse urban elementary/middle school.

Patti R. Breen, Andersen Family & Community Center, Minneapolis, MN
Colette DeHarporre, Andersen School-Based Health Center, Minneapolis, MN

G2 Financial Rewards for Tracking Student Visits by Parent Employment

One SBHC program's efforts to build partners with business and industry sectors.

Sue Catchings, David Strong, Health Care Centers in Schools, Baton Rouge, LA

G3 Enhancing the SBHC - Hospital Partnership

SBHCs and hospitals working together to resolve issues of orientation, funding concerns, organizational structure, and reporting.

Mary B. Geisz, Independent Consultant, Bryn Mawr, PA
Laura Murphy, Voluntary Hospitals of America, Irving, TX

G4 How to Stop Our Children from Falling Into the River – Collaborating to Enhance Health Promotion and Wellness

The concepts of health education and health promotion and the role they play in primary prevention and promoting a wellness approach for children and youth in an SBHC setting.

Presenter to be announced.

G5 Paper Presentations

The Prevention Dimension: Successful Reduction of School Violence

Multiple strategies of New Jersey's School-Based Youth Services Programs that have been successful in reduction of fighting and violence.

Dianne Browne, New Jersey Department of Human Services/School-Based Youth Services Programs, Trenton, NJ

Adolescent Violence: Health Promotion or Health Policy - Implications for Prevention

Review of social-structural and cultural elements thought to interact negatively and significantly with the developmental phase of adolescence resulting in violent behavior.

Pamela P. Di Napoli, University of New Hampshire, Manchester, NH

G6 Do SBHCs Influence Adolescent Birth Rates?

Report on a project linking program exposure and dosage to one outcome: having a baby by age 18.

Susan Newcomer, National Institute of Child Health and Human Development, Rockville, MD

G7 Building a Local and Statewide Political Advocacy Base for SBHCs

Methods to assess local political conditions, organize a response, forge political strategies, and conduct a campaign to gain political support for SBHCs.

Bruce P. Guernsey, Colorado Department of Public Health and Environment, Denver, CO

Linda Therrien, The Children's Hospital, Denver, CO

Mary Kay Hogan, Aponte and Associates, Denver, CO

G8 Refining SBHC Research and Evaluation

[2 parts; continued from Session F.]

G9 Assessing the Emotional and Behavioral Strengths of Children

[2 parts; continued from Session F.]

G10 Exploring Cultural Competency: A Growing Challenge for SBHCs

The cultural competency skills necessary to improve health care effectiveness. [2 parts; continued from Session F.]

12:30 pm - 2:00 pm

Closing Plenary and Lunch

David Satcher, M.D., Ph.D. (invited)

U.S. Surgeon General

2:00 pm - 3:45 pm

NASBHC Town Meeting

Participants are encouraged to participate in this open forum, hosted by NASBHC leadership, to discuss members' viewpoints on the organization and current trends in the school-based health care field.

HOTEL AND AIRLINE INFORMATION

HOTEL ACCOMMODATIONS

Hyatt Regency Dearborn
Fairlane Town Center
Dearborn, MI 48126
Central Reservations: (800) 233-1234
Direct Number: (313) 593-1234
Fax: (313) 593-3366

NASBHC Annual Meeting Rates*:
Single occupancy - \$125.00
Double occupancy - \$150.00
Plus 14.5%

AIRLINE TRAVEL DISCOUNTS

Northwest Airline is offering special fares to all attendees of the National Assembly's Sixth Annual Meeting. Book early and take advantage of the promotional rates. Your travel agent can make all the arrangements, or call Northwest directly at (800) 328-1111 reference Meeting ID Code: NYMCZ.

*To take advantage of these special rates, make your reservations before June 2, 2000, and identify yourself as an attendee of the NASBHC Annual Meeting.

REGISTRATION INFORMATION

HOW TO REGISTER

Complete the registration form and return it to:

NASBHC Registration
c/o Meeting Management Services
46 South Glebe Road, Suite 202
Arlington, VA 22204
Phone: (703) 271-0409
Fax: (703) 486-0618

Registration materials **must be postmarked by May 25, 2000** to receive the early registration rate. Payment must be made in US dollars by check or money order, or by purchase order. Credit cards will not be accepted. All payments must be made in full prior to the meeting. A \$25 service fee will be charged for checks returned by the bank.

Your registration includes:

Meals etc. - reception on Sunday, breakfast and lunch on Monday and Tuesday, morning and afternoon coffee breaks;
Attendance at - workshops, plenary sessions, Town Meeting, site visits, exhibits, poster session;
Conference materials - Program and other registration materials, participant list, compendium of presenters' materials.

The evening event at The Roostertail in Detroit, as well as the pre-conference leadership meeting, are not included in the registration fee.

MEMBERSHIP DISCOUNT

Take advantage of the discounted registration by joining NASBHC or renewing

your membership (the 1999/2000 dues year ends May 31, 2000). Renewals can be made separately by mail, or when you register for the conference. Reminder: only one representative from an organizational membership may receive the member rate for the conference. For more information, contact the NASBHC office.

STUDENT REGISTRATION RATE

To qualify for the student rate (\$100 before May 25, \$125 after May 25) you must be enrolled as a full-time student at the time of registration. Proof of student status, in the form of a letter from your registrar's office, must accompany your registration form.

PRESENTER REGISTRATION

Workshop presenters receive a special registration rate of \$125 for the conference.

PRE-CONFERENCE "LEAPING INTO LEADERSHIP" REGISTRATION

The "LEAPing into Leadership" pre-conference workshop on Saturday, June 24 is limited to 30 participants. Registration fee is \$50.00, and includes continental breakfast, lunch, breaks and materials. Register early to assure your reservation.

CANCELLATION POLICY

Registration cancellation must be in writing to the National Assembly and must be postmarked by June 10, 2000. A \$20 processing fee will be incurred. No refunds will be issued after June 10, 2000, except in case of an emergency.

GENERAL INFORMATION

EXHIBITS

If you would like to exhibit at the annual meeting, or know of a company or organization that could be contacted to exhibit, contact **Exhibit Promotions Plus, Inc.** directly for information.

NASBHC Exhibit Management
c/o Exhibit Promotions Plus, Inc.
11620 Vixens Path, #100
Ellicott City, MD 21042-1539
Phone: 410/997-0763
In DC: 301/596-3028
Fax: 410/997-0764
Email: exhibit@erols.com

CONTINUING EDUCATION CREDITS (CEUs)

NASBHC is currently arranging for CEUs for physicians, physicians assistants, nurses, nurse practitioners and other health professionals. For a detailed listing of CEUs, check the Annual Meeting section of the NASBHC web site at www.nasbhc.org, or contact the NASBHC office.

You can sign up for CEUs and pay by check or credit card at the CEU desk during the conference. PLEASE DO NOT SEND CHECKS OR OTHER PAYMENT TO NASBHC OR MEETING MANAGEMENT SERVICES. Any payment received before the conference will be immediately returned.

SCHOLARSHIPS

Limited scholarship funding is available for financial assistance. See the NASBHC web site (www.nasbhc.org) for an application, or contact the NASBHC office.

ADA ACCOMMODATIONS

If you require auxiliary aids or services identified in the Americans with Disabilities Act in order to participate full in the conference, please briefly describe your needs in the space provided on the registration form.

The National Assembly reserves the right to cancel or re-schedule any aspect of the program.

Handwritten notes:
Hed for
C.C. approval
in memo

**CITY OF DANBURY
PARKS, RECREATION & FORESTRY
DEPARTMENT**

HATTERS COMMUNITY PARK
7 EAST HAYESTOWN ROAD
DANBURY, CONNECTICUT 06811

ROBERT G. RYERSON, DIRECTOR
TEL. (203) 797-4632
FAX (203) 797-4634

MEMORANDUM

TO: Mayor Gene Eriquez
FROM: Robert G. Ryerson, Director of Parks & Recreation *RGR*
DATE: April 6, 2000
RE: TREE DONATION

Enclosed is a check in the amount of \$150.00 from the Lions Club of Danbury for the purchase of trees and the continued yearly beautification that the Lions Club has provided to the City of Danbury.

Please accept this donation and re-appropriate it to account 7002.5633

RGR/py
Cc: Dominic Setaro (w/check)

**RECEIVED
FINANCE DEPT.
APR 10 2000**

**CITY OF DANBURY
PARKS, RECREATION & FORESTRY
DEPARTMENT**

HATTERS COMMUNITY PARK
7 EAST HAYESTOWN ROAD
DANBURY, CONNECTICUT 06811

ROBERT G. RYERSON, DIRECTOR
TEL. (203) 797-4632
FAX (203) 797-4634

M E M O R A N D U M

TO: Mayor Gene Eriquez

FROM: Robert G. Ryerson, Director of Parks & Recreation 

DATE: March 31, 2000

RE: TREE DONATIONS

Enclosed is a check for \$300.000 from the Danbury Garden Club (Civic Committee) for the purchase of trees and the continued beautification that the Danbury Garden Club have provided to the City of Danbury.

Please accept this donation and re-appropriate it to account # 7002.5633

RGR/py

Cc: Dominic Setaro (w/check)

RECEIVED
FINANCE DEPT.

APR 03 2000

DANBURY GARDEN CLUB
DANBURY, CT 06810

March 22, 2000

D.J.
Danbury Forestry Department
Danbury, CT 06810

Dear D.J.

I am confirming with you the Tree Plantings to be held at the following locations:

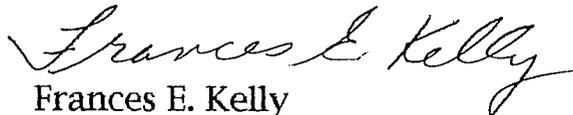
Monday, April 24, 2000
Kenosia Park, Danbury
10:00 A.M. in Memory of Natalie Gledhill

Wednesday, April 26, 2000
King Street Intermediate School
South King Street, Danbury
9:00 A.M.

Wednesday, April 26, 2000
Stadley Rough Elementary School
Danbury, CT.
1:00 P.M.

The Tree for the Monday, April 24th planting (Pink Weeping Cherry) has been ordered and paid for at Hollandia Nursery and we would appreciate your picking it up on that Monday morning. Enclosed is a check for \$300 towards the purchase of the trees for Wednesdays plantings. Thank you for working with us on this project and if there are any problems please contact me.

Sincerely yours,



Frances E. Kelly
Civic Committee Chairman
(860) 355 -1270

*Mila
Hold for
Council approval*

RECEIVED
FINANCE DEPT.

**CITY OF DANBURY
PARKS, RECREATION & FORESTRY
DEPARTMENT**

MAR 29 2000

HATTERS COMMUNITY PARK
7 EAST HAYESTOWN ROAD
DANBURY, CONNECTICUT 06811

ROBERT G. RYERSON, DIRECTOR
TEL. (203) 797-4632
FAX (203) 797-4634

M E M O R A N D U M

TO: Mayor Gene Eriquez and Members of the Common Counsel
FROM: Robert G. Ryerson, Director of Parks & Recreation *RGR*
DATE: March 29, 2000
RE: TREE DONATION

Enclosed is a check for \$100.00 from Mr. & Mrs. Brancato for the purchase of a tree and the continued yearly beautification that Leo and Lucy have provided to the City Of Danbury.

Please accept this donation and re-appropriate it to account 7002.5633

RGR/py

Cc: Dominic Setaro (w/check)



20

CITY OF DANBURY

155 DEER HILL AVENUE
DANBURY, CONNECTICUT 06810

DOMINIC A. SETARO, JR.
DIRECTOR OF FINANCE

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

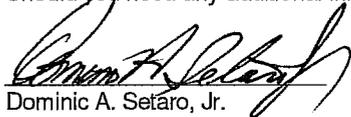
M E M O R A N D U M

To: Hon. Gene F. Eriquez via the Common Council
From: Dominic A. Setaro, Jr., Director of Finance
Date: May 23, 2000
Re: **MILLENNIUM PROJECT**

As per previous correspondence regarding the acceptance of donations for the Millennium Project, attached you will find a copy of the following check representing a donation to the project.

Housatonic Area Regional Transit District \$100.00

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



Dominic A. Setaro, Jr.

/jgb

Attach.

HOUSATONIC AREA REGIONAL TRANSIT DISTRICT
Housatonic Area Regional Trans

13113

13111

M038 MILLENNIUM PROJECT 0000000000004547 04/07/2000

0000000000004049 4/3/00 04/07/2000 \$100.00 \$100.00 \$0.00 \$0.00 \$100.00

\$100.00 \$100.00 \$0.00 \$0.00 \$100.00



HOUSATONIC AREA
REGIONAL TRANSIT DISTRICT
62 FEDERAL ROAD
DANBURY, CT 06810

SAVINGS BANK OF DANBURY
220 MAIN STREET
DANBURY, CT 06810
51-7223/2211

13111

DATE

AMOUNT

04/07/2000

\$100

PAY One Hundred Dollars And 00 Cents

TO THE
ORDER
OF

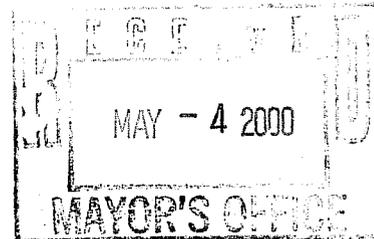
MILLENNIUM PROJECT
MILLENNIUM PROJECT
155 DEER HILL AVE
DANBURY CT 06810

Leonard A. Russell
[Signature]

⑈013113⑈ ⑆221172238⑆ 090056330⑈

SECURITY FEATURES INCLUDED. DETAILS ON BACK.

April 18, 2000



Mayor Gene F. Eriquez

Danbury City Hall

Dear Mayor Eriquez:

We have received a donation from Edyce D. Hornig, 6 Hillandale Rd., Danbury 06811 in the amount of \$42.00.

This needs to be credited into BOOKS, line-item 7000.5661. Please place this item on the agenda for the May Common Council meeting.

Sincerely,

E. McDonough
Director

c: D. Setaro - Director of Finance



22

CITY OF DANBURY

DANBURY, CONNECTICUT 06810

DEPARTMENT OF ELDERLY SERVICES
COMMISSION ON AGING

Danbury Senior Center
80 Main Street
(203) 797-4686

Municipal Agent
80 Main Street
(203) 797-4687

Mayor Gene F. Eriquez and
Members of the Common Council
City of Danbury
Danbury, CT 06810

May 12, 2000

Mayor Eriquez and Members of the Common Council:

A donation of \$25.00 was sent to the Department of Elderly Services by SeniorNet National to be used by the Danbury SeniorNet at the Danbury Senior Center.

Kindly accept this donation and put it into the special SeniorNet account for supplies.

Thank you,

A handwritten signature in cursive script, appearing to read "Leo Mellrath".

Leo Mellrath, Director
Department of Elderly Services



CITY OF DANBURY

DANBURY, CONNECTICUT 06810
DEPARTMENT OF ELDERLY SERVICES
COMMISSION ON AGING

Danbury Senior Center
80 Main Street
(203) 797-4686

Municipal Agent
80 Main Street
(203) 797-4687

Mayor Gene F. Eriquez and
Members of the Common Council
City of Danbury
Danbury, CT 06810

May 24, 2000

Mayor Eriquez and Members of the Common Council:

The following donations of \$578.00 have been sent to the Department of Elderly Services for the use of the Danbury Senior Center:

Senior Network	25.00
AARP Ch. #1847	35.00
Masonic Mgmt. Services	<u>25.00</u>
Masonic Mgmt. Services	25.00
Filosa Care Center	25.00
Filosa Convalescent Home	25.00
Jean Prince/ Danbury	<u>50.00</u>
Total:	\$210.00

Kindly approve of these gifts and transfer them into the appropriate line items as requested on the accompanying form.

Respectfully,

Leo McIlrath



24

CITY OF DANBURY

155 DEER HILL AVENUE

DANBURY, CONNECTICUT 06810

DOMINIC A. SETARO, JR.
DIRECTOR OF FINANCE

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

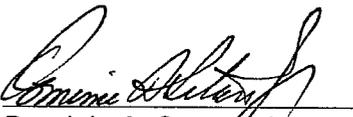
M E M O R A N D U M

DATE: May 26, 2000
TO: Hon. Gene F. Eriquez via the Common Council
FROM: Dominic A. Setaro, Jr., Director of Finance
RE: Commission on Aging

CERTIFICATION

I hereby certify the availability of \$578.00 to be transferred from the Elderly Services Donations Revenue Account to the Commission on Aging budget to the following accounts:

Professional Services/Fees	5002.5311	\$378.00
Office Supplies	5002.5601	200.00



Dominic A. Setaro, Jr.

/jgb



CITY OF DANBURY

DANBURY, CONNECTICUT 06810
DEPARTMENT OF ELDERLY SERVICES
COMMISSION ON AGING

Danbury Senior Center
80 Main Street
(203) 797-4686

Municipal Agent
80 Main Street
(203) 797-4687

Mayor Gene F. Eriquez and
Members of the Common Council
City of Danbury
Danbury, CT 06810

May 24,,2000

Mayor Eriquez and Members of the Common Council:

The following donations of \$578.00 have been sent to the Department of Elderly Services for the use of the Danbury Senior Center:

Professional Service Fees – 5002.5311	\$378.00
Office Supplies - 5002.5601	\$200.00

Kindly approve of these gifts and transfer them into the appropriate line items as requested on the accompanying form.

Respectfully,


Leo McIlrath



25

CITY OF DANBURY

155 DEER HILL AVENUE
DANBURY, CONNECTICUT 06810

DANBURY MUNICIPAL AIRPORT
P.O. BOX 2299
DANBURY, CT. 06813-2299

AIRPORT ADMINISTRATOR
PAUL D. ESTEFAN
(203) 797-4624

May 31, 2000

Mayor Gene F. Eriquez

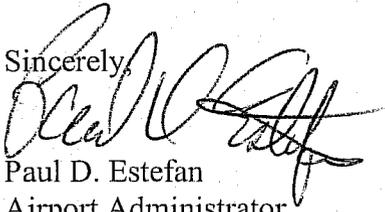
Members of the Common Council

RE: Airport Maintainer

Dear Mayor & Members of the Common Council;

I am requesting an additional \$33,000.00 for another Airport Maintainer here at the Airport. We currently have enough work here to warrant a third person to plow snow, cut grass and chase the geese off of the field.

Sincerely,



Paul D. Estefan

Airport Administrator

Cc: Dominic Setaro Finance Director
Attorney Gottschalk



26

CITY OF DANBURY

155 DEER HILL AVENUE
DANBURY, CONNECTICUT 06810

DANBURY MUNICIPAL AIRPORT
P.O. BOX 2299
DANBURY, CT. 06813-2299

AIRPORT ADMINISTRATOR
PAUL D. ESTEFAN
(203) 797-4624

May 31, 2000

Mayor Gene F. Eriquez

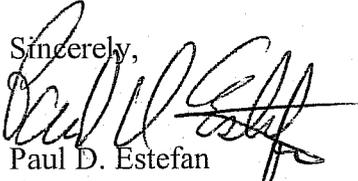
Members of the Common Council

Re: Airport Security

Dear Mayor and Members of the Common Council;

I am requesting an additional \$75,000.00 to be added to the Airport Budget for Security. This additional money to the Airport Budget will allow us to have an outside vendor provide the security to the Airport. This will allow us to free up the Special Police Officers that we currently have at the Airport and reassign them to other duties in the community.

Sincerely,



Paul D. Estefan
Airport Administrator

Cc: Dominic Setaro Finance Director
Attorney Gottschalk



27

CITY OF DANBURY

155 DEER HILL AVENUE
DANBURY, CONNECTICUT 06810

DANBURY MUNICIPAL AIRPORT
P.O. BOX 2299
DANBURY, CT. 06813-2299

AIRPORT ADMINISTRATOR
PAUL D. ESTEFAN
(203) 797-4624

May 31, 2000

Mayor Gene F. Eriquez

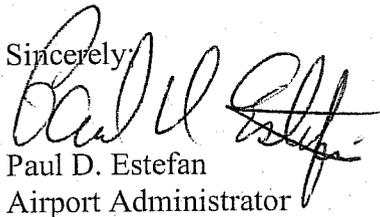
Members of the Common Council

RE: Tree Clearing Runway 8 Approach

Dear Mayor & Members of the Common Council;

I am requesting \$50,250.00 to hire Hoyle Tanner and Associates to create a plan showing current zoning, existing easements and current tree penetrations in Runway 8 Approach and to determine if trees can be topped in lieu of clear cutting. I have enclosed a copy of their proposal for review and approval.

Sincerely,



Paul D. Estefan
Airport Administrator

Cc: Dominic Setaro Finance Director
Attorney Gottschalk

**EXHIBIT "E"
FEE ESTIMATE**

DANBURY MUNICIPAL AIRPORT

**CLEAR RUNWAY 8 APPROACH
WITHIN EXISTING EASEMENT AREAS
INCLUDING ANALYSIS OF EXISTING ZONING**

FEE SUMMARY

LUMP SUM FEES:

Article A - Asslat with Clearing Runway 8 Approach	=	\$21,000
TOTAL LUMP SUM	=	\$21,000

COST PLUS FIXED FEES:

Article B - Advertising & Bidding	=	\$3,300
Article C - Construction Administration	=	\$9,550
Article D - Observation of Construction	=	\$16,400
TOTAL COST PLUS FIXED FEE	=	\$29,250

TOTAL ESTIMATED FEE

\$50,250

Hoyle, Tanner & Associates, Inc.

CLIENT: Danbury Municipal Airport

PROJECT: Clear Runway 8 Approach within Existing Easement Areas

PROJECT #: 042808

FEE DERIVATION - Including zoning analysis

Article A - Assist with Clearing Runway 8 Approach

Payroll	=	\$6,408
Overhead (1.67)	=	\$10,701
Payroll Fee	=	\$17,109
Profit (15%)	=	\$2,566
Expenses	=	\$1,325
TOTAL FEE	=	\$21,000

Article B - Advertising & Bidding

Payroll	=	\$764
Overhead (1.67)	=	\$1,276
Payroll Fee	=	\$2,040
Profit (15%)	=	\$308
Expenses	=	\$1,260
TOTAL FEE	=	\$3,300

Article C - Construction Administration

Payroll	=	\$3,281
Overhead (1.67)	=	\$5,479
Payroll Fee	=	\$8,760
Profit (15%)	=	\$1,314
Expenses	=	\$790
TOTAL FEE	=	\$9,550

Article D - Observation of Construction

Payroll	=	\$4,784
Overhead (1.67)	=	\$7,989
Payroll Fee	=	\$12,773
Profit (15%)	=	\$1,916
Expenses	=	\$3,627
TOTAL FEE	=	\$16,400

Hoyle, Tanner & Associates, Inc.

CLIENT: Danbury Municipal Airport

PROJECT: Clear Runway 8 Approach within Existing Easement Areas

PROJECT #: 042808

EXPENSE DERIVATION

Article A - Assist with Clearing Runway 8 Approach

Printing	=	\$1,000
Postage & Communication	=	\$150
Miscellaneous	=	\$175
		<hr/>
		\$1,325

Article B - Advertising & Bidding

Printing: Bid Sets - 20 @ \$50/set	=	\$1,000
Miscellaneous	=	\$280
		<hr/>
		\$1,280

Article C - Construction Administration

Printing	=	\$500
Postage & Communication	=	\$150
Miscellaneous	=	\$140
		<hr/>
		\$790

Article D - Observation of Construction

Per Diem: 5 Days/week @ 4 weeks @ \$100/day	=	\$2,000
Travel 600 miles/wk @ 0.32/mile @ 4 weeks	=	\$768
Printing	=	\$500
Postage & Communication	=	\$150
Miscellaneous	=	\$209
		<hr/>
		\$3,627

Hoyle, Tanner & Associates, Inc.

CLIENT: Danbury Municipal Airport
 PROJECT: Clear Runway 8 Approach within Existing Easement Are
 PROJECT #: 042808

Article A - Assist with Clearing Runway 8 Approach

TASK DESCRIPTIONS	MANHOURS BY LABOR CLASSIFICATION					
	CHIEF ENGINEER	PROJECT MANAGER	STAFF ENGINEER	CADD SUPPORT	ADMIN. SUPPORT	TOTAL HOURS
Create plan showing current zoning, existing easements and current tree penetrations in Runway 8 approach	0	8	24	24	2	58
Analysis of current zoning in Runway 8 approach	0	8	8	0	0	16
Provide model zoning ordinance	0	2	0	16	0	18
Determine if trees can be topped in lieu of clear-cutting	0	8	40	16	0	64
Provide individual property plans within project area for City's use	0	8	24	24	2	58
Construction Documents - plans and specifications for clearing	0	4	24	16	4	48
Meetings & Coordination	0	8	4	0	2	14
Plotting review sets - additional copies requested by FBO.	0	1	0	4	1	6
TOTAL MANHOURS	0	47	124	100	11	282

RATES	\$35.00	\$32.00	\$22.00	\$20.00	\$16.00
PAYROLL	\$0.00	\$1,504.00	\$2,728.00	\$2,000.00	\$176.00

TOTAL ESTIMATED PAYROLL = \$6,408

Note: Property lines will be as shown on the plans and have been taken from City of Danbury tax maps.

Hoyle, Tanner & Associates, Inc.

CLIENT: Danbury Municipal Airport
 PROJECT: Clear Runway & Approach within Existing Easement Areas
 PROJECT #: 042808

ARTICLE B. ADVERTISING AND BIDDING

TASK DESCRIPTIONS	MANHOURS BY LABOR CLASSIFICATION					TOTAL HOURS
	CHIEF ENGINEER	PROJECT MANAGER	STAFF ENGINEER	CADD SUPPORT	ADMIN. SUPPORT	
Assist with Advertisement for Bids	0	4	0	0	0	4
Print Bid Documents	0	1	0	0	0	1
Advise Relating to Design during Bidding Phase	0	4	0	0	0	4
Preparation of Addenda, if necessary	0	4	0	0	3	7
Analyze Bids	0	0	8	0	0	8
Recommendation to Award Bid	0	2	2	0	1	5
TOTAL MANHOURS	0	15	10	0	4	29

RATES	\$35.00	\$32.00	\$22.00	\$20.00	\$16.00
PAYROLL	\$0.00	\$480.00	\$220.00	\$0.00	\$84.00

TOTAL ESTIMATED PAYROLL = \$764

Hoyle, Tanner & Associates, Inc.

CLIENT: Danbury Municipal Airport
 PROJECT: Clear Runway 8 Approach within Existing Easement Areas
 PROJECT #: 042808

ARTICLE C - CONSTRUCTION ADMINISTRATION

TASK DESCRIPTIONS	MANHOURS BY LABOR CLASSIFICATION					TOTAL HOURS
	CHIEF ENGINEER	PROJECT MANAGER	STAFF ENGINEER	CADD SUPPORT	ADMIN. SUPPORT	
Attend Pre-Construction Conference	0	8	0	0	0	8
Coordination & Job Meetings	2	16	8	0	2	28
Review Contractor's Payment Requests	0	4	8	0	1	13
Prepare and Negotiate Change Orders	0	2	4	0	1	7
Attend Final Inspection and Prepare Punch List	0	8	0	0	0	8
Prepare, Print, and Distribute "As-Built" Drawings	0	2	10	12	0	24
Consultation and Advise to Resident Engineer	0	8	8	0	0	16
Project Close Out Documentation	1	4	14	0	4	23
TOTAL MANHOURS	3	52	52	12	8	127

RATES	\$35.00	\$32.00	\$22.00	\$20.00	\$16.00
PAYROLL	\$105.00	\$1,664.00	\$1,144.00	\$240.00	\$128.00

TOTAL ESTIMATED PAYROLL = \$3,281

Hoyle, Tanner & Associates, Inc.

CLIENT: Danbury Municipal Airport
 PROJECT: Clear Runway 8 Approach within Existing Easement Areas
 PROJECT #: 042808

ARTICLE D - OBSERVATION OF CONSTRUCTION

TASK DESCRIPTIONS	MANHOURS BY LABOR CLASSIFICATION					TOTAL HOURS
	PRINCIPAL ENGINEER	PROJECT MANAGER	RESIDENT ENGINEER	CADD SUPPORT	ADMIN. SUPPORT	
Pre-Field Preparation	0	0	8	0	0	8
30 Calendar Days - 4.2 Weeks @ 40 hrs/week	0	0	168	0	0	168
Postfield Close-out	0	0	8	0	0	8
TOTAL MANHOURS	0	0	184	0	0	184

RATES	\$35.00	\$32.00	\$26.00	\$20.00	\$16.00
PAYROLL	\$0.00	\$0.00	\$4,784.00	\$0.00	\$0.00

TOTAL ESTIMATED PAYROLL =

\$4,784

Note: Observation of Construction will be part-time only



28

CITY OF DANBURY

155 DEER HILL AVENUE
DANBURY, CONNECTICUT 06810

DANBURY MUNICIPAL AIRPORT
P.O. BOX 2299
DANBURY, CT. 06813-2299

AIRPORT ADMINISTRATOR
PAUL D. ESTEFAN
(203) 797-4624

DATE: May 23, 2000

TO: Mayor Gene Eriquez
Members of Common Council

FROM: Paul D. Estefan *PDE*
Airport Administrator

SUBJ: Application for Federal Assistance

Enclosed is a pre-application for:

Obtain Avigation Easements, Clear Runway 8 Approach, Clear Runway 26 Approach

Reconstruct and Mark a Portion of Taxiway "B"

I am requesting that the Mayor be authorized to sign and execute these pre-applications.

cc: Dom Setaro, Dir. Finance
file (airport / pre-app 5-23-00)

APPLICATION FOR FEDERAL ASSISTANCE

2. DATE SUBMITTED May, 2000	Applicant Identifier
3. DATE RECEIVED BY STATE	State Application Identifier
4. DATE RECEIVED BY FEDERAL AGENCY	Federal Identifier

1. Type of Submission:
 Application
 Construction
 Construction
 Non-Construction
 Non-Construction

5. APPLICANT INFORMATION

Legal Name: City of Danbury	Organization Unit: Danbury Municipal Airport
Address (give city, county, state, and zip code): 155 Deer Hill Avenue Danbury, Connecticut 06810	Name and telephone number of the person to be contacted on matters involving this application (give area code) Paul Estefan, Airport Administrator (203) 797-4624

6. EMPLOYER IDENTIFICATION NUMBER (EIN):

0	6	6	0	0	1	8	6	8
---	---	---	---	---	---	---	---	---

8. TYPE OF APPLICATION:
 New Continuation Revision

If Revision, enter appropriate letter(s) in box(es):

A. Increase Award B. Decrease Award C. Increase Duration
 D. Decrease Duration Other (specify):

7. TYPE OF APPLICANT: (enter appropriate letter in box)

A. State	H. Independent School Dist.
B. County	I. State Controlled Institution of Higher Learning
C. Municipal	J. Private University
D. Township	K. Indian Tribe
E. Interstate	L. Individual
F. Intermunicipal	M. Profit Organization
G. Special District	N. Other (Specify):

9. NAME OF FEDERAL AGENCY:
Federal Aviation Administration

10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER:

2	0	0	1	0	6
---	---	---	---	---	---

TITLE: Airport Improvement Program

12. AREAS AFFECTED BY PROJECT: (cities, counties, states, etc.):
Danbury & Fairfield County, Connecticut

11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:
Reconstruct and Mark a Portion of Taxiway "B"

13. PROPOSED PROJECT:

Start Date 6/00	Ending Date 6/01
--------------------	---------------------

14. CONGRESSIONAL DISTRICTS OF:

a. Applicant 5th	b. Project 5th
---------------------	-------------------

15. ESTIMATED FUNDING:

a. Federal	\$ 703,800.00
b. Applicant	\$
c. State	\$ 58,650.00
d. Local	\$ 19,550.00
e. Other	\$
f. Program Income	\$
g. TOTAL	\$ 782,000.00

16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?

a. YES THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON:
DATE

b. NO PROGRAM IS NOT COVERED BY E.O. 12372
 OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW

17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?
 Yes If "Yes," attach an explanation. No

18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT, THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED

a. Typed Name of Authorized Representative Gene F. Eriguez	b. Title Mayor, City of Danbury	c. Telephone Number (203) 797-4511
d. Signature of Authorized Representative	e. Date Signed	

APPLICATION FOR FEDERAL ASSISTANCE

1. Type of Submission:

- Application
- Construction Construction
- Non-Construction Non-Construction

2. DATE SUBMITTED
May, 2000

Applicant Identifier

3. DATE RECEIVED BY STATE

State Application Identifier

4. DATE RECEIVED BY FEDERAL AGENCY

Federal Identifier

5. APPLICANT INFORMATION

Legal Name:
City of Danbury

Organization Unit:
Danbury Municipal Airport

Address (give city, county, state, and zip code):

155 Deer Hill Avenue
Danbury, Connecticut 06810

Name and telephone number of the person to be contacted on matters involving this application (give area code)
Paul Estefan, Airport Administrator
(203) 797-4624

6. EMPLOYER IDENTIFICATION NUMBER (EIN):

0	6	6	0	0	1	8	6	8
---	---	---	---	---	---	---	---	---

- 7. TYPE OF APPLICANT:** (enter appropriate letter in box) C
- A. State
 - B. County
 - C. Municipal
 - D. Township
 - E. Interstate
 - F. Intermunicipal
 - G. Special District
 - H. Independent School Dist.
 - I. State Controlled Institution of Higher Learning
 - J. Private University
 - K. Indian Tribe
 - L. Individual
 - M. Profit Organization
 - N. Other (Specify):

8. TYPE OF APPLICATION:

- New Continuation Revision
- If Revision, enter appropriate letter(s) in box(es):
- A. Increase Award B. Decrease Award C. Increase Duration
D. Decrease Duration Other (specify):

9. NAME OF FEDERAL AGENCY:

Federal Aviation Administration

10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER:

2	0	1	1	0	6
---	---	---	---	---	---

11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:

Obtain Avigation Easements
Clear Runway 8 Approach
Clear Runway 26 Approach

TITLE: Airport Improvement Program

12. AREAS AFFECTED BY PROJECT: (cities, counties, states, etc.):

Danbury & Fairfield County, Connecticut

13. PROPOSED PROJECT:

Start Date 6/00	Ending Date 6/03
--------------------	---------------------

14. CONGRESSIONAL DISTRICTS OF:

- a. Applicant 5th b. Project 5th

15. ESTIMATED FUNDING:

a. Federal	\$ 3,240,000.00
b. Applicant	\$
c. State	\$ 270,000.00
d. Local	\$ 90,000.00
e. Other	\$
f. Program Income	\$
g. TOTAL	\$ 3,600,000.00

16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?

a. YES THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON:
DATE

b. NO PROGRAM IS NOT COVERED BY E.O. 12372
 OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW

17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?

Yes If "Yes," attach an explanation. No

18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT, THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED

a. Typed Name of Authorized Representative Gene F. Eriquez	b. Title Mayor, City of Danbury	c. Telephone Number (203) 797-4511
d. Signature of Authorized Representative	e. Date Signed	



P.O. BOX 266

ROCKY HILL, CT 06067

29

LAUREL GIRLS' STATE, INC.

Mr. Thomas Arconti
Common Council
City of Danbury
155 Deer Hill Avenue
Danbury, Ct.

May 18, 2000

Dear Councillor Arconti,

The American Legion Auxiliary sponsors a program entitled Laurel Girls' State. For one week, young women having completed their junior year in high school, participate in an exercise on local and state government. Part of that process is the election of their state officials and that is the reason I am writing to you. The American Legion Auxiliary Laurel Girls' State, Inc. would like the use of your voting machines for our elections on Wednesday, June 28th.

Our organization will take full responsibility for the use of 2 voting machines. We have insurance coverage in case of any mishap but past experience with Danbury, Fairfield, and Hamden indicated no history of any occurrences. We will follow any procedures which the Common Council puts forth.

Location: Litchfield Hall
Western Connecticut State University
Date: Wednesday, June 28, 2000
Delivery: Wednesday Afternoon
Pickup: Thursday at your convenience

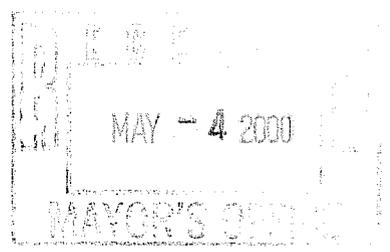
Please call me if there are any concerns or questions you may have at 860-644-8859. I am looking forward to another wonderful session in the welcoming City of Danbury.

Sincerely,

Sue W. Larsen
Chairman/Director
Laurel Girls' State

DANBURY PUBLIC SCHOOLS

Administrative Center
63 Beaver Brook Road
Danbury, Connecticut 06810-6211
(203) 797-4701
FAX (203) 790-2875
FAX (203) 830-6560



36

Timothy P. Connors
Superintendent of Schools

REVISION
May 1, 2000

Mayor Gene Eriquez
City of Danbury
Deer Hill Avenue
Danbury, CT. 06810

Dear Mayor Eriquez:

The current amount for State and Federal Projects, as amended, is now \$9,927,565. The amount originally approved by the Common Council in July, 1999 was \$5,731,366.

At this time, I am requesting a budget amendment to increase the State and Federal projects budget total for the current fiscal year to the amended amount of \$9,927,565. This will permit us to continue operating the subject programs at their current level and in full compliance with the terms of these grants for the remainder of this school/fiscal year. I would appreciate it if you could schedule this request to be placed on the next Common Council Agenda. Thank you.

Sincerely,



Timothy P. Connors

TPC/fm

Cc: K. Redenz
D. Setaro
G. Shields
M. Schroeder

**DANBURY PUBLIC SCHOOLS
STATE/FEDERAL/OTHER PROGRAMS**

<u>FEDERAL PROGRAMS</u>	<u>ORIGINAL BUDGET 1999-00</u>	<u>BUDGET 1999-00</u>	<u>VARIANCE</u>
21ST CENTURY GRANT	141,025	149,487	8,462
21ST CENTURY GRANT C/O	0	10,784	10,784
ADULT ED ESL LEARNING	0	46,804	46,804
ADULT ED NON TRADITIONAL	0	27,877	27,877
ADULT ED WORKFORCE	0	25,246	25,246
BEFORE & AFTER SCHOOL	22,700	26,368	3,668
CAPITAL EXPENSES	20,600	8,901	(11,699)
CARL PERKINS	80,137	97,635	17,498
CHARACTER EDUCATION	17,000	22,625	5,625
CLASS SIZE REDUCTION	0	163,952	163,952
COMPREHENSIVE SCHOOL REFORM	0	52,650	52,650
DRUG FREE SCHOOL	109,946	92,119	(17,827)
DRUG FREE SCHOOL CARRYOVER	0	51,119	51,119
EDUCATION OF HANDICAPPED	675,450	744,481	69,031
EDUCATION OF HANDICAPPED C/O	0	24,991	24,991
EDUCATION OF HOMELESS	0	16,054	16,054
EDUCATION OF HOMELESS C/O	0	9,009	9,009
EMERGENCY IMMIGRANT	106,851	110,942	4,091
EMERGENCY IMMIGRANT C/O	0	10,932	10,932
EVENSTART	140,037	150,000	9,963
EVENSTART C/O	0	24,294	24,294
GOALS 2000	94,800	92,086	(2,714)
HEAD START	214,708	214,708	0
JOBS PROGRAM TRAINING (SYEP)	56,000	54,971	(1,029)
PRE SCHOOL HANDICAPPED	72,012	74,987	2,975
PRE SCHOOL HANDICAPPED C/O	0	18,157	18,157
TECHNOLOGY INFUSION	0	23,308	23,308
TECHNOLOGY LITERACY	0	64,112	64,112
TITLE I	450,298	776,363	326,065
TITLE I CARRYOVER	0	94,503	94,503
TITLE II ESA MATH/SCIENCE	39,783	39,632	(151)
TITLE II ESA MATH/SCIENCE C/O	0	7,511	7,511
TITLE VI	48,465	48,960	495
TITLE VI CARRYOVER	<u>0</u>	<u>9,686</u>	9,686
TOTAL FEDERAL PROGRAMS	2,289,812	3,385,254	1,095,442

STATE PROGRAMS

2% SETASIDE	263,982	0	(263,982)
ACHIEVEMENT GRANT	0	25,643	25,643
ADULT ED	81,559	81,559	0
ADULT ED ELIGIBLE ENTITIES	0	1,741	1,741
ADULT ED SCHOOL TO CAREER	50,000	50,000	0
AFTER SCHOOL	160,143	160,187	44
BILINGUAL	39,347	49,338	9,991
EARLY READING SUCCESS	651,834	687,412	35,578
ERS LIBRARY BOOKS	109,748	116,875	7,127
FAMILY RESOURCE CENTER	201,083	200,000	(1,083)
HEAD START - CACD	434,808	438,808	4,000
HEAD START EXTENSION	45,293	45,600	307
HEALTH & WELFARE	141,364	179,194	37,830

	<u>ORIGINAL BUDGET</u>	<u>BUDGET</u>	<u>VARIANCE</u>
	<u>1999-00</u>	<u>1999-00</u>	
INTERDISTRICT CO OP	0	29,070	29,070
PRIORITY SCHOOL DISTRICT	1,584,125	1,584,125	0
SCHOOL BUILDING MAINTENANCE	461,901	407,000	(54,901)
SCHOOL READINESS	280,000	280,000	0
SCHOOL TO CAREER	50,000	50,000	0
SERVICES FOR THE BLIND	12,000	37,500	25,500
SPECIAL FRIENDS	20,000	20,000	0
STRIVE	0	160,000	160,000
STRIVE C/O	0	40,985	
TECHNOLOGY INFRASTRUCTURE	0	170,293	170,293
TNT DRUG ENFORCEMENT	187,900	188,413	513
TNT DRUG ENFORCEMENT C/O	0	25,494	25,494
YOUNG PARENTS	<u>17,000</u>	<u>15,240</u>	(1,760)
TOTAL STATE PROGRAMS	4,792,087	5,044,477	211,405
<u>OTHER PROGRAMS</u>			
ACADEMY MANUFACT	0	20,000	20,000
ADULT ED STC	0	17,500	17,500
ADULT EDUCATION CO-OP	79,731	76,366	(3,365)
ACE BOEHRINGR	0	10,000	10,000
BEFORE & AFTER SCHOOL	294,500	300,060	5,560
CHILD CARE ALLIANCE	0	3,600	3,600
BIRTH - 3 DMR	175,000	173,995	(1,005)
EASTCONN C/O	0	3,061	3,061
COMCAST	0	16,666	16,666
HEALTH & WELFARE (CITY SHARE)	196,754	197,743	989
COMMUNITY CRUSADE	0	7,292	7,292
LEARN & SERVE PROJECT	15,200	18,131	2,931
CT VOICES FOR CHILDREN	0	2,000	2,000
NATIONAL SCIENCE FOUNDATION	0	2,649	2,649
PROJECT BOOST C/O	0	5,296	5,296
FABULOUS	0	1,603	1,603
PROJECT BRIDGE C/O	0	5,122	5,122
PARENT NET	0	12,208	12,208
SNETC	0	1,000	1,000
SUMMER OUTDOOR ADVENTURE	<u>0</u>	<u>38,265</u>	38,265
TOTAL OTHER PROGRAMS	761,185	912,557	113,872
TOTAL PROGRAMS	7,843,084	9,342,288	1,420,719
LOCAL FUNDING			
BILINGUAL		43,943	
HEAD START		231,971	
ADULT ED		199,485	
EDUC. HANDICAPPED		109,878	
TOTAL LOCAL FUNDING		585,277	
TOTAL STATE & FEDERAL & OTHER		9,927,565	



31

CITY OF DANBURY

155 DEER HILL AVENUE
DANBURY, CONNECTICUT 06810

DOMINIC A. SETARO, JR.
DIRECTOR OF FINANCE

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

M E M O R A N D U M

To: Hon. Gene F. Eriquez via the Common Council
From: Dominic A. Setaro, Jr., Director of Finance
Date: May 24, 2000
Re: **TEAMSTERS CONTRACT**

CERTIFICATION #1

Assuming that the Common Council grants approval of the Teamsters contract at its June meeting, the following transfers will be necessary to cover the cost of this contract for the fiscal year beginning July 1, 2000 and ending June 30, 2001. I hereby certify the availability of \$145,940 to be transferred from the Contingency Fund to the following Salaries Regular accounts:

Highway	3001.5020	\$ 80,590
Equipment Maintenance	3020.5020	18,221
Parks & Recreation & Forestry	7002.5020	43,298
Airport	9200.5020	<u>3,831</u>
	Total	\$145,940

Balance of Contingency	\$980,289
Less this request	<u>145,940</u>
Balance	\$834,349

Dominic A. Setaro, Jr.

DAS/jgb



32

CITY OF DANBURY

155 DEER HILL AVENUE

DANBURY, CONNECTICUT 06810

DOMINIC A. SETARO, JR.
DIRECTOR OF FINANCE

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

M E M O R A N D U M

To: Hon. Gene F. Eriquez via the Common Council
From: Dominic A. Setaro, Jr., Director of Finance
Date: May 17, 2000
Re: **TEAMSTERS CONTRACT**

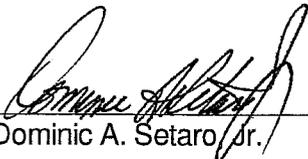
CERTIFICATION

As per the attached letter of Julio Lopez dated May 2 regarding the contract of Teamsters Local 677, a transfer of funds will be necessary to cover the retroactive increases to July 1, 1999. While this contract covers the Highway Department, Equipment Maintenance, Parks & Recreation, Airport and one mechanic in the Fire Department, it is only necessary at this time to transfer funds into the Highway Department and Fire Department budgets. Because of lapsed salaries, there are sufficient funds to cover these increases in Equipment Maintenance, Parks & Recreation and Airport.

Therefore, I would request the \$43,743 be transferred from the Insurance Department, Worker's Compensation line item, Account #8008.6243 to the following accounts:

Highway Department	Salaries Regular	Acct. #3001.5020	\$42,355
Fire Department	Salaries Regular	Acct. #2020.5020	1,388

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



Dominic A. Setaro, Jr.

DAS/jgb

AGREEMENT

between

CITY OF DANBURY

and

TEAMSTERS LOCAL #677

**PUBLIC WORKS DEPARTMENT: HIGHWAY, ~~FORESTRY,~~
~~SOLID WASTE AND~~
~~RECYCLING,~~
EQUIPMENT MAINTENANCE DIVISION, DIVISIONS;
PARKS AND RECREATION, DEPARTMENT;
AIRPORT MAINTENANCE DEPARTMENT ~~July 1, 1994 - June 30, 1998~~**

~~Extended to June 30, 1999~~

July 1, 1999 to June 30, 2002

11881_1Y.DOC

Tentative Agreement

~~09/19/97~~

01/06/00

258141 v.01

TABLE OF CONTENTS

		<u>Page</u>
ARTICLE 1	RECOGNITION	1
ARTICLE 2	UNION SECURITY	1
ARTICLE 3	NON-DISCRIMINATION	2
ARTICLE 4	HOURS OF WORK AND OVERTIME.....	2
ARTICLE 5	SENIORITY	7
ARTICLE 6	HOLIDAYS AND PERSONAL LEAVE	7
ARTICLE 7	VACATIONS AND PERSONAL LEAVE	8
ARTICLE 8	SICK LEAVE	11
ARTICLE 9	FUNERAL LEAVE	13
ARTICLE 10	LONGEVITY PAY	14
ARTICLE 11	EQUIPMENT	14
ARTICLE 12	ACCESS TO JOBS, RECORDS AND TIME RECORDS	16 <u>15</u>
ARTICLE 13	BULLETIN BOARDS	16
ARTICLE 14	HEALTH SERVICES AND INSURANCE PLAN.....	16
ARTICLE 15	GRIEVANCES.....	17
ARTICLE 16	WAGES	19
ARTICLE 17	JURY DUTY	21
ARTICLE 18	MANAGEMENT RIGHTS	21
ARTICLE 19	PENSION PLAN	21 <u>22</u>
ARTICLE 20	DURATION AND TERMINATION	22
APPENDIX A	MEMORANDA OF AGREEMENT	23

This Agreement made and entered into by and between the CITY OF DANBURY (the "City" or the "Employer") and TEAMSTERS UNION LOCAL #677 (the "Union").

ARTICLE 1 - RECOGNITION

- 1.1 The City of Danbury recognizes and acknowledges that the Union, its duly authorized agents, representatives, successors, is the exclusive bargaining agent for the employees in the departments hereinafter referred to in this Agreement between the City of Danbury and Teamsters Local #677, namely, the Highway, ~~Forestry, Solid Waste and Recycling,~~ and Equipment Maintenance Divisions of the Public Works Department; the Parks and Recreation Department; the Airport Maintenance Department.

ARTICLE 2 - UNION SECURITY

- 2.1 All ~~present~~ classified ~~present~~ full-time employees and unclassified full-time employees who have completed both ninety (90) calendar days and sixty-five (65) working days, who are members of the Union on the effective date of this Agreement, shall remain members of the Union in good standing by the payment of their regular monthly dues on or before the last day of each month as a condition of continued employment. Future classified full time employees and unclassified full-time employees who are hired or work in the classifications specified herein and who complete both ninety (90) calendar days and sixty-five (65) working days shall become and remain members in good standing by payment of the required initiation fee and regular monthly dues of the Local Union on the 31st day following the execution of this Agreement or the date of employment, whichever is later, and shall thereafter maintain such good dues standing for the term of this Agreement. ~~Consistent with past practice, "winter help" and other "seasonal" employees shall not be required to be members of the Union.~~ An employee who chooses not to become and remain a Union member shall have the option to pay an agency fee equal to that proportion of Union dues expended for the purposes of collective bargaining, contract administration and grievance adjustment.

Consistent with past practice, "winter help" and other "seasonal" employees shall not be required to be members of the Union.

- 2.2 Dues Deductions. The ~~employer~~ Employer agrees to deduct regular ~~monthly~~ dues, administrative dues and initiation fees of the Union from the wages of all full-time classified employees and unclassified employees covered by this Agreement for whom a written authorization form is received and agrees to remit all such deductions to the Union. In the case of the initial deduction for a new

employee, the ~~employer~~ **Employer** shall make retroactive deductions. ~~Deduction of dues shall be made from the second pay period of each month~~ Effective as soon as practicable following the signing of this Agreement, the City shall commence making payroll deductions of Union dues weekly. The Union shall notify the City in writing of the amount of the weekly deductions. Dues shall continue to be transmitted to the Union monthly. The Union agrees that it will save the ~~employer~~ **Employer** harmless from any suits or damages resulting from dues deductions made on the basis of reliance upon this or other contract language requiring such deductions.

ARTICLE 3 - NON-DISCRIMINATION

- 3.1 The Employer and the Union agree not to discriminate against an individual with respect to hiring, compensation, terms or conditions of employment because of such individual's race, color, religion, sex, national origin or age, nor will they limit, segregate or classify employees in any way to deprive any individual employee of employment opportunities because of race, color, religion, sex, national origin or age.
- 3.2 The Employer and the Union agree that there will be no discrimination by the Employer or the Union against any employee because of his or her membership in the Union or because of any employee's lawful activity and/or support of the Union.

ARTICLE 4 - HOURS OF WORK AND OVERTIME

4.1 General Provisions:

- (a) Five (5) days shall constitute a normal work week - Monday through Friday.

Employees in Airport security positions shall work a five-day work week, not necessarily Monday through Friday.

For employees in Airport security positions, the starting time of the shift shall vary, but in any one work schedule period shall be within a four-hour span as designated by the Airport Administrator.

~~When one of the employees of the Solid Waste and Recycling Division is absent for a full week or more, an employee from the Highway Division who is qualified to perform the work needed shall be reassigned to the Solid Waste and Recycling Division and shall work the absent employee's~~

~~work schedule while assigned there. Any employee to be reassigned shall be given notice thereof by the end of the preceding work week.~~

- (b) Time worked in excess of eight (8) hours per day or forty (40) hours per week, whichever is the greater, shall be paid as overtime at one and one-half (1 1/2) times the normal hourly rate.
- (c) The regular work day for the Highway, ~~Forestry~~ and Equipment Maintenance Divisions shall be from 7:30 a.m. to 4:00 p.m. The regular work day for a Division may, at the option of the Division Head and with approval of the Director of Public Works, be from 7:00 a.m. to 3:30 p.m. for the period ~~June~~ May 1 through ~~August 31~~ September 30.

The regular work day for the Airport Maintenance Department shall be from 8:00 a.m. to 4:30 p.m. (Security Guard excluded).

The regular work day for the Parks and Recreation Department shall be from 7:30 a.m. to 4:00 p.m. The regular work day may, at the option of the Director, be from 7:00 a.m. to 3:30 p.m. for the period ~~June~~ May 1 through ~~August 31~~ September 30.

- (d) Any hours worked before the regular starting time or after the regular ending time will be paid at one and one-half (1 1/2) the normal hourly rate.
- (e) Saturday work shall be paid at one and one-half (1 1/2) times the normal hourly rate. Sunday work shall be paid at two (2) times the hourly rate.
- (f) On available and overtime work, permanent employees will be given preference and called in before any part-time or spare help.

4.2 Public Works - Highway only:

- (a) Employees called in for emergency work shall be paid and shall work a minimum of four (4) hours at time and one-half (1 1/2).

Employees on standby will be paid a minimum of two (2) hours at time and one-half (1 1/2).

This subsection also shall apply to employees of the Equipment Maintenance Division, Airport Maintenance Division and the Parks and Recreation Department when they are working with Highway employees (e.g., on snow plowing).

This subsection shall be applied to all situations in which any number of employees are called in to work after the end of a regular work day and are released before the beginning of the next regular work day. They shall be paid and shall work a minimum of four (4) hours at time-and-one-half (1 1/2). In situations in which any number of employees are called in to work before the start of a regular work day and continue working into the start of the regular work day, the additional hours shall be considered as part of an extended work day. They shall be paid at time-and-one-half only for the additional hours worked.

- (b) There shall be a fifteen (15) minute break in the first half of the shift and a fifteen (15) minute break in the second half of an eight (8) hour shift.

4.3 Emergency Crew - Highway only:

- (a) The emergency crew shall consist of two (2) employees, at least one of whom shall have a valid CDL license.
- (b) The emergency crew's premium shall be seventy-five dollars (\$75.00) per week. The standby premium shall increase to eighty-five dollars (\$85.00) effective upon signing of this Agreement and to ninety dollars (\$90.00) effective July 1, 2001.
- (c) Any employee, when on the emergency crew, who is not available when called for emergency work, will forfeit the emergency crew premium.

Any employee on the emergency crew who is unable to answer to emergency call and who can get someone with his same classification to stand by for him will not forfeit the standby pay. He must notify emergency crew foreman of the change. The replacement will be paid for the hours he works, if any.

- (d) The Department Head, with the mutual agreement with the Union, will decide who is qualified for the emergency crew.

4.4 Park Maintainers:

The parties agree that, for overtime purposes only, two lists shall be established comprised of Park Maintainers. Each group will be responsible for specific duties requiring overtime work. The lists are in order of seniority. If two or more employees were hired on the same day, seniority is determined by the date on which the application for employment was received by the Civil Service Commission.

Employees on Seniority List #1 will be offered overtime assignments as needed for athletic events at the schools and for snow removal at school sites. Assignments will be on a rotation basis.

Employees on Seniority List #2 will be offered overtime assignments as needed for trash removal at the City parks and snow removal at sites assigned to the Park Department other than schools. Assignments will be on a rotation basis.

4.5 ~~Solid Waste and Recycling Division:~~ Forestry Employees:

~~(a) Five (5) days, not necessarily consecutive, shall constitute a normal Overtime for tree work week. Saturday may be part of an employee's work schedule and is considered part of the normal and straight time work week.~~

~~(b) The work schedules for employees of the Division shall be established by the Department Head, based on the operational needs of the Division.~~

~~The work hours for employees at the landfill shall continue to be eight (8) hours per day, scheduled between 7:30 a.m. and 4:00 p.m. with a one half hour unpaid meal period. Employees shall be notified of any change by the Department Head, offered first to Forestry Division employees. When such employees are not available or insufficient to perform the needed overtime work, the following shall apply:~~

~~The work hours for employees at the recycling station shall be eight (8) hours per day, scheduled starting not earlier than 7:00 a.m. and ending not later than 8:30 p.m. Employees shall be notified of any change by the Department Head, at least thirty (30) days in advance, with a copy to the Union.~~

(a) In the case of emergency overtime which requires the use of equipment or vehicles regularly operated by Highway Division employees, Forestry employees will be supplemented by the Highway Emergency crew. In situations where Highway Division equipment or vehicles are not required, the supplemental work shall be offered to Park Maintenance employees.

~~(c) Employees called in for emergency work shall be paid and shall work a minimum of four (4) hours at time and one half (1 1/2)~~

(b) For planned or scheduled overtime (as defined in Article 4, Section 4.7 of the contract), if the work requires use of equipment or vehicles regularly operated by Highway Division employees, the work will be

offered first to highway employees. Other overtime opportunities will be offered first to Park Maintenance employees.

The following shall apply to Park Maintenance overtime work:

- (a) When Park Maintenance Division employees are not available or need supplemental assistance, Forestry Division employees shall continue to be called to assist them when the nature of the work so requires, as has been the prior practice.
- (b) If the Park Maintenance employees require assistance which entails the use of equipment or vehicles normally operated by the Highway Division, Highway Division employees will be offered the overtime first.

Effective as soon as practicable following the signing of this Agreement and in no event later than the winter season for 2000-2001, Forestry employees shall not be assigned a snow plowing route; they shall be permitted to volunteer for snow plowing on the same basis as other Parks and Recreation Department employees.

4.6 Meal Allowance:

Employees who are required to work unscheduled or emergency overtime work shall receive meal vouchers in accordance with the practice which prevailed prior to the effective date of this Agreement. More specifically, employees shall be issued meal vouchers by the City to be used at certain restaurants specified by the City. No more than three meal vouchers shall be used by any employee in a twenty-four (24) hour period. The maximum amount shall be six dollars (\$6.00) per meal. Effective January 1, 2001, the maximum shall be increased to six dollars and fifty cents (\$6.50).

4.7 Overtime Distribution Procedure for Scheduled or Planned Overtime:

Scheduled or planned overtime is overtime which is scheduled at least 24 hours in advance of the work.

For scheduled overtime for highway work, overtime shall first be distributed in accordance with the following categories:

- a. normal job or crew assignment;
- b. current special job, crew or project assignment;

- c. winter section assignment.

For planned overtime not related to the above, if such overtime is available, the employees in the job classifications which management determines are needed to perform the overtime work shall be offered the available overtime in order of their seniority. If those employees do not accept the offered overtime or cannot be reached, management may offer the work to employees in other classifications, provided that management determines they are qualified to perform the work needed. Normally, available overtime shall be offered first to the employees in the Division in which the overtime need occurs.

If no employees in the appropriate job classifications are willing to accept the overtime offered on a voluntary basis, management may order the least senior qualified employee(s) in the job classification(s) needed to work overtime.

Overtime Distribution for Unplanned Overtime:

If an employee is assigned to a job which requires overtime before/after the normal work day, the employee shall be required to come in early or remain on the job and work the overtime hours required.

If an employee is assigned to a job which may require overtime at the end of the day and the employee has a commitment after work which precludes him/her from working late that day, the employee shall so inform the foreman at the start of the work day. The City shall continue its prior practice of making reasonable accommodation to employees in such situations.

If management determines that employees other than those on a job are needed for overtime before/after the work day, the procedure for planned overtime shall apply.

Overtime for Long-Term Projects:

When volunteers are sought for a long-term overtime project, employees shall be informed of the nature and approximate duration of the project. Employees shall initially be offered such work as provided in the overtime distribution provision above; however, if an employee accepts an overtime job on a long-term basis, that employee shall continue to have preference for overtime work opportunity on that job.

ARTICLE 5 - SENIORITY

- 5.1 Seniority for employees governed by this Agreement shall be defined as the period of employment with the Employer in the work covered by this Agreement.

The term "seniority", as used in this Agreement, shall apply to ~~vacation preference~~, overtime assignments, layoffs from employment, and recalls to active employment provided the employee has the qualifications and ability to perform the required work. After satisfactory completion of the probationary period, an employee's seniority date shall be the employee's last date of hire.

The provisions of the Civil Service Commission Rules and Regulations shall govern all promotions, without regard to the provisions of this Agreement.

- 5.2 The City shall provide the Union with a seniority list each quarter.
- 5.3 All department stewards shall be granted superseniority over all other bargaining unit personnel within their respective departments for purposes of layoff and recall.

ARTICLE 6 - HOLIDAYS AND PERSONAL LEAVE

- 6.1 All employees covered by this Agreement who are not required to work shall receive a full day's pay at their straight time rate of pay for the holidays listed below or days celebrated as such, regardless of the day of the week upon which such holiday shall fall:

New Year's Day
Martin Luther King Day
Good Friday
Lincoln's Birthday
Washington's Birthday
Memorial Day

Independence Day
Labor Day
Columbus Day
Veterans Day
Thanksgiving Day
Day after Thanksgiving
Christmas Day

- 6.2 If an employee works on a holiday, he shall be paid at the rate of two (2) times the hourly rate for any and all hours worked on that day plus the holiday pay referred to in the preceding sentence. ("Holiday" is to be interpreted as the 24 hours of the declared holiday.)
- 6.3 An employee, to be eligible for holiday pay, must first work the last scheduled working day before and the next scheduled working day after the holiday to receive holiday pay. The Department Head will have the sole authority to make exceptions to this rule if in his judgment, unusual circumstances dictate otherwise. When a holiday falls in a week during which an employee is on vacation, he shall receive the holiday pay.
- 6.4 There shall be no days off in lieu of holiday pay.

ARTICLE 7 - VACATIONS AND PERSONAL LEAVE

7.1 For employees of the Highway, ~~Solid Waste and Recycling~~ and Equipment Maintenance Divisions only:

~~(a)~~

a. The vacation period shall begin July 1st of each year and end on June 30th of the next calendar year.

~~(b)~~

b. "Years of service" shall be interpreted to mean the number of full years elapsed between the date of hire and the anniversary of that date. Fractions of a year shall be limited to the number of completed months.

~~(c)~~

c. Each employee who will have completed at least one (1) but less than two (2) years of service by June 30th is entitled to one (1) week of vacation to be taken during the six (6) month period immediately preceding and including the June 30th date, except that any employee who completes one year between July 1 and December 31st, inclusive will be entitled to take one (1) week of vacation after his/her anniversary date.

~~(d)~~
d. Each employee who will have completed at least two (2) but less than five (5) years of service by June 30th is entitled to two (2) weeks of vacation to be taken during the twelve (12) month period immediately preceding and including the June 30th date.

~~(e)~~
e. Each employee who will have completed at least five (5) but less than twelve (12) years of service by June 30th is entitled to three (3) weeks of vacation to be taken during the twelve (12) months immediately preceding and including the June 30th date.

~~(f)~~
f. Each employee who will have completed at least twelve (12) but less than twenty (20) years of service by June 30th is entitled to four (4) weeks of vacation to be taken during the twelve (12) months immediately preceding and including the June 30th date.

~~(g)~~
g. Each employee who will have completed at least twenty (20) years of service by June 30th is entitled to five (5) weeks of vacation to be taken during the twelve (12) month period immediately preceding and including the June 30th date.

~~(h)~~
h. If an employee leaves the employment of the City before his/her anniversary date and after using any vacation time for that vacation period in excess of time earned, the City will be reimbursed by pro-rating salary earned and/or pay back by the employee at the time of termination.

7.2 For employees in the ~~Tree Division~~, Parks and Recreation Department and Airport Maintenance Department only:

~~(a)~~
a. The vacation period shall begin July 1st of each year and end June 30th of the next year.

~~(b)~~
b. "Years of service" shall be interpreted to mean the number of full years elapsed between the date of hire and the anniversary of the date.
Fractions of a year shall be limited to the number of completed months.

~~(c)~~

c. Each employee who will have completed at least one (1) but less than two (2) years of service by June 30th is entitled to one (1) week of vacation to be taken during the six (6) month period immediately preceding and including the June 30th date, except that any employee who completes one year between July 1 and December 31, inclusive will be entitled to take one (1) week of vacation after his/her anniversary date.

~~(d)~~

d. Each employee who will have completed at least two (2) but less than five (5) years of service by June 30th is entitled to two (2) weeks of vacation to be taken during the twelve (12) months immediately preceding and including the June 30th date.

~~(e)~~

e. Each employee who will have completed at least five (5) but less than twelve (12) years of service by June 30th is entitled to three (3) weeks of vacation to be taken during the twelve (12) months immediately preceding and including the June 30th date.

~~(f)~~

f. Each employee who will have completed at least twelve (12) but less than twenty (20) years of service by June 30th is entitled to four (4) weeks of vacation to be taken during the twelve (12) months immediately preceding and including the June 30th date.

~~(g)~~

g. Each employee who will have completed at least twenty (20) years of service by June 30th is entitled to five (5) weeks of vacation to be taken during the twelve (12) month period immediately preceding and including the June 30th date.

~~(h)~~

h. If an employee leaves the employment of the City before his/her anniversary date and after using any vacation time for that vacation period in excess of time earned, the City will be reimbursed by pro-rating salary earned and/or pay back by the employee at the time of termination.

~~(i)~~

i. For employees of the Parks and Recreation Department, the following shall apply:

~~(1)~~

1. The existing sign-up and approval procedures shall continue. Management reserves the right to assign vacation time if an employee fails to sign up.
- ~~(2)~~
2. From May 1 to October 1, an employee who is eligible for two (2) weeks vacation may take a maximum of one (1) week. Other employees may take a maximum of two (2) weeks.
- ~~(3)~~
3. Management may permit exceptions to the above in its discretion.

7.3 For employees of all divisions:

- ~~(a)~~
a. Employees shall choose their ~~first two (2) weeks'~~ full weeks of vacation in the order of their seniority.
- ~~(b)~~
b. The Department Head shall post a vacation schedule.
- ~~(c)~~
c. Employees who ~~do~~ have not ~~select~~ selected or taken their vacation ~~shall receive~~ by February 28th of the vacation year shall have their vacation time assigned by the Department Head.
- ~~(d)~~
d. Upon discharge by the employer, or quit by the employee, earned vacation time and pay shall be included in all final wage payments. In case of death of an employee who is eligible for a vacation, vacation pay due such an employee shall be paid to the employee's estate.
- ~~(e)~~
e. In order to exercise a seniority preference for vacation periods, employees shall be required to sign up for vacation before ~~December 31st~~ February 28th of each year. The Department will be able to limit the number of employees on vacation at any one time.
- ~~(f)~~
f. An employee may take only one week of his earned vacation in single days. All other vacation time must be taken in full week increments. Requests for a single day of vacation must be made at least seventy-two (72) hours in advance. If more employees request a single vacation day than can be granted time off by the Department Head, the

Department Head will grant preference for time off based on seniority as defined in Section 5.1. However, once an employee's request for an individual vacation day is approved, the employee may not be "bumped" by a more senior employee.

g. If more employees request a single vacation day than can be granted time off by the Department Head, the Department Head will grant preference for time off based on seniority as defined in Section 5.1. However, once an employee's request for an individual vacation day is approved, the employee may not be "bumped" by a more senior employee during the thirty (30) days prior to the requested day.

h.(g) There shall be no carry-over of vacation from one vacation period to the next. Vacation not taken during the vacation period, as defined in Section 7.1(a) or 7.2(a) as applicable, shall be forfeited.

7.4 All employees shall be entitled to one (1) personal day per contract year. Forty-eight (48) hours notice must be given to the Employer.

ARTICLE 8 - SICK LEAVE

~~8.1 Employees absent from duty because of Workers' Compensation causes connected to their employment with the City of Danbury shall not have sick leave counted for this absence. However, an employee shall have the option of using sick leave to supplement workers' compensation benefits pursuant to Section 8.7 of this Article.~~

~~8.2~~ For employees hired before April 16, 1980, sick leave shall be fifteen (15) days per year, accumulated at the rate of 1.25 days per completed calendar month of service, cumulative to total days not used. After one hundred and five (105) days are accumulated, employees shall be paid for any additional sick days not taken at their request. In case of death, any accumulated sick days will be paid to an employee's spouse or estate. Unused sick leave will be paid on retirement.

~~8.3~~

~~8.2~~ Employees out sick shall, on the first three (3) days, call at least 15 minutes before the time the work day is scheduled to start.

After the third (3rd) day out sick, notification must be given to the Department Head by a doctor. An employee punching out without approval of the foreman for illness will not be paid sick time during the balance of the day.

~~8.4~~

8.3 The City shall pay full sick pay for the first week of the employee's illness if the employee has earned sick days available. In all weeks after the first week of an illness, the employee shall be allowed, at his/her option with notice at the time of the absence and not later than the Friday prior to a Friday payday, to supplement his Teamsters disability pay by use of earned sick days available in one-half day increments, and not to exceed his regular straight time weekly pay. The benefits paid under the Teamsters Health Services and Insurance plan included in this contract shall compensate an employee each week for days of illness after the third day in accordance with the terms of the Plan.

~~Union Welfare Payments. All current and accumulated sick days shall be fully paid by the City unless the employee is entitled to Union Welfare Fund accident and health benefits. The employee's sick leave account will be charged one half (1/2) day for each day the employee receives benefits from the Union Welfare Fund.~~

8.5

8.4 Income Protection Plan. Employees hired after April 16, 1980, and those employees who elect to be so covered, shall be covered by the following sick leave provisions:

(a)

a. It is recognized that from time to time an employee may be stricken with a disabling illness or injury which will prevent the employee from performing the requirements of the job. In such instances, it is the intention of the parties to minimize the financial impact of absence from work.

(b)

b. Effective July 1, 1979, each employee shall have accredited to his sick leave account the number of days, not to exceed one hundred and five (105), that were credited to the employee's account on June 30, 1979.

(c)

c. During the fiscal year beginning on July 1, 1979, and in each fiscal year thereafter, the employee shall be credited with ten (10) days towards the sick leave account for each completed year of service until such time as the account reaches a maximum of one hundred and fifty (150) days when the accumulation shall cease.

(d)

d. Employees who are absent due to a disabling illness or injury for five (5) or more days and who are under the care of a medical doctor, shall have such absence charged against the sick leave account and shall be paid for those days provided there are days still credited to the account.

(e)

e. Employees who are absent due to disabling illness or injury for periods of four (4) consecutive days or less, shall be paid for such days up to a maximum of eight (8) days each fiscal year. In the initial year of employment, these eight (8) days shall be earned by each employee at the rate of two-thirds (2/3rds) of a day for each month in which the employee works more than half of the scheduled working days. In each subsequent year of employment, the employee will be credited with eight (8) days of occasional sick days on July 1st of each year. If an employee does not use the sick days as provided for in this subsection, the unused days shall be credited to the sick leave account on June 30th of each fiscal year as provided in subparagraph (2) above at the rate of one and one-half (1 1/2) days for each unused day up to a maximum accumulation of one hundred and fifty (150) days.

f. On a trial basis, beginning with the second year of this Agreement (2000-2001), an employee who does not use any of the sick days of paragraph e during the fiscal year shall be paid for one-half of those days in the month of July following completion of the fiscal year.

8.5 ~~8.6~~ Workers' Compensation. Any employee absent from duty because of Workers' Compensation causes connected to their employment with the City of Danbury shall not have his sick leave counted for this absence except that an employee will use accumulated sick leave for days not paid under Workers' Compensation. If an employee so desires, he may opt to charge his sick day account for one-half (1/2) day sick pay for each day that he elects to receive the difference between workers' compensation benefits and his regular straight time pay.

8.7

8.6 Death Benefit. ~~Effective as of July 1, 1993, if~~ **If** an employee dies as a result of an on-the-job injury, the City will reimburse the employee's eligible dependents for the first twelve (12) months of their COBRA premium payments.

ARTICLE 9 - FUNERAL LEAVE

9.1 An employee covered by this Agreement shall be granted a maximum of three (3) working days off with pay, at his/her straight time rate for eight (8) hours per day, if a death occurs in the employee's immediate family. The last day of funeral leave shall be the day of the funeral unless an employee is required to travel outside of the 200 mile radius from the center of Danbury, in which case the last day of funeral leave may be a travel day.

- 9.2 Immediate family may be defined as mother, father, brother, sister, child, grandparents, in-laws (mother-in-law, father-in-law, brother-in-law, sister-in-law), grandchildren. Five (5) working days off with pay, at the employee's straight time rate for eight (8) hours per day, shall be granted in the case of a spouse or child. One (1) working day with pay, at the employee's straight time rate for eight (8) hours per day, shall be granted on the day of the funeral for the aunt or uncle of an employee.

ARTICLE 10 - LONGEVITY PAY

- 10.1 Employees with more than ten (10) years' service with the City of Danbury will have a longevity increment of one hundred-fifty dollars (\$150.00). This longevity increment shall increase to two hundred dollars (\$200.00) in 1999-2000 and to two hundred twenty-five dollars (\$225.00) in 2001-2002.

Employees with more than fifteen (15) years' service with the City of Danbury will have a longevity increment of two hundred-fifty dollars (\$250.00). This longevity increment shall increase to three hundred dollars (\$300.00) in 1999-2000 and to three hundred twenty-five dollars (\$325.00) in 2001-2002.

Employees with more than twenty (20) years' service shall receive three hundred-fifty dollars (\$350.00). This longevity increment shall increase to four hundred dollars (\$400.00) in 1999-2000 and to four hundred twenty-five dollars (\$425.00) in 2001-2002.

- 10.2 Payment shall be made to the employee the first payday of December each year.

ARTICLE 11 - EQUIPMENT

- 11.1 The Employer shall install heaters, defrosters, skid chains or equipment required by law on all trucks, including flares, backup lights, fire extinguishers, etc. All vehicles must have a first aid kit.
- 11.2 The City shall make arrangements to provide tool insurance for employees classified as Auto Mechanics for coverages against theft up to \$5,000.00 per covered employee with a \$250 deductible for each occurrence. The City shall pay the reasonable costs of such premiums provided employees continue to meet the requirements and conditions outlined in the policy of insurance.
- 11.3 The City shall furnish and launder uniforms for its automotive mechanics and Airport employees. The City shall provide each Forestry Department employee with uniforms, including one jacket with liner.

- 11.4 All broken and worn out tools owned by the City shall be replaced by the Employer.
- 11.5 The City shall pay an allowance to each mechanic who furnishes his own tools. The allowance shall be eighty-five dollars (\$85.00). This allowance shall increase to ninety dollars (\$90.00) in 1999-2000 and to one hundred dollars (\$100.00) in 2001-2002. ~~as follows:~~

~~1994-98 \$85.00~~

- 11.6 Coveralls shall be made available to automotive mechanics and issued from the department crib for use in exceptional circumstances. The number of coveralls purchased shall be equal to the number of automotive mechanics.

Coveralls shall be made available to employees during unusual circumstances where the work performed is unusually dirty or would take undue wear and tear upon the employee's clothing.

Coveralls shall also be made available to employees repairing plows.

- 11.7 All employees shall be required to wear safety shoes that meet OSHA standards during the work day. The Employer shall pay a safety shoe allowance to each employee during the month of August, in the amount of ninety dollars (\$90.00). This allowance shall increase to ninety-five dollars (\$95.00) in August 2000 and to one hundred dollars (\$100.00) in August 2001. ~~following amounts:~~

~~1994-97 \$85.00~~

~~1997-99 \$90.00~~

The City shall continue its practice concerning replacement of shoes damaged in the line of duty subject to the approval of management.

- 11.8 Public Works - Highway Department. Full time employees of the Highway Department who were employed as laborers on June 30, 1979, shall continue to be assigned as a "second man" on each truck when used for snow plowing and sanding. The practice of assigning laborers as a "second man" will be discontinued by attrition or promotion to the truck driver or other higher rated classifications. Nothing herein shall prevent the assignment of a second man at the discretion of the Superintendent of Highways.
- 11.9 The Employer shall furnish a safety belt and climbing rope for the tree climber.

ARTICLE 12 - ACCESS TO JOBS, RECORDS AND TIME RECORDS

- 12.1 Authorized representatives of the Union shall have free access to the Employer's establishments, or any job site where employees subject to the terms of this Agreement are employed, during working hours for the purpose of the adjusting disputes, investigating working conditions and determining whether or not the terms of this Agreement are being adhered to. Such authorized representatives of the Union shall have the right to inspect time cards and payroll records of the individuals involved for the same purposes and representatives of the Health Services and Insurance Plan shall have the right to audit such records to determine whether or not the Employer has complied with the terms of this Agreement and/or rules and regulations of such plan.

ARTICLE 13 - BULLETIN BOARDS

- 13.1 The Employer agrees that it will provide suitable bulletin boards in conspicuous places, where the employees are employed, for the posting of information of interest to the employees subject to this Agreement. Employees will not deface or destroy notices placed on bulletin boards. Violators will be suspended.

ARTICLE 14 - HEALTH SERVICES AND INSURANCE PLAN

- 14.1 The City agrees to pay the following amounts to provide coverage for employees in the Union's Health Services and Insurance Plan:

~~Effective July 1, 1994 - \$3.15*~~

Effective July 1, ~~1995~~ **1999** - \$3.25

~~Effective July 1, 1996 - \$3.50~~

Effective July 1, ~~1997~~ **2000** - \$3.25

Effective July 1, **2001** - **\$3.35** ~~1998 - \$3.25~~

~~Effective July 1, 1999 - \$3.25~~

~~Effective July 1, 2000 - \$3.25~~

~~*It is understood that the retroactivity of this provision is subject to the approval of the Trustees of the Plan. The Union agrees to recommend the approval of such retroactivity to the Trustees.~~

- 14.2 Payments shall be based on forty (40) hours worked. Payments shall be made from the first hour of employment for all **full-time** classified employees and for **full-time** unclassified employees who are members of the Union not on withdrawal at the time of their employment with the City of Danbury for work

covered by this Agreement. Payments shall be made from ninety-first (91st) day of employment for all other full-time unclassified employees covered by this Agreement.

- 14.3 For the purpose of this Article, each hour paid for, figured to the nearest quarter (1/4) hour, as well as hours of paid vacation, paid holidays and other hours for which pay is received by the employee, shall be counted as hours for which contributions are payable. If an employee is injured on the job, the Employer shall continue to pay the required contributions until such employee returns to work; however, such contributions of thirty-two (32) hours shall not be paid for a period of more than twelve (12) months. All contributions shall be made at such time and such manner as the Trustees require, and the Trustees shall have the authority to have an independent certified public accountant audit the payroll and wage records of the Employer for the purposes of determining the accuracy of contributions of the Health Services and Insurance Plan.

Payment to the fund for hours paid but not worked shall be made only when the employee is taking paid leave during the course of his/her active employment. No payment to the fund will be made on lump sum payments to the employee for unused paid leave.

If an employee is absent because of illness or off-the-job injury, notifies the Employer of such absence and provides such certification from a physician as the City may require, the City shall continue to make the contributions required to maintain health benefits, thirty-two (32) hours pre week, for a period of twelve (12) weeks.

- 14.4 The Employer and Union, which are signatures hereto, ratify the designation of the Employer and employee Trustees under such Agreement and ratify all action already taken, or to be taken by such Trustees with the scope of their authority.

ARTICLE 15 - GRIEVANCES

- 15.1 This procedure is established to seek an equitable resolution of problems that arise as a result of an Employer-employee relationship within the aforementioned departments.

- 15.2 Purpose:

The purpose of the grievance procedure shall be to settle employee grievances on as low an administrative level as possible so as to insure efficiency and employee morale.

15.3 Definition:

A grievance, for the purpose of this procedure, shall be considered to be employee complaints concerned with:

- a) discharge, suspension or other disciplinary action;
- b) charges of favoritism or discrimination;
- c) matters relating to the interpretation and application of sections in this Agreement.

Discipline shall be for just cause; provided, however, that an arbitrator shall not substitute his/her judgment for that of the City as to the appropriateness of the penalty imposed.

15.4 Procedure:

15.4.1 Step 1. Within six (6) working days of the aggrieved action or event, the aggrieved employee(s) and/or the stewards and/or the business representative must present the grievance to the appropriate superintendent, or his representative with authority to act on such grievance, in writing, specifying the nature of the grievance and the section of the contract claimed to be violated.

A decision thereon must be given to the employee(s) and the Union within five (5) working days. Any agreement settling the grievance shall be reduced to writing and signed by the parties. In the event the business representative shall be of the opinion that an employee grievance is without merit, the Local Union shall not be required to process the matter any further, and he shall so inform the employee filing the grievance and the Employer. There shall be no liability imposed thereby upon the Union or the Employer.

15.4.2 Step 2. Within five (5) working days thereafter, the business representative shall then take the matter up with the Department Head or his representative with authority to act on such grievance, and a decision therein must be given to the business representative within five (5) working days. Any agreement settling the grievance shall be reduced to writing and signed by the parties. In the event the business representative shall be of the opinion that an employee grievance is without merit, the local Union shall not be required to process the matter any further, and he shall so inform the employee filing the grievance and the Employer.

There shall be no liability imposed thereby upon the Union or the Employer.

15.4.3 Step 3. Within five (5) working days thereafter, the business representative shall then take the matter up with the Mayor or Personnel Director, or his representative with authority to act on such grievance, and a decision therein must be given to the business representative within five (5) working days. Any agreement settling the grievance shall be reduced to writing and signed by the parties. In the event the business representative shall be of the opinion that an employee grievance is without merit, the local Union shall not be required to process the matter any further, and he shall so inform the employee filing the grievance and the Employer. There shall be no liability imposed thereby upon the Union or the Employer.

15.4.4 Step 4. If prior Steps hereto have been complied with and settlement of a grievance has not been effected, the matter shall be submitted to the Connecticut State Board of Mediation and Arbitration.

The decision rendered by the arbitrator or arbitrators shall be final and binding upon both parties provided the decision complies with this Agreement. The arbitrator shall have no power to add to or in any way modify the terms of this Agreement.

15.5 A Department Head shall have the right to determine all matters concerning work activities, management and administration that he deems necessary for the best interests of his department and the City of Danbury.

15.6 Persons who have not completed both ninety (90) calendar days and sixty-five (65) working days of continuous employment with the City may be discharged by the City for any reason. Such persons shall not be deemed "employees" for purposes of this Article and shall not have access to the grievance procedure.

ARTICLE 16 - WAGES

16.1 The City shall pay the following rates:

CLASSIFICATIONS	7/1/99 (2.75%)	Implementation*	7/1/00 (3.00%)	7/1/01 (3.00%)
Laborer II	16.02	16.02	16.50	17.00
Laborer II/Mason	17.26	17.26	17.78	18.31
Auto. Equip. Operator II	16.95	16.95	17.46	17.98
Auto. Equip. Operator III	17.58	17.58	18.11	18.65

Secretary/Dispatcher	17.67	17.67	18.20	18.75
Truck Driver	16.30	16.30	16.79	17.29
(3.0%) (2.5%) (2.5%) (2.75%) (2.75%) 7/1/94 7/1/95 7/1/96 7/1/97 7/1/98	<u>16.73</u>	<u>16.73</u>	<u>17.23</u>	<u>17.75</u>
Laborer II 14.05 14.40 14.76 15.11 15.59 Laborer II/Mason (When doing Mason Work) 15.14 15.52 15.91 16.35 16.80 Auto Equip. Oper. II 14.88 15.25 15.63 16.06 16.50 Auto Equip. Oper. III 15.41 15.80 16.20 16.65 17.11 Secretary/Dispatcher 15.50 15.89 16.29 16.74 17.20 Truck Driver 14.30 14.66 15.03 15.86 Truck Driver (Ten Wheeler)				
Permit Inspector	17.28	17.28	17.80	18.33
Lead Tree Operator	----	19.71	20.30	20.91
14.67 15.04 15.42 15.84 16.28 Permit Inspector 15.16 15.54 15.93 16.37 16.82 Tree Worker - Climber/ Operator II 14.88 15.25 15.63 16.06 16.50	<u>16.95</u>	<u>16.95</u>	<u>17.46</u>	<u>17.98</u>
Tree Worker - Bucket Operator	16.95	16.95	17.46	17.98
14.88 15.25 15.63 16.06 16.50 Tree Worker - Driver 14.30 14.66 15.03 15.44 15.86 Tree Worker - Groundsperson 14.04 14.39 14.75 15.16 15.58	<u>16.30</u>	<u>16.30</u>	<u>16.79</u>	<u>17.29</u>
	<u>16.01</u>	<u>16.01</u>	<u>16.49</u>	<u>16.98</u>
Mechanic	18.84	18.84	19.41	19.99
Head Mechanic	19.71	19.71	20.30	20.91

~~Mechanic 16.54 16.95 17.37 17.85 18.34~~
~~Head Mechanic 17.30 17.73 18.17 18.67 19.18~~
~~Laborer II - Courier 14.05 14.40 14.76 15.17 15.59~~
~~Parts Clerk 14.00 14.35 14.71 15.11 15.53~~

~~Weighmaster/Operator 14.88 15.25 15.63 16.06 16.50~~
~~Recycling Truck Operator 14.09 14.44 14.80 15.21 15.63~~

~~Parks Maintainer 14.30 14.66 15.03 15.44 15.86~~
~~Mechanic/Parks 15.21 15.59 15.98 16.42 16.87~~

CLASSIFICATIONS	7/1/99	Implementation*	7/1/00	7/1/01
Parts Attendant	15.96	17.82	17.82	18.35
Parks Maintainer	16.30	16.30	16.79	17.29
Parks Mechanic	17.33	18.08	18.62	19.18
Airport Equipment Operator	16.95	16.95	17.46	17.98
14.88 15.25 15.63 16.06	<u>16.30</u>	<u>16.30</u>	<u>16.79</u>	<u>17.29</u>
16.50 Airport Maintainer				
14.30 14.66 15.03 15.44 15.86	<u>22.61</u>	<u>22.61</u>	<u>23.29</u>	<u>23.99</u>
Fire Apparatus Mechanic 19.83				
20.33 20.84 21.41 22.00				

Recycling & Solid Waste

Effective upon implementation of this Agreement, the Parts Attendant and Parks Mechanic positions have been upgraded to reflect changes in job duties. The City shall make appropriate changes in the job descriptions to reflect these upgradings.

~~Assistant 15.19 15.57 15.96 16.40 16.85~~

Effective upon implementation of this Agreement, the position of Lead Tree Operator shall be paid at the rate set forth in the schedule above.

~~In addition to the wage increases set forth herein, upon ratification of this Agreement, each employee who was employed on June 30, 1997 and remains employed by the City shall receive a one time cash bonus in the amount of one hundred fifty dollars (\$150).~~

Effective July 1, 2000, the Parks Mechanic position has been upgraded. The City shall make appropriate changes in the job description to reflect this upgrading.

16.2 At the option of the Employer, the starting rate for new employees shall be one dollar and fifty cents (\$1.50) per hour under the rates listed above. After the first ninety (90) days worked in employment, the employee shall advance seventy-five cents (75 cents) per hour. After six (6) months worked in employment, the employee shall advance to the hourly rate for his classification as listed above.

16.3 ~~(a)~~ a. An Airport Equipment Operator shall be paid at the rate of Equipment Operator III for any work day upon which he operates, for four (4) hours or more, equipment normally operated by the Equipment Operator III.

~~(b)~~

b. A Parks Equipment Operator shall be paid at the rate of an Equipment Operator II for any workday upon which he operates, for four (4) hours or more, equipment normally operated by the Equipment Operator II.

~~(c)~~

c. The City may designate an employee(s) to serve as a "leader" when the need arises, in the ~~Landfill and Equipment Maintenance Divisions~~ Division. The premium shall be seventy cents (\$.70) per hour for each hour worked as a "leader".

~~(d)~~

d. An employee who performs box paving shall be paid a premium of one dollar (\$1.00) per hour for any workday upon which he performs box paving for four (4) hours or more.

~~(e)~~

e. An employee who repairs plows shall be paid a premium of fifty cents (\$.50) per hour for any workday upon which he repairs plows for four (4) hours or more.

16.4 Weekly pay checks are to be made available at the close of the working day on Thursday afternoon. No exceptions will be made. If an employee is unavailable to receive the pay check after work on Thursday, it will be given on Friday.

The City shall offer the option of direct deposit to employees, as soon as practicable following the implementation of this Agreement. The Union agrees that employees are encouraged to use the direct deposit system for receipt of their earnings.

- 16.5 Effective not later than July 1, 2000, the City may require that employees in the position of Park Maintainer obtain and maintain a Commercial Driver's License. This requirement shall not apply to Park Maintainers employed at the time of the signing of the 1999-2002 Agreement who do not currently have a CDL; however, any such employee who voluntarily obtains a CDL thereafter shall be required to maintain it.

ARTICLE 17 - JURY DUTY

- 17.1 If an employee must serve on jury duty, the City will pay the difference between the jury duty pay and his normal weekly earnings, but in no event shall the difference exceed forty (40) hours per week.
- 17.2 An employee who receives a notice for jury duty shall notify the City promptly and provide a copy of the notice to the Department Head. If the jury service notice has provision for the employee to call the night before, and the employee is actually ordered to report for jury duty, the employee must call the supervisor and so inform him at least fifteen minutes before the start of the work shift. Provided that the employee must report to jury duty not later than 10:00 a.m., the employee need not actually report to the work site prior to reporting to court. If the employee need not report to the court until noon or later, the employee must report to the work site in the morning. If an employee reports to jury duty in the morning and is released prior to noon, the employee must report back to work for the remainder of the work day.

ARTICLE 18 - MANAGEMENT RIGHTS

- 18.1 The City retains all rights it had prior to the signing of this contract except as such rights are specifically relinquished or abridged by this contract.

ARTICLE 19 - PENSION PLAN

- 19.1 The City agrees to continue in effect the terms of the present pension plan for the duration of this Agreement except as it may be modified by mutual agreement of the parties.

ARTICLE 20 - DURATION AND TERMINATION

20.1 This Agreement shall be effective on signing with the following ~~exceptions~~
exception:

~~1.~~

Individuals employed when this Agreement becomes effective shall receive the wage rate of Article 16, Section 16.1 effective July 1, ~~1994~~ 1999 as specified in that Section.

~~2. The contribution rates of Article 14, Section 14.1 shall be effective May 11, 1995; provided, however, that the Union will petition the Trustees of the Health Services and Insurance Plan of Local Union 677 and recommend to said Trustees the retroactive adjustment of the contribution rate to \$3.15 effective July 1, 1994.~~

20.2 This Agreement shall terminate on the 30th day of June, ~~1999~~ 2002.

Signed this ____ day of _____, ~~1997~~ 2000.

CITY OF DANBURY

TEAMSTERS LOCAL UNION NO. 677, AN
AFFILIATE OF THE INTERNATIONAL
BROTHERHOOD OF TEAMSTERS,
CHAUFFEURS, WAREHOUSEMAN &
HELPERS OF AMERICA.

By _____ Gen
e F.
Eriquez Mayor _____

By _____ Cli
fford Socquet Business Representative
Gene F. Eriquez

By _____ Emanue
l A. Merullo Director of Personnel
Mayor

By _____
_____ Witness

By _____
Clifford Socquet
Business Representative

By _____
Julio A. Lopez
Acting Director of Personnel

By _____
Witness

APPENDIX A
MEMORANDA OF AGREEMENT

~~RE~~

Re: Section 6.3

In Section 6.3 of the collective bargaining agreement ~~between the parties for employees in the Park and Recreation, Highway, Airport, Equipment Maintenance, Forestry, Solid Waste and Recycling Divisions of the Public Works Department~~, a "scheduled working day" shall be interpreted to be an eight (8) hour day. To be eligible for holiday pay, the employee must work all of the last scheduled eight (8) hour day and all of the next scheduled eight (8) hour day after the holiday.

~~RE~~

Re: Shared Services

The City and the Union agree that shared services shall continue in accordance with the past practices that have existed since approximately 1991.

The proposals and counterproposals made by both parties during negotiations and arbitration have been withdrawn without prejudice.

Re: Seasonal Employees

Normally, "seasonal" employees are those employed for ninety (90) or fewer consecutive work days. A seasonal employee may be employed for more than ninety (90) consecutive work days if hired to temporarily replace an employee on a long-term leave due to illness or injury. In such case, the temporary replacement shall be covered by all provisions of the contract, except those relating to job security and discharge, following the completion of ninety (90) work days.

Re: Part-time Employees

The City agrees that it will not create a part-time position(s) for the purpose of laying off a full-time employee(s).

The number of part-time positions shall not exceed twenty percent (20%) of the number of full-time bargaining unit employees.

In the event that the City creates a part-time position in a bargaining unit job classification, the City will negotiate with the Union over the wages and benefits applicable to the part-time position.

Re: Thomas Cipolla

Effective as soon as practicable following approval of this Agreement, Mr. Cipolla shall be placed in a regular full-time Mechanic position. In consideration for his past performance of the job duties of Mechanic, Mr. Cipolla shall not be required to take a Civil Service examination for this appointment.

CITY OF DANBURY

TEAMSTERS LOCAL UNION NO. 677, AN
AFFILIATE OF THE INTERNATIONAL
BROTHERHOOD OF TEAMSTERS,
CHAUFFEURS, WAREHOUSEMAN &
HELPERS OF AMERICA.

By _____ Gen
e F. _____
Eriquez Mayor _____
Gene F. Eriquez
Mayor

By _____
Clifford Socquet
Business Representative
By _____ Emanuel
A. Merullo Director of Personnel

By _____ Cli
fford Socquet Business Representative

By _____
Julio A. Lopez
Acting Director of Personnel

Witness

Witness

This redlined draft, generated by CompareRite (TM) - The Instant Redliner, shows the differences between -
original document : G:\DOCSOPEN\HARTFORD\SPM\0111881.01
and revised document: C:\SHADOW\HARTFORD\SPM\0258141.01

CompareRite found 143 change(s) in the text

Deletions appear as Overstrike text
Additions appear as Bold-Underline text

AGREEMENT

between

CITY OF DANBURY

and

TEAMSTERS LOCAL 677

PUBLIC BUILDINGS DIVISION

July 1, ~~1994 - June 30, 1998~~ 1999 - June 30, 2002

~~Extended to June 30, 1999~~

Tentative Agreement of 9/8/99

12765-1Y.DOC

Revised 12/30/99

09/19/97

2/30/99

58142 v.01

ARTICLE 3 - NON-DISCRIMINATION

- 3.1 The Employer and the Union agree not to discriminate against any individual with respect to hiring, compensation, terms or conditions of employment because of such individual's race, color, religion, sex, national origin or age, nor will they limit, segregate or classify employees in any way to deprive any individual employee of employment opportunities because of race, color, religion, sex, national origin or age.
- 3.2 The Employer and the Union agree that there will be no discrimination by the Employer or the Union against any employee because of his or her membership in the Union or because of any employee's lawful activity and/or support of the Union.

ARTICLE 4 - HOURS OF WORK AND OVERTIME

- 4.1 Five (5) days shall constitute a normal work week - Monday through Friday.
- 4.2 Time worked in excess of eight (8) hours per day or forty (40) hours per week, whichever is the greater, shall be paid as overtime at one and one-half (1 ½) times the normal hourly rate.
- 4.3 The regular work day shall consist of eight (8) hours exclusive of lunch period which shall commence no earlier than 6:30 a.m. and end no later than 5:00 p.m. Past practice with respect to employees assigned to painting shall apply.
- 4.4 All hours worked before the regular starting time shall be paid at one and one-half (1 ½) times the normal hourly rate, except those hired specifically with different starting and ending eight (8) hour days.
- 4.5 Saturday work shall be paid at one and one-half (1 ½) times the normal hourly rate. Sunday work shall be paid at two (2) times the normal hourly rate.
- 4.6 (a) Employees called in for emergency work shall be paid a minimum of four (4) hours at time and one-half (1 ½). Employees hired on or after January 15, 1992 who are called in for emergency work shall be paid a minimum of two (2) hours at time and one-half (1 ½) and may leave work when the emergency work is ~~completed~~. Employees completed.
- (b) Employees called back to work less than one (1) hour after the regular quitting time shall be paid time and one-half (1 ½) for hours actually worked from time called.

- (c) The Mechanic III who is designated to take calls at home concerning emergencies shall be paid for time spent on such calls, with a minimum of one-half hour's pay per call. In the event the Mechanic III is called in to work, this time shall be included in the applicable minimum call-in provided in a or b above.

- 4.7 If overtime is required, the most senior employee who is qualified to do the needed work and who normally performs such work as part of his regular job shall work the overtime. In the event that additional employees are needed to assist, the overtime work shall be offered to the senior employee who is qualified and experienced in doing the job. If an employee is assigned to a job which requires overtime before/after the normal work day, the employee shall be required to come in early or remain on the job and work the overtime hours required.

ARTICLE 5 - SENIORITY

- 5.1 Seniority for employees governed by this Agreement shall be defined as the period of employment with the Employer in the work covered by this Agreement.

The term "seniority" as used in this Agreement, shall apply to ~~vacation preference~~, overtime assignments, layoffs from employment, and recalls to active employment provided the employee has the qualifications and ability to perform the required work. After satisfactory completion of the probationary period, an employee's seniority date shall be the employee's last date of hire.

The provisions of the Civil Service Commission Rules and Regulations shall govern all promotions without regard to the provisions of this Agreement.

- 5.2 The City will provide the Union with a seniority list quarterly.

ARTICLE 6 - HOLIDAYS

- 6.1 All employees covered by this Agreement shall receive a full day's pay at their straight time rate of pay for the holidays listed below or days celebrated as such, regardless of the day of the week upon which such holiday shall fall:

New Year's Day	Independence Day
Martin Luther King Day	Labor Day
Lincoln's Birthday	Columbus Day
Washington's Birthday	Veterans Day
Good Friday	Thanksgiving Day
Memorial Day	Christmas Day

- 6.2 An employee, to be eligible for holiday pay, must work the full eight-hour working day before and the first full eight-hour working day after the holiday to receive holiday pay. Exception only on medical certificate to the Superintendent of Public Buildings. When a holiday falls in a week during which an employee is on vacation, he shall receive the holiday pay. There shall be no days off in lieu of holiday pay.
- 6.3 If an employee works on a holiday, he shall be paid time and one-half (1½) for any and all hours worked in addition to his holiday pay.

ARTICLE 7 - VACATIONS

- 7.1 Employees hired before May 1, 1983 are entitled to vacation periods with pay each calendar year as follows:
- (a) Each employee who has or will have (1) but less than six (6) completed years of service on June 30th shall receive two (2) weeks vacation with pay.
 - (b) Each employee who has or will have six (6) but less than eleven (11) years of service on June 30th shall receive three (3) weeks vacation with pay.
 - (c) Each employee who has or will have eleven (11) but less than sixteen (16) years of service on June 30th shall receive four (4) weeks vacation with pay.
 - (d) Each employee who has or will have sixteen (16) years or more of service on June 30th shall receive five (5) weeks vacation with pay.
- 7.2 Employees hired on or after May 1, 1983 are entitled to vacation periods with pay each calendar year as follows:
- (a) Each employee who has or will have one (1) but less than two (2) completed years of service on June 30th shall receive one (1) week vacation with pay.
 - (b) Each employee who has or will have two (2) but less than five (5) years of service on June 30th shall receive two (2) weeks vacation with pay.
 - (c) Each employee who has or will have five (5) but less than twelve (12) years of service on June 30th shall receive three (3) weeks vacation with pay.
 - (d) Each employee who has or will have twelve (12) but less than twenty (20) years of service on June 30th shall receive four (4) weeks vacation with pay.
 - (e) Each employee who has or will have twenty (20) years or more of service on June 30th shall receive five (5) weeks vacation with pay.

- 7.3 Years of service will be based on the employee's anniversary date. Therefore, an employee who is terminated prior to the employee's anniversary date in the same calendar year will be entitled to the fraction of the vacation to which the employee would normally be entitled under the provisions of the preceding Sections. If an employee leaves the employment of the City before his/her anniversary date and after using any vacation time for that vacation period in excess of time earned, the City will be reimbursed by pro-rating salary earned and/or pay back by the employee at the time of termination.
- 7.4 Employees with less than twelve (12) months of service in the first year will receive vacation time, with pay, on a pro-rated basis. Thenceforth, the schedule outlined in Section 7.2 above will prevail.
- 7.5 Employees shall choose their vacations in order of their seniority.
- 7.6 The Employer shall post a vacation schedule on or about March 1 for the coming year beginning July ~~1~~ 1.

An employee who wishes to exercise his seniority in bidding for a vacation must sign up for vacation not later than April 1. An employee who has not had his vacation scheduled and approved during the sign-up period must request vacation time at least one week in advance.

- 7.7 The Employer reserves the right to limit the number of employees on vacation at one time.
- 7.8 All vacations must be taken as earned.
- 7.9 (a) An employee may take only one week of his earned vacation in single days. ~~All other vacation time must be taken in full week increments, except that an employee who is eligible for five weeks vacation may take up to two (2) weeks in single days.~~ Requests for a single day of vacation must be made at least seventy-two (72) hours in advance.
- (b) If more employees request a single vacation than can be granted time off by the Department Head, the Department Head will grant preference for time off based on seniority as defined in section 5.1. Once an employee's request for an individual vacation day is approved, the employee may not be "bumped" by a more senior employee, during the thirty (30) days prior to the requested day.
- 7.10 The granting of any requested vacation shall be subject to the operating needs of the Public Buildings Division.

- 7.11 An employee who has a previously scheduled vacation and who is unable to take that vacation because he/she is on workers' compensation, may use vacation time to supplement workers' compensation payments, on the same basis as is permitted for use of sick days under Section 8.5. This shall also apply to an employee who has exhausted his/her sick leave and wishes to use accrued vacation to supplement workers' compensation payments.

ARTICLE 8 - SICK LEAVE

- 8.1 For employees hired before July 1, 1982, sick days shall be accumulated at the rate of 1.4167 days per completed calendar month of service or seventeen (17) days per year cumulative to one hundred and seventy (170) days.
- 8.2 Employees hired on or after July 1, 1982, shall be covered by the following sick leave provisions:
- (1) It is recognized that from time to time an employee may be stricken with a disabling illness or injury which will prevent the employee from performing the requirements of the job. In such instances, it is the intention of the parties to minimize the financial impact of absence from work.
 - (2) Effective July 1, 1982, each employee shall have accredited to his sick leave account the number of days, not to exceed one hundred and five (105), that were credited to the employee's account on June 30, 1982.
 - (3) During the fiscal year beginning on July 1, 1982, and in each fiscal year thereafter, the employee shall be credited with ten (10) days towards the sick leave account for each completed year of service until such time as the account reaches a maximum of one hundred and fifty (150) days when the accumulation shall cease.
 - (4) Employees who are absent due to a disabling illness or injury for five (5) or more days and who are under the care of a medical doctor, shall have such absence charged against the sick leave account and shall be paid for those days provided there are days still credited to the account.
 - (5) Employees who are absent due to disabling illness or injury for periods of four (4) consecutive days or less, shall be paid for such days up to a maximum of eight (8) days each fiscal year. In the initial year of employment, these eight (8) days shall be earned by each employee at the rate of two-thirds (2/3rds) of a day for each month in which the employee works more than half of the scheduled working days. In each subsequent year of employment, the employee will be credited with eight (8) days of occasional sick days on July

1st of each year. If an employee does not use the sick days as provided for in this subparagraph, the unused days shall be credited to the sick leave account on June 30th of each fiscal year as provided in subparagraph (b) above at the rate of one and one-half (1½) days for each unused day up to a maximum accumulation of one hundred and fifty (150) days.

- 8.3 Employees out sick shall, on the first three (3) days, call at least fifteen (15) minutes before the time the work day is scheduled to start. After the third day out sick, notification must be given to the Department Head by a doctor. An employee punching out without approval for illness will not be paid sick time for the balance of the day.
- 8.4 Union Welfare Payments. All current and accumulated sick days shall be fully paid by the Employer unless the employee is entitled to Union Welfare Fund accident and health benefits, in which case the Employer agrees to make up the difference between such welfare payments and the employee's normal weekly remuneration: The employee's sick leave account will be charged one-half (½) day for each day the employee receives benefits from the Union Welfare Fund.
- 8.5 Workers' Compensation. Any employee absent from duty because of Workers' Compensation causes connected to their employment with the City of Danbury shall not have his sick leave counted for this absence except that an employee will use accumulated sick leave for days not paid under Workers' Compensation. If an employee so desires, he may opt to charge his sick day account for one-half (½) day of sick pay for each day that he elects to receive the difference between workers' compensation benefits and his regular straight time pay.
- 8.6 Death Benefit. ~~Effective as of July 1, 1993, if~~ If an employee dies as a result of an on-the-job injury, the City will reimburse the employee's eligible dependents for the first twelve (12) months of their COBRA premium payments.

ARTICLE 9 - FUNERAL LEAVE

- 9.1 Employees covered by this Agreement shall be granted up to three (3) days off with pay during a normal work week at their straight time rate for eight (8) hours per day if a death occurs in his immediate family.
- 9.2 Immediate family may be defined as mother, father, brother, sister, child, grandparents, in-laws (mother-in-law, father-in-law, brother-in-law, sister-in-law), grandchildren. Five (5) days off with pay will be granted in the case of a spouse or child. One (1) day funeral leave will be granted on the day of the funeral for first aunt, uncle or cousin.

- 9.3 The purpose of time off with pay is to attend the funeral ceremonies. Compensation shall not extend beyond the day of the funeral except in cases involving death of a spouse or child. However, if attending the funeral requires travel outside of the 200 mile radius from the center of Danbury, the last day of funeral leave may be a travel day.

ARTICLE 10 - LONGEVITY PAY

- 10.1 Employees with more than ten (10) years of service with the City of Danbury will have a longevity increment of one hundred fifty dollars (\$150.00). This longevity increment shall increase to two hundred dollars (\$200.00) in 1999-2000 and to two hundred twenty-five dollars (\$225.00) in 2001-2002.
- 10.2 Employees with more than fifteen (15) years of service with the City of Danbury shall receive two hundred fifty dollars (\$250.00). This longevity increment shall increase to three hundred dollars (\$300.00) in 1999-2000 and to three hundred twenty-five dollars (\$325.00) in 2001-2002.
- 10.3 Employees with more than twenty (20) years of service with the City of Danbury shall receive three hundred fifty dollars (\$350.00). This longevity increment shall increase to four hundred dollars (\$400.00) in 1999-2000 and to four hundred twenty-five dollars (\$425.00) in 2001-2002.
- 10.4 Payment shall be made to the employee the first pay day of December each year.

ARTICLE 11 - LEAVES OF ABSENCE AND PERSONAL LEAVE

- 11.1 Any employee, with seniority rights, may be granted a leave of absence if agreed to by the Employer and the Union without loss of seniority rights. A leave of absence shall be understood to mean absence from work without pay and benefits. A leave requested by an employee, and consented to by the Employer and the Union, will be for an agreed period of time, but in no instance will the leave be for more than one (1) ~~year.~~ During year. During the period of absence, the employee shall not engage in gainful employment. Failure to comply with this provision shall result in the complete loss of seniority rights for the employee involved.
- 11.2 A member of the unit shall be entitled to take two (2) days of leave with pay to attend to personal or legal business, household or family matters. Except in cases of emergency, notice must be given to the Superintendent of Public Buildings, or his/her designee, not less than forty-eight (48) hours in advance.

In unusual circumstances, the Superintendent of Public Buildings or his/her designee may waive the limiting provisions of this Section.

ARTICLE 12 - ACCESS TO JOBS, RECORDS AND TIME RECORDS

- 12.1 Authorized representatives of the Union shall have free access to the Employer's establishments, or any job site where employees subject to the terms of this Agreement are employed, during working hours for the purpose of adjusting disputes, investigating working conditions and determining whether or not the terms of this Agreement are being adhered to. Such authorized representatives of the Union shall have the right to inspect time cards and payroll records of the individuals involved for the same purposes and representatives of the Health Services and Insurance Plan shall have the right to audit such records to determine whether or not the Employer has complied with the terms of this Agreement and/or the rules and regulations of such Plan.

ARTICLE 13 - BULLETIN BOARDS

- 13.1 The Employer agrees that it will provide suitable bulletin boards in conspicuous places, where the employees are employed, for the posting of information of interest to the employees subject to this Agreement. Employees will not deface or destroy notices placed on bulletin boards. Violators will be suspended.

ARTICLE 14 - HEALTH SERVICES AND INSURANCE PLAN

- 14.1 The City of Danbury agrees to pay the following amount to the Health Services and Insurance Plan of Local Union 677:

~~Effective July 1, 1994 - \$3.15*~~
Effective July 1, ~~1995~~ **1999** - \$3.25
~~Effective July 1, 1996 - \$3.50~~
Effective July 1, ~~1997~~ **2000** - \$3.25
Effective July 1, **2001** - **\$3.35** ~~1998 - \$3.25~~
~~Effective July 1, 1999 - \$3.25~~
~~Effective July 1, 2000 - \$3.25~~

~~* It is understood that the retroactivity of this provision is subject to the approval of the Trustees of the Plan. The Union agrees to recommend the approval of such retroactivity to the Trustees.~~

- 14.2 Payments shall be based on forty (40) hours worked. Payments shall be made from the first hour of employment for all **full-time** classified employees and for **full-time** unclassified employees who are members of the Union not on withdrawal at the time of their employment with the City of Danbury for work covered by this Agreement. Payments shall be made from the ninety-first (91st) day of employment for all other **full-time** unclassified employees covered by this Agreement.
- 14.3 For the purpose of this Article, each hour paid for, figured to the nearest quarter (1/4) hour, as well as hours of paid vacation, paid holidays and other hours for which pay is received by the employee, shall be counted as hours for which contributions are payable. If an employee is injured on the job, the Employer shall continue to pay the required contributions until such employee returns to work; however, such contributions of thirty-two (32) hours shall not be paid for a period of more than twelve (12) months. All contributions shall be made at such time and such manner as the Trustees require, and the Trustees shall have the authority to have an independent certified public accountant audit the payroll and wage records of the Employer for the purposes of determining the accuracy of contributions of the Health Services and Insurance Plan.
- Payment to the fund for hours paid but not worked shall be made only when the employee is taking paid leave during the course of his/her active employment. No payment to the fund will be made on lump sum payments to the employee for unused paid leave.
- If an employee is absent because of illness or off-the-job injury, notifies the Employer of such absence and provides such certification from a physician as the City may require, the City shall continue to make the contributions required to maintain health benefits, thirty-two (32) hours per week, for a period of twelve (12) weeks.
- 14.4 The Employer and the Union, which are signators hereto, ratify the designation of the Employer and employee Trustees under such Agreement and ratify all action already taken, or to be taken by such Trustees within the scope of their authority.

ARTICLE 15 - GRIEVANCES

- 15.1 This procedure is established to seek an equitable resolution of problems that arise as a result of an employer-employee relationship within the aforementioned departments.
- 15.2 Purpose:
The purpose of the grievance procedure shall be to settle employee grievances on as low an administrative level as possible so as to insure efficiency in employee morale.

15.3

Definition:

A grievance, for the purpose of this procedure, shall be considered to be employee complaints concerned with:

- a) discharge, suspension or other disciplinary action;
- b) Charge of favoritism or discrimination;
- c) matters relating to the interpretation and application of sections in this Agreement.

Discipline shall be for just cause; provided, however, that an arbitrator shall not substitute his/her judgement for that of the City as to the appropriateness of the penalty imposed.

15.4

Procedure:

15.4.1

Step 1. Within six (6) working days of the grieved action or event, the aggrieved employee(s) and/or the steward and/or the business representative must present the grievance to the Superintendent of Public Buildings, or his representative, in writing, specifying the nature of his grievance and the section of the contract he claims to be violated.

A decision thereon must be given to the employee(s) and the Union within five (5) working days. Any agreement settling the grievance shall be reduced to writing and signed by the parties. In the event the business representative shall be of the opinion that an employee grievance is without merit, the local Union shall not be required to process the matter any further, and he shall so inform the employee filing the grievance and the Employer. There shall be no liability imposed thereby upon the Union or the Employer.

15.4.2

Step 2. Within five (5) working days thereafter, the business representative shall then take the matter up with the Director of Public Works, or his representative with authority to act on such grievance, and a decision therein must be given to the business representative within five (5) working days. Any agreement settling the grievance shall be reduced to writing and signed by the parties. In the event the business representative shall be of the opinion that an employee grievance is without merit, the local Union shall not be required to process the matter any further, and he shall so inform the employee filing the grievance and the Employer. There shall be no liability imposed thereby upon the Union or the Employer.

15.4.3

Step 3. Within five (5) working days thereafter, the business representative shall then take the matter up with the Mayor or Personnel Director, or his representative with authority to act on such grievance, and a decision therein must be given to the

business representative within five (5) working days. Any agreement settling the grievance shall be reduced to writing and signed by the parties. In the event the business representative shall be of the opinion that an employee grievance is without merit, the local Union shall not be required to process the matter any further, and he shall so inform the employee filing the grievance and the Employer. There shall be no liability imposed thereby upon the Union or the Employer.

15.4.4 Step 4. If prior Steps hereto have been complied with and settlement of a grievance has not been effected, the matter shall be submitted to the Connecticut State Board of Mediation and Arbitration.

The decision rendered by the arbitrator or arbitrators shall be final and binding upon both parties, provided the decision complies with this Agreement. The arbitrator shall have no power to add to or in any way modify the terms of this Agreement.

15.5 A Department Head shall have the right to determine all matters concerning work activities, management and administration that he deems necessary for the best interests of his department and the City of Danbury.

15.6 Persons who have not completed both ninety (90) calendar days and sixty-five (65) working days of continuous employment with the City may be discharged by the City for any reason. Such persons shall not be deemed "employees" for purposes of this Article and shall not have access to the grievance procedure.

ARTICLE 16 - WAGES, DIFFERENTIALS, AND OTHER BENEFITS

16.1 Wage rates shall be as follows:

~~7/1/94 7/1/95 7/1/96 7/1/97 7/1/98
(3.0%) (2.5%) (2.5%) (2.75%) (2.75%)~~

~~Mechanic III \$15.24 15.62 16.01 16.45 16.90~~

~~Mechanic II \$14.95 15.32 15.70 16.13 16.57~~

~~Mechanic I \$13.28 13.61 13.95 14.33 14.72~~

~~In addition to the wage increases set forth herein, upon ratification of this Agreement, each employee who was employed on June 30, 1997 and remains employed by the City shall receive a one-time cash bonus in the amount of one hundred fifty dollars (\$150). The~~

	<u>7/1/99</u> <u>(2.75%)</u>	<u>Implementation*</u>	<u>7/1/00</u> <u>(3.00%)</u>	<u>7/1/01</u> <u>(3.00%)</u>
<u>Mechanic III</u>	<u>17.36</u>	<u>18.21</u>	<u>18.76</u>	<u>19.32</u>
<u>Mechanic II</u>	<u>17.03</u>	<u>17.88</u>	<u>18.42</u>	<u>18.97</u>
<u>Mechanic I</u>	<u>15.12</u>	<u>15.97</u>	<u>16.45</u>	<u>16.94</u>

*Includes roll-in of building maintenance certification premium.

The rate of pay for Lead Mechanic shall be \$.50 per hour above the hourly rate for Mechanic III.

16.2

Employees who have a recognized, test-based, state license in a skilled trade related to building maintenance work shall receive a premium of one dollar and thirty-five cents (\$1.35) per hour. ~~Employees~~ hour. This premium shall be adjusted to sixty cents (\$.60) per hour effective upon implementation of this Agreement. (This adjustment correlates with the roll-in to the base rate of the building maintenance certification premium.) The amount of the premium for the remainder of this Agreement shall be as follows:

7/01/00 - \$.70 per hour

7/01/01 - \$.80 per hour

Employees having a certificate related to building maintenance work shall receive a premium of eighty-five cents (\$.85) per hour. ~~No~~ hour. Effective upon implementation of this Agreement the \$.85 differential for building maintenance certification shall be incorporated into the base hourly rate and job descriptions shall be revised to reflect that this certification is required.

No employee may receive more than one such premium. ~~The premium.~~

The City shall pay all fees incurred by an employee to obtain or renew a state occupational license or certificate as described in this Article.

16.3

All employees shall be required to wear safety shoes that meet OSHA standards during the working day. The employer shall pay a safety shoe allowance to each employee during the month of August, in the following amounts:

August 1994 \$85.00 1998	<u>\$90.00</u>
August 1995 \$85.00	
<u>August 2000</u>	<u>\$95.00</u>
August 1996 \$85.00	
August 1997 \$90.00	
August 1998 \$90.00	
<u>August 2001</u>	<u>\$100.00</u>

16.4 Two pairs of coveralls shall be provided to each of the two painters.

16.5 The City shall offer the option of direct deposit to employees, as soon as practicable following the implementation of this Agreement. The Union agrees that employees are encouraged to use the direct deposit system for receipt of their earnings.

ARTICLE 17 - JURY DUTY

17.1 If an employee must serve on jury duty, the Employer will pay the difference between the jury duty pay and his normal weekly earnings, but in no event shall the difference exceed forty (40) hours per week.

17.2 An employee who receives a notice for jury duty shall notify the City promptly and provide a copy of the notice to the Department Head. If the jury service notice has provision for the employee to call the night before, and the employee is actually ordered to report for jury duty, the employee must call the supervisor and so inform him at least fifteen minutes before the start of the work shift. Provided that the employee must report to jury duty not later than 10:00 a.m., the employee need not actually report to the work site prior to reporting to court. If the employee need not report to the court until noon or later, the employee must report to the work site in the morning. If an employee reports to jury duty in the morning and is released prior to noon, the employee must report back to work for the remainder of the work day.

ARTICLE 18 - MANAGEMENT RIGHTS

18.1 The City retains all rights it had prior to the signing of this contract except as such rights are specifically relinquished or abridged by this contract.

ARTICLE 19 - PENSION PLAN

19.1 The City agrees to continue in effect the terms of the present pension plan for the duration of this Agreement except as It may be modified by mutual agreement of the parties.

ARTICLE 20 - DURATION AND TERMINATION

20.1 This Agreement shall be effective on signing with the following ~~exceptions~~ exception:

~~1.~~

Individuals employed when this Agreement becomes effective shall receive the wage rate of Article 16, Section 16.1 effective July 1, ~~1994~~ 1999 as specified in that Section.

~~2. The contribution rates of Article 14, Section 14.1 shall be effective May 11, 1995; provided, however, that the Union will petition the Trustees of the Health Services and Insurance Plan of Local Union 677 and recommend to said Trustees the retroactive adjustment of the contribution rate to \$3.15 effective July 1, 1994.~~

This Agreement shall terminate on the 30th day of June, ~~1999~~ 2002, and shall be considered automatically renewed for successive periods of one (1) year, unless either party shall give written notice to the other party at least one hundred and twenty (120) days prior to such expiration date of a desire to amend or terminate this Agreement.

Signed this ____ day of _____, ~~1997~~ 2000.

CITY OF DANBURY

TEAMSTERS LOCAL UNION NO. 677, ~~AN~~
~~AFFILIATE OF THE~~ INTERNATIONAL
BROTHERHOOD OF TEAMSTERS,
CHAUFFEURS, ~~WAREHOUSEMAN~~
WAREHOUSEMEN & HELPERS OF
AMERICA

By _____
Gene F. Eriquez
Mayor

By _____
Clifford Socquet
Business Representative

Witness

By

Ema
nuel A.
Merullo Director _____

Julio A. Lopez
Assistant Director of Personnel

12765_1Y.DOC/s3

APPENDIX A
SIDE LETTER LETTERS

Re: Vehicle for E. Soto

During the winter months the City shall assign a vehicle to E. Soto which he may drive to his home in order to be available to respond to calls for service after normal working hours. If the City does not have a vehicle available for this purpose, the City and the Union shall negotiate an alternative arrangement. This provision shall sunset on June 30, 2002.

Re: Part-time Employees

The City agrees that it will not create a part-time position(s) for the purpose of laying off a full-time employee(s).

The number of part-time positions shall not exceed twenty percent (20%) of the number of full-time bargaining unit employees.

In the event that the City creates a part-time position in a bargaining unit job classification, the City will negotiate with the Union over the wages and benefits applicable to the part-time position.

Re: Mechanic II Reclassification

Effective upon implementation of this Agreement, the incumbent in the position of Mechanic II shall be reclassified to Mechanic III. In recognition of his past performance, no Civil Service examination shall be required for this appointment.

CITY OF DANBURY

TEAMSTERS LOCAL UNION NO. 677

By _____
Gene F. Eriquez
Mayor

By _____
Clifford Socquet
Business Representative

By _____
Julio A. Lopez
Assistant Director of Personnel

This redlined draft, generated by CompareRite (TM) - The Instant Redliner, shows the differences between -

original document : G:\DOCSOPEN\HARTFORD\SPM\0112765.01

and revised document: G:\DOCSOPEN\HARTFORD\SPM\0258142.01

CompareRite found 68 change(s) in the text

Deletions appear as Overstrike text

Additions appear as Bold-Underline text

AGREEMENT

between

CITY OF DANBURY

and

TEAMSTERS LOCAL 677

PUBLIC BUILDINGS DIVISION

July 1, ~~1994 - June 30, 1998~~ 1999 - June 30, 2002

~~Extended to June 30, 1999~~

Tentative Agreement of 9/8/99

12765 - 1Y.DOC

Revised 12/30/99

09/19/97

12/30/99

258142 v.01

ARTICLE 3 - NON-DISCRIMINATION

- 3.1 The Employer and the Union agree not to discriminate against any individual with respect to hiring, compensation, terms or conditions of employment because of such individual's race, color, religion, sex, national origin or age, nor will they limit, segregate or classify employees in any way to deprive any individual employee of employment opportunities because of race, color, religion, sex, national origin or age.
- 3.2 The Employer and the Union agree that there will be no discrimination by the Employer or the Union against any employee because of his or her membership in the Union or because of any employee's lawful activity and/or support of the Union.

ARTICLE 4 - HOURS OF WORK AND OVERTIME

- 4.1 Five (5) days shall constitute a normal work week - Monday through Friday.
- 4.2 Time worked in excess of eight (8) hours per day or forty (40) hours per week, whichever is the greater, shall be paid as overtime at one and one-half (1½) times the normal hourly rate.
- 4.3 The regular work day shall consist of eight (8) hours exclusive of lunch period which shall commence no earlier than 6:30 a.m. and end no later than 5:00 p.m. Past practice with respect to employees assigned to painting shall apply.
- 4.4 All hours worked before the regular starting time shall be paid at one and one-half (1½) times the normal hourly rate, except those hired specifically with different starting and ending eight (8) hour days.
- 4.5 Saturday work shall be paid at one and one-half (1½) times the normal hourly rate. Sunday work shall be paid at two (2) times the normal hourly rate.
- 4.6 **(a)** Employees called in for emergency work shall be paid a minimum of four (4) hours at time and one-half (1½). Employees hired on or after January 15, 1992 who are called in for emergency work shall be paid a minimum of two (2) hours at time and one-half (1½) and may leave work when the emergency work is ~~completed. Employees~~ **completed.**
- (b)** **Employees** called back to work less than one (1) hour after the regular quitting time shall be paid time and one-half (1½) for hours actually worked from time called.

(c) The Mechanic III who is designated to take calls at home concerning emergencies shall be paid for time spent on such calls, with a minimum of one-half hour's pay per call. In the event the Mechanic III is called in to work, this time shall be included in the applicable minimum call-in provided in a or b above.

4.7 If overtime is required, the most senior employee who is qualified to do the needed work and who normally performs such work as part of his regular job shall work the overtime. In the event that additional employees are needed to assist, the overtime work shall be offered to the senior employee who is qualified and experienced in doing the job. If an employee is assigned to a job which requires overtime before/after the normal work day, the employee shall be required to come in early or remain on the job and work the overtime hours required.

ARTICLE 5 - SENIORITY

5.1 Seniority for employees governed by this Agreement shall be defined as the period of employment with the Employer in the work covered by this Agreement.

The term "seniority" as used in this Agreement, shall apply to ~~vacation preference~~, overtime assignments, layoffs from employment, and recalls to active employment provided the employee has the qualifications and ability to perform the required work. After satisfactory completion of the probationary period, an employee's seniority date shall be the employee's last date of hire.

The provisions of the Civil Service Commission Rules and Regulations shall govern all promotions without regard to the provisions of this Agreement.

5.2 The City will provide the Union with a seniority list quarterly.

ARTICLE 6 - HOLIDAYS

6.1 All employees covered by this Agreement shall receive a full day's pay at their straight time rate of pay for the holidays listed below or days celebrated as such, regardless of the day of the week upon which such holiday shall fall:

New Year's Day	Independence Day
Martin Luther King Day	Labor Day
Lincoln's Birthday	Columbus Day
Washington's Birthday	Veterans Day
Good Friday	Thanksgiving Day
Memorial Day	Christmas Day

- 6.2 An employee, to be eligible for holiday pay, must work the full eight-hour working day before and the first full eight-hour working day after the holiday to receive holiday pay. Exception only on medical certificate to the Superintendent of Public Buildings. When a holiday falls in a week during which an employee is on vacation, he shall receive the holiday pay. There shall be no days off in lieu of holiday pay.
- 6.3 If an employee works on a holiday, he shall be paid time and one-half (1½) for any and all hours worked in addition to his holiday pay.

ARTICLE 7 - VACATIONS

- 7.1 Employees hired before May 1, 1983 are entitled to vacation periods with pay each calendar year as follows:
- (a) Each employee who has or will have (1) but less than six (6) completed years of service on June 30th shall receive two (2) weeks vacation with pay.
 - (b) Each employee who has or will have six (6) but less than eleven (11) years of service on June 30th shall receive three (3) weeks vacation with pay.
 - (c) Each employee who has or will have eleven (11) but less than sixteen (16) years of service on June 30th shall receive four (4) weeks vacation with pay.
 - (d) Each employee who has or will have sixteen (16) years or more of service on June 30th shall receive five (5) weeks vacation with pay.
- 7.2 Employees hired on or after May 1, 1983 are entitled to vacation periods with pay each calendar year as follows:
- (a) Each employee who has or will have one (1) but less than two (2) completed years of service on June 30th shall receive one (1) week vacation with pay.
 - (b) Each employee who has or will have two (2) but less than five (5) years of service on June 30th shall receive two (2) weeks vacation with pay.
 - (c) Each employee who has or will have five (5) but less than twelve (12) years of service on June 30th shall receive three (3) weeks vacation with pay.
 - (d) Each employee who has or will have twelve (12) but less than twenty (20) years of service on June 30th shall receive four (4) weeks vacation with pay.
 - (e) Each employee who has or will have twenty (20) years or more of service on June 30th shall receive five (5) weeks vacation with pay.

- 7.3 Years of service will be based on the employee's anniversary date. Therefore, an employee who is terminated prior to the employee's anniversary date in the same calendar year will be entitled to the fraction of the vacation to which the employee would normally be entitled under the provisions of the preceding Sections. If an employee leaves the employment of the City before his/her anniversary date and after using any vacation time for that vacation period in excess of time earned, the City will be reimbursed by pro-rating salary earned and/or pay back by the employee at the time of termination.
- 7.4 Employees with less than twelve (12) months of service in the first year will receive vacation time, with pay, on a pro-rated basis. Thenceforth, the schedule outlined in Section 7.2 above will prevail.
- 7.5 Employees shall choose their vacations in order of their seniority.
- 7.6 The Employer shall post a vacation schedule on or about March 1 for the coming year beginning July ~~1~~An 1.
- An employee who wishes to exercise his seniority in bidding for a vacation must sign up for vacation not later than April 1. An employee who has not had his vacation scheduled and approved during the sign-up period must request vacation time at least one week in advance.
- 7.7 The Employer reserves the right to limit the number of employees on vacation at one time.
- 7.8 All vacations must be taken as earned.
- 7.9 (a) An employee may take only one week of his earned vacation in single days. ~~All other vacation time must be taken in full week increments, except that an employee who is eligible for five weeks vacation may take up to two (2) weeks in single days.~~ Requests for a single day of vacation must be made at least seventy-two (72) hours in advance.
- (b) If more employees request a single vacation than can be granted time off by the Department Head, the Department Head will grant preference for time off based on seniority as defined in section 5.1. Once an employee's request for an individual vacation day is approved, the employee may not be "bumped" by a more senior employee, during the thirty (30) days prior to the requested day.
- 7.10 The granting of any requested vacation shall be subject to the operating needs of the Public Buildings Division.

- 7.11 An employee who has a previously scheduled vacation and who is unable to take that vacation because he/she is on workers' compensation, may use vacation time to supplement workers' compensation payments, on the same basis as is permitted for use of sick days under Section 8.5. This shall also apply to an employee who has exhausted his/her sick leave and wishes to use accrued vacation to supplement workers' compensation payments.

ARTICLE 8 - SICK LEAVE

- 8.1 For employees hired before July 1, 1982, sick days shall be accumulated at the rate of 1.4167 days per completed calendar month of service or seventeen (17) days per year cumulative to one hundred and seventy (170) days.
- 8.2 Employees hired on or after July 1, 1982, shall be covered by the following sick leave provisions:
- (1) It is recognized that from time to time an employee may be stricken with a disabling illness or injury which will prevent the employee from performing the requirements of the job. In such instances, it is the intention of the parties to minimize the financial impact of absence from work.
 - (2) Effective July 1, 1982, each employee shall have accredited to his sick leave account the number of days, not to exceed one hundred and five (105), that were credited to the employee's account on June 30, 1982.
 - (3) During the fiscal year beginning on July 1, 1982, and in each fiscal year thereafter, the employee shall be credited with ten (10) days towards the sick leave account for each completed year of service until such time as the account reaches a maximum of one hundred and fifty (150) days when the accumulation shall cease.
 - (4) Employees who are absent due to a disabling illness or injury for five (5) or more days and who are under the care of a medical doctor, shall have such absence charged against the sick leave account and shall be paid for those days provided there are days still credited to the account.
 - (5) Employees who are absent due to disabling illness or injury for periods of four (4) consecutive days or less, shall be paid for such days up to a maximum of eight (8) days each fiscal year. In the initial year of employment, these eight (8) days shall be earned by each employee at the rate of two-thirds (2/3rds) of a day for each month in which the employee works more than half of the scheduled working days. In each subsequent year of employment, the employee will be credited with eight (8) days of occasional sick days on July

1st of each year. If an employee does not use the sick days as provided for in this subparagraph, the unused days shall be credited to the sick leave account on June 30th of each fiscal year as provided in subparagraph (b) above at the rate of one and one-half (1½) days for each unused day up to a maximum accumulation of one hundred and fifty (150) days.

- 8.3 Employees out sick shall, on the first three (3) days, call at least fifteen (15) minutes before the time the work day is scheduled to start. After the third day out sick, notification must be given to the Department Head by a doctor. An employee punching out without approval for illness will not be paid sick time for the balance of the day.
- 8.4 Union Welfare Payments. All current and accumulated sick days shall be fully paid by the Employer unless the employee is entitled to Union Welfare Fund accident and health benefits, in which case the Employer agrees to make up the difference between such welfare payments and the employee's normal weekly remuneration: The employee's sick leave account will be charged one-half (½) day for each day the employee receives benefits from the Union Welfare Fund.
- 8.5 Workers' Compensation. Any employee absent from duty because of Workers' Compensation causes connected to their employment with the City of Danbury shall not have his sick leave counted for this absence except that an employee will use accumulated sick leave for days not paid under Workers' Compensation. If an employee so desires, he may opt to charge his sick day account for one-half (½) day of sick pay for each day that he elects to receive the difference between workers' compensation benefits and his regular straight time pay.
- 8.6 Death Benefit. ~~Effective as of July 1, 1993, if~~ **If** an employee dies as a result of an on-the-job injury, the City will reimburse the employee's eligible dependents for the first twelve (12) months of their COBRA premium payments.

ARTICLE 9 - FUNERAL LEAVE

- 9.1 Employees covered by this Agreement shall be granted up to three (3) days off with pay during a normal work week at their straight time rate for eight (8) hours per day if a death occurs in his immediate family.
- 9.2 Immediate family may be defined as mother, father, brother, sister, child, grandparents, in-laws (mother-in-law, father-in-law, brother-in-law, sister-in-law), grandchildren. Five (5) days off with pay will be granted in the case of a spouse or child. One (1) day funeral leave will be granted on the day of the funeral for first aunt, uncle or cousin.

- 9.3 The purpose of time off with pay is to attend the funeral ceremonies. Compensation shall not extend beyond the day of the funeral except in cases involving death of a spouse or child. However, if attending the funeral requires travel outside of the 200 mile radius from the center of Danbury, the last day of funeral leave may be a travel day.

ARTICLE 10 - LONGEVITY PAY

- 10.1 Employees with more than ten (10) years of service with the City of Danbury will have a longevity increment of one hundred fifty dollars (\$150.00). This longevity increment shall increase to two hundred dollars (\$200.00) in 1999-2000 and to two hundred twenty-five dollars (\$225.00) in 2001-2002.
- 10.2 Employees with more than fifteen (15) years of service with the City of Danbury shall receive two hundred fifty dollars (\$250.00). This longevity increment shall increase to three hundred dollars (\$300.00) in 1999-2000 and to three hundred twenty-five dollars (\$325.00) in 2001-2002.
- 10.3 Employees with more than twenty (20) years of service with the City of Danbury shall receive three hundred fifty dollars (\$350.00). This longevity increment shall increase to four hundred dollars (\$400.00) in 1999-2000 and to four hundred twenty-five dollars (\$425.00) in 2001-2002.
- 10.4 Payment shall be made to the employee the first pay day of December each year.

ARTICLE 11 - LEAVES OF ABSENCE AND PERSONAL LEAVE

- 11.1 Any employee, with seniority rights, may be granted a leave of absence if agreed to by the Employer and the Union without loss of seniority rights. A leave of absence shall be understood to mean absence from work without pay and benefits. A leave requested by an employee, and consented to by the Employer and the Union, will be for an agreed period of time, but in no instance will the leave be for more than one (1) ~~year.~~ During year. During the period of absence, the employee shall not engage in gainful employment. Failure to comply with this provision shall result in the complete loss of seniority rights for the employee involved.
- 11.2 A member of the unit shall be entitled to take two (2) days of leave with pay to attend to personal or legal business, household or family matters. Except in cases of emergency, notice must be given to the Superintendent of Public Buildings, or his/her designee, not less than forty-eight (48) hours in advance.

In unusual circumstances, the Superintendent of Public Buildings or his/her designee may waive the limiting provisions of this Section.

ARTICLE 12 - ACCESS TO JOBS, RECORDS AND TIME RECORDS

- 12.1 Authorized representatives of the Union shall have free access to the Employer's establishments, or any job site where employees subject to the terms of this Agreement are employed, during working hours for the purpose of adjusting disputes, investigating working conditions and determining whether or not the terms of this Agreement are being adhered to. Such authorized representatives of the Union shall have the right to inspect time cards and payroll records of the individuals involved for the same purposes and representatives of the Health Services and Insurance Plan shall have the right to audit such records to determine whether or not the Employer has complied with the terms of this Agreement and/or the rules and regulations of such Plan.

ARTICLE 13 - BULLETIN BOARDS

- 13.1 The Employer agrees that it will provide suitable bulletin boards in conspicuous places, where the employees are employed, for the posting of information of interest to the employees subject to this Agreement. Employees will not deface or destroy notices placed on bulletin boards. Violators will be suspended.

ARTICLE 14 - HEALTH SERVICES AND INSURANCE PLAN

- 14.1 The City of Danbury agrees to pay the following amount to the Health Services and Insurance Plan of Local Union 677:

~~Effective July 1, 1994 - \$3.15*~~

Effective July 1, ~~1995~~ 1999 - \$3.25

~~Effective July 1, 1996 - \$3.50~~

Effective July 1, ~~1997~~ 2000 - \$3.25

Effective July 1, 2001 - \$3.35 ~~1998 - \$3.25~~

~~Effective July 1, 1999 - \$3.25~~

~~Effective July 1, 2000 - \$3.25~~

~~* It is understood that the retroactivity of this provision is subject to the approval of the Trustees of the Plan. The Union agrees to recommend the approval of such retroactivity to the Trustees.~~

- 14.2 Payments shall be based on forty (40) hours worked. Payments shall be made from the first hour of employment for all **full-time** classified employees and for **full-time** unclassified employees who are members of the Union not on withdrawal at the time of their employment with the City of Danbury for work covered by this Agreement. Payments shall be made from the ninety-first (91st) day of employment for all other **full-time** unclassified employees covered by this Agreement.
- 14.3 For the purpose of this Article, each hour paid for, figured to the nearest quarter (1/4) hour, as well as hours of paid vacation, paid holidays and other hours for which pay is received by the employee, shall be counted as hours for which contributions are payable. If an employee is injured on the job, the Employer shall continue to pay the required contributions until such employee returns to work; however, such contributions of thirty-two (32) hours shall not be paid for a period of more than twelve (12) months. All contributions shall be made at such time and such manner as the Trustees require, and the Trustees shall have the authority to have an independent certified public accountant audit the payroll and wage records of the Employer for the purposes of determining the accuracy of contributions of the Health Services and Insurance Plan.
- Payment to the fund for hours paid but not worked shall be made only when the employee is taking paid leave during the course of his/her active employment. No payment to the fund will be made on lump sum payments to the employee for unused paid leave.
- If an employee is absent because of illness or off-the-job injury, notifies the Employer of such absence and provides such certification from a physician as the City may require, the City shall continue to make the contributions required to maintain health benefits, thirty-two (32) hours per week, for a period of twelve (12) weeks.
- 14.4 The Employer and the Union, which are signators hereto, ratify the designation of the Employer and employee Trustees under such Agreement and ratify all action already taken, or to be taken by such Trustees within the scope of their authority.

ARTICLE 15 - GRIEVANCES

- 15.1 This procedure is established to seek an equitable resolution of problems that arise as a result of an employer-employee relationship within the aforementioned departments.
- 15.2 Purpose:
The purpose of the grievance procedure shall be to settle employee grievances on as low an administrative level as possible so as to insure efficiency in employee morale.

15.3

Definition:

A grievance, for the purpose of this procedure, shall be considered to be employee complaints concerned with:

- a) discharge, suspension or other disciplinary action;
- b) Charge of favoritism or discrimination;
- c) matters relating to the interpretation and application of sections in this Agreement.

Discipline shall be for just cause; provided, however, that an arbitrator shall not substitute his/her judgement for that of the City as to the appropriateness of the penalty imposed.

15.4

Procedure:

15.4.1

Step 1. Within six (6) working days of the grieved action or event, the aggrieved employee(s) and/or the steward and/or the business representative must present the grievance to the Superintendent of Public Buildings, or his representative, in writing, specifying the nature of his grievance and the section of the contract he claims to be violated.

A decision thereon must be given to the employee(s) and the Union within five (5) working days. Any agreement settling the grievance shall be reduced to writing and signed by the parties. In the event the business representative shall be of the opinion that an employee grievance is without merit, the local Union shall not be required to process the matter any further, and he shall so inform the employee filing the grievance and the Employer. There shall be no liability imposed thereby upon the Union or the Employer.

15.4.2

Step 2. Within five (5) working days thereafter, the business representative shall then take the matter up with the Director of Public Works, or his representative with authority to act on such grievance, and a decision therein must be given to the business representative within five (5) working days. Any agreement settling the grievance shall be reduced to writing and signed by the parties. In the event the business representative shall be of the opinion that an employee grievance is without merit, the local Union shall not be required to process the matter any further, and he shall so inform the employee filing the grievance and the Employer. There shall be no liability imposed thereby upon the Union or the Employer.

15.4.3

Step 3. Within five (5) working days thereafter, the business representative shall then take the matter up with the Mayor or Personnel Director, or his representative with authority to act on such grievance, and a decision therein must be given to the

business representative within five (5) working days. Any agreement settling the grievance shall be reduced to writing and signed by the parties. In the event the business representative shall be of the opinion that an employee grievance is without merit, the local Union shall not be required to process the matter any further, and he shall so inform the employee filing the grievance and the Employer. There shall be no liability imposed thereby upon the Union or the Employer.

15.4.4 Step 4. If prior Steps hereto have been complied with and settlement of a grievance has not been effected, the matter shall be submitted to the Connecticut State Board of Mediation and Arbitration.

The decision rendered by the arbitrator or arbitrators shall be final and binding upon both parties, provided the decision complies with this Agreement. The arbitrator shall have no power to add to or in any way modify the terms of this Agreement.

15.5 A Department Head shall have the right to determine all matters concerning work activities, management and administration that he deems necessary for the best interests of his department and the City of Danbury.

15.6 Persons who have not completed both ninety (90) calendar days and sixty-five (65) working days of continuous employment with the City may be discharged by the City for any reason. Such persons shall not be deemed "employees" for purposes of this Article and shall not have access to the grievance procedure.

ARTICLE 16 - WAGES, DIFFERENTIALS, AND OTHER BENEFITS

16.1 Wage rates shall be as follows:

~~7/1/94 7/1/95 7/1/96 7/1/97 7/1/98
(3.0%) (2.5%) (2.5%) (2.75%) (2.75%)~~

~~Mechanic III \$15.24 15.62 16.01 16.45 16.90~~

~~Mechanic II \$14.95 15.32 15.70 16.13 16.57~~

~~Mechanic I \$13.28 13.61 13.95 14.33 14.72~~

~~In addition to the wage increases set forth herein, upon ratification of this Agreement, each employee who was employed on June 30, 1997 and remains employed by the City shall receive a one-time cash bonus in the amount of one hundred fifty dollars (\$150). The~~

	<u>7/1/99</u> <u>(2.75%)</u>	<u>Implementation*</u>	<u>7/1/00</u> <u>(3.00%)</u>	<u>7/1/01</u> <u>(3.00%)</u>
<u>Mechanic III</u>	<u>17.36</u>	<u>18.21</u>	<u>18.76</u>	<u>19.32</u>
<u>Mechanic II</u>	<u>17.03</u>	<u>17.88</u>	<u>18.42</u>	<u>18.97</u>
<u>Mechanic I</u>	<u>15.12</u>	<u>15.97</u>	<u>16.45</u>	<u>16.94</u>

*Includes roll-in of building maintenance certification premium.

The rate of pay for Lead Mechanic shall be \$.50 per hour above the hourly rate for Mechanic III.

16.2

Employees who have a recognized, test-based, state license in a skilled trade related to building maintenance work shall receive a premium of one dollar and thirty-five cents (\$1.35) per hour. Employees hour. This premium shall be adjusted to sixty cents (\$.60) per hour effective upon implementation of this Agreement. (This adjustment correlates with the roll-in to the base rate of the building maintenance certification premium.) The amount of the premium for the remainder of this Agreement shall be as follows:

7/01/00 - \$.70 per hour
7/01/01 - \$.80 per hour

Employees having a certificate related to building maintenance work shall receive a premium of eighty-five cents (\$.85) per hour. No hour. Effective upon implementation of this Agreement the \$.85 differential for building maintenance certification shall be incorporated into the base hourly rate and job descriptions shall be revised to reflect that this certification is required.

No employee may receive more than one such premium. The premium.

The City shall pay all fees incurred by an employee to obtain or renew a state occupational license or certificate as described in this Article.

16.3

All employees shall be required to wear safety shoes that meet OSHA standards during the working day. The employer shall pay a safety shoe allowance to each employee during the month of August, in the following amounts:

August 1994	\$85.00	<u>1998</u>	<u>\$90.00</u>
August 1995	\$85.00		
August 2000			<u>\$95.00</u>
August 1996	\$85.00		
August 1997	\$90.00		
August 1998	\$90.00		
August 2001			<u>\$100.00</u>

16.4 Two pairs of coveralls shall be provided to each of the two painters.

16.5 The City shall offer the option of direct deposit to employees, as soon as practicable following the implementation of this Agreement. The Union agrees that employees are encouraged to use the direct deposit system for receipt of their earnings.

ARTICLE 17 - JURY DUTY

17.1 If an employee must serve on jury duty, the Employer will pay the difference between the jury duty pay and his normal weekly earnings, but in no event shall the difference exceed forty (40) hours per week.

17.2 An employee who receives a notice for jury duty shall notify the City promptly and provide a copy of the notice to the Department Head. If the jury service notice has provision for the employee to call the night before, and the employee is actually ordered to report for jury duty, the employee must call the supervisor and so inform him at least fifteen minutes before the start of the work shift. Provided that the employee must report to jury duty not later than 10:00 a.m., the employee need not actually report to the work site prior to reporting to court. If the employee need not report to the court until noon or later, the employee must report to the work site in the morning. If an employee reports to jury duty in the morning and is released prior to noon, the employee must report back to work for the remainder of the work day.

ARTICLE 18 - MANAGEMENT RIGHTS

18.1 The City retains all rights it had prior to the signing of this contract except as such rights are specifically relinquished or abridged by this contract.

ARTICLE 19 - PENSION PLAN

19.1 The City agrees to continue in effect the terms of the present pension plan for the duration of this Agreement except as It may be modified by mutual agreement of the parties.

ARTICLE 20 - DURATION AND TERMINATION

20.1 This Agreement shall be effective on signing with the following ~~exceptions~~ exception:

~~1.~~

Individuals employed when this Agreement becomes effective shall receive the wage rate of Article 16, Section 16.1 effective July 1, ~~1994~~ 1999 as specified in that Section.

~~2. The contribution rates of Article 14, Section 14.1 shall be effective May 11, 1995; provided, however, that the Union will petition the Trustees of the Health Services and Insurance Plan of Local Union 677 and recommend to said Trustees the retroactive adjustment of the contribution rate to \$3.15 effective July 1, 1994.~~

This Agreement shall terminate on the 30th day of June, ~~1999~~ 2002, and shall be considered automatically renewed for successive periods of one (1) year, unless either party shall give written notice to the other party at least one hundred and twenty (120) days prior to such expiration date of a desire to amend or terminate this Agreement.

Signed this ____ day of _____, ~~1997~~ 2000.

CITY OF DANBURY

TEAMSTERS LOCAL UNION NO. 677, ~~AN~~
~~AFFILIATE OF THE~~ INTERNATIONAL
BROTHERHOOD OF TEAMSTERS,
CHAUFFEURS, ~~WAREHOUSEMAN~~
WAREHOUSEMEN & HELPERS OF
AMERICA

By _____
Gene F. Eriquez
Mayor

By _____
Clifford Socquet
Business Representative

Witness

By

Ema
nuel A.
Merullo Director _____

Julio A. Lopez
Assistant Director of Personnel

12765_1Y.DOC/s3

APPENDIX A
SIDE LETTER LETTERS

Re: Vehicle for E. Soto

During the winter months the City shall assign a vehicle to E. Soto which he may drive to his home in order to be available to respond to calls for service after normal working hours. If the City does not have a vehicle available for this purpose, the City and the Union shall negotiate an alternative arrangement. **This provision shall sunset on June 30, 2002.**

Re: Part-time Employees

The City agrees that it will not create a part-time position(s) for the purpose of laying off a full-time employee(s).

The number of part-time positions shall not exceed twenty percent (20%) of the number of full-time bargaining unit employees.

In the event that the City creates a part-time position in a bargaining unit job classification, the City will negotiate with the Union over the wages and benefits applicable to the part-time position.

Re: Mechanic II Reclassification

Effective upon implementation of this Agreement, the incumbent in the position of Mechanic II shall be reclassified to Mechanic III. In recognition of his past performance, no Civil Service examination shall be required for this appointment.

CITY OF DANBURY

TEAMSTERS LOCAL UNION NO. 677

By _____
Gene F. Eriquez
Mayor

By _____
Clifford Socquet
Business Representative

By _____
Julio A. Lopez
Assistant Director of Personnel

This redlined draft, generated by CompareRite (TM) - The Instant Redliner, shows the differences between -

original document : G:\DOCSOPEN\HARTFORD\SPM\0112765.01

and revised document: G:\DOCSOPEN\HARTFORD\SPM\0258142.01

CompareRite found 68 change(s) in the text

Deletions appear as Overstrike text

Additions appear as Bold-Underline text



33

CITY OF DANBURY

155 DEER HILL AVENUE
DANBURY, CONNECTICUT 06810

DOMINIC A. SETARO, JR.
DIRECTOR OF FINANCE

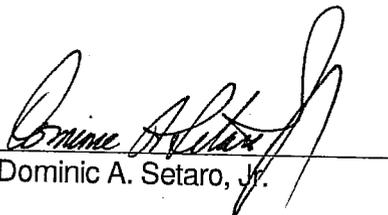
(203) 797-4652
FAX: (203) 796-1526

M E M O R A N D U M

To: Hon. Gene F. Eriquez via the Common Council
From: Dominic A. Setaro, Jr., Director of Finance
Date: May 17, 2000
Re: **TEAMSTERS CONTRACT – PUBLIC BUILDINGS**

CERTIFICATION

Recently, the contract was settled for the Highway Department, Equipment Maintenance, Parks & Recreation, Airport and one mechanic in the Fire Department. Although the contract for Public Buildings has not been formally ratified, it is necessary for us to set aside funds in anticipation of that settlement. I would, therefore, request that at its June meeting, the Common Council authorize the transfer of \$9,819 from Insurance Department, Worker's Compensation line item, Account #8008.5243 to the Public Buildings, Salaries Regular line item, Account #1340.5020.



Dominic A. Setaro, Jr.

DAS/jgb

AGREEMENT

between

CITY OF DANBURY

and

TEAMSTERS LOCAL #677

PUBLIC WORKS DEPARTMENT: HIGHWAY, FORESTRY,
SOLID WASTE AND
RECYCLING,
EQUIPMENT MAINTENANCE DIVISION, DIVISIONS;
PARKS AND RECREATION, DEPARTMENT;
AIRPORT MAINTENANCE DEPARTMENT ~~July 1, 1994 - June 30, 1998~~

~~Extended to June 30, 1999~~

July 1, 1999 to June 30, 2002

~~11881_1Y.DOC~~

Tentative Agreement

09/19/97

01/06/00

258141 v.01

TABLE OF CONTENTS

		<u>Page</u>
ARTICLE 1	RECOGNITION	1
ARTICLE 2	UNION SECURITY	1
ARTICLE 3	NON-DISCRIMINATION	2
ARTICLE 4	HOURS OF WORK AND OVERTIME.....	2
ARTICLE 5	SENIORITY	7
ARTICLE 6	HOLIDAYS AND PERSONAL LEAVE	7
ARTICLE 7	VACATIONS AND PERSONAL LEAVE	8
ARTICLE 8	SICK LEAVE	11
ARTICLE 9	FUNERAL LEAVE	13
ARTICLE 10	LONGEVITY PAY	14
ARTICLE 11	EQUIPMENT	14
ARTICLE 12	ACCESS TO JOBS, RECORDS AND TIME RECORDS	16 <u>15</u>
ARTICLE 13	BULLETIN BOARDS	16
ARTICLE 14	HEALTH SERVICES AND INSURANCE PLAN.....	16
ARTICLE 15	GRIEVANCES.....	17
ARTICLE 16	WAGES	19
ARTICLE 17	JURY DUTY	21
ARTICLE 18	MANAGEMENT RIGHTS	21
ARTICLE 19	PENSION PLAN	<u>21</u> <u>22</u>
ARTICLE 20	DURATION AND TERMINATION	22
APPENDIX A	MEMORANDA OF AGREEMENT	23

This Agreement made and entered into by and between the CITY OF DANBURY (the "City" or the "Employer") and TEAMSTERS UNION LOCAL #677 (the "Union").

ARTICLE 1 - RECOGNITION

- 1.1 The City of Danbury recognizes and acknowledges that the Union, its duly authorized agents, representatives, successors, is the exclusive bargaining agent for the employees in the departments hereinafter referred to in this Agreement between the City of Danbury and Teamsters Local #677, namely, the Highway, ~~Forestry, Solid Waste and Recycling,~~ and Equipment Maintenance Divisions of the Public Works Department; the Parks and Recreation Department; the Airport Maintenance Department.

ARTICLE 2 - UNION SECURITY

- 2.1 All present classified ~~present~~ full-time employees and unclassified full-time employees who have completed both ninety (90) calendar days and sixty-five (65) working days, who are members of the Union on the effective date of this Agreement, shall remain members of the Union in good standing by the payment of their regular monthly dues on or before the last day of each month as a condition of continued employment. Future classified full time employees and unclassified full-time employees who are hired or work in the classifications specified herein and who complete both ninety (90) calendar days and sixty-five (65) working days shall become and remain members in good standing by payment of the required initiation fee and regular monthly dues of the Local Union on the 31st day following the execution of this Agreement or the date of employment, whichever is later, and shall thereafter maintain such good dues standing for the term of this Agreement. ~~Consistent with past practice, "winter help" and other "seasonal" employees shall not be required to be members of the Union.~~ An employee who chooses not to become and remain a Union member shall have the option to pay an agency fee equal to that proportion of Union dues expended for the purposes of collective bargaining, contract administration and grievance adjustment.

Consistent with past practice, "winter help" and other "seasonal" employees shall not be required to be members of the Union.

- 2.2 Dues Deductions. The ~~employer~~ Employer agrees to deduct regular ~~monthly~~ dues, administrative dues and initiation fees of the Union from the wages of all full-time classified employees and unclassified employees covered by this Agreement for whom a written authorization form is received and agrees to remit all such deductions to the Union. In the case of the initial deduction for a new

employee, the ~~employer~~ **Employer** shall make retroactive deductions. ~~Deduction of dues shall be made from the second pay period of each month~~ Effective as soon as practicable following the signing of this Agreement, the City shall commence making payroll deductions of Union dues weekly. The Union shall notify the City in writing of the amount of the weekly deductions. Dues shall continue to be transmitted to the Union monthly. The Union agrees that it will save the ~~employer~~ **Employer** harmless from any suits or damages resulting from dues deductions made on the basis of reliance upon this or other contract language requiring such deductions.

ARTICLE 3 - NON-DISCRIMINATION

- 3.1 The Employer and the Union agree not to discriminate against an individual with respect to hiring, compensation, terms or conditions of employment because of such individual's race, color, religion, sex, national origin or age, nor will they limit, segregate or classify employees in any way to deprive any individual employee of employment opportunities because of race, color, religion, sex, national origin or age.
- 3.2 The Employer and the Union agree that there will be no discrimination by the Employer or the Union against any employee because of his or her membership in the Union or because of any employee's lawful activity and/or support of the Union.

ARTICLE 4 - HOURS OF WORK AND OVERTIME

4.1 General Provisions:

- (a) Five (5) days shall constitute a normal work week - Monday through Friday.

Employees in Airport security positions shall work a five-day work week, not necessarily Monday through Friday.

For employees in Airport security positions, the starting time of the shift shall vary, but in any one work schedule period shall be within a four-hour span as designated by the Airport Administrator.

~~When one of the employees of the Solid Waste and Recycling Division is absent for a full week or more, an employee from the Highway Division who is qualified to perform the work needed shall be reassigned to the Solid Waste and Recycling Division and shall work the absent employee's~~

~~work schedule while assigned there. Any employee to be reassigned shall be given notice thereof by the end of the preceding work week.~~

- (b) Time worked in excess of eight (8) hours per day or forty (40) hours per week, whichever is the greater, shall be paid as overtime at one and one-half (1 1/2) times the normal hourly rate.
- (c) The regular work day for the Highway, ~~Forestry~~ and Equipment Maintenance Divisions shall be from 7:30 a.m. to 4:00 p.m. The regular work day for a Division may, at the option of the Division Head and with approval of the Director of Public Works, be from 7:00 a.m. to 3:30 p.m. for the period ~~June~~ May 1 through August 31 September 30.

The regular work day for the Airport Maintenance Department shall be from 8:00 a.m. to 4:30 p.m. (Security Guard excluded).

The regular work day for the Parks and Recreation Department shall be from 7:30 a.m. to 4:00 p.m. The regular work day may, at the option of the Director, be from 7:00 a.m. to 3:30 p.m. for the period ~~June~~ May 1 through August 31 September 30.

- (d) Any hours worked before the regular starting time or after the regular ending time will be paid at one and one-half (1 1/2) the normal hourly rate.
- (e) Saturday work shall be paid at one and one-half (1 1/2) times the normal hourly rate. Sunday work shall be paid at two (2) times the hourly rate.
- (f) On available and overtime work, permanent employees will be given preference and called in before any part-time or spare help.

4.2 Public Works - Highway only:

- (a) Employees called in for emergency work shall be paid and shall work a minimum of four (4) hours at time and one-half (1 1/2).

Employees on standby will be paid a minimum of two (2) hours at time and one-half (1 1/2).

This subsection also shall apply to employees of the Equipment Maintenance Division, Airport Maintenance Division and the Parks and Recreation Department when they are working with Highway employees (e.g., on snow plowing).

This subsection shall be applied to all situations in which any number of employees are called in to work after the end of a regular work day and are released before the beginning of the next regular work day. They shall be paid and shall work a minimum of four (4) hours at time-and-one-half (1 1/2). In situations in which any number of employees are called in to work before the start of a regular work day and continue working into the start of the regular work day, the additional hours shall be considered as part of an extended work day. They shall be paid at time-and-one-half only for the additional hours worked.

- (b) There shall be a fifteen (15) minute break in the first half of the shift and a fifteen (15) minute break in the second half of an eight (8) hour shift.

4.3 Emergency Crew - Highway only:

- (a) The emergency crew shall consist of two (2) employees, at least one of whom shall have a valid CDL license.
- (b) The emergency crew's premium shall be seventy-five dollars (\$75.00) per week. The standby premium shall increase to eighty-five dollars (\$85.00) effective upon signing of this Agreement and to ninety dollars (\$90.00) effective July 1, 2001.
- (c) Any employee, when on the emergency crew, who is not available when called for emergency work, will forfeit the emergency crew premium.

Any employee on the emergency crew who is unable to answer to emergency call and who can get someone with his same classification to stand by for him will not forfeit the standby pay. He must notify emergency crew foreman of the change. The replacement will be paid for the hours he works, if any.

- (d) The Department Head, with the mutual agreement with the Union, will decide who is qualified for the emergency crew.

4.4 Park Maintainers:

The parties agree that, for overtime purposes only, two lists shall be established comprised of Park Maintainers. Each group will be responsible for specific duties requiring overtime work. The lists are in order of seniority. If two or more employees were hired on the same day, seniority is determined by the date on which the application for employment was received by the Civil Service Commission.

Employees on Seniority List #1 will be offered overtime assignments as needed for athletic events at the schools and for snow removal at school sites. Assignments will be on a rotation basis.

Employees on Seniority List #2 will be offered overtime assignments as needed for trash removal at the City parks and snow removal at sites assigned to the Park Department other than schools. Assignments will be on a rotation basis.

4.5 ~~Solid Waste and Recycling Division:~~ **Forestry Employees:**

~~(a) Five (5) days, not necessarily consecutive, shall constitute a normal Overtime for tree work week. Saturday may be part of an employee's work schedule and is considered part of the normal and straight time work week.~~

~~(b) The work schedules for employees of the Division shall be established by the Department Head, based on the operational needs of the Division.~~

~~The work hours for employees at the landfill shall continue to be eight (8) hours per day, scheduled between 7:30 a.m. and 4:00 p.m. with a one half hour unpaid meal period. Employees shall be notified of any change by the Department Head.~~ **offered first to Forestry Division employees. When such employees are not available or insufficient to perform the needed overtime work, the following shall apply:**

~~The work hours for employees at the recycling station shall be eight (8) hours per day, scheduled starting not earlier than 7:00 a.m. and ending not later than 8:30 p.m. Employees shall be notified of any change by the Department Head, at least thirty (30) days in advance, with a copy to the Union.~~

(a) In the case of emergency overtime which requires the use of equipment or vehicles regularly operated by Highway Division employees, Forestry employees will be supplemented by the Highway Emergency crew. In situations where Highway Division equipment or vehicles are not required, the supplemental work shall be offered to Park Maintenance employees.

~~(c) Employees called in for emergency work shall be paid and shall work a minimum of four (4) hours at time and one half (1 1/2)~~

(b) For planned or scheduled overtime (as defined in Article 4, Section 4.7 of the contract), if the work requires use of equipment or vehicles regularly operated by Highway Division employees, the work will be

offered first to highway employees. Other overtime opportunities will be offered first to Park Maintenance employees.

The following shall apply to Park Maintenance overtime work:

- (a) When Park Maintenance Division employees are not available or need supplemental assistance, Forestry Division employees shall continue to be called to assist them when the nature of the work so requires, as has been the prior practice.
- (b) If the Park Maintenance employees require assistance which entails the use of equipment or vehicles normally operated by the Highway Division, Highway Division employees will be offered the overtime first.

Effective as soon as practicable following the signing of this Agreement and in no event later than the winter season for 2000-2001, Forestry employees shall not be assigned a snow plowing route; they shall be permitted to volunteer for snow plowing on the same basis as other Parks and Recreation Department employees.

4.6 Meal Allowance:

Employees who are required to work unscheduled or emergency overtime work shall receive meal vouchers in accordance with the practice which prevailed prior to the effective date of this Agreement. More specifically, employees shall be issued meal vouchers by the City to be used at certain restaurants specified by the City. No more than three meal vouchers shall be used by any employee in a twenty-four (24) hour period. The maximum amount shall be six dollars (\$6.00) per meal. Effective January 1, 2001, the maximum shall be increased to six dollars and fifty cents (\$6.50).

4.7 Overtime Distribution Procedure for Scheduled or Planned Overtime:

Scheduled or planned overtime is overtime which is scheduled at least 24 hours in advance of the work.

For scheduled overtime for highway work, overtime shall first be distributed in accordance with the following categories:

- a. normal job or crew assignment;
- b. current special job, crew or project assignment;

c. winter section assignment.

For planned overtime not related to the above, if such overtime is available, the employees in the job classifications which management determines are needed to perform the overtime work shall be offered the available overtime in order of their seniority. If those employees do not accept the offered overtime or cannot be reached, management may offer the work to employees in other classifications, provided that management determines they are qualified to perform the work needed. Normally, available overtime shall be offered first to the employees in the Division in which the overtime need occurs.

If no employees in the appropriate job classifications are willing to accept the overtime offered on a voluntary basis, management may order the least senior qualified employee(s) in the job classification(s) needed to work overtime.

Overtime Distribution for Unplanned Overtime:

If an employee is assigned to a job which requires overtime before/after the normal work day, the employee shall be required to come in early or remain on the job and work the overtime hours required.

If an employee is assigned to a job which may require overtime at the end of the day and the employee has a commitment after work which precludes him/her from working late that day, the employee shall so inform the foreman at the start of the work day. The City shall continue its prior practice of making reasonable accommodation to employees in such situations.

If management determines that employees other than those on a job are needed for overtime before/after the work day, the procedure for planned overtime shall apply.

Overtime for Long-Term Projects:

When volunteers are sought for a long-term overtime project, employees shall be informed of the nature and approximate duration of the project. Employees shall initially be offered such work as provided in the overtime distribution provision above; however, if an employee accepts an overtime job on a long-term basis, that employee shall continue to have preference for overtime work opportunity on that job.

ARTICLE 5 - SENIORITY

- 5.1 Seniority for employees governed by this Agreement shall be defined as the period of employment with the Employer in the work covered by this Agreement.

The term "seniority", as used in this Agreement, shall apply to ~~vacation preference~~, overtime assignments, layoffs from employment, and recalls to active employment provided the employee has the qualifications and ability to perform the required work. After satisfactory completion of the probationary period, an employee's seniority date shall be the employee's last date of hire.

The provisions of the Civil Service Commission Rules and Regulations shall govern all promotions, without regard to the provisions of this Agreement.

- 5.2 The City shall provide the Union with a seniority list each quarter.
- 5.3 All department stewards shall be granted superseniority over all other bargaining unit personnel within their respective departments for purposes of layoff and recall.

ARTICLE 6 - HOLIDAYS AND PERSONAL LEAVE

- 6.1 All employees covered by this Agreement who are not required to work shall receive a full day's pay at their straight time rate of pay for the holidays listed below or days celebrated as such, regardless of the day of the week upon which such holiday shall fall:

New Year's Day
Martin Luther King Day
Good Friday
Lincoln's Birthday
Washington's Birthday
Memorial Day

Independence Day
Labor Day
Columbus Day
Veterans Day
Thanksgiving Day
Day after Thanksgiving
Christmas Day

- 6.2 If an employee works on a holiday, he shall be paid at the rate of two (2) times the hourly rate for any and all hours worked on that day plus the holiday pay referred to in the preceding sentence. ("Holiday" is to be interpreted as the 24 hours of the declared holiday.)
- 6.3 An employee, to be eligible for holiday pay, must first work the last scheduled working day before and the next scheduled working day after the holiday to receive holiday pay. The Department Head will have the sole authority to make exceptions to this rule if in his judgment, unusual circumstances dictate otherwise. When a holiday falls in a week during which an employee is on vacation, he shall receive the holiday pay.
- 6.4 There shall be no days off in lieu of holiday pay.

ARTICLE 7 - VACATIONS AND PERSONAL LEAVE

- 7.1 For employees of the Highway, ~~Solid Waste and Recycling~~ and Equipment Maintenance Divisions only:
- (a) a. The vacation period shall begin July 1st of each year and end on June 30th of the next calendar year.
- (b) b. "Years of service" shall be interpreted to mean the number of full years elapsed between the date of hire and the anniversary of that date. Fractions of a year shall be limited to the number of completed months.
- (c) c. Each employee who will have completed at least one (1) but less than two (2) years of service by June 30th is entitled to one (1) week of vacation to be taken during the six (6) month period immediately preceding and including the June 30th date, except that any employee who completes one year between July 1 and December 31st, inclusive will be entitled to take one (1) week of vacation after his/her anniversary date.

(d)

d. Each employee who will have completed at least two (2) but less than five (5) years of service by June 30th is entitled to two (2) weeks of vacation to be taken during the twelve (12) month period immediately preceding and including the June 30th date.

(e)

e. Each employee who will have completed at least five (5) but less than twelve (12) years of service by June 30th is entitled to three (3) weeks of vacation to be taken during the twelve (12) months immediately preceding and including the June 30th date.

(f)

f. Each employee who will have completed at least twelve (12) but less than twenty (20) years of service by June 30th is entitled to four (4) weeks of vacation to be taken during the twelve (12) months immediately preceding and including the June 30th date.

(g)

g. Each employee who will have completed at least twenty (20) years of service by June 30th is entitled to five (5) weeks of vacation to be taken during the twelve (12) month period immediately preceding and including the June 30th date.

(h)

h. If an employee leaves the employment of the City before his/her anniversary date and after using any vacation time for that vacation period in excess of time earned, the City will be reimbursed by pro-rating salary earned and/or pay back by the employee at the time of termination.

7.2 For employees in the ~~Tree Division~~, Parks and Recreation Department and Airport Maintenance Department only:

(a)

a. The vacation period shall begin July 1st of each year and end June 30th of the next year.

(b)

b. "Years of service" shall be interpreted to mean the number of full years elapsed between the date of hire and the anniversary of the date. Fractions of a year shall be limited to the number of completed months.

(c)

c. Each employee who will have completed at least one (1) but less than two (2) years of service by June 30th is entitled to one (1) week of vacation to be taken during the six (6) month period immediately preceding and including the June 30th date, except that any employee who completes one year between July 1 and December 31, inclusive will be entitled to take one (1) week of vacation after his/her anniversary date.

~~(d)~~

d. Each employee who will have completed at least two (2) but less than five (5) years of service by June 30th is entitled to two (2) weeks of vacation to be taken during the twelve (12) months immediately preceding and including the June 30th date.

~~(e)~~

e. Each employee who will have completed at least five (5) but less than twelve (12) years of service by June 30th is entitled to three (3) weeks of vacation to be taken during the twelve (12) months immediately preceding and including the June 30th date.

~~(f)~~

f. Each employee who will have completed at least twelve (12) but less than twenty (20) years of service by June 30th is entitled to four (4) weeks of vacation to be taken during the twelve (12) months immediately preceding and including the June 30th date.

~~(g)~~

g. Each employee who will have completed at least twenty (20) years of service by June 30th is entitled to five (5) weeks of vacation to be taken during the twelve (12) month period immediately preceding and including the June 30th date.

~~(h)~~

h. If an employee leaves the employment of the City before his/her anniversary date and after using any vacation time for that vacation period in excess of time earned, the City will be reimbursed by pro-rating salary earned and/or pay back by the employee at the time of termination.

~~(i)~~

i. For employees of the Parks and Recreation Department, the following shall apply:

~~(1)~~

1. The existing sign-up and approval procedures shall continue. Management reserves the right to assign vacation time if an employee fails to sign up.

~~(2)~~

2. From May 1 to October 1, an employee who is eligible for two (2) weeks vacation may take a maximum of one (1) week. Other employees may take a maximum of two (2) weeks.

~~(3)~~

3. Management may permit exceptions to the above in its discretion.

7.3 For employees of all divisions:

~~(a)~~

a. Employees shall choose their ~~first two (2) weeks'~~ **full weeks** of vacation in the order of their seniority.

~~(b)~~

b. The Department Head shall post a vacation schedule.

~~(c)~~

c. Employees who ~~do~~ **have not select selected or taken** their vacation ~~shall receive~~ **by February 28th of the vacation year shall have their** vacation time assigned by the Department Head.

~~(d)~~

d. Upon discharge by the employer, or quit by the employee, earned vacation time and pay shall be included in all final wage payments. In case of death of an employee who is eligible for a vacation, vacation pay due such an employee shall be paid to the employee's estate.

~~(e)~~

e. In order to exercise a seniority preference for vacation periods, employees shall be required to sign up for vacation before ~~December 31st~~ **February 28th** of each year. The Department will be able to limit the number of employees on vacation at any one time.

~~(f)~~

f. An employee may take only one week of his earned vacation in single days. All other vacation time must be taken in full week increments. Requests for a single day of vacation must be made at least seventy-two (72) hours in advance. **If more employees request a single vacation day than can be granted time off by the Department Head, the**

Department Head will grant preference for time off based on seniority as defined in Section 5.1. However, once an employee's request for an individual vacation day is approved, the employee may not be "bumped" by a more senior employee.

g. If more employees request a single vacation day than can be granted time off by the Department Head, the Department Head will grant preference for time off based on seniority as defined in Section 5.1. However, once an employee's request for an individual vacation day is approved, the employee may not be "bumped" by a more senior employee during the thirty (30) days prior to the requested day.

h.(g) There shall be no carry-over of vacation from one vacation period to the next. Vacation not taken during the vacation period, as defined in Section 7.1(a) or 7.2(a) as applicable, shall be forfeited.

7.4 All employees shall be entitled to one (1) personal day per contract year. Forty-eight (48) hours notice must be given to the Employer.

ARTICLE 8 - SICK LEAVE

~~8.1 Employees absent from duty because of Workers' Compensation causes connected to their employment with the City of Danbury shall not have sick leave counted for this absence. However, an employee shall have the option of using sick leave to supplement workers' compensation benefits pursuant to Section 8.7 of this Article.~~

~~8.2~~ For employees hired before April 16, 1980, sick leave shall be fifteen (15) days per year, accumulated at the rate of 1.25 days per completed calendar month of service, cumulative to total days not used. After one hundred and five (105) days are accumulated, employees shall be paid for any additional sick days not taken at their request. In case of death, any accumulated sick days will be paid to an employee's spouse or estate. Unused sick leave will be paid on retirement.

~~8.3~~

8.2 Employees out sick shall, on the first three (3) days, call at least 15 minutes before the time the work day is scheduled to start.

After the third (3rd) day out sick, notification must be given to the Department Head by a doctor. An employee punching out without approval of the foreman for illness will not be paid sick time during the balance of the day.

~~8.4~~

8.3 The City shall pay full sick pay for the first week of the employee's illness if the employee has earned sick days available. In all weeks after the first week of an illness, the employee shall be allowed, at his/her option with notice at the time of the absence and not later than the Friday prior to a Friday payday, to supplement the absence and not later than the Friday prior to a Friday payday, to supplement his Teamsters disability pay by use of earned sick days available in one-half day increments, and not to exceed his regular straight time weekly pay. The benefits paid under the Teamsters Health Services and Insurance plan included in this contract shall compensate an employee each week for days of illness after the third day in accordance with the terms of the Plan.

~~Union Welfare Payments. All current and accumulated sick days shall be fully paid by the City unless the employee is entitled to Union Welfare Fund accident and health benefits. The employee's sick leave account will be charged one half (1/2) day for each day the employee receives benefits from the Union Welfare Fund.~~

8.5

8.4 Income Protection Plan. Employees hired after April 16, 1980, and those employees who elect to be so covered, shall be covered by the following sick leave provisions:

(a)

a. It is recognized that from time to time an employee may be stricken with a disabling illness or injury which will prevent the employee from performing the requirements of the job. In such instances, it is the intention of the parties to minimize the financial impact of absence from work.

(b)

b. Effective July 1, 1979, each employee shall have accredited to his sick leave account the number of days, not to exceed one hundred and five (105), that were credited to the employee's account on June 30, 1979.

(c)

c. During the fiscal year beginning on July 1, 1979, and in each fiscal year thereafter, the employee shall be credited with ten (10) days towards the sick leave account for each completed year of service until such time as the account reaches a maximum of one hundred and fifty (150) days when the accumulation shall cease.

(d)

d. Employees who are absent due to a disabling illness or injury for five (5) or more days and who are under the care of a medical doctor, shall have such absence charged against the sick leave account and shall be paid for those days provided there are days still credited to the account.

(e)

e. Employees who are absent due to disabling illness or injury for periods of four (4) consecutive days or less, shall be paid for such days up to a maximum of eight (8) days each fiscal year. In the initial year of employment, these eight (8) days shall be earned by each employee at the rate of two-thirds (2/3rds) of a day for each month in which the employee works more than half of the scheduled working days. In each subsequent year of employment, the employee will be credited with eight (8) days of occasional sick days on July 1st of each year. If an employee does not use the sick days as provided for in this subsection, the unused days shall be credited to the sick leave account on June 30th of each fiscal year as provided in subparagraph (2) above at the rate of one and one-half (1 1/2) days for each unused day up to a maximum accumulation of one hundred and fifty (150) days.

f. On a trial basis, beginning with the second year of this Agreement (2000-2001), an employee who does not use any of the sick days of paragraph e during the fiscal year shall be paid for one-half of those days in the month of July following completion of the fiscal year.

8.5 ~~8.6~~ Workers' Compensation. Any employee absent from duty because of Workers' Compensation causes connected to their employment with the City of Danbury shall not have his sick leave counted for this absence except that an employee will use accumulated sick leave for days not paid under Workers' Compensation. If an employee so desires, he may opt to charge his sick day account for one-half (1/2) day sick pay for each day that he elects to receive the difference between workers' compensation benefits and his regular straight time pay.

8.7

8.6 Death Benefit. ~~Effective as of July 1, 1993, if~~ If an employee dies as a result of an on-the-job injury, the City will reimburse the employee's eligible dependents for the first twelve (12) months of their COBRA premium payments.

ARTICLE 9 - FUNERAL LEAVE

9.1 An employee covered by this Agreement shall be granted a maximum of three (3) working days off with pay, at his/her straight time rate for eight (8) hours per day, if a death occurs in the employee's immediate family. The last day of funeral leave shall be the day of the funeral unless an employee is required to travel outside of the 200 mile radius from the center of Danbury, in which case the last day of funeral leave may be a travel day.

- 9.2 Immediate family may be defined as mother, father, brother, sister, child, grandparents, in-laws (mother-in-law, father-in-law, brother-in-law, sister-in-law), grandchildren. Five (5) working days off with pay, at the employee's straight time rate for eight (8) hours per day, shall be granted in the case of a spouse or child. One (1) working day with pay, at the employee's straight time rate for eight (8) hours per day, shall be granted on the day of the funeral for the aunt or uncle of an employee.

ARTICLE 10 - LONGEVITY PAY

- 10.1 Employees with more than ten (10) years' service with the City of Danbury will have a longevity increment of one hundred-fifty dollars (\$150.00). This longevity increment shall increase to two hundred dollars (\$200.00) in 1999-2000 and to two hundred twenty-five dollars (\$225.00) in 2001-2002.
- Employees with more than fifteen (15) years' service with the City of Danbury will have a longevity increment of two hundred-fifty dollars (\$250.00). This longevity increment shall increase to three hundred dollars (\$300.00) in 1999-2000 and to three hundred twenty-five dollars (\$325.00) in 2001-2002.
- Employees with more than twenty (20) years' service shall receive three hundred-fifty dollars (\$350.00). This longevity increment shall increase to four hundred dollars (\$400.00) in 1999-2000 and to four hundred twenty-five dollars (\$425.00) in 2001-2002.
- 10.2 Payment shall be made to the employee the first payday of December each year.

ARTICLE 11 - EQUIPMENT

- 11.1 The Employer shall install heaters, defrosters, skid chains or equipment required by law on all trucks, including flares, backup lights, fire extinguishers, etc. All vehicles must have a first aid kit.
- 11.2 The City shall make arrangements to provide tool insurance for employees classified as Auto Mechanics for coverages against theft up to \$5,000.00 per covered employee with a \$250 deductible for each occurrence. The City shall pay the reasonable costs of such premiums provided employees continue to meet the requirements and conditions outlined in the policy of insurance.
- 11.3 The City shall furnish and launder uniforms for its automotive mechanics and Airport employees. The City shall provide each Forestry Department employee with uniforms, including one jacket with liner.

- 11.4 All broken and worn out tools owned by the City shall be replaced by the Employer.
- 11.5 The City shall pay an allowance to each mechanic who furnishes his own tools. The allowance shall be eighty-five dollars (\$85.00). This allowance shall increase to ninety dollars (\$90.00) in 1999-2000 and to one hundred dollars (\$100.00) in 2001-2002, as follows:

~~1994-98 \$85.00~~

- 11.6 Coveralls shall be made available to automotive mechanics and issued from the department crib for use in exceptional circumstances. The number of coveralls purchased shall be equal to the number of automotive mechanics.

Coveralls shall be made available to employees during unusual circumstances where the work performed is unusually dirty or would take undue wear and tear upon the employee's clothing.

Coveralls shall also be made available to employees repairing plows.

- 11.7 All employees shall be required to wear safety shoes that meet OSHA standards during the work day. The Employer shall pay a safety shoe allowance to each employee during the month of August, in the amount of ninety dollars (\$90.00). This allowance shall increase to ninety-five dollars (\$95.00) in August 2000 and to one hundred dollars (\$100.00) in August 2001, following amounts:

~~1994-97 \$85.00~~

~~1997-99 \$90.00~~

The City shall continue its practice concerning replacement of shoes damaged in the line of duty subject to the approval of management.

- 11.8 Public Works - Highway Department. Full time employees of the Highway Department who were employed as laborers on June 30, 1979, shall continue to be assigned as a "second man" on each truck when used for snow plowing and sanding. The practice of assigning laborers as a "second man" will be discontinued by attrition or promotion to the truck driver or other higher rated classifications. Nothing herein shall prevent the assignment of a second man at the discretion of the Superintendent of Highways.
- 11.9 The Employer shall furnish a safety belt and climbing rope for the tree climber.

ARTICLE 12 - ACCESS TO JOBS, RECORDS AND TIME RECORDS

- 12.1 Authorized representatives of the Union shall have free access to the Employer's establishments, or any job site where employees subject to the terms of this Agreement are employed, during working hours for the purpose of the adjusting disputes, investigating working conditions and determining whether or not the terms of this Agreement are being adhered to. Such authorized representatives of the Union shall have the right to inspect time cards and payroll records of the individuals involved for the same purposes and representatives of the Health Services and Insurance Plan shall have the right to audit such records to determine whether or not the Employer has complied with the terms of this Agreement and/or rules and regulations of such plan.

ARTICLE 13 - BULLETIN BOARDS

- 13.1 The Employer agrees that it will provide suitable bulletin boards in conspicuous places, where the employees are employed, for the posting of information of interest to the employees subject to this Agreement. Employees will not deface or destroy notices placed on bulletin boards. Violators will be suspended.

ARTICLE 14 - HEALTH SERVICES AND INSURANCE PLAN

- 14.1 The City agrees to pay the following amounts to provide coverage for employees in the Union's Health Services and Insurance Plan:

~~Effective July 1, 1994 - \$3.15*~~

Effective July 1, ~~1995~~ 1999 - \$3.25

~~Effective July 1, 1996 - \$3.50~~

Effective July 1, ~~1997~~ 2000 - \$3.25

Effective July 1, 2001 - \$3.35 ~~1998 - \$3.25~~

~~Effective July 1, 1999 - \$3.25~~

~~Effective July 1, 2000 - \$3.25~~

~~*It is understood that the retroactivity of this provision is subject to the approval of the Trustees of the Plan. The Union agrees to recommend the approval of such retroactivity to the Trustees.~~

- 14.2 Payments shall be based on forty (40) hours worked. Payments shall be made from the first hour of employment for all full-time classified employees and for full-time unclassified employees who are members of the Union not on withdrawal at the time of their employment with the City of Danbury for work

covered by this Agreement. Payments shall be made from ninety-first (91st) day of employment for all other full-time unclassified employees covered by this Agreement.

- 14.3 For the purpose of this Article, each hour paid for, figured to the nearest quarter (1/4) hour, as well as hours of paid vacation, paid holidays and other hours for which pay is received by the employee, shall be counted as hours for which contributions are payable. If an employee is injured on the job, the Employer shall continue to pay the required contributions until such employee returns to work; however, such contributions of thirty-two (32) hours shall not be paid for a period of more than twelve (12) months. All contributions shall be made at such time and such manner as the Trustees require, and the Trustees shall have the authority to have an independent certified public accountant audit the payroll and wage records of the Employer for the purposes of determining the accuracy of contributions of the Health Services and Insurance Plan.

Payment to the fund for hours paid but not worked shall be made only when the employee is taking paid leave during the course of his/her active employment. No payment to the fund will be made on lump sum payments to the employee for unused paid leave.

If an employee is absent because of illness or off-the-job injury, notifies the Employer of such absence and provides such certification from a physician as the City may require, the City shall continue to make the contributions required to maintain health benefits, thirty-two (32) hours pre week, for a period of twelve (12) weeks.

- 14.4 The Employer and Union, which are signatures hereto, ratify the designation of the Employer and employee Trustees under such Agreement and ratify all action already taken, or to be taken by such Trustees with the scope of their authority.

ARTICLE 15 - GRIEVANCES

- 15.1 This procedure is established to seek an equitable resolution of problems that arise as a result of an Employer-employee relationship within the aforementioned departments.

- 15.2 Purpose:

The purpose of the grievance procedure shall be to settle employee grievances on as low an administrative level as possible so as to insure efficiency and employee morale.

15.3 Definition:

A grievance, for the purpose of this procedure, shall be considered to be employee complaints concerned with:

- a) discharge, suspension or other disciplinary action;
- b) charges of favoritism or discrimination;
- c) matters relating to the interpretation and application of sections in this Agreement.

Discipline shall be for just cause; provided, however, that an arbitrator shall not substitute his/her judgment for that of the City as to the appropriateness of the penalty imposed.

15.4 Procedure:

15.4.1 Step 1. Within six (6) working days of the aggrieved action or event, the aggrieved employee(s) and/or the stewards and/or the business representative must present the grievance to the appropriate superintendent, or his representative with authority to act on such grievance, in writing, specifying the nature of the grievance and the section of the contract claimed to be violated.

A decision thereon must be given to the employee(s) and the Union within five (5) working days. Any agreement settling the grievance shall be reduced to writing and signed by the parties. In the event the business representative shall be of the opinion that an employee grievance is without merit, the Local Union shall not be required to process the matter any further, and he shall so inform the employee filing the grievance and the Employer. There shall be no liability imposed thereby upon the Union or the Employer.

15.4.2 Step 2. Within five (5) working days thereafter, the business representative shall then take the matter up with the Department Head or his representative with authority to act on such grievance, and a decision therein must be given to the business representative within five (5) working days. Any agreement settling the grievance shall be reduced to writing and signed by the parties. In the event the business representative shall be of the opinion that an employee grievance is without merit, the local Union shall not be required to process the matter any further, and he shall so inform the employee filing the grievance and the Employer.

There shall be no liability imposed thereby upon the Union or the Employer.

15.4.3 Step 3. Within five (5) working days thereafter, the business representative shall then take the matter up with the Mayor or Personnel Director, or his representative with authority to act on such grievance, and a decision therein must be given to the business representative within five (5) working days. Any agreement settling the grievance shall be reduced to writing and signed by the parties. In the event the business representative shall be of the opinion that an employee grievance is without merit, the local Union shall not be required to process the matter any further, and he shall so inform the employee filing the grievance and the Employer. There shall be no liability imposed thereby upon the Union or the Employer.

15.4.4 Step 4. If prior Steps hereto have been complied with and settlement of a grievance has not been effected, the matter shall be submitted to the Connecticut State Board of Mediation and Arbitration.

The decision rendered by the arbitrator or arbitrators shall be final and binding upon both parties provided the decision complies with this Agreement. The arbitrator shall have no power to add to or in any way modify the terms of this Agreement.

15.5 A Department Head shall have the right to determine all matters concerning work activities, management and administration that he deems necessary for the best interests of his department and the City of Danbury.

15.6 Persons who have not completed both ninety (90) calendar days and sixty-five (65) working days of continuous employment with the City may be discharged by the City for any reason. Such persons shall not be deemed "employees" for purposes of this Article and shall not have access to the grievance procedure.

ARTICLE 16 - WAGES

16.1 The City shall pay the following rates:

CLASSIFICATIONS	7/1/99	Implementation*	7/1/00	7/1/01
	<u>(2.75%)</u>		<u>(3.00%)</u>	<u>(3.00%)</u>
Laborer II	16.02	16.02	16.50	17.00
Laborer II/Mason	17.26	17.26	17.78	18.31
Auto. Equip. Operator II	16.95	16.95	17.46	17.98
Auto. Equip. Operator III	17.58	17.58	18.11	18.65

Secretary/Dispatcher	17.67	17.67	18.20	18.75
Truck Driver	16.30	16.30	16.79	17.29
(3.0%) (2.5%) (2.5%) (2.75%) (2.75%) 7/1/94 7/1/95 7/1/96 7/1/97 7/1/98	<u>16.73</u>	<u>16.73</u>	<u>17.23</u>	<u>17.75</u>
Laborer II 14.05 14.40 14.76 15.11 15.59 Laborer II/Mason (When doing Mason Work) 15.14 15.52 15.91 16.35 16.80 Auto Equip. Oper. II 14.88 15.25 15.63 16.06 16.50 Auto Equip. Oper. III 15.41 15.80 16.20 16.65 17.11 Secretary/Dispatcher 15.50 15.89 16.29 16.74 17.20 Truck Driver 14.30 14.66 15.03 15.86 Truck Driver (Ten Wheeler)				
Permit Inspector	17.28	17.28	17.80	18.33
Lead Tree Operator	---	19.71	20.30	20.91
14.67 15.04 15.42 15.84 16.28 Permit Inspector 15.16 15.54 15.93 16.37 16.82 Tree Worker - Climber/ Operator II 14.88 15.25 15.63 16.06 16.50	<u>16.95</u>	<u>16.95</u>	<u>17.46</u>	<u>17.98</u>
Tree Worker - Bucket Operator	16.95	16.95	17.46	17.98
14.88 15.25 15.63 16.06 16.50 Tree Worker - Driver	<u>16.30</u>	<u>16.30</u>	<u>16.79</u>	<u>17.29</u>
14.30 14.66 15.03 15.44 15.86 Tree Worker - Groundsperson 14.04 14.39 14.75 15.16 15.58	<u>16.01</u>	<u>16.01</u>	<u>16.49</u>	<u>16.98</u>
Mechanic	18.84	18.84	19.41	19.99
Head Mechanic	19.71	19.71	20.30	20.91

~~Mechanic 16.54 16.95 17.37 17.85 18.34
 Head Mechanic 17.30 17.73 18.17 18.67 19.18
 Laborer II - Courier 14.05 14.40 14.76 15.17 15.59
 Parts Clerk 14.00 14.35 14.71 15.11 15.53~~

~~Weighmaster/Operator 14.88 15.25 15.63 16.06 16.50
 Recycling Truck Operator 14.09 14.44 14.80 15.21 15.63~~

~~Parks Maintainer 14.30 14.66 15.03 15.44 15.86
 Mechanic/Parks 15.21 15.59 15.98 16.42 16.87~~

CLASSIFICATIONS	7/1/99	Implementation*	7/1/00	7/1/01
Parts Attendant	15.96	17.82	17.82	18.35
Parks Maintainer	16.30	16.30	16.79	17.29
Parks Mechanic	17.33	18.08	18.62	19.18
Airport Equipment Operator	16.95	16.95	17.46	17.98
14.88 15.25 15.63 16.06	<u>16.30</u>	<u>16.30</u>	<u>16.79</u>	<u>17.29</u>
16.50 Airport Maintainer				
14.30 14.66 15.03 15.44 15.86	<u>22.61</u>	<u>22.61</u>	<u>23.29</u>	<u>23.99</u>
Fire Apparatus Mechanic 19.83				
20.33 20.84 21.41 22.00				

Recycling & Solid Waste

Effective upon implementation of this Agreement, the Parts Attendant and Parks Mechanic positions have been upgraded to reflect changes in job duties. The City shall make appropriate changes in the job descriptions to reflect these upgradings.

~~Assistant 15.19 15.57 15.96 16.40 16.85~~

Effective upon implementation of this Agreement, the position of Lead Tree Operator shall be paid at the rate set forth in the schedule above.

~~In addition to the wage increases set forth herein, upon ratification of this Agreement, each employee who was employed on June 30, 1997 and remains employed by the City shall receive a one time cash bonus in the amount of one hundred fifty dollars (\$150).~~

Effective July 1, 2000, the Parks Mechanic position has been upgraded. The City shall make appropriate changes in the job description to reflect this upgrading.

16.2 At the option of the Employer, the starting rate for new employees shall be one dollar and fifty cents (\$1.50) per hour under the rates listed above. After the first ninety (90) days worked in employment, the employee shall advance seventy-five cents (75 cents) per hour. After six (6) months worked in employment, the employee shall advance to the hourly rate for his classification as listed above.

16.3 ~~(a)~~ a. An Airport Equipment Operator shall be paid at the rate of Equipment Operator III for any work day upon which he operates, for four (4) hours or more, equipment normally operated by the Equipment Operator III.

~~(b)~~

b. A Parks Equipment Operator shall be paid at the rate of an Equipment Operator II for any workday upon which he operates, for four (4) hours or more, equipment normally operated by the Equipment Operator II.

~~(c)~~

c. The City may designate an employee(s) to serve as a "leader" when the need arises, in the ~~Landfill and Equipment Maintenance Divisions~~ Division. The premium shall be seventy cents (\$.70) per hour for each hour worked as a "leader".

~~(d)~~

d. An employee who performs box paving shall be paid a premium of one dollar (\$1.00) per hour for any workday upon which he performs box paving for four (4) hours or more.

~~(e)~~

e. An employee who repairs plows shall be paid a premium of fifty cents (\$.50) per hour for any workday upon which he repairs plows for four (4) hours or more.

16.4 Weekly pay checks are to be made available at the close of the working day on Thursday afternoon. No exceptions will be made. If an employee is unavailable to receive the pay check after work on Thursday, it will be given on Friday.

The City shall offer the option of direct deposit to employees, as soon as practicable following the implementation of this Agreement. The Union agrees that employees are encouraged to use the direct deposit system for receipt of their earnings.

- 16.5 Effective not later than July 1, 2000, the City may require that employees in the position of Park Maintainer obtain and maintain a Commercial Driver's License. This requirement shall not apply to Park Maintainers employed at the time of the signing of the 1999-2002 Agreement who do not currently have a CDL; however, any such employee who voluntarily obtains a CDL thereafter shall be required to maintain it.

ARTICLE 17 - JURY DUTY

- 17.1 If an employee must serve on jury duty, the City will pay the difference between the jury duty pay and his normal weekly earnings, but in no event shall the difference exceed forty (40) hours per week.
- 17.2 An employee who receives a notice for jury duty shall notify the City promptly and provide a copy of the notice to the Department Head. If the jury service notice has provision for the employee to call the night before, and the employee is actually ordered to report for jury duty, the employee must call the supervisor and so inform him at least fifteen minutes before the start of the work shift. Provided that the employee must report to jury duty not later than 10:00 a.m., the employee need not actually report to the work site prior to reporting to court. If the employee need not report to the court until noon or later, the employee must report to the work site in the morning. If an employee reports to jury duty in the morning and is released prior to noon, the employee must report back to work for the remainder of the work day.

ARTICLE 18 - MANAGEMENT RIGHTS

- 18.1 The City retains all rights it had prior to the signing of this contract except as such rights are specifically relinquished or abridged by this contract.

ARTICLE 19 - PENSION PLAN

- 19.1 The City agrees to continue in effect the terms of the present pension plan for the duration of this Agreement except as it may be modified by mutual agreement of the parties.

ARTICLE 20 - DURATION AND TERMINATION

20.1 This Agreement shall be effective on signing with the following ~~exceptions~~
exception:

~~1.~~

Individuals employed when this Agreement becomes effective shall receive the wage rate of Article 16, Section 16.1 effective July 1, ~~1994~~ 1999 as specified in that Section.

~~2. The contribution rates of Article 14, Section 14.1 shall be effective May 11, 1995; provided, however, that the Union will petition the Trustees of the Health Services and Insurance Plan of Local Union 677 and recommend to said Trustees the retroactive adjustment of the contribution rate to \$3.15 effective July 1, 1994.~~

20.2 This Agreement shall terminate on the 30th day of June, ~~1999~~ 2002.

Signed this ____ day of _____, ~~1997~~ 2000.

CITY OF DANBURY

TEAMSTERS LOCAL UNION NO. 677, AN
AFFILIATE OF THE INTERNATIONAL
BROTHERHOOD OF TEAMSTERS,
CHAUFFEURS, WAREHOUSEMAN &
HELPERS OF AMERICA.

By _____ Gen
e F.
Eriquez Mayor _____

By _____
Clifford Socquet
Business Representative

~~By _____ Cli
fford Socquet Business Representative~~
Gene F. Eriquez

~~By _____ Emanue
l A. Merullo Director of Personnel~~
Mayor

~~_____ Witness~~

By _____
Julio A. Lopez
Acting Director of Personnel

By _____
Witness

APPENDIX A
MEMORANDA OF AGREEMENT

RE

Re: Section 6.3

In Section 6.3 of the collective bargaining agreement ~~between the parties for employees in the Park and Recreation, Highway, Airport, Equipment Maintenance, Forestry, Solid Waste and Recycling Divisions of the Public Works Department,~~ a "scheduled working day" shall be interpreted to be an eight (8) hour day. To be eligible for holiday pay, the employee must work all of the last scheduled eight (8) hour day and all of the next scheduled eight (8) hour day after the holiday.

RE

Re: Shared Services

The City and the Union agree that shared services shall continue in accordance with the past practices that have existed since approximately 1991.

The proposals and counterproposals made by both parties during negotiations and arbitration have been withdrawn without prejudice.

Re: Seasonal Employees

Normally, "seasonal" employees are those employed for ninety (90) or fewer consecutive work days. A seasonal employee may be employed for more than ninety (90) consecutive work days if hired to temporarily replace an employee on a long-term leave due to illness or injury. In such case, the temporary replacement shall be covered by all provisions of the contract, except those relating to job security and discharge, following the completion of ninety (90) work days.

Re: Part-time Employees

The City agrees that it will not create a part-time position(s) for the purpose of laying off a full-time employee(s).

The number of part-time positions shall not exceed twenty percent (20%) of the number of full-time bargaining unit employees.

In the event that the City creates a part-time position in a bargaining unit job classification, the City will negotiate with the Union over the wages and benefits applicable to the part-time position.

Re: Thomas Cipolla

Effective as soon as practicable following approval of this Agreement, Mr. Cipolla shall be placed in a regular full-time Mechanic position. In consideration for his past performance of the job duties of Mechanic, Mr. Cipolla shall not be required to take a Civil Service examination for this appointment.

CITY OF DANBURY

TEAMSTERS LOCAL UNION NO. 677, AN
AFFILIATE OF THE INTERNATIONAL
BROTHERHOOD OF TEAMSTERS,
CHAUFFEURS, WAREHOUSEMAN &
HELPERS OF AMERICA.

By _____ Gen
e F.
Eriquez Mayor

Gene F. Eriquez
Mayor

~~By _____ Cli
fford Socquet Business Representative~~

By _____
Julio A. Lopez
Acting Director of Personnel

Witness

By _____
Clifford Socquet
Business Representative

~~By _____ Emanuel
A. Merullo Director of Personnel~~

Witness

This redlined draft, generated by CompareRite (TM) - The Instant Redliner, shows the differences between -

original document : G:\DOCSOPEN\HARTFORD\SPM\0111881.01

and revised document: C:\SHADOW\HARTFORD\SPM\0258141.01

CompareRite found 143 change(s) in the text

Deletions appear as Overstrike text

Additions appear as Bold-Underline text



35

CITY OF DANBURY
DANBURY, CONNECTICUT 06810

DEPARTMENT OF POLICE
120 MAIN STREET

ROBERT L. PAQUETTE, CHIEF
(203) 797-4614

Memorandum

*To: Elizabeth Crudginton, Danbury City Clerk and
Members of the Danbury Common Council*

From: Robert L. Paquette, Chief of Police

Date: 05/15/2000

*Subject: Additional Funding Appropriation Request for Police Special Services
2000.5052*

Due to the strong demand for contractual police special services from the private sector, it is necessary that I request additional funds for the amount of \$150,000 be appropriated and added to the police special services budget.

The current amended budget for Special Services is \$1,069,468. At current spending demands, these funds should all be exhausted by June 1, 2000.

Special Services appropriated funds are later returned to the city as indirect revenue.

Your consideration in the approval of these funds will be appreciated.

Robert L. Paquette
Chief of Police

c: Gene F. Eriquez, Mayor
Dominic A. Setaro, Director of Finance



36

CITY OF DANBURY

DANBURY, CONNECTICUT 06810

Fire Department
19 New Street

Carmen J. Oliver, Chief
(203) 796-1550
Fax (203) 796-1533

DATE: MAY 25, 2000

TO: GENE F. ERIQUEZ, MAYOR
& COMMON COUNCIL MEMBERS

FROM: PETER J. SIECIENSKI, DEPUTY FIRE CHIEF

RE: SPECIAL SERVICE ACCOUNT #2010.5052

CC: DOMINIC A. SETARO, JR., DIRECTOR OF FINANCE

I am requesting \$15,000 be transferred into the Special Services Account #2010.5052 since the unencumbered balance as of May 20, 2000 is \$7,100.

Due to upcoming events, we need additional funding. If further information is needed, please contact.

Peter J. Sieczenski
Peter J. Sieczenski, Deputy Fire Chief

CJO/ft
SpecialServsTrans



37

CITY OF DANBURY

155 DEER HILL AVENUE

DANBURY, CONNECTICUT 06810

DOMINIC A. SETARO, JR.
DIRECTOR OF FINANCE

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

M E M O R A N D U M

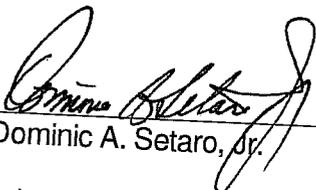
To: Hon. Gene F. Eriquez via the Common Council
From: Dominic A. Setaro, Jr., Director of Finance
Date: May 25, 2000
Re: **TOWN CLERK'S OFFICE**
CC: Michael Seri

CERTIFICATION

As per the attached request from Town Clerk Michael Seri, I hereby certify the availability of \$4,800 to be transferred from the Insurance Department, Worker's Compensation line item, Account #8008.5243 to the following line items in the Town Clerk's budget:

Postage	Acct. #1160.5318	\$ 600.00
Printing & Binding	Acct. #1160.5324	<u>4,200.00</u>
	Total	\$4,800.00

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



Dominic A. Setaro, Jr.

/jgb



CITY OF DANBURY
155 DEER HILL AVENUE
DANBURY, CONNECTICUT 06810

OFFICE OF THE TOWN CLERK
(203) 797-4531

MICHAEL R. SERI
TOWN CLERK

May 24, 2000

The Honorable Gene F. Eriquez , Mayor &
Members of the Common Council
City Hall
155 Deer Hill Avenue
Danbury, Connecticut 06810

Re: Request for Additional Funds

Dear Mayor Eriquez,

The Town Clerks Office requests additional funds in its budget in order to operate and perform our duties for the remainder of the Fiscal Year ending June 2000.

Our needs for a transfer from the Contingency Account for a total of \$4,800.00 to be dispersed as follows:

- 1. 5324 - Printing & Binding -----\$4,200.00
- 2. 5318 - Postage-----\$ 600.00

Our needs for the additional \$4,800.00 we feel that we can continue our service to the public and operate within State Statues.

Thank you for your consideration in this matter. If you have any questions please feel free to contact me.

Very Truly Yours,

Michael R. Seri, Town Clerk

MRS/pe

C: Dominic Setaro, Director of Finance
Thomas Arconti, President, Common Council



38

CITY OF DANBURY

155 DEER HILL AVENUE
DANBURY, CONNECTICUT 06810

DOMINIC A. SETARO, JR.
DIRECTOR OF FINANCE

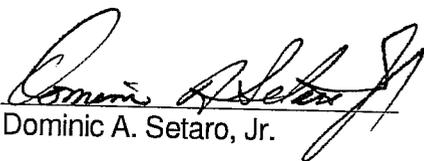
(203) 797-4652
FAX: (203) 796-1526

M E M O R A N D U M

To: Hon. Gene F. Eriquez via the Common Council
From: Dominic A. Setaro, Jr., Director of Finance
Date: May 2, 2000
Re: **BEAR MOUNTAIN IMPROVEMENTS**
CC: Robert Ryerson

CERTIFICATION

Per the attached request of Robert Ryerson, Director of Parks & Recreation, I hereby certify the availability of \$20,000 in the reserve that was established for improvements to Bear Mountain based on rental moneys that have been collected.


Dominic A. Setaro, Jr.

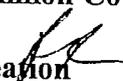
DAS/jgb

**CITY OF DANBURY
PARKS, RECREATION & FORESTRY
DEPARTMENT**

HATTERS COMMUNITY PARK
7 EAST HAYESTOWN ROAD
DANBURY, CONNECTICUT 06811

ROBERT G. RYERSON, DIRECTOR
TEL. (203) 797-4632
FAX (203) 797-4634

M E M O R A N D U M

TO: Mayor Gene Eriquez and Members of the Common Council
FROM: Robert G. Ryerson, Director of Parks & Recreation 
DATE: April 24, 2000
RE: BEAR MOUNTAIN IMPROVEMENTS

I am requesting \$20,000 from the Bear Mountain Reserve account to cover improvements to the driveway and trail entrance at Bear Mountain. Frank Cavagna, Highway Superintendent, will oversee the needed improvements and materials to the driveway entrance and circle which vehicles use for entrance and parking. A fence or barrier is needed to keep motorized vehicles from entering the trails.

RGR/py

Cc: Dom Setaro

RECEIVED
FINANCE DEPT.
APR 26 2000



39

CITY OF DANBURY

155 DEER HILL AVENUE

DANBURY, CONNECTICUT 06810

DOMINIC A. SETARO, JR.
DIRECTOR OF FINANCE

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

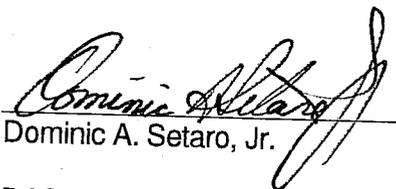
M E M O R A N D U M

To: Hon. Gene F. Eriquez via the Common Council
From: Dominic A. Setaro, Jr., Director of Finance
Date: May 2, 2000
Re: **LIBRARY REQUEST FOR TRANSFER**
CC: Elizabeth McDonough

CERTIFICATION

The Charter allows for transfers to be made from one department to another during the last quarter of the fiscal year. The Library would like to make some lighting improvements to its Audio-Visual Department and has requested that \$2,202 be transferred from the Library's Regular Salaries line item, Account #7000.5020 to the Library Building, Maintain Buildings-Structures line item, #1360.5502.

I would ask that the Common Council authorize this transfer at its June meeting. I have attached a copy of the request from Library Director Elizabeth McDonough.


Dominic A. Setaro, Jr.

DAS/jgb

Attach.

Date: 04/25/2000

To: Dominic Setaro

From: Elizabeth McDonough

Betsy

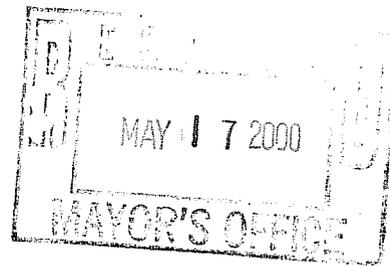
RE: **REQUEST TO TRANSFER FUNDS**

I would like to request authorization from the Common Council to transfer \$2,202.00 from the library's budget into to the Public Building's budget. This money would be used to purchase and install lighting in the library's Audio Visual department. (See attached quote.) This lighting is needed because we have expanded the shelving to accommodate growing collections and current lights are not sufficient for customers to see what is on the shelves. The transfer would come from the library's Regular Salaries line item. Money is available in this line item due to full time vacancies.

Rick Palanzo has agreed to accept this transfer and has confirmed that he believes he does not have the funds in his budget to pay for this expense.

RECEIVED
INSTRUCTOR CENTER
APR 26 2000

Danbury Public Schools
Administrative Center
63 Beaver Brook Road
Danbury CT 06810
(203) 797-4701



40

May 12, 2000

To: Mayor Gene Eriquez
Common Council

From: Timothy P. Connors

Subject: Supplemental Appropriation for reimbursement of E-Rate Funds

We are requesting a supplemental appropriation in the amount of \$132,358 as we have received notification from the Schools and Libraries Division of the USAC that we will be receiving a reimbursement of E-Rate funds.

We are being reimbursed for the 1998-1999 funding year. Therefore, the check will be turned over to the City when received. We are expecting payment during the month of June. We have provided sufficient documentation to Mr. Setaro in order to make this request prior to receipt of the check.

Having planned to have these dollars included in our 1999-2000 budget, we would appreciate that the supplemental appropriation be done prior to the end of the current fiscal year. Your support of this request is appreciated.

Please consider this as our request to have this matter brought before the Common Council on the June agenda.


Timothy P. Connors

c: D. Setaro

Southern New England Telephone Company
Anne Galliher
2nd Floor
1 Science Park
New Haven, CT 06511

March 29, 2000

Subject: Approval of Billed Entity Applicant Reimbursement Form

Southern New England Telephone Company
Service Provider Identification Number: 143001305

471 Applicant:
DANBURY PUBLIC SCHOOLS
MELANIE C. SCHROEDER
63 Beaver Brook Road
Danbury, CT 06810-6211

Billed Entity Number: 122608
Total Amount of Reimbursement Approved for Payment: \$132358.76
Applicant Reimbursement Form Number: BLANK
SLD Applicant Reimbursement Form Number: 98706
Contact Name for Billed Entity Applicant Reimbursement Form: MELANIE C. SCHROEDER
Preferred Mode of Contact: PHONE
Contact Info: (203) 797-4703

As you know from a "Funding Commitment Decisions" letter previously sent to you, the SLD has committed to reimbursing you for the discounted portion of eligible services provided to eligible entities pursuant to Form(s) 471 filed by the 471 Applicant named above. You also know from a "Form 486 Notification" letter also sent to you previously that this 471 Applicant has filed a Form 486 advising the SLD that service has begun to be delivered. You have also worked with the 471 Applicant to complete a Billed Entity Applicant Reimbursement Form seeking reimbursement to the 471 Applicant of the discounted portion of bills paid in full to you since the effective date of the discount.

The SLD has processed the Billed Entity Applicant Reimbursement Form and found it to be in compliance with Federal Communications Commission (FCC) rules. Pursuant to the Service Provider Acknowledgement page of the Billed Entity Applicant Reimbursement Form, which you signed, you must remit to the 471 Applicant as soon as possible the amount shown as "Total Amount of Reimbursement Approved for Payment" above, but in no event later than 10

calendar days after receipt of payment of the approved discounts from the Universal Service Administrative Company. You also agreed not to tender or make use of the payment of the approved discounts issued by the Universal Service Administrative Company to you prior to remitting the discount to the Billed Entity Applicant. If the "Total Amount of Reimbursement Approved for Payment" is greater than the amount of the "Total Funding Commitment Decision", then the Universal Service Administrative Company will issue a check in an amount not to exceed the "Total Funding Commitment Decision".

To provide the discount amount, the "Total Amount of Reimbursement Approved for Payment", to the Form 471 Billed Entity Applicant, the service provider may (1) issue a check, or (2) issue a credit on the 471 Applicant's bill.

On the following page(s) is a list, by row of Items 15 and 16 of FCC Form 471, showing the Reimbursement amount billed for each FRN. For each item, there is the Funding Request Number (FRN), and several other identifying pieces of information. For each FRN, the SLD will deduct the amount approved for reimbursement from the Funding Commitment Decision it has made for the FRN, so that the maximum remaining amount to be paid will be the original commitment less the amount approved for reimbursement to the 471 Applicant.

Explanation of Information Provided in Approval of Billed Entity Applicant Reimbursement Form Letter

On the following pages we provide you with identifying information for the FRNs for which the 471 Applicant is seeking reimbursement. To help understand this synopsis the following definitions are provided:

- * Funding Request Number (FRN): A number assigned by the SLD that identifies a Funding Request. A Funding Request is a single row of Item 15 or 16.
- * 471 Application Number: The Form 471 Application Number assigned by the SLD to the Form 471, from Item 3b of the Form 471.
- * Funding Year: The funding year for which discounts have been approved.
- * Provider Contract Number: The number of the contract between the eligible party and the service provider. This will be present only if a contract number was provided on Form 471.
- * Total Funding Commitment Decision: This represents the total amount of discounts for the funding year that the SLD has reserved to pay the discounted cost of this service.
- * Reimbursement Amount for this FRN: This is the amount of reimbursement to the 471 Applicant that has been approved for the FRN. This amount will be deducted from the Total Funding Commitment Decision.
- * Reimbursement Request Decision Explanation (if applicable): This is the reason(s) that a Reimbursement Request may be reduced or rejected.

Synopsis of Approved Applicant Reimbursement Amounts by FRN

Funding Request Number: 78608
471 Application Number: 53589
Funding Year: 01/01/1998 - 06/30/1999
Provider Contract Number: T
Total Funding Commitment Decision: \$132368.76
Reimbursement Amount for this FRN: \$132358.76

CC: DANBURY PUBLIC SCHOOLS



41

CITY OF DANBURY

155 DEER HILL AVENUE

DANBURY, CONNECTICUT 06810

OFFICE OF THE CORPORATION COUNSEL

May 22, 2000

PLEASE REPLY TO:

DANBURY, CT 06810

Honorable Mayor Gene F. Eriquez
Honorable Common Council Members
City Hall
Danbury, Connecticut

Re: Ice Rink sidewalks

Dear Mayor and Council Members:

On December 24, 1998, the City of Danbury issued Purchase Order #92212 to ARC Ice Sports Danbury, Inc. ("ARC"). That purchase order was intended to authorize ARC to perform a variety of sidewalk and curb improvements adjacent to the proposed ice rink site. In spite of the fact that this work was authorized well over one year ago, it has not yet been completed. The city cannot allow this situation to continue and accordingly, we have advised ARC that the 1998 purchase order has been cancelled.

We must now arrange to have this work completed. Because ARC had contracted with Earthmovers, Inc. it may be in the city's best interest, given their familiarity with the site, for the city to contract directly with Earthmovers, Inc.. In order to do so, it will be necessary to waive the customary bidding procedure. If you elect to waive the bidding requirement, we nevertheless intend to seek informal quotations from companies performing this kind of work in order to insure that the city receives the benefit of the lowest possible price.

Please consider this matter in the usual fashion. If you have any questions please let me know.

Sincerely,



Eric L. Gottschalk
Corporation Counsel

ELG/msm



42

CITY OF DANBURY

155 DEER HILL AVENUE

DANBURY, CONNECTICUT 06810

OFFICE OF THE CORPORATION COUNSEL

May 16, 2000

PLEASE REPLY TO:

DANBURY, CT 06810

Mayor Gene F. Eriquez
Honorable Members of the Common Council
City Hall
Danbury, Connecticut

Re: Goodkind & O'Dea v. City of Danbury

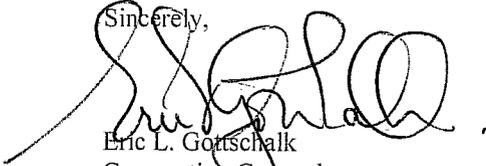
Dear Mayor and Council Members:

In 1990 the city entered into a contract with Philip W. Genovese & Associates for professional engineering services in connection with replacement of the Cross Street bridge. Although the project was completed, it generated a claim by Genovese for additional compensation. The city believed the claim to be excessive and denied it. Talks continued but never resulted in an agreement. In the interim, Philip Genovese & Associates became Goodkind & O'Dea, Inc..

Last winter Goodkind & O'Dea filed suit against the city claiming that Danbury had breached the 1990 agreement. After extended discussions Goodkind has indicated a willingness to settle the case on terms which we believe to be fair and equitable to both parties.

I therefore recommend that the Common Council meet in executive session at the Council meeting of June 6, 2000 to consider the proposal. I will be prepared to present details of the proposal to you at that time.

Sincerely,



Eric L. Gottschalk
Corporation Counsel

cc: Patricia A. Ellsworth, City Engineer
William J. Buckley, Jr., Director of Public Works
Daniel Casagrande, Assistant Corporation Counsel
Hugh I. Manke, Esq.



CITY OF DANBURY

155 DEER HILL AVENUE
DANBURY, CONNECTICUT 06810

DOMINIC A. SETARO, JR.
DIRECTOR OF FINANCE

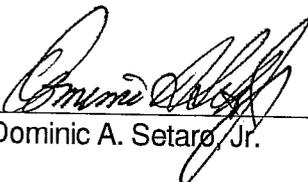
(203) 797-4652
FAX: (203) 796-1526

M E M O R A N D U M

To: Hon. Gene F. Eriquez via the Common Council
From: Dominic A. Setaro, Jr., Director of Finance
Date: June 7, 2000
Re: **GOODKIND AND O'DEA – AGENDA ITEM #42** **CERTIFICATION #2**

As per the approval of the Common Council at its June meeting, I hereby certify the availability of \$17,500 to be transferred from the Contingency to Corporation Counsel, Settlement of Claims line item, Account #1150.5804.

Balance of Contingency	\$834,349
Less this request	<u>17,500</u>
Balance	\$816,849



Dominic A. Setaro, Jr.

DAS/jgb

CHIPMAN, MAZZUCCO,
LAND & PENNAROLA, LLC
ATTORNEYS AT LAW

43

DAVID R. CHIPMAN
RICHARD S. LAND
WARD J. MAZZUCCO
FRANCIS G. PENNAROLA
CHRISTINE L. CHIPMAN
COURTENAY L. TISCHER

30 MAIN STREET, SUITE 204
DANBURY, CT 06810-3043
TELEPHONE (203) 744-1929
TELECOPIER (203) 790-5954
WWW.DANBURLAW.COM

Common Council
City of Danbury
155 Deer Hill Ave.
Danbury, CT 06810

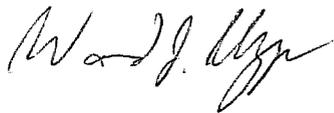
Re: Vacant Land
Garamella Blvd.

Honorable Council Members:

We write on behalf of the Cambodian New Life Evangelical Church. The church is trying to gain approval to renovate and occupy its building at 22 Maple Avenue, but the facility desperately requires additional parking. Therefore, we request you to consider a grant, sale, lease, easement, or other conveyance of an interest in the City's vacant land along Garamella Boulevard on which parking can be constructed. We would be grateful if you could refer this matter to a committee so we can explain and discuss the proposal further.

Thank you.

Very truly yours,



Ward J. Mazzuco

WJM/sjk

TO: Common Council, City of Danbury

FROM: Sal Pandolfi
 Pandolfi Brothers LLC
 46 North Street

DATE: May 8, 2000

RE: Troy Estates Subdivision #9905
 Request for Name Change of One Section of Pond Crest Road

Dear Common Council,

This is a formal request to change the name of a 250' (+ or -) section of Pond Crest Road, which is presently a Paper Road, which leads into the newly approved Troy Estates. The new name of the road is to be Josh Lane.

The enclosed map better illustrates our request. If you have any questions, please call Sal Pandolfi at (203) 743-4688.

Sincerely,



Sal Pandolfi
 Pandolfi Brothers LLC

ENC
cf/SP

APPLICATION FOR EXTENSION OF ~~SEWER~~/WATER

Sewer _____

Water X

Name of Applicant: Neil R. Marcus, Trustee

Address: Cohen and Wolf, P.C.
 158 Deer Hill Avenue, Danbury, CT 06810

Telephone: (203) 792-2771

The undersigned submits for consideration an application for extension of sewer and/or water facilities for property

Located at: Bear Mountain Road and Pembroke Road

Assessors's Lot No. G0479-93; G0521; G05009; G0590 (f/k/a G05021 & G050

Zone: RA-20

Intended Use: Retail _____ Single Family Residential _____
Office _____ Multiple Family Development X
Mixed Use _____
Industrial _____

Number of Efficiency Units _____

Number of 1 Bedroom Units _____

Number of 2 Bedroom Units _____

Number of 4 Bedroom Units 22

Total Number of Units 22

Robin A. Kahn
SIGNATURE Robin A. Kahn

May 17, 2000
DATE

COMMON COUNCIL - CITY OF DANBURY

46

APPLICATION FOR EXTENSION OF SEWER/WATER

Sewer *

Water

Name of Applicant: ROBIN HOWELL

Address: 3 OAK LANE
DANBURY CT 06811

Telephone: 203-798-2712

The undersigned submits for consideration an application for extension of sewer and/or water facilities for property

Located at: 3 OAK LANE

Assessors's Lot No. I 10015

Zone: RA-20

Intended Use: Retail Single Family Residential X
 Office Multiple Family Development
 Mixed Use
 Industrial

Number of Efficiency Units

Number of 1 Bedroom Units

Number of 2 Bedroom Units

Number of 3 Bedroom Units 1

Total Number of Units

B. Howell
SIGNATURE

10-11-00
DATE



CITY OF DANBURY

155 DEER HILL AVENUE

DANBURY, CONNECTICUT 06810

PLANNING COMMISSION

(203) 797-4525

(203) 797-4586 (FAX)

May 11, 2000

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

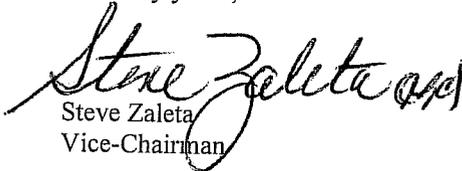
Re: 8-24 Referral – Easement to MJA Realty Associates Limited Partnership – 195-197 Main Street (rear)

Dear Council Members:

Mr. Parker motioned for a positive recommendation for the easement to MJA Realty Associates Limited Partnership at 195-197 Huckleberry Lane the reason it will allow access to properly develop their property.

The motion was made by Mr. Parker, seconded by Mr. Manuel and passed with “ayes” from Commissioners Parker, Manuel, and Zaleta.

Sincerely yours,


Steve Zaleta
Vice-Chairman

SZ/jlc



RECYCLED
PAPER

31-May

47



48

CITY OF DANBURY

155 DEER HILL AVENUE

DANBURY, CONNECTICUT 06810

PLANNING COMMISSION

(203) 797-4525

(203) 797-4586 (FAX)

May 5, 2000

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

Re: 8-24 Referral – 32 - Request for Water Extension – Blueberry Lane

Dear Council Members:

The Planning Commission at its meeting April 20, 2000 motioned for a positive recommendation for the request for water extension at Blueberry Lane for the reason it will solve a contaminated well problem.

The motion was made by Mr. Deeb, seconded by Mr. Manuel and passed with "ayes" from Commissioner Deeb, Manuel, Parker, and Zaleta.

Sincerely yours,


Steve Zaleta
Vice-Chairperson

SZ/jlc



49

CITY OF DANBURY

155 DEER HILL AVENUE
DANBURY, CONNECTICUT 06810

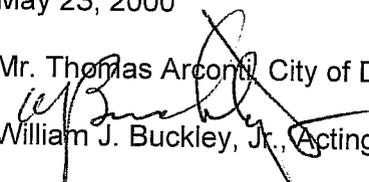
PUBLIC WORKS
(203) 797-4537

ACTING DIRECTOR OF PUBLIC WORKS

MEMORANDUM

DATE: May 23, 2000

TO: Mr. Thomas Arconti, City of Danbury, Common Council President

FROM:  William J. Buckley, Jr., Acting Director of Public Works

RE: Item #30 – April 2000 Common Council Meeting

CC: Mayor Gene F. Eriquez, Patricia Ellsworth, P.E., Frank Cavagna,
Mr. Gene McNamara

Last month I wrote to you in a memo dated April 25, 2000 on the above referenced topic. I requested, at that time, a 30-day extension in order to give the petitioner, Mr. Gene McNamara, ample time to get engineering information to me in order for me to complete my report to you. As of this date I have still not received the engineering analysis from Mr. McNamara. I telephoned him the other day and he informs me that he is waiting to submit it until after he receives certain approvals from the City that are pending at this time. Since Mr. McNamara is not certain as to the time table for him to submit me the required information, I respectfully request that you grant an extension of this required report to a date 30 days beyond the date that I receive the information from Mr. McNamara. Once I receive the information from Mr. McNamara, I should be able to review it and have a report back to you within a 30-day time frame. I would support your placing this item on the consent calendar, however, if you would like to have a meeting regarding this issue, please do so and I will attend and report to you the information I have at the time of the meeting.

WJB:sm
sm/c/wjword/ivy1.doc





50

CITY OF DANBURY

155 DEER HILL AVENUE
DANBURY, CONNECTICUT 06810

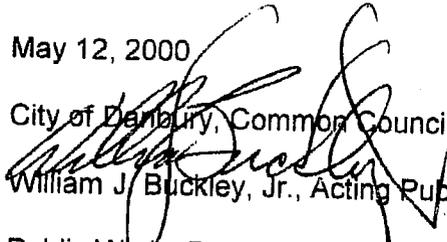
PUBLIC WORKS
(203) 797-4537

ACTING DIRECTOR OF PUBLIC WORKS

M E M O R A N D U M

DATE: May 12, 2000

TO: City of Danbury, Common Council

FROM: 
William J. Buckley, Jr., Acting Public Works Director

RE: Public Works Department Report
Item # 29 - April 2000 Common Council Agenda

CC: Mayor Gene F. Eriquez, Patricia Ellsworth, Frank Cavagna, Nancy Tolmoff

At your request I was asked to provide you with a report concerning the above reference item regarding the investigation of sidewalks on Hospital Avenue from the Broadview Middle School to Osborne Street. You might recall that last month, as a result, of a heavy workload, I asked you for a 30-day extension for submitting that report. Early this month Mr. Cavagna, Mrs. Ellsworth, and I visited the area, took some measurements, and returned to the office where we developed a plan. The three of us agree with the conclusions of Nancy Tolmoff, the Guidance Counselor from the Broadview Middle School who wrote to you bringing this matter to your attention. We agree that this stretch of road needs a sidewalk for the safety for the students who walk along its length.

In a nutshell, this job will cost us approximately \$150,000, which would include the cost of hiring an outside design firm and an outside construction firm to perform the necessary work. The entire job runs for a length of about 1500 feet and we have explored ways of getting a sidewalk from the school down to Osborne Street keeping the sidewalk on the inside of the curve for its entire length. In areas where the inside bank is very steep we would pull the sidewalk out into the roadway, slightly, and realign the center of the existing roadway. We feel that this can be accomplished within the existing geometry and width of the road along most of its length, and in one area we

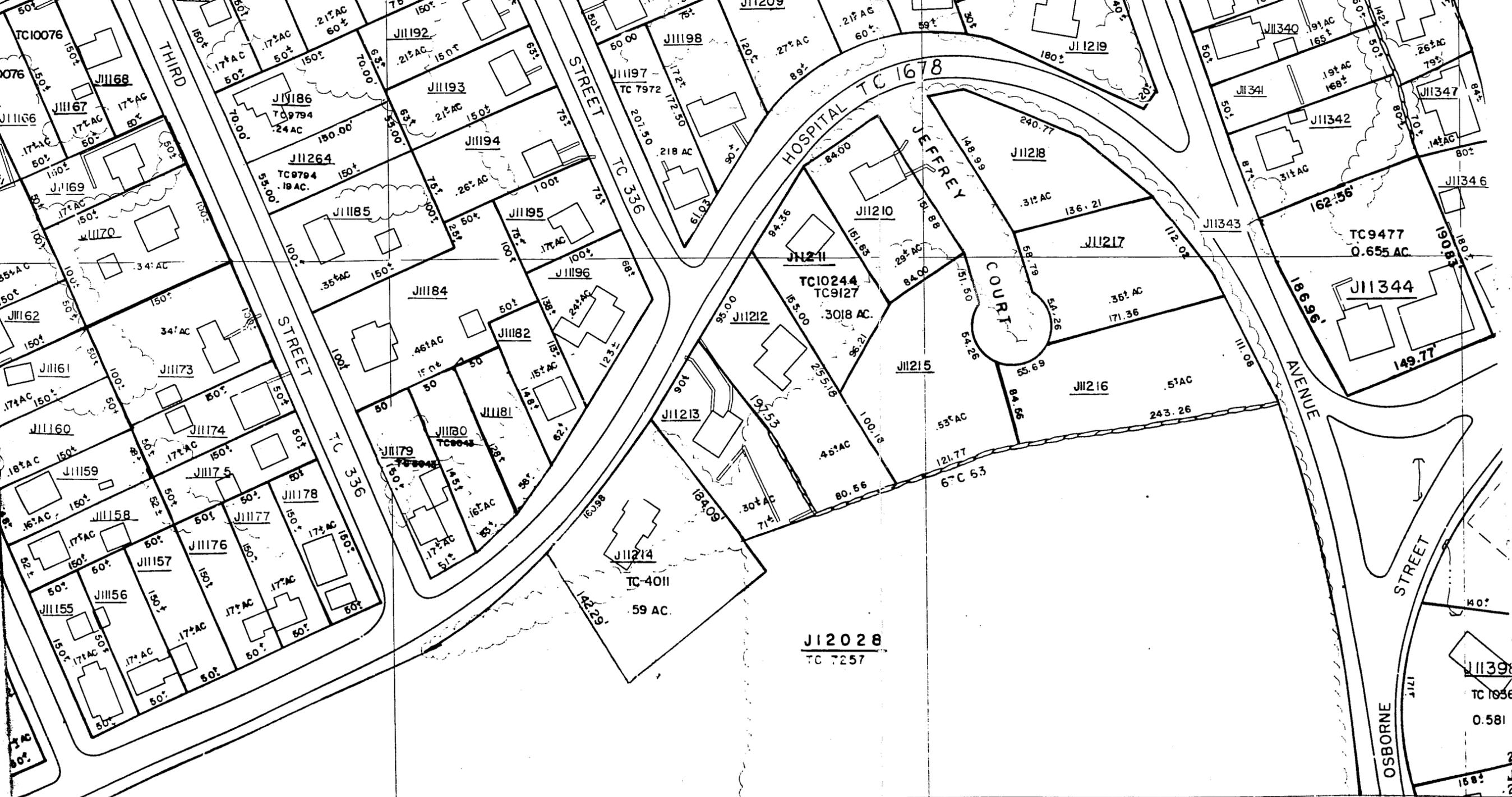
would have to adjust, and widen, the outside curb line. However it is our feeling that this could be accomplished within the public right of way without acquiring land on either side of the road along the length of the project.

As always, I would be more than happy to attend a meeting to discuss this matter in further detail; if you desire, I would provide you with a site visit; and, if you choose to put it on a consent calendar and appropriate the funds (pending certification by the Director of Finance), I would begin the job within the Public Works Department immediately by hiring a consultant to develop the design perimeters for the job. I have attached for your review a copy of our Assessor's map showing the area in question. This map shows the entire length of the job for your easy reference. Again, if you have any questions please do not hesitate to contact me.

Enclosure

WJB:sm

sm/c:/wjbword/sidewalks.doc



J-12

N



94 Great Plain Rd
Danbury, Ct 06811
203-744-1798
May 23, 2000

Mr. Tom Arconti, President
Danbury Common Council
City of Danbury
155 Deer Hill Ave.
Danbury, Ct 06810
Dear Mr. Arconti,

I would like to request approval for a water line extension in front of my property at 21 Shannon Ridge Rd. Lot#~~31524~~ We have reached an agreement with Mr. Buckley that if we provide the labor to install the line that the city will provide the pipe, fittings, fire hydrant etc. necessary to complete the extension.

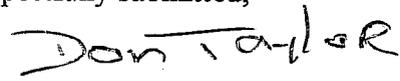
This will benefit the city by giving the Water Dept the ability to flush what is now a dead end line, provide fire protection to the southern end of Shannon Ridge Rd and remedy an end of the line tap that has created problems for Mr and Mrs Herbst at 19 Shannon Ridge Rd (presently the last tap on the end of the line).

It will benefit us by providing an easier, cost effective hook-up and fire protection adjacent to our property. We will also avoid the possible problems associated with digging in Lake Ave relating to traffic, underground electric, telephone, fiber optics, gas, sewer etc.

Please feel free to contact me for any further information.

Thank you for your time and consideration.

Respectfully submitted,



Don Taylor Jr.

COMMON COUNCIL - CITY OF DANBURY

APPLICATION FOR EXTENSION OF SEWER/WATER

Sewer _____

Water X

Name of Applicant: Donald A Taylor JR

Address: 94 great plain rd
Danbury CT

Telephone: 744-1798

The undersigned submits for consideration an application for extension of sewer and/or water facilities for property

Located at: 21 Shannon Ridge rd

Assessors's Lot No. 915294

Zone: _____

Intended Use: Retail _____ Single Family Residential X
 Office _____ Multiple Family Development _____
 Mixed Use _____
 Industrial _____

Number of Efficiency Units _____

Number of 1 Bedroom Units _____

Number of 2 Bedroom Units _____

Number of 3 Bedroom Units _____

Total Number of Units _____

[Signature]
SIGNATURE

5/26/00
DATE



52

CITY OF DANBURY

155 DEER HILL AVENUE

DANBURY, CONNECTICUT 06810

OFFICE OF THE CORPORATION COUNSEL

May 19, 2000

PLEASE REPLY TO:

DANBURY, CT 06810

Honorable Mayor Gene F. Eriquez
Honorable Members of the Common Council
155 Deer Hill Avenue
Danbury, Connecticut 06810

Re: Connecticut Mooney Aircraft Sales, Inc. v. City of Danbury.
Settlement of Litigation

Dear Mayor and Council:

This office, together with outside counsel, would like to advise you of a proposal to resolve this matter. We would be available to do so in executive session, at your regular meeting of June 6, 2000. At that time, the particulars of the proposal would be presented to you for your consideration and determination.

Kindly consider discussing this matter at that time, in order that we may conclude the issues. Please do not hesitate to call if you have any questions.

Very truly yours,

Laszlo L. Pinter
Assistant Corporation Counsel

C: Eric L. Gottschalk, Corporation Counsel
Dominic A. Setaro, Jr., Director of Finance
Paul D. Estefan, Airport Administrator
John Ashkar, Aviation Commission Chairman
James Sconzo, Attorney at Law

llp/clmooney2



CITY OF DANBURY

155 DEER HILL AVENUE
DANBURY, CONNECTICUT 06810

DANBURY MUNICIPAL AIRPORT
P.O. BOX 2299
DANBURY, CT. 06813-2299

AIRPORT ADMINISTRATOR
PAUL D. ESTEFAN
(203) 797-4624

DATE: May 22, 2000

TO: Mayor Eriquez /
Members of the Common Council

FROM: Paul D. Estefan, Airport Administrator *PUE*

SUBJ: Conn. Mooney litigation

Tuesday May 16, 2000 the Aviation Commission held a Special Meeting. The Aviation Commission met in Executive session concerning Conn. Mooney litigation, and the following action was taken:

Commissioner Kilcullen made the following motion: connected with the matter that we just discussed in Executive Session I move that we accept and recommend to the Common Council the settlement proposal that was presented to us by counsel and the deal that involves some financial remuneration and will also involve the assignment of the lease and we further recommend and we further find that the upon assignment of the lease we would expect that the subtenancy would not be expanded in any way.

Commissioner Tomaino: second

Chairman Ashkar: we have a motion and a second, do we have any discussion? // All in favor of the motion as read, signify by saying "I" / I / opposed; carried unanimously. Commissioners voting "I" were Williams, Kilcullen, Tomaino, Opperman, Visconti and Ashkar.

Commissioner Prunty was absent from the meeting
Copy of the minutes, pertaining to the above, are enclosed.

cc: file (Con-Mooney / status 5-16-00)

Estefan: 7:28pm into Executive Session

Kilcullen: why don't we finish then go into Executive Session so the public doesn't have to stay around. I withdraw my motion

- 08 T-Hangers: (Roy Steiner, President Berkshire Industrial Corp)
Chairman Ashkar: I am going to do item 8: Roy could you briefly explain.

Roy Steiner: spoke on services and T-Hangers at Danbury Airport. No question that the airport needs individual T-Hangers and I do not want to compete against the FBO's. I would like to ask if the City might have a piece of land to look at and I don't want to interfere with the Seahorse Aviation status. I would like to know from the commission if this is a viable option and if it is I have put on paper and would like to show you some different plans that I have.

Chairman Ashkar: Kilcullen, Williams, Opperman will be the sub-committee for this.

- 07 Conn Mooney Litigation:
Chairman Ashkar: need a motion
Kilcullen: move we go into Executive Session
Visconti: second
Chairman Ashkar: all in favor / I / opposed
Estefan: who do you wish to have in Executive Session?
Chairman Ashkar: Commission, two Attorneys and Les
Estefan: 7:33pm into Executive Session

Chairman Ashkar: motion to come out of Executive Session

Kilcullen: move that we come out of Executive Session

Visconti: second

Chairman Ashkar: all in favor / I / opposed

Kilcullen: connected with the matter that we just discussed in Executive Session I move that we accept and recommend to the Common Council the settlement proposal that was presented to us by

counsel and the deal that involves some financial remuneration and will also involve the assignment of the lease and we further recommend and we further find that the upon assignment of the lease we would expect that the subtenancy would not be expanded in any way.

Tomaino: second

Chairman Ashkar: we have a motion and a second, do we have any discussion? // All in favor of the motion as read, signify by saying "I" /I/ opposed; carried unanimously.

08 Meeting Adjourn :

Kilcullen: move we adjourn

Williams: second

Chairman Ashkar: all in favor / I / opposed passed

cc: Commission Members
Town Clerk's Office
Attorney Pinter, Corp. Counsel
FBO's / Tenant
File (agenda / S5-16-00)



CITY OF DANBURY

155 DEER HILL AVENUE

DANBURY, CONNECTICUT 06810

DOMINIC A. SETARO, JR.
DIRECTOR OF FINANCE

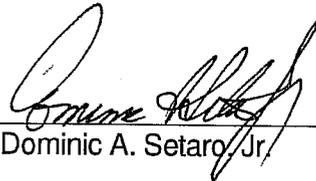
(203) 797-4652
FAX: (203) 796-1526

M E M O R A N D U M

To: Hon. Gene F. Eriquez via the Common Council
From: Dominic A. Setaro, Jr., Director of Finance
Date: June 7, 2000
Re: **CONN MOONEY – AGENDA ITEM #52** **CERTIFICATION #3**

As per the approval of the Common Council at its June meeting, I hereby certify the availability of \$40,000 to be transferred to Corporation Counsel's line item, Settlement of Claims, Account #1150.5804 for the Conn Mooney Aircraft settlement. Of this \$40,000, \$20,000 will be transferred from the Contingency, and the balance will be appropriated from the increase in additional revenue that we will receive as a result of this settlement.

Balance of Contingency	\$834,349
Less pending request	17,500
Less this request	<u>20,000</u>
Balance	\$796,849



Dominic A. Setaro, Jr.

DAS/jgb



53

CITY OF DANBURY

155 DEER HILL AVENUE
DANBURY, CONNECTICUT 06810
OFFICE OF THE CORPORATION COUNSEL

PLEASE REPLY TO:
59 Main Street
DANBURY, CT 06810
(203) 743-5504

May 18, 2000

City of Danbury Common Council
155 Deer Hill Avenue
Danbury, Connecticut 06810

RE: City of Danbury vs. John A. Spremullo, Jr., d/b/a C & S Septic:

Dear Council President Arconti:

I am writing to request that the above captioned matter be added to the next available council agenda to approve a proposed settlement.

Sincerely,

Peter N. Buzaid,
Assistant Corporation Counsel

PNB: jy

c.c. Hon. Gene Eriquez, Mayor
Eric Gottschalk, Corp. Counsel
Dominic Setaro, Finance
William Buckley, Public Utilities

COMMON COUNCIL - CITY OF DANBURY

APPLICATION FOR EXTENSION OF SEWER/WATER

Sewer _____

Water

Name of Applicant: BERNICE NOVELLA

Address: C/O A. J. NOVELLA SANITATION
100 WOOSTER ST. BETHEL, CT

Telephone: 794 - 1001

The undersigned submits for consideration an application for extension of sewer and/or water facilities for property

Located at: 24-30 MILL PLAIN

Assessors's Lot No. E15 102

Zone: CA-80

Intended Use: Retail Single Family Residential _____
Office Multiple Family Development _____
Mixed Use
Industrial _____

Number of Efficiency Units _____

Number of 1 Bedroom Units _____

Number of 2 Bedroom Units 1

Number of 3 Bedroom Units _____

Total Number of Units _____

Bernice Novella
SIGNATURE

5-31-00
DATE



CITY OF DANBURY

155 DEER HILL AVENUE

DANBURY, CONNECTICUT 06810

COMMON COUNCIL

REPORT

June 6, 2000

Mayor Gene F. Eriquez
Members of the Common Council

Re: **Volunteer Tax Abatement**

The Common Council Committee appointed to review a tax abatement ordinance and program for Volunteer Firefighters met for a second time on May 30, 2000 at 7:30 P.M. in Conference Room 3 in City Hall. In attendance were committee members Levy, Pascuzzi and Saracino. Also in attendance were Corporation Counsel Eric Gottschalk, Fire Chief Carmen Oliver, Deputy Fire Chief Peter Siecienski, Common Council Members Thomas Arconti, John Esposito, John Gogliettino, Manny Furtado, Paul McAllister and Pauline Basso, ex-officio, as well as several volunteer firefighters and members of the public.

Mr. Levy opened the meeting with a review of the last time the committee met. At that meeting the committee reviewed the current membership, resources and cost of the volunteer section of the Danbury Fire Department. The committee was also given a summarized report on the recruitment and retention of volunteers that was conducted by the Federal Emergency Management Agency, National Volunteer Fire Council and the U. S. Fire Administration. As a result of that report the State of Connecticut enacted Public Act 99-272. That Act enables municipalities to establish by ordinance, a program to abate up to one thousand dollars in property taxes annually to volunteer firefighters. The committee considered a two hundred fifty dollar tax abatement awards program for Danbury Volunteers. The Director of Finance said the total projected amount would have little impact on the budget and that it could easily be budgeted for. Eligibility would be based on points credited for activities required by the ordinance. The committee felt that the program had merit and could be a valuable incentive in keeping the volunteer service healthy. The committee decided it needed more time and information to make a recommendation on the qualifications for a point system.

After recapping the last committee meeting the Chairman asked the Fire Chief and Deputy Fire Chief for comments. Both said they support an awards program that's main requirement was based on meeting department training standards and improving volunteer responses. The Chief was asked if he would like to change anything on the proposed point system qualifications. He said he would leave that up to the Common Council to determine based on the comments he has made. Committee members were also supplied with copies of ordinances with point systems from the Connecticut Conference of Municipalities. Also a copy of a letter from Jeffrey J. Morrisette, State Fire Administrator was given to committee members. He supports the tax abatement program.

After a good amount of discussion by all present, Mrs. Saracino made a motion to recommend the establishment of an ordinance in accordance with public Act 99-272 as follows:

All Volunteer Firefighters who are eligible by meeting the requirements of the point system as proposed by this committee be awarded on request a property tax reduction of not more than two hundred and fifty dollars for each fiscal year next following the eligibility approval. Seconded by Mr. Levy and passed with Mrs. Saracino and Mr. Levy voting yes and Mr. Pascuzzi voting no.

Respectfully submitted.

WARREN LEVY, Chairman

MICHAEL PASCUZZI

MARY SARACINO

Volunteer Firefighter Qualifications for Tax Abatement Award

Activity	Points Accrual	Maximum yearly points in this category	Minimum yearly points in this category
Mandated or certified training courses of record	3 Points each	None	
Elected or appointed company officers	20 Points after completing one year	20	
Fire company training drills of record	1 Point	None	
Attending official fire service meetings	½ Point / meeting		
Public education Fire prevention Local parades	2 Points	10 Points	
Chairperson of fire company committee	2 Points		
Fire Police responses	2.5 Points		
Emergency event participation	2.5 Points		

Award

Basic - Level of Award \$250.00

25 Points Per Year



ORDINANCE

CITY OF DANBURY, STATE OF CONNECTICUT

COMMON COUNCIL

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

THAT the Code of Ordinances of Danbury, Connecticut is hereby amended by adding a section, to be numbered 18-29, which said section reads as follows:

Sec. 18-29. Tax abatement for volunteer firefighters.

(a) Preamble. In recognition of the vital contribution made by Volunteer Fire Companies to this community, the City of Danbury hereby establishes a program of tax abatement for active company members. Pursuant to the provisions of Section 6 of P.A. 99-272 and subject to the further provisions hereof, the city shall offer an abatement of property taxes due for any fiscal year for any eligible resident of the city who volunteers his or her services as a Volunteer Firefighter in the city.

(b) Definitions.

Volunteer Fire Company means each volunteer fire company identified in section 8-3 of the Danbury Code of Ordinances.

Volunteer Firefighter means any member of a Volunteer Fire Company

Certification Date means March 15th of each year.

(c) Eligibility. Volunteer Firefighters shall establish eligibility for the benefits described herein by performing a suitable level of volunteer service to their Volunteer Fire Company. That level of service shall be determined by the system of service points established in subsection (e) hereof. In order to be eligible for a tax abatement in any fiscal year, a Volunteer Firefighter must earn twenty-five service points during the twelve month period ending on the Certification Date in the prior fiscal year.

(d) Benefit. Volunteer Firefighters shall be entitled to an abatement of two hundred and fifty dollars (\$250.00) in property taxes for any fiscal year during which they are deemed eligible pursuant to the provisions hereof.

(e) Service Point System. The chief executive officer of each Volunteer Fire Company shall record the participation of company members with respect to each of the activities identified herein and assign service points to members corresponding to each such activity.



ORDINANCE

CITY OF DANBURY, STATE OF CONNECTICUT

COMMON COUNCIL

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

Service Point System

<u>Activity</u>	<u>Points</u>	<u>Maximum Yearly Points</u>
Successful completion of State mandated or city sponsored training course	3 per course	None
Election or appointment to Volunteer Fire Company office	20 after one year in office	20
Attending Volunteer Fire Company training drills	1 per drill	None
Attending official fire service meetings	1/2 per meeting	None
Attending public education events or local parades	2 per event or parade	10
Holding office as Chairperson of Volunteer Fire Company committee	2 per committee	None
Fire Police responses	2.5 per response	None
Emergency event participation	2.5 per event	None

- (f) Certification. Each year on the Certification Date the chief executive officer of each Volunteer Fire Company shall tabulate the results in accordance with subsection (e) hereof and determine which company members have earned a sufficient number of points during the preceding year to be eligible for benefits hereunder. On or before May 1st of each year the chief executive officer of each Volunteer Fire Company shall prepare a list of eligible members and forward said list to the tax collector together with a certificate attesting to the eligibility of each member for benefits hereunder. Copies of each Volunteer Fire Company list and certification shall be forwarded to the director of finance, the mayor and the chief of the Danbury Fire Department and shall be available for public inspection at each Volunteer Fire Company headquarters.



ORDINANCE

CITY OF DANBURY, STATE OF CONNECTICUT

COMMON COUNCIL

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

- (g) Appeal. Any Volunteer Firefighter who claims to have been wrongly denied benefits hereunder may appeal within 30 days of the Certification Date to the Common Council of the City of Danbury for redress. The decision of the Common Council with respect to each such appeal shall be final.
- (h) Applicability. This program shall be applicable to assessment years commencing on or after October 1, 2000.



CITY OF DANBURY

155 DEER HILL AVENUE

DANBURY, CONNECTICUT 06810

DOMINIC A. SETARO, JR.
DIRECTOR OF FINANCE

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

M E M O R A N D U M

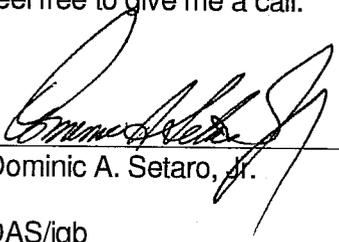
To: Hon. Gene F. Eriquez via the Common Council
From: Dominic A. Setaro, Jr., Director of Finance
Date: May 31, 2000
Re: **AMENDED AMBULANCE BUDGET** **CERTIFICATION**

Recently, we were notified by BSI, as per Section 4.a of our agreement with them, that they are requesting an amendment be made to the budget. This amendment will affect the remaining two months of the 1999-2000 budget and the first three months (July, August, September) of the 2000-2001 budget. The reason this increase is being requested is primarily due to the increased volume in EMS calls this year and the increase in our collection rates by a private company, which was previously done in-house by BSI.

You may recall that at your October 5, 1999 meeting, you approved a similar amendment of \$31,426. Because collection fees are based on a percentage of collections and collections are running higher than anticipated, we will, therefore, be required to amend this budget.

I would ask that the Common Council at its June meeting approve an additional appropriation of \$30,000 in the 1999-2000 budget and \$32,000 in the 2000-2001 budget. It would be my recommendation that the Common Council authorize these funds to be appropriated from the Ambulance Fund's Fund Balance account to cover these increases.

I hereby certify the availability of these funds. Should you need any additional information, feel free to give me a call.



Dominic A. Setaro, Jr.

DAS/jgb

58

Honorable Mayor Gene F. Eriquez
Honorable members of the Common Council

The Common Council Education Budget Committee met on May 2, 2000 at 6:30 PM in City Hall regarding the request for a supplemental appropriation to the Schools operating budget. In attendance were committee members Gallagher, Scalzo, Shuler and Saracino. Also in attendance was Dominic Setaro, Director of Finance.

Mr. Setaro explained that this request was in part due to a new method of accounting wherein the School's insurance reserve fund would be kept by the City in an internal service account, after discovery of an additional insurance reserve account. After a brief discussion, Mrs. Saracino moved to recommend to the Common Council the appropriation of \$276,000.00 from the internal service fund to the Board of Education budget for 1999-2000 fiscal year. The motion was seconded by Mr. Shuler and carried unanimously. The meeting was adjourned at 7:00PM.

Respectfully submitted;



CITY OF DANBURY

OFFICE OF THE MAYOR

DANBURY, CONNECTICUT 06810

GENE F. ERIQUEZ
MAYOR

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

MEMORANDUM

TO: Mayor Gene F. Eriquez and
Honorable Members of the Common Council

FROM: Robert G. Ryerson, Director of Parks, Recreation and Forestry
William J. Buckley, Director of Public Works (Acting)

RE: Request for Funds – Storm Damage

DATE: June 6, 2000

Due to storm damage last Friday more extensive than Hurricane Floyd, we are requesting an emergency appropriation of \$80,000. This will allow us to hire outside contractors to assist our city crews in the clean up of trees and brush over the next several weeks. We anticipate allowing the general public to drop off their trees and brush at the former Recycling Center on Plumtrees Road over this same time period.

Pending certification of funds by Dominic A. Setaro, Jr., Finance Director, this appropriation will be placed in the appropriate line item.

RGR:WJB:sr



CITY OF DANBURY

155 DEER HILL AVENUE

DANBURY, CONNECTICUT 06810

DOMINIC A. SETARO, JR.
DIRECTOR OF FINANCE

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

M E M O R A N D U M

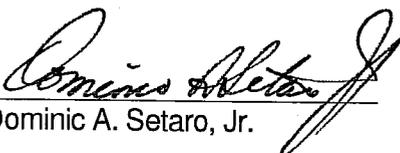
To: Hon. Gene F. Eriquez via the Common Council
From: Dominic A. Setaro, Jr., Director of Finance
Date: June 8, 2000
Re: **STORM DAMAGE – AGENDA ITEM #59**
CC: William Buckley, Robert Ryerson

CERTIFICATION

As per Common Council approval at its June meeting, I hereby certify the availability of \$80,000 to be transferred to Parks & Recreation, Outside Services line item, Account #7002.5334 from the following accounts:

<u>Department</u>	<u>Line Item</u>	<u>Account No.</u>	<u>Amount</u>
Highways	Part-time Salaries	#3001.5040	\$ 5,251
Highways	Automotive Equipment	#3001.5707	25,000
Snow & Ice Removal	Overtime Salaries	#3003.5030	5,353
Snow & Ice Removal	Leased Equipment	#3003.5330	2,101
Snow & Ice Removal	Blades & Chains	#3003.5710	1,641
Engineering	Salaries Regular	#3040.5020	10,000
FICA	FICA	#8001.5220	20,654
Union Welfare	Union Welfare-Contrib	#8007.5231	10,000
	Total		<u>\$80,000</u>

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


Dominic A. Setaro, Jr.

DAS/jgb



CITY OF DANBURY

155 DEER HILL AVENUE

DANBURY, CONNECTICUT 06810

OFFICE OF THE CORPORATION COUNSEL

PLEASE REPLY TO:

June 27, 2000

DANBURY, CT 06810

Honorable Mayor Gene F. Eriquez
Honorable Members of the Common Council
155 Deer Hill Avenue
Danbury, Connecticut 06810

Dear Mayor and Council:

At your most recent Council meeting, you asked this office to provide you with a summary report on the authority for the City, or its Aviation Commission to permit an Airport fixed base operator ("FBO") to sub-lease it business or premises.

From our review of the existing leases and Airport regulations, there are essentially two forms of "subleasing" (used generically for purposes of discussion) available to an FBO at the Airport. The first type involves a transfer by an FBO of its interest in its facilities and operations (an interest in land) by either subleasing or assigning its lease with the City (both are addressed immediately below). The second type involves a (non-land) transfer by an FBO of a right to a category operating permit to a sublicensee or a "subtenant" for a certain duration. This latter type of transfer is also more fully explained below.

I. Assignment or sublease of land and/or facilities. In accordance with language in present FBO leases at the Airport, an operator may seek to assign its lease rights to another entity. In an assignment, a lessor of property transfers ALL of its rights to the premises (and separately, its fixed base operator permits) to the assignee, but retains secondary liability for its original lease obligations. The "assignee" or subtenant undertakes primary responsibility for the lease requirements.

In a sublease, the FBO seeks to grant to a subtenant something less than the FBO's full interest in the tenancy, reserving to the FBO itself most of the basic rights and obligations set forth in the original lease (for example, the FBO may wish to sublease for a period of time shorter than the full term of its lease with the City). Generally, a broad sublease of this type would involve the possibility of a subtenant leasing most, if not all of the FBOs categories of fixed base operations and premises for a specified period of time.

Most if not all of the Airport leases presently in place permit an assignment of lease or a sublease of an FBO's premises, with the approval of either the City (the Common Council) or the Danbury Aviation Commission. If an FBO lease specifies which one is to give its approval, that language controls. If the lease does not specify, the approval of either an assignment or a sublease of permits and space requires Council approval. In addition, such approval of assignment or sublease may not be "unreasonably" withheld. Typically, the Council will review such requests after it has sought, and received Commission review and recommendation.

II. Sub-license (a.k.a. "sublease") under Airport Minimum Standards. More limited rights of operation (which do not involve an interest in land) at the Danbury Municipal Airport are available to an FBO in accordance with a document entitled "Minimum Standards for Lease and/or Use of Danbury Municipal Airport Effective May 10, 1988". Section 3 of said Standards (attached) sets forth the general

language concerning what is required when an FBO seeks to sublease or license a category of fixed base operations. Subsection 3.3 permits the Aviation Commission to approve a "sublessee" or "licensee" of an FBO which has a lease with the City if:

1. the sublessee or licensee is engaged in a permit related activity; or
2. the sublessee or licensee, if not engaged in a permit related activity, does business which is "aeronautically related", as defined in the Standards or federal agreements.

A "permit related activity" (or "category operation") is one (or more) of five (5) airport categories of operation (fuel sales/flight instruction/aircraft sales/repairs/avionic sales).

Subsection 3.4 is essentially the same as Subsection 3.3 except that the FBO, rather than having to have a lease with the City, only has to have one or more permits for one or more of the five (5) FBO categories described above, even if the FBO does NOT have a lease. Subsection 3.4 again requires approval of such a "sublease" or "license" by the Aviation Commission. Since this type of arrangement (despite language calling it a "sublease") does not involve an interest in land, it is more easily terminated. It usually involves an agreement signed by the FBO and its licensee (or "subtenant") and countersigned by the City. A licensee pays an annual category fee to the City for the right to operate under that category.

In accordance with these provisions (of the "Minimum Standards"), if the Aviation Commission receives a request from an FBO to either "sublease" or "license" a category operation or to grant a license to subsidiary entity, the Commission has the discretion to permit the relationship or not to. Once the Commission reviews the ability of the applicant to perform the operation(s) sought and votes to permit a relationship of one kind or another, the parties are supposed to execute documents necessary to confirm the arrangement. They are also to advise the Commission when the relationship terminates.

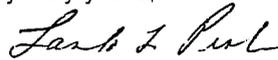
III. Summary. An Airport FBO may seek the right to:

1. Assign or sublease all or most of its lease rights, including interest in land; approval of either the Common Council or the Aviation Commission is required, depending on the language of the lease involved;
2. License (or "sublet") (under Sec. 3 of the Minimum Standards) one (or more) category(ies) of operation; approval of the Aviation Commission is required;

The City of Danbury and the Aviation Commission adopted the present Minimum Standards in 1988, and has been operating under them since that time.

In the event you need additional elaboration with respect to these matters, we will be most happy to discuss further issues with you, at your request.

Very truly yours,



Laszlo L. Pinter
Assistant Corporation Counsel

Attachment

- c: Gene F. Eriquez, Mayor
Eric L. Gottschalk, Corporation Counsel
Dominic A. Setaro, Jr., Director of Finance
Paul D. Estefan, Airport Administrator
John Ashkar, Aviation Commission Chairman

No persons, firms, corporations or other entities not otherwise exempt from the provisions of these rules and regulations shall use the Airport as a direct or an indirect means for carrying on any business or commercial activity, except the following:

- 3.1 An FBO operating under a lease from the City who possesses a permit issued by the Commission;
- 3.2 An FBO who is not a lessee of the City, but who possesses a permit issued by the Commission;
- 3.3 A sublessee or licensee of an FBO as described in subsection of 3.1 above, (1) whose sublessee or license, if said sublessee or licensee is engaged in a permit related activity as described in section 7 hereof, has been approved by the Commission, or (2) whose sublease, or license, if said sublessee or licensee is not engaged in a permit related activity as described in section 7 hereof, contains a provision that all activities of said sublessee shall be aeronautically related, as defined or construed in these Rules and Regulations and in the "Sponsor Assurances Agreement" between the Commission and the F.A.A.
- 3.4 A sublessee or licensee of an FBO as described in subsection 3.2 above, (1) whose sublease or license, if said sublessee or licensee is engaged in a permit related activity as described in section 7 hereof, has been approved by the Commission, or (2) whose sublease or license, if said sublessee or licensee is not engaged in a permit related activity as described in section 7 hereof, contains a provision that all activities of said sublessee shall be aeronautically related, as defined or construed in these Rules and Regulations and in the "Sponsor Assurances Agreement" between the Commission and the F.A.A.
- 3.5 Any person or entity providing a specialized service as specified in Section 6 hereof and operating under a permit issued by the Commission.
- 3.6 An Airport Tenant operating under a lease from the City who possesses a permit issued by the Commission.