



CITY OF DANBURY

155 DEER HILL AVENUE
DANBURY, CONNECTICUT 06810

ENGINEERING DEPARTMENT
(203) 797-4641
FAX (203) 796-1586

WILLIAM J. BUCKLEY, JR., P.E.
DIRECTOR OF PUBLIC WORKS / CITY ENGINEER

May 31, 2005

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

Dear Common Council Members:

Highland Avenue Park
State DEP Grant

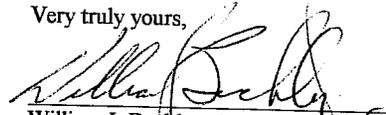
The City of Danbury has received notice of the approval of a State of Connecticut Department of Environmental Protection (DEP) grant in the amount of \$60,000.00 for improvements to be made at Highland Avenue Park.

Enclosed please find a copy of the May 10, 2005 letter sent to Mayor Mark D. Boughton by David D. Stygar of the State DEP.

It is hereby requested that the Common Council authorize Mayor Mark D. Boughton to execute the State of Connecticut Personal Service Agreement/Grants/Contract for this project.

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

Very truly yours,



William J. Buckley, Jr., P.E.
Director of Public Works/City Engineer

Encl.

C: Honorable Mark D. Boughton
Dena R. Diorio, with encl.
Eric L. Gottschalk, Esq.
Julio Lopez, with encl.



RESOLUTION

CITY OF DANBURY, STATE OF CONNECTICUT

_____ A. D., 200_

RESOLVED by the Common Council of the City of Danbury:

BE IT RESOLVED, that MARK D. BOUGHTON, MAYOR of the City of Danbury, be and hereby is authorized to execute on behalf of the City of Danbury a Personal Services Agreement (PSA) with the State of Connecticut for financial assistance for the planning and design work for improvements to be made at the Highland Avenue Park; and

IN ADDITION, that MARK D. BOUGHTON, MAYOR is hereby authorized to enter into such agreements, contracts and execute all documents necessary to said grant with the State of Connecticut.

STATE OF CONNECTICUT
DEPARTMENT OF ENVIRONMENTAL PROTECTION

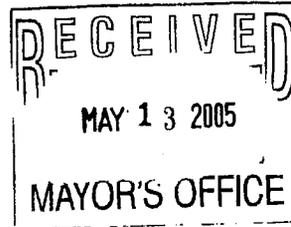


May 10, 2005

The Honorable Mark D. Boughton
Mayor, City of Danbury
City Hall
155 Deer Hill Road
Danbury, Connecticut 06810

RECEIVED

MAY 27 2005



RE: Highland Avenue Park CUAP 2004-52 ENGINEERING DEPT

Dear Mayor Boughton,

At a meeting of the Connecticut Bond Commission, the above referenced project received approval for funding. In order for the City of Danbury to access funds for this project, the enclosed Personal Services Agreements need to be executed.

Please follow and include all requested documentation as described below.

- ☛ The CEO needs to sign two copies of the agreement.
- ☛ A municipal resolution, with the municipal seal, authorizing the Chief Executive Officer to enter into the agreement needs to be attached to each agreement. The format enclosed incorporates a Certificate of Incumbency, which is also needed.
- ☛ The enclosed Contract Compliance Assurance forms must be completed. The City, as contractor, must fill out or be on the Contract Compliance Vendor's list in order for the State of Connecticut to process the agreement and reimbursement.
- ☛ Please return all required documents to: Dave Stygar; Department of Environmental Protection; BOR Land Acquisition; 79 Elm Street; Danbury, CT 06106-5127.

Payment of the funds for this project will be made upon approval of the enclosed agreement and submittal of appropriate billing documentation. Upon approval, a copy of the agreement will be forwarded to the City for filing along with a reimbursement package. The reimbursement package will explain the procedures for billing and reimbursement request. Funds will be deposited into a Reich & Tang account, which is an independent accounting firm administering state tax-free bonds. The City will have to set up an account with this firm. I believe that the City does have an "Urban Act" account set up. If not, the firm will be contacting the City to set up a "checkbook" for the funds to be received. The City, in a time saving effort may set up the account prior to the receipt of an approved agreement. A ten-digit number will be required by Reich & Tang to set up the account. The number for the City of Danbury is **3100-14-0034** (note the "14" in this account number). Should Reich & Tang not contact the City, feel free to call them at **1-800-221-3079**.

Should you have any questions, please feel free to contact me at 424-3081.

Sincerely,

David D. Stygar
Environmental Analyst
Program Coordinator

DDS:dds
enclosures