PUBLIC ACCESS INFORMATION

As a security precaution, public access to the meeting will be provided in real time via live streaming on Youtube. If the stream becomes unavailable due to unforeseen circumstances, the City will first use its best efforts to reconvene the meeting. To the extent that is not possible, a recording of the meeting will be posted to the City Website and Youtube within 24 hours of the meeting.

The live stream will be available here at the start of the meeting:
https://www.youtube.com/channel/UCYT0_yohMpyZ8eif3W2sA-w

Should a member of the media or an individual petitioner of a current agenda item wish to be on the Zoom Meeting, please contact t.obrien@danbury-ct.gov for an access link.

SUBMITTING A COMMENT

Submit any public comments about agenda items via email to:
comments@danbury-ct.gov

Please include your **name**, **address** and the **agenda item** (number or title) to guarantee that your comment will be addressed at the designated time during the meeting.

CITY COUNCIL VIRTUAL MEETING
October 6, 2020

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

PLEDGE OF ALLEGIANCE & PRAYER

ROLL CALL

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

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

PUBLIC SPEAKING

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

CONSENT CALENDAR

AGENDA

1. COMMUNICATION – Appointment of Tax Assessor
2. COMMUNICATION – Appointment – Fire Lieutenant – Walter Arteaga
3. COMMUNICATION – Appointment – Fire Lieutenant – Denis Rickard
4. COMMUNICATION – Appointment – Fire Lieutenant – Seth Ambruso
5. COMMUNICATION – Appointments to the Police Department
6. COMMUNICATION – Naming of Waste Water Treatment Plant
7. COMMUNICATION – Extension of Collective Bargaining Agreement - DMEA
8. COMMUNICATION – June 30, 2020 -Year End Re-Appropriations and Budget Amendments
9. COMMUNICATION – Danbury Train Station Lease Proposed Budget
10. COMMUNICATION – Lease Agreement Ambulance Building – Keystone Place
11. RESOLUTION – CT DOT Community Connectivity Grant Program
12. RESOLUTION – Epidemiology and Laboratory Capacity (ELC) CT DPH Grant
13. RESOLUTION – Connecticut Health Foundation – Community Health Worker Grant
14. RESOLUTION – Ratification of Aftermath K9 Grant Application
15. RESOLUTION – CTIC / RILO Sub Grant Application

16. RESOLUTION – Distracted Driving Grant – Police Department

17. RESOLUTION – EMPG Funding – State FY 2020

18. REPORTS – Renewal Sewer and Water Main Extension – 1 & 2 Kevin Drive

19. DEPARTMENT REPORTS – Police, Fire, Health-Housing & Welfare, Public Works, Permit Center, UNIT, Elderly, Library, Dream Homes

ADJOURNMENT

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

(1)

CITY OF DANBURY

OFFICE OF THE MAYOR
DANBURY, CONNECTICUT 06810

MARK D. BOUGHTON
MAYOR

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

September 22, 2020

Honorable Members of the City Council
City of Danbury

Dear Council Members:

I hereby submit for your confirmation the appointment of Ms. Donna Murphy to the position of Tax Assessor.

Ms. Murphy is a highly skilled professional with a wealth of knowledge and experience as a Tax Assessor. Ms. Murphy started her career as a Tax Assessor with the town of Windsor, Connecticut and she most recently held the position of Tax Assessor with the Town of Watertown, Connecticut.

Ms. Murphy has a Bachelor's degree from Westfield State University. She has extensive experience completing grand lists and successful revaluations and she is currently a Certified Connecticut Municipal Assessor. Ms. Murphy is scheduled to begin her employment with the City of Danbury on October 19, 2020.

As demonstrated by Ms. Murphy's accomplished career, she is a highly qualified individual with the theoretical and practical experience that will serve her and the City of Danbury very well. Therefore, I am proud and honored to submit this confirmation for appointment.

Thank you for your consideration.

Sincerely,

Mark D. Boughton
Mayor

(2)

CITY OF DANBURY

OFFICE OF THE MAYOR
DANBURY, CONNECTICUT 06810

MARK D. BOUGHTON
MAYOR

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

September 24, 2020

Honorable Members of the City Council
City of Danbury

Dear Members of the City Council:

I hereby submit for your confirmation the promotional appointment of Fire Fighter Walter Arteaga to the position of Fire Lieutenant.

Fire Fighter Arteaga began his career with the Danbury Fire Department on March 6, 2003. Prior to becoming a Fire Fighter with the City of Danbury, he served our Country as a Safety Officer and Squad Leader in the United States Army, 101st Airborne Division. Fire Fighter Arteaga has demonstrated his growth and dedication to the Department through the many certifications he has achieved, including but not limited to: Fire Service Instructor, Fire Officer I, Rescue Technician, FEMA Juvenile Fire-Setter Specialist, Aircraft Rescue and Fire Fighter and Cold Water Rescue. Outside of the Department, Fire Fighter Arteaga serves his community by volunteering with charitable organizations including spending time in homeless shelters, organizing clothing drives, and mentoring high school boys considering military careers. Fire Fighter Arteaga has earned the rank of number 1 (one) on the current Fire Lieutenant Eligibility List.

I am proud and honored to submit Fire Fighter Walter Arteaga's confirmation for promotion to the position of Fire Lieutenant.

Thank you for your considerations.

Sincerely,

Mark D. Boughton
Mayor

(3)

CITY OF DANBURY

OFFICE OF THE MAYOR
DANBURY, CONNECTICUT 06810

MARK D. BOUGHTON
MAYOR

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

September 24, 2020

Honorable Members of the City Council
City of Danbury

Dear Members of the City Council:

I hereby submit for your confirmation the promotional appointment of Fire Fighter Denis Rickard to the position of Fire Lieutenant.

Fire Fighter Rickard began his career with the Danbury Fire Department on September 6, 2007. He has a Bachelor's Degree in Arson investigation from the University of New Haven and he has achieved a multitude of certifications, including but not limited to: Fire Officer I and II; Fire Service Instructor; Public Safety Education Instructor; and Federal Emergency Management Association National Response. Furthermore, Fire Fighter Rickard received 4 Unit Citations as an Acting Lieutenant for an aircraft emergency. In addition to his many accomplishments and contributions to the Danbury Fire Department, Fire Fighter Rickard donates his time as a Coach and Team Director for Milford Youth Lacrosse. Fire Fighter Rickard has earned the rank of number 3 (three) on the current Fire Lieutenant Eligibility List.

I am proud and honored to submit Fire Fighter Denis Rickard's confirmation for promotion to the position of Fire Lieutenant.

Thank you for your considerations.

Sincerely,

Mark D. Boughton
Mayor

(4)

CITY OF DANBURY

OFFICE OF THE MAYOR
DANBURY, CONNECTICUT 06810

MARK D. BOUGHTON
MAYOR

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

September 24, 2020

Honorable Members of the City Council
City of Danbury

Dear Members of the City Council:

I hereby submit for your confirmation the promotional appointment of Fire Fighter Seth Ambruso to the position of Fire Lieutenant.

Fire Fighter Ambruso began his career with the Danbury Fire Department on October 3, 2005. He has a Bachelor's Degree from Western Connecticut State University and he is working towards his degree in Fire Technology at Naugatuck Valley Community College. Fire Fighter Ambruso has also obtained a multitude of Fire and EMS Certifications, including but not limited to: Fire Service Instructor, Hazmat, Rope Rescue and Confined Spaces. Fire Fighter Ambruso has also demonstrated his dedication to the Department by assuming leadership roles on the New Recruit Team and the Physical Fitness Team. Fire Fighter Ambruso has earned the rank of number 4 (four) on the current Fire Lieutenant Eligibility List.

I am proud and honored to submit Fire Fighter Seth Ambruso's confirmation for promotion to the position of Fire Lieutenant.

Thank you for your considerations.

Sincerely,

Mark D. Boughton
Mayor

(5)

CITY OF DANBURY

OFFICE OF THE MAYOR
DANBURY, CONNECTICUT 06810

MARK D. BOUGHTON
MAYOR

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

September 22, 2020

Honorable Members of the City Council
City of Danbury

Dear Council Members:

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

Mr. Jonathan Vasquez: Mr. Vasquez has an extensive background in customer service. He has been working for an auto dealership for the past several years. He was initially hired as a Product Specialist. He then became the head of the Delivery Prep Team, before becoming a Parts Specialist four years ago. His rank on the current Police Officer Eligibility List is number 3 and he is currently attending the Connecticut POST Academy.

Mr. Erik Merrill: Mr. Merrill holds a Bachelor's Degree in Justice and Law Administration from Western Connecticut State University (WCSU) and most recently has been working as a Business Marketing Contractor. He previously worked as a Student Ambassador at WCSU and as an Assistant in the Security Office at Duchess Community College. Mr. Merrill's rank on the current Police Officer Eligibility List is number 2 and he is currently attending the Connecticut POST Academy.

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

Thank you for your consideration of these appointments.

Sincerely,

Mark D. Boughton
Mayor

CITY OF DANBURY

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

MARK D. BOUGHTON
MAYOR

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

September 29, 2020

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

Dear Members of the City Council:

Many of you are aware of the recent back and forth with Comedian John Oliver regarding the naming of the newly renovated City of Danbury Waste Water Treatment Plant.

Tonight I would like to present you with the attached Resolution that I respectfully ask you to adopt to name our treatment plant the "*John Oliver Memorial Sewer Plant*".

Mr. Oliver has generously agreed to purchase the sign and has also agreed to donate $25,000 worth of supplies that our staff has asked for on Donor's Choose – a website for teachers. In addition, Mr. Oliver has also agreed to donate $25,000 to the Connecticut Food Bank and $5,000 to ALS Connecticut Foundation, if we name the facility after him.

But wait, there's more! Union Saving Bank is leading a community fundraiser with other local financial institutions to match or exceed John's Oliver donations. The money they raise will go to the United Way's Danbury Food Collaborative.

All of these worthwhile donations for a place that's full of … well, you know by now.

Special thanks to Mr. Oliver and to everyone involved in the community fundraiser for their generosity.

Sincerely,

Mark D. Bougton
Mayor

Attachment

RESOLUTION

CITY OF DANBURY, STATE OF CONNECTICUT

_____A.D. 2020

RESOLVED BY THE CITY COUNCIL OF THE CITY OF DANBURY

WHEREAS, The City of Danbury Wastewater Treatment Plant ("WWTP") has achieved a prominence heretofore unexpected and unplanned in the annals of the City of Danbury as further set forth below; and

WHEREAS, through the eventful exchange between His Honor Danbury Mayor Mark D. Boughton and the venerable Mr. John Oliver of N.Y. N.Y., a masterful arrangement of mutual benefit and cooperation has been given birth; and

WHEREAS, in recognition of this effluentual collaboration, said WWTP shall be renamed "**The John Oliver Memorial Sewer Plant**" which naming is accompanied by several generous donations, including a magnificent sign for the new naming; and

WHEREAS, and further, Mr. Oliver will generously provide funding in the amount of $25,000.00 in supplies for "Donor's Choose" a website for teachers; a similar sum of $25,000.00 to the Connecticut Food Bank; and $5,000.00 to ALS Connecticut Foundation; and

WHEREAS, in honor of said John Oliver Memorial Sewer Plant, an additional community fundraiser led by Union Savings Bank and other financial institutions, on behalf of the United Way's Danbury Food Collaborative, will match or exceed John Oliver's total donations; and

WHEREAS, said total donations will provide the City of Danbury with significant benefits and assistance to its citizenry and residents and the results in a residue of good faith, camaraderie and an unparalleled flow of joy and companionship between Danbury, Mayor Boughton and Mr. Oliver;

NOW, THEREFORE BE IT RESOLVED THAT by virtue of the authority established in the City Council of Danbury and its Mayor Mark D. Boughton, and for the foregoing reasons, the Danbury Waste Treatment Plant shall hereby be this Day and this Year be named "**The John Oliver Memorial Sewer Plant**".

(7)

CITY OF DANBURY

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

MARK D. BOUGHTON
MAYOR

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

DATE: August 20, 2020

TO: Members of the City Council

FROM: Mark D. Boughton, Mayor

RE: Extension of Collective Bargaining Agreement between the City and the Danbury Municipal Employees' Association, UPSEU, Local 424, Unit 14, City Employees ("DMEA") from July 1, 2020 to June 30, 2023.

I am pleased to present to the Council, with my endorsement, a Memorandum of Agreement to extend the collective bargaining agreement between the City and the DMEA for three years. The Agreement is the culmination of good faith negotiations between the representatives of the City and the DMEA Union.

The Agreement extends the current language concerning the terms and conditions of employment for members of the DMEA bargaining unit from July 1, 2020 through June 30, 2023. Due to the economic uncertainty caused by the COVID-19 pandemic, there are no wage increases for the first fiscal year of this Agreement unless the City's economic circumstances substantially improve. In such case, the Union may request bargaining over wage increases for the first fiscal year. Bargaining unit members will receive a pay raise of 2% effective on July 1, 2021; and 2.5% effective on July 1, 2022.

A copy of the Agreement extending the contract is attached. A copy of the Agreement and the entire DMEA contract is also on file in the Legislative Assistant's office. The City's Director of Finance is available to answer questions about the costs necessary to fund the Agreement.

Your vote in favor of funding the Agreement will save the City significant expense and obviate the need for contract negotiations until 2023. I encourage your support in voting to fund the Agreement.

MEMORANDUM OF AGREEMENT
BETWEEN
DANBURY MUNICIPAL EMPLOYEES' ASSOCIATION, INC., UPSEU, LOCAL 424, UNIT 14, CITY EMPLOYEES
AND
CITY OF DANBURY

The parties to this Memorandum of Agreement are the Danbury Municipal Employees' Association, Inc., UPSEU, Local 424, Unit 14, City Employees (hereinafter "Union") and the City of Danbury (hereinafter the "City") and together ("the parties").

WHEREAS the parties desire to extend the current Collective Bargaining Agreement from July 1, 2020 through June 30, 2023.

WHEREAS the Union and the City agree to modify the current Collective Bargaining Agreement as follows:

1. **General Wage Increase Effective July 1, 2020.** Presently, due to the City's significant loss of revenue and the current uncertainty of the economy as a result of COVID-19, the parties agree that active bargaining unit employees in positions covered by the Collective Bargaining Agreement shall not receive a pay raise on July 1, 2020. However, should the City's economic circumstances substantially improve, the Union may request to reopen negotiations for the sole purpose of discussing a wage increase for active bargaining unit employees in positions covered by the Collective Bargaining Unit for the fiscal year ending June 30, 2021.

2. **General Wage Increase Effective July 1, 2021.** All active bargaining unit employees in positions covered by the Collective Bargaining Agreement shall receive a pay raise of two percent (2%) effective on July 1, 2021.

3. **General Wage Increase Effective July 1, 2022.** All active bargaining unit employees in positions covered by the Collective Bargaining Agreement shall receive a pay raise of two and a half percent (2.5%) effective on July 1, 2022.

4. **No Layoff and/or Furlough(s).** The City agrees that for the first year of this extension (July 1, 2020 through July 1, 2021) it shall not effectuate a layoff and/or furlough(s), as provided in Article 3 of the parties' Collective Bargaining Agreement, of any active bargaining unit employees in positions covered by the Collective Bargaining Agreement. The City retains the right to reassign or otherwise direct the staffing of the City's organization, including its rights under Article 4, Section B (entitled "Part-Time Employees") provided that it does not result in a layoff and/or furlough(s) of the affected employee(s).

5. All other terms and conditions of the extended contract shall remain the same without modification for the period of this extension.

CITY OF DANBURY

By _____
Mark D. Boughton
Mayor

Date 8/31/2020

DANBURY MUNICIPAL EMPLOYEES ASSOCIATION, INC., UPSEU, LOCAL 424, UNIT 14, CITY EMPLOYEES

By _____
Frank Sequenzia
President

Date 8/27/2020

By _____
Matt Geer
Regional Director

Date 8/27/2020

7-3

CITY OF DANBURY

155 DEER HILL AVENUE
DANBURY, CONNECTICUT 06810-7769

DAVID ST. HILAIRE
DIRECTOR OF FINANCE

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

MEMORANDUM

TO: Mayor Mark D. Boughton via City Council

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

DATE: September 26, 2020 **CERTIFICATION**

SUBJECT: Certification of Funds – Extension of the Collective Bargaining Agreement between the City and Danbury Municipal Employees' Association, Inc, Local 424, Unit 14 from July 1, 2020 through June 30, 2023 (FY21-FY23)

Pursuant to the City Council Agenda item, I hereby certify the availability of funds within the FY21 Adopted Budget for the Extension Agreement between Danbury Municipal Employees' Association, Inc, Local 424, Unit 14 from July 1, 2020 through June 30, 2023 (FY21-FY23).

This Agreement simply extends most of the terms and conditions of the most recent bargaining unit agreement between Danbury Municipal Employees' Association, Inc, Local 424, Unit 14 which expired on June 30, 2020. There is no budgetary impact associated with this extension agreement in FY21 given that there are no changes in pay rates, insurance/pension contributions or anything else.

The FY22 and FY23 budgets will include the impact of the 2% and 2.5% general wage increases effective for July 1, 2021 and July 1, 2022 (approximately $112,000 and $142,000, respectively).

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

(8)

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

DAVID ST. HILAIRE
DIRECTOR OF FINANCE

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

MEMORANDUM

TO: Mayor Mark D. Boughton via the City Council

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

DATE: September 25, 2020

SUBJECT: June 30, 2020 Year End Re-Appropriations & Budget Amendments

Any funds within the General, Enterprise, and Internal Service Funds encumbered but unspent at the end of the fiscal year must be re-appropriated to the current fiscal year. The City Council is requested to approve the re-appropriations so outstanding purchases can be completed and goods accepted. Based on preliminary financial statements that will be issued to our auditors, I hereby certify the availability of the following to be re-appropriated per the attached listing:

General Fund:	$ 130,735.05
Water Fund:	$ 174,566.40
Sewer Fund:	$ 294,808.01
Internal Service Fund - Risk Mgt:	$ 15,000.00

Any transfer from one department, commission, board, or office to another requires City Council approval. I hereby certify the availability and request approval of the attached budget transfers necessary to close the 2019/2020 fiscal year.

I respectfully request the City Council's approval of the re-appropriations and budget amendments. Please feel free to contact me should you require any additional information.

Attachments
DWS/dg

Open Purchase Orders

Report as of Date: 6/30/2020

Fund	Department	Account	Encumbered
General Fund	Town Clerk	002.1160.5300.2090	1,560.00
General Fund	Public Buildings	002.1340.5700.2730	1,710.00
General Fund	Police Department	002.2000.5300.2040	2,176.00
General Fund	Police Department	002.2000.5600.2575	10,152.00
General Fund	Police Department	002.2000.5700.2755	3,078.89
General Fund	Fire Department	002.2010.5500.2405	1,343.61
General Fund	Civil Preparedness	002.2030.7000.0453	57,496.59
General Fund	Civil Preparedness	002.2030.7000.0455	10,000.00
General Fund	Airport	002.2070.5300.2040	2,394.46
General Fund	Equipment Maintenance	002.3020.5500.2415	15,590.00
General Fund	Recycling/Solid Waste	002.3030.5300.2010	2,347.50
General Fund	Engineering	002.3040.5300.2010	10,000.00
General Fund	Danbury Public Library	002.7000.5300.2010	2,586.00
General Fund	Danbury Public Library	002.7000.5700.2700	10,300.00
General Fund Total			**130,735.05**
Water Fund	Utility Plant	003.9802.5700.2772	4,201.46
Water Fund	Source of Supply	003.9804.5300.2125	168,787.60
Water Fund	Pumping Operation	003.9805.5500.2455	1,577.34
Water Fund Total			**174,566.40**
Sewer Fund	Sewage Treatment	004.9501.5300.2010	253,135.66
Sewer Fund	Sewage Treatment	004.9501.5300.2040	36,877.35
Sewer Fund	Sewage Collection & Maintenance	004.9502.5500.2435	2,370.00
Sewer Fund	Sewage Collection & Maintenance	004.9502.5700.2745	2,425.00
Sewer Fund Total			**294,808.01**
Internal Svc Fund - Risk Mgt	Employee Health & Life Ins	014.8006.5230.1555	15,000.00
Internal Svc Fund - Risk Mgt Total			**15,000.00**

City of Danbury

Account Analysis/Budget Transfer Request

Department	Account		Budget As Amended	Estimated Total for Fiscal Year	Available Balance	Transfer To/(From)
Veteran's Advisory	002.5001-5020.1000	Salaries - Regular	32,200	47,025	(14,825)	14,825
Office of Project Excellence	002.1015-5020.1000	Salaries - Regular	35,119	-	35,119	(14,825)

(9)

CITY OF DANBURY
155 DEER HILL AVENUE
DANBURY, CONNECTICUT 06810

DAVID W. ST. HILAIRE
DIRECTOR FINANCE

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

MEMORANDUM

TO: Hon. Mark D. Boughton via the City Council
FROM: David W. St. Hilaire, Director of Finance D ST
DATE: September 17, 2020
SUBJECT: Danbury Train Station Lease Proposed Budget

Pursuant to the Metro North Railroad Station lease agreement between the City and the State, all revenues received by the Danbury Parking Authority (DPA) from permits and parking meters are to be turned over to the City of Danbury and shall only be used to offset the maintenance costs of the station.

The following budget is being proposed for fiscal year 2020-2021.

FY 20-21 Proposed

Projected Revenue:	
Parking Revenue:	$23,400
Total Revenue:	**$23,400**

Projected Expenditures:	
Administrative Overhead:	$23,400
Total Expenditures:	**$23,400**

Unfortunately, there has been a downward trend in revenues from parking and permit fees over the last decade with revenues peaking in FY11 at $36,127 and declining to $23,153 and $21,736 in FY19 and FY20 representing a deficit below the $23,400 administrative fee paid to DPA of $247 and $1,664, respectively. COVID has certainly accelerated this negative trend which is clearly evident in FY20 and will be for FY21. Nevertheless, we will be reviewing the current Administrative fee arrangement with the Danbury Parking Authority at this time.

Please note that a budgetary transfer of funds from the contingency account of the general fund may be required for any budgetary deficit calculated at the end of the fiscal year.

Additional annual costs for the Danbury Train Station are incurred within the departmental budget for Public Buildings, Highway and Parks and total approximately $16,000 for alarm/cleaning/HVAC maintenance and plowing/grounds maintenance services.

Consequently, I recommend the adoption of the Danbury Train Station Lease Budget for the fiscal year 2020-2021 fiscal year.

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

cc: Debbie Pacific, Danbury Parking Authority
Sean Hanley, Superintendent of Public Buildings
Sue Kaminski, Senior Accountant

(10)

CITY OF DANBURY
155 DEER HILL AVENUE
DANBURY, CONNECTICUT 06810

Matthew Cassavechia
Emergency Management Director

Phone 203-797-4630

MEMORANDUM

To: Members of the City Council

CC: Mayor Mark D Boughton; David St Hilaire, Finance Director; Mark Omasta, Fire Chief

FROM: Matthew G. Cassavechia, Director of Emergency Management

RE: Lease Agreement AMBULANCE building Keystone Place at Wooster Heights

DATE: September 24, 2020

I respectfully ask members of the City Council to accept the terms and conditions of a lease agreement outlined in the attached document that enables Danbury Emergency Medical Services equipment and personnel to be strategically housed in a fixed location on the West side of Danbury. The aforementioned lease agreement of a newly constructed public safety building has been made possible through the thoughtfulness, generosity and philanthropy of Anthony Rizzo Jr.

As you may already know, EMS Westside deployment currently lacks a base station to house equipment and personnel often leading to excessive idling of vehicles and limited access of staff accommodations over extended periods throughout the shift. The new housing arrangement will enable personnel and equipment to maintain a stationary location to deploy from and enhance the emergency medical needs of our community.

Specifically, the location of the proposed lease building on Wooster Heights Road allows for ease of access to key route of travel leading to decreased response times and optimization of clinical outcomes for those experiencing an acute time sensitive medical emergency.

Thank you for your consideration of this important public safety initiative.

Matthew G Cassavechia,
Director of Emergency Management

LEASE AGREEMENT

THIS AGREEMENT is entered into this _____ day of _____, 2020, between **KEYSTONE PLACE AT WOOSTER HEIGHTS, LLC**, of _____, Danbury, Connecticut (hereinafter referred to as the "Landlord"), and the **CITY OF DANBURY,** a municipal corporation with a principal place of business at 155 Deer Hill Avenue, Danbury, Connecticut 06810 acting herein by Mark D. Boughton, its Mayor, hereunto duly authorized (hereinafter referred to as the "Tenant"), as follows:

1. Property. Tenant agrees to rent from Landlord Property comprising an 840plus or minus square foot Public Safety (Ambulance) Building located at 66 Wooster Heights Road in Danbury, Connecticut 06811, along with a nonexclusive right to use available spaces in the adjoining parking area (" Parking Area"). The word "Property" in this Agreement refers to said "Public Safety Building". The word "Agreement" refers to this Lease Agreement. * See Schedule A – depiction – attached hereto.

2. Term. The term of this exclusive Rental Agreement is for Ninety-Nine (99) years starting on November 1, 2020 and continuing through October 31, 2129.

3. Rent. Tenant agrees to pay one dollar ($1.00) annually as rent.

4. Use of Property/Building. The use shall be for an Emergency Response/Public Safety Facility. This agreement terminates upon the permanent cessation of such use. * See Schedule A – depiction – attached hereto.

5. Use of Parking Area. For the protection of pedestrians and traffic flow for ingress or egress, neither Landlord nor Tenant shall permit hindrance in or out of or within the Parking Area.

6. Utilities. Tenant pays for all utilities (electric, sewer, water & heating oil) used for the Building only.

7. Property taxes. Pursuant to the lawful statutory exemption set forth in CGS Title 12-81(4), the Property is exempt from local property tax.

8. Grace Period. If Tenant fails to pay the rent or utilities within ten (10) days after they become due and payable, Tenant is in default.

9. Default, Waiver of Rights. If Tenant does not live up to the terms of this Agreement or if Tenant moves out before the end of the term then this Agreement shall terminate. Landlord may then take possession as provided by law. Tenant waives his right to require that Landlord re-enter this Property before taking legal action.

10. Care of Property. Tenant agrees to keep this Property in as good a condition as it was at the beginning of the term, except for wear from reasonable use. At the end of this Agreement, Tenant will move out and return the Property to the Landlord. Care of the Property includes plowing and lawn mowing.

11. Alterations. Tenant must get Landlord's written consent to alter or improve the Property.

12. Compliance with Laws. Tenant must comply with all laws, orders, rules and requests of all governmental authorities. Tenant will also comply with the reasonable requests of any insurance companies that have issued or are about to issue insurance policies covering this Property or its contents.

13. Holding Over. If Tenant stays in possession after the end of this Agreement, Tenant will still comply with this Agreement.

14. No Waiver by Landlord. Landlord does not waive any rights by accepting rent or by failing to enforce any of the terms of this Agreement

15. Sublease and Assignment. Tenant may not sublease this Property without Landlord's written consent. Tenant may assign his rights and delegate his duties under this Agreement to a third party after providing Landlord with sixty (60) days' advance notice in writing, subject to the Landlord's approval within such sixty-day period, which approval shall not be unreasonably withheld.

16. Entry by Landlord. Landlord may enter the Property at reasonable times to provide services or to inspect, repair, improve or show it. Landlord will give Tenant reasonable notice of its intent to enter. Landlord may enter the Property without Tenant's consent in case of emergency.

17. Extended Absences. Tenant must notify Landlord if he will be away from the Property for an extended period of time. Landlord may enter the Property without Tenant's consent during such absence.

18. Fire or Other Casualty. Tenant's duty to pay rent may be reduced by fire or other casualties not caused by his negligence or willful act. Tenant will not be required to pay rent while his enjoyment of the Property is substantially impaired. Tenant may also leave the Property and end this Agreement as of the day he leaves. Tenant must notify Landlord of this in writing within fourteen (14) days. Landlord will then return all rent due to Tenant. Tenant may also vacate any unusable part of the Property. Tenant's rent would be reduced to the extent that the fair rental value is reduced.

19. Quiet Enjoyment. Subject to the terms of this Agreement, as long as Tenant is not in default, Tenant may peaceably and quietly have, hold and enjoy the Property.

20. Subordination. This Agreement and Tenant's rights are subject and subordinate to present and future mortgages on the Property. Landlord may execute any papers on Tenant's behalf as Tenant's attorney in fact to accomplish this.

21. Security Deposit. Tenant has deposited $_____ with Landlord as security that Tenant will live up to all of the terms of this Agreement. If Tenant does not break any of the terms of this Agreement, Landlord will return this deposit and any interest due within thirty (30) days after the end of this Agreement. Landlord may apply as much of the deposit as necessary to reimburse Landlord for any damages resulting from Tenant's occupancy.

22. Insurance. Tenant agrees to carry and maintain for the benefit of Landlord, throughout the term of this Lease, general public liability insurance against claims for bodily injury or death occurring upon or in the demised premises to the limit of Two Million Dollars ($2,000,000.00) and property damage liability to afford protection to the limit of Two Million Dollars ($2,000,000.00) per occurrence. Tenant agrees to deliver Certificates of insurance naming Landlord as an additional insured, and detailing said coverage upon execution of this Lease, and further agrees to maintain full coverage in accordance with the requirements of this paragraph throughout the term(s) of this Lease.

23. Indemnification/Hold Harmless. Tenant assumes responsibility and liability for any and all injury to or death of any and all persons, including, but not limited to the Tenant's agents, servants and employees, and business invitees and in addition thereto, for any and all damages to property caused by or resulting from or arising out of any act or omission in connection with the use of the Property by Tenant, whether caused by the Tenant or the Tenant's agents, servants or employees, or the Tenant's subcontractors or suppliers, and the Tenant shall indemnify and hold harmless the Landlord from and against any and all loss and/or expense which it may suffer or pay as a result of claims or suits due to, because of or arising out of any and all such injuries, death and/or damage.

24. Fixtures and Equipment. Tenant agrees to perform routine maintenance and repair on all fixtures and in addition, Tenant agrees to replace said fixtures and equipment as necessary at his own cost and expense.

25. Validity of Agreement. If any part of this Agreement is against the law, the rest of this Agreement will remain in full force. Landlord has the right to correct any illegal clause to make it comply with the law.

26. Parties. Both Landlord and Tenant are bound by this Agreement. All parties who lawfully succeed to our rights and responsibilities are also bound.

27. Entire Agreement. All promises Landlord has made are contained in this written Agreement. This Agreement can only be changed by an Agreement in writing and signed by both Landlord and Tenant.

Signed and agreed to by:

CITY OF DANBURY, Tenant

_____
Witness

By: _____
Mark D. Boughton, Mayor

_____
Witness

_____
Witness

By: _____
Keystone Place at Wooster Hts, LLC

_____
Witness

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

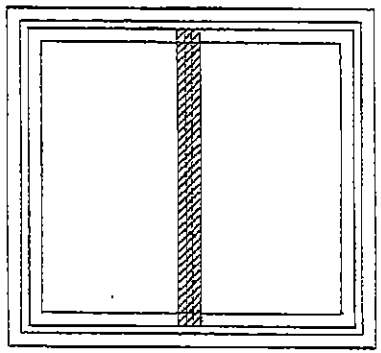
On this the _____ day of _____, 2020, before me, _____, the undersigned officer, personally appeared Mark D. Boughton, who acknowledged himself to be the Mayor of the City of Danbury, a municipal corporation, and that he as such Mayor, being authorized so to do, executed the foregoing instrument for the purposes therein contained, by signing the name of the corporation by himself as Mayor.

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

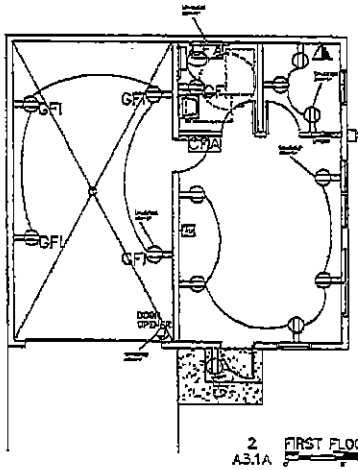
_____
Commissioner of the Superior Court
Notary Public/My Commission Expires:

Schedule A 10-4

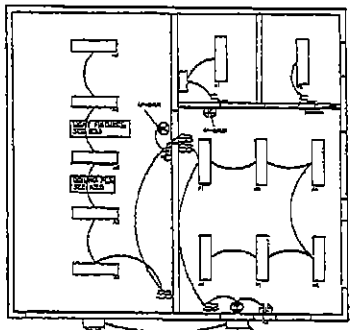
DEVICE SCHEDULE			EMS BUILDING LIGHTING SCHEDULE		
		TYPE	DESCRIPTION	MANUFACTURER	PART NUMBER
	OUTLET	A1	1X4 WRAP AROUND		
S	SINGLE SWITCH	A2	1X4 VAPOR TIGHT		
S	OCCUPANCY SWITCH	WP	WALL PACK		
S	3WAY SWITCH		EXIT		
GFI	GROUND FAULT CIRCUIT INTERRUPTER OUTLET		EMERGENCY LIGHT PACK		



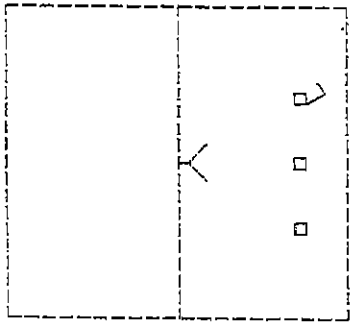
1 FOUNDATION PLAN
A3.1A 1/4" = 1'-0"



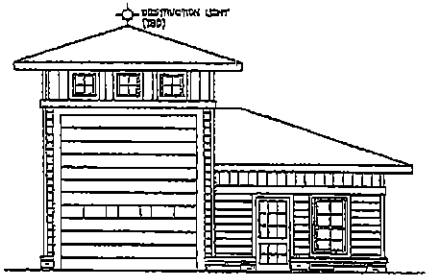
2 FIRST FLOOR PLAN
A3.1A 1/4" = 1'-0"



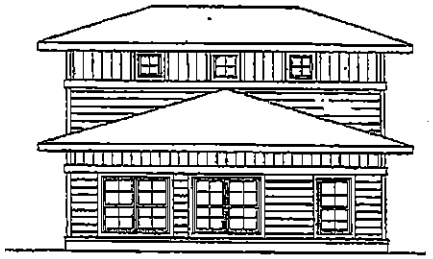
3 REFLECTED CEILING PLAN
A3.1A 1/4" = 1'-0"



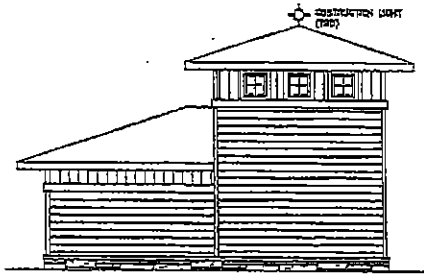
4 ROOF PLAN
A3.1A 1/4" = 1'-0"



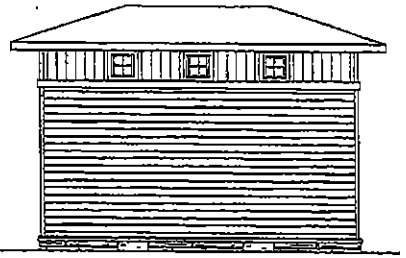
5 SOUTH ELEVATION
A3.1A 1/4" = 1'-0"



6 EAST ELEVATION
A3.1A 1/4" = 1'-0"



7 NORTH ELEVATION
A3.1A 1/4" = 1'-0"



8 WEST ELEVATION
A3.1A 1/4" = 1'-0"

ISSUED FOR CONSTRUCTION

CENTEK engineering
Centered on Excellence
Civil/Site Design
Land Development
Environmental Services
Water Resources
www.centekeng.com

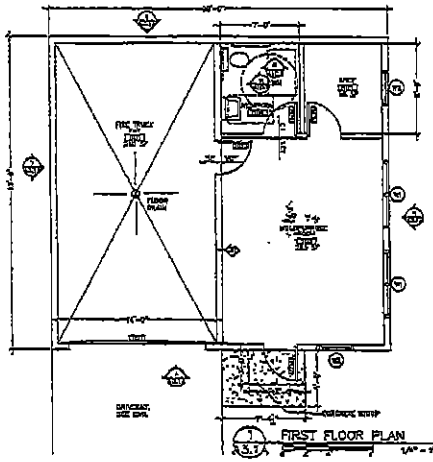
5 Shelter Rock Rd.
Danbury, CT
06810
Phone: 203-744-0206
Fax: 203-744-0461

NY-CONN CORPORATION

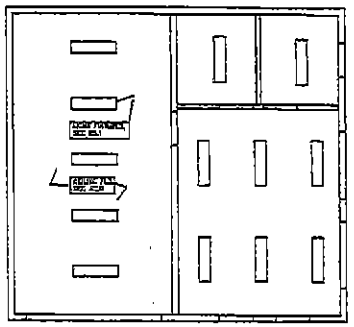
KEYSTONE PLACE
EMS DISPATCH BUILDING
POWER PLAN

REVISIONS
1 5/1/2019
2
3
4
5
6
7

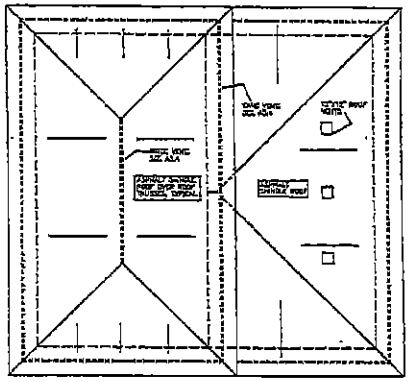
Scale: X
Date: 2/28/2018
Drawn By: Z.A.B.
Checked By: E.D.
Approved By: X
Drawing Number: EMS 1.0
Sheet Number: 01



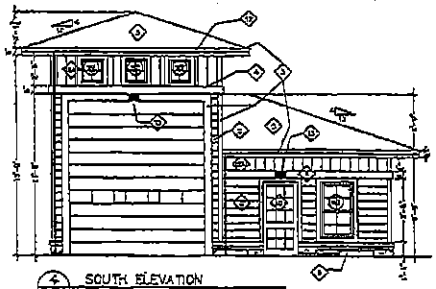
1 / 3.1A FIRST FLOOR PLAN 1/4" = 1'-0"



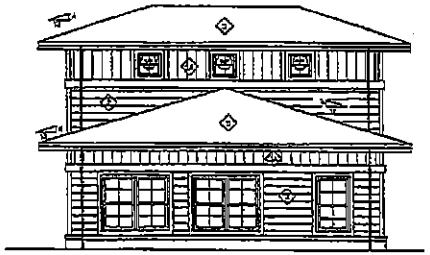
2 / 3.1A REFLECTED CEILING PLAN 1/4" = 1'-0"



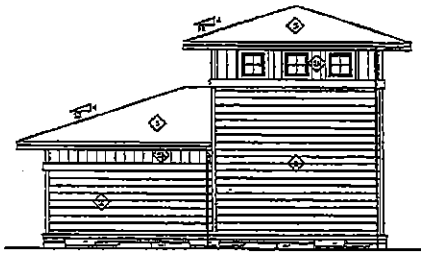
3 / 3.1A ROOF PLAN 1/4" = 1'-0"



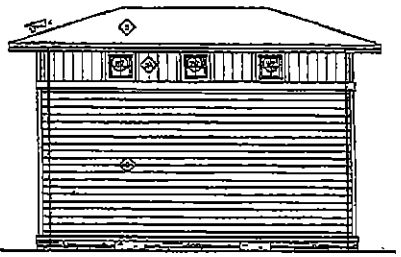
4 / 3.1A SOUTH ELEVATION 1/4" = 1'-0"



5 / 3.1A EAST ELEVATION 1/4" = 1'-0"



6 / 3.1A NORTH ELEVATION 1/4" = 1'-0"



7 / 3.1A WEST ELEVATION 1/4" = 1'-0"

EXTERIOR FINISH LEGEND

1. VINYL LAP SIDING, 4" EXPOSURE, COLOR 1
2. VINYL LAP SIDING, 8" EXPOSURE, COLOR 2
3. VINYL VERTICAL SIDING, COLOR 2A
4. VINYL TRIM / TRIM BOARD, COLOR 3
5. VINYL TRIM BOARD, ACCENT COLOR 4
6. ASPHALT SHINGLE ROOF
7. MANUFACTURED VINYL WINDOW WITH VINYL TRIM (SILL, DRIP/CAP OF ACCEPTABLE HEIGHT)
8. ALUMINUM STORM, PREFINISHED OR VINYL CLAD
9. CHAMPIONS COLORED VINYL WINDOWS
10. CHAMPIONS ENTRY WITH ENTRY DOOR / FRAME SYSTEM WITH INTERNAL SILL AND FIXED LITES AS SHOWN ON DRAWINGS
11. CHAMPIONS COLORED FIBERGLASS DOORS WITH INTERNAL SILL
12. PREFINISHED HOLLOW METAL DOOR AND FRAME
13. PREFINISHED GUTTER / SCUPPER AND DOWNSPOUT
14. EXTERIOR GRADE DEMISEAL WALL SEALANT
15. PREFINISHED METAL LOUVERS W/ SCREEN

DOOR SCHEDULE

1	1'-3"x6'-8" INSULATED STANDARD SHIELDED DOOR W/ WEATHERSTRIPPING
2	3'-0"x6'-8" FIBERGLASS FRENCH DOOR FOR FIELD, SEE A4.1
3	6'-0"x6'-8" DOUBLE INSULATED METAL DOOR W/ FRAME, 1½ HR FIRE RATING (NOTE: 1½ HOUR)
4	3'-0"x6'-8" PREFINISHED WOOD DOOR OPT. SEE A4.1, NOT FIRE RATED
5	3'-0"x6'-8" PREFINISHED WOOD DOOR OPT. SEE A4.1, NOT FIRE RATED

Permit Drawings
Issued For Construction
08/01/2019

Revisions

Owner

Consultants

NRA

Keystone Place @ Wooster Heights
Senior Housing Community
Danbury, Connecticut

Architect

Date Drawn/Updated/Plotted

A 3.1A

PROJECT #: 2017-0

3-1

(11)

CITY OF DANBURY

155 DEER HILL AVENUE
DANBURY, CONNECTICUT 06810

PLANNING & ZONING DEPARTMENT
www.danbury-ct.gov

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

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

From: Sharon B. Calitro, AICP, Planning Director SBC
Antonio Iadarola, PE, Director of Public Works, City Engineer

Date: September 28, 2020

Re: CT DOT Community Connectivity Grant Program ("CCGP")

The Departments of Planning & Zoning and Public Works have identified a potential funding opportunity from the CT DOT CCGP in the form of a grant to improve pedestrian and bicyclist accommodations in urban, suburban and rural centers. As noted in the grant solicitation, "The primary program objective is to make conditions safer and more accommodating for pedestrians and cyclists, thereby encouraging more people to use these healthy and environmentally sustainable modes of travel."

Many downtown sidewalks beyond the limits of those included in the Downtown Streetscape Renaissance Project are in need of improvement. Our Departments are working together to identify those areas most in need of improvement and for which this specific grant, if awarded, could best be utilized based on the extent of needed improvements and funding. This is a competitive grant and funds may only be used for construction. There is no local match and the maximum grant award is $600,000. Municipalities are eligible to apply for only one grant.

The Departments respectfully request permission to apply for and accept up to $600,000 in grant funds from the CCGP which would be utilized to extend sidewalk improvements on streets in the downtown area.

11-1

RESOLUTION

CITY OF DANBURY, STATE OF CONNECTICUT

_____A.D. 2020

RESOLVED BY THE CITY COUNCIL OF THE CITY OF DANBURY

WHEREAS, CTDOT recently notified the City that grant funds are available under the Community Connectivity Program (CCGP); and

WHEREAS, the CCGP seeks to improve accommodations for bicyclists and pedestrians in urban, suburban and rural centers, encouraging people to use healthy and environmentally sustainable modes of travel; and

WHEREAS, the CCGP provides construction funding for local initiatives that will contribute to the overall goal of the Community Connectivity Program; and

WHEREAS, the City of Danbury Departments of Planning & Zoning and Public Works will be pursuing the grant, in an amount not to exceed $600,000 to help improve downtown sidewalks; and

WHEREAS, there is no local match required.

NOW, THEREFORE, BE IT RESOLVED THAT Mayor Mark D. Boughton or his designee, the Planning Director and/or Director of Public Works/City Engineer, be and hereby is designated to apply for and receive grant funds pursuant to the Community Connectivity Grant Program and to take such actions as may be required in accordance with the program.

(12)

CITY OF DANBURY
DEPARTMENT OF HEALTH AND HUMAN SERVICES
155 DEER HILL AVENUE • DANBURY, CONNECTICUT 06810
www.danbury-ct.gov/health • healthdept@danbury-ct.gov
TEL: 203. 797.4625 • FAX: 203.796.1596

Mark D. Boughton
Mayor

Kara Marie Prunty, MPA
Acting Director of Health of Health

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

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

DATE: September 22, 2020

RE: Epidemiology and Laboratory Capacity (ELC) CT DPH Grant

The City of Danbury Department of Health and Human Services has identified a potential funding opportunity in the form of a grant available through the State of Connecticut Department of Public Health (CT DPH) in an amount not to exceed $510,143. CT DPH stipulates that these funds are to be used to enhance the following COVID-19 response activities:

- Laboratory detection
- Surveillance (contact tracing) and response
- Informatics
- Workforce capacity
- Strengthen laboratory testing volume and capacity
- Coordinate and engage with partners as needed to respond to and prevent COVID-19
- Prevent and minimize transmission of COVID-19
- Conduct health promotion activities

The ELC Grant spending period is May 19, 2020 through November 17, 2022 and there is no funding match required by the City.

Our department has applied for this funding and, if awarded, will utilize the monies to hire staff members to assist with COVID-19 related activities and emergency response.

Respectfully,

Kara Prunty

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

fsc/kmp

12-1

RESOLUTION

CITY OF DANBURY, STATE OF CONNECTICUT

_____A.D. 2020

RESOLVED BY THE CITY COUNCIL OF THE CITY OF DANBURY

WHEREAS, the State of Connecticut, Department of Public Health, (DPH) as part of the Centers for Disease Control and Prevention (CDC) Epidemiology and Laboratory Capacity (ELC) Cooperative Agreement, has announced a funding opportunity to support local health departments with detection, response, surveillance and prevention of COVID-19 in Connecticut; and

WHEREAS, the City of Danbury's Health and Human Services Department ("Department") is requesting permission to submit a proposal to enhance COVID-19 response activities in an amount not to exceed $510,143 with the funding allocation to be: Year One May 19, 2020 - May 17, 2021 $204,057; Year Two May 1, 2021 – May 17, 2022 $204,057; Year Three (six months) May 18, 2022 – November 17, 2022 $102,029; and

WHEREAS, if awarded, the Department will utilize the funding to hire staff to assist with COVID-19 related activities and emergency response; and

WHEREAS, the ELC grant spending period is May 19, 2020 through November 17, 2022 and requires no City match.

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

12-2

STATE OF CONNECTICUT
DEPARTMENT OF PUBLIC HEALTH

Deidre S. Gifford, MD, MPH
Acting Commissioner

Ned Lamont
Governor
Susan Bysiewicz
Lt. Governor

EPIDEMIOLOGY AND LABORATORY CAPACITY (ELC) ENHANCING DETECTION COOPERATIVE AGREEMENT FUNDING APPLICATION FOR THE ENHANCED DETECTION, RESPONSE, SURVEILLANCE AND PREVENTION OF COVID-19

Kara M. Prunty, Acting Director of Health
Danbury Health Department
155 Deer Hill Avenue
Danbury, CT 06810

ELC Enhancing Detection Cooperative Agreement Project Period: May 19, 2020 through November 17, 2022

ELC Enhancing Detection Cooperative Agreement LHD Total Allocation (30 months): $510,143

Year One, May 19, 2020 – May 17, 2021	Annual Allocation: $204,057
Year Two, May 18, 2021 – May 17, 2022	Annual Allocation: $204,057
Year Three (six months), May 18, 2022 – November 17, 2022	Annual Allocation: $102,029

This application certifies that the LOCAL HEALTH DEPARTMENT/DISTRICT is in compliance with the following conditions of receipt of ELC Enhancing Detection funding.

Resources provided via this mechanism should support necessary expenses to:

(1) Enhance Laboratory Detection, Surveillance (contact tracing), Response, Informatics and Other Workforce Capacity.
(2) Strengthen Laboratory Testing Volume and Capacity.
(3) Coordinate and Engage with Partners as needed to respond to and prevent COVID-19.
(4) Prevent and Minimize Transmission of COVID-19.
(5) Conduct Health Promotion Activities associated with each category (1-4) as detailed below.

(1) **Enhance Laboratory Detection, Surveillance (contact tracing), Response, Informatics and Other Workforce Capacity**
   a. Build expertise for healthcare and community outbreak response within the local health department/health district (LHDs).
   b. Build infection prevention and control and healthcare outbreak response expertise in LHDs.
   c. Train and hire staff to improve the capacities of the epidemiology and informatics workforce.
   d. Conduct surveillance and response of COVID-19 (including contact tracing) and other conditions of public health significance; engage with community resources coordinators to support self-quarantine of impacted residents
      i. Hire temporary contact tracing staff
      ii. Hire local epidemiologist
      iii. Hire public health nurse
      iv. Hire infection prevention staff

e. Build expertise to support management of the COVID-19 related activities within the jurisdiction and integrate into the broader portfolio of activities, (e.g., COVID program and project manager, budget staff).
    i. Utilize existing PHEP-funded staff (public health preparedness coordinator) to support management of the COVID-19 related activities within the jurisdiction
    ii. Hire temporary accounting/fiscal staff to manage funding sources and maintain fiscal and programmatic tracking records for reporting to DPH, including crisis response and FEMA reimbursements
f. Build expertise and conduct mass vaccination campaign
    i. Utilize epidemiologist or public health nurse hired under funding to plan for critical workforce and mass vaccination campaigns for influenza and COVID-19
    ii. Update or refine infectious disease plans
g. Increase capacity for timely data management, analysis, and reporting for COVID-19 and other conditions of public health significance.
    i. Ensure epidemiologist, contact tracers, and staff utilize ContaCT system for contact tracing activities
    ii. Train staff on CTEDSS, ContaCT and other new technology modules and data elements due to COVID-19

(2) **Strengthen Laboratory Testing Volume and Capacity**
a. Support testing partners with local coordination for testing of COVID-19/SARS-CoV-2 including contacts of COVID-19 positive cases, within high-risk settings or in vulnerable populations that reside in their communities.
    i. Work with community-based groups to coordinate and promote testing at non-traditional sites (e.g., retail sites, community centers, faith-based organizations)
    ii. Support testing partners with information and coordination in the community to identify and test at-risk populations including contacts of COVID-19 positive cases, elderly, disabled, racial and ethnic minorities, and other groups at risk due to high frequency of occupational or non-occupational contacts
    iii. Purchase supplies or engage in vendor contracts to enable testing of populations where needed

(3) **Coordinate and Engage with Partners**
a. Build essential partnerships with federally qualified health centers, faith-based organizations, community-based partners, universities, and other congregate healthcare settings within the jurisdiction to ensure testing of community members and minimize the spread of COVID-19.
b. In collaboration with state partners, coordinate and engage in agreements with academic, hospital, and private/commercial laboratories to successfully meet testing demands and minimize the spread of COVID-19.
c. Participate in ESF8 regional meetings and share resources as needed within the region and statewide to support COVID-19 response efforts throughout Connecticut.
d. Communicate and engage with regional community resource coordinators to support individual's with self-quarantine needs.

(4) **Prevent and Minimize Transmission of COVID-19**
a. Provide guidance and training to industry.
b. Provide input and guidance to schools and camps.
c. Consult with businesses, schools and congregate housing on response to any increase in cases and efforts to mitigate transmission.

12-4

d. Ensure adequate staffing and expertise to promote and enforce Reopen Connecticut Governor Orders, DPH Commissioner Orders, and other COVID-19 control and prevention measures as needed under local authority.

(5) **Conduct Health Promotion Activities associated with (1) – (4) above**

a. Develop and implement a health promotion program to Enhance Laboratory Detection, Surveillance (contact tracing), Response, Informatics and other Workforce Capacity; Strengthen Laboratory Testing Volume and Capacity; Coordinate and Engage with Partners; and Prevent Disease Transmission through educating and enforcing Reopening Connecticut Efforts.

Allowable expenses:

- Hire local epidemiologist
- Hire temporary contact tracing staff
- Hire public health nurse
- Hire infection prevention staff
- Hire temporary accounting/fiscal staff
- Personal Protective Equipment (PPE) for workers collecting samples (stockpiling not allowable),
- Testing campaign supplies
- Health promotion and Reopen Connecticut education
- Mass vaccination campaign supplies
- Costs associated with testing and monitoring isolated individuals to prevent spread of infection, including homeless, shelter operations, and essential municipal staff

Requirements as condition of funding:

1. Utilize funding to support COVID-19 response efforts and ELC enhancing detection activities outlined in 1-5 above and any additional guidance provided by CDC.
2. Must utilize the DPH ContaCT system and CTEDSS to identify and isolate new cases of COVID-19 among symptomatic and asymptomatic individuals.
3. Follow-up and report on new COVID-19 positive test results within 24 hours of receipt of confirmed case as long as data is available and received timely.
4. Use of the telephony system (or provide acceptable equivalent).
5. Identify a point of contact at the LHD for contact tracing.
6. Arrange for and promote COVID-19 testing in non-traditional sites for individuals, including vulnerable populations in accordance with CDC and DPH testing guidelines
7. Provide guidance and training to industry according to Reopen Connecticut sector guidelines, including but not limited to:
    i. Restaurants/food service establishments
    ii. Personal service establishments (nail salons, tattoo parlors)
    iii. Hair salons and barbershops
    iv. Sports and fitness facilities
    v. Outdoor recreational activities and outdoor event venues
    vi. Pools
    vii. Hotels and lodging
    viii. Private clubs
8. Provide input and guidance to schools and youth camps for their opening plans. Support schools, camps, childcare, assisted living centers, and colleges to respond to resurgence of cases/outbreaks.
9. Completion of a budget, budget justification, and work plan proposal utilizing the forms contained herein.

12-5

10. Submit quarterly financial, programmatic and metric reports as determined by the DPH that correspond with activities outlined in the DPH-approved work plan and budget. These reports shall be due to the DPH as follows:

Quarterly Report Period	Quarterly Programmatic and Fiscal Report Due Dates
Year One	
May 19, 2020 – August 17, 2020	September 17, 2020
August 18, 2020 – November 17, 2020	December 17, 2020
November 18, 2020 – February 17, 2021	March 17, 2021
February 18, 2021 – May 17, 2021	June 17, 2021
Year Two	
May 18, 2021 – August 17, 2021	September 17, 2021
August 18, 2021 – November 17, 2021	December 17, 2021
November 18, 2021 – February 17, 2022	March 17, 2022
February 18, 2022 – May 17, 2022	June 17, 2022
Year Three (6 months)	
May 18, 2022 – August 17, 2022	September 17, 2022
August 18, 2022 – November 17, 2022	December 17, 2022

11. Submit an annual ELC Enhancing Detection Cooperative Agreement Funding Application for review and approval by the DPH. The annual funding application shall include a budget, budget justification and work plan proposal utilizing the forms provided by the DPH. Each annual allocation will be paid in full by the DPH at the beginning of its respective funding period based upon receipt and approval of the annual funding application. Any funds unexpended in Year One of the project period will be carried over to Year Two. Any funds unexpended in Year Two will be carried over to Year Three (six-month period). Any funds remaining unspent at the end of Year Three shall be returned to the Department of Public Health by December 17, 2022.

If this application is approved, monies granted will not be used to substitute for funds budgeted for the Local Health Department/District under the normal budgetary process.

The information provided on behalf of the Local Health Department/District in this application and attachments is true and correct.

Name of Individual Submitting Application: _____

(Please print or type)

Signature:_____

Director of Health: _____

(Please print or type)

Signature:_____

Board Chair or Chief Elected Official: _____

(Please print or type)

Signature:_____

12.6

VENDOR INVOICE FOR GOODS OR SERVICES RENDERED TO THE STATE OF CONNECTICUT
CO-17 Rev 7/03
VENDOR: Please complete this form and send it to the **DEPARTMENT BILLING ADDRESS** SHOWN ON PURCHASE ORDER

STATE OF CONNECTICUT
OFFICE OF THE STATE COMPTROLLER
CENTRAL ACCOUNTS PAYABLE DIVISION

(1) Business Unit Name	(1) Business Unit Number	(2) Invoice Number	(3) Invoice Amount
			$204,057

(4) Document Date	(5) Invoice Date	(6) Accounting Date	(7) Rpt. Type	(8) . VENDOR FEIN/SSN – SUFFIX
			T	00000-034

VENDOR/PAYEE: FIELDS 9, 10 14 and 18 ARE MANDATORY FOR PAYMENT

(9)
PAYEE: Danbury Health Department

ADDRESS: 155 Deer Hill Avenue
Danbury, CT 06810

(10) Voucher Number

(11)
Voucher Date: _____

Prepared by: _____

(12) VENDOR BILLING COMMENTS
ELC Enhancing Detection Cooperative Agreement – COVID-19 Surveillance and Response

(13) Give a full description of goods or services completed	(14) Quantity	(15) Units	(16) Unit Price	(17) Amount
ELC Enhancing Detection Cooperative Agreement Funding for the period May 19, 2020 through May 17, 2021 to support COVID-19 Surveillance and Response activities in Connecticut.				$204,057
I certify below that the above is a valid claim and has not been paid.				
XX				

(Contractor) Signature of Authorized Person

(Name & Title)

BUSINESS UNIT USE ONLY

REQUIRED							OPTIONAL		REQR
Amount	FUND	Department	SID	Program	Account	Project	Activity	Agency Chart	Budget Ref
$204,057	12060	DPH48557	29582	42003	51131	DPH29582PPPHC	N/A	N/A	2020

(32) **DEPARTMENT NAME AND ADDRESS:**
STATE OF CONNECTICUT
DEPARTMENT OF PUBLIC HEALTH
410 CAPITOL AVENUE, MS# 13LOC
PO BOX 340308
HARTFORD, CT. 06134-0308

(32) PO NO.

(33) COMMODITIES RECEIVED or SERVICES RENDERED- Signature

(DPH AUTHORIZED SIGNATURE)

(34) PO BUS UNIT

(35) Receiving Report No.

(36) Date of Receipt

SHIPPING INFORMATION

(37) Date shipped	(38) From City/State	(39) Via Carrier	(40) F.O.B.

(13)

CITY OF DANBURY
DEPARTMENT OF HEALTH AND HUMAN SERVICES
155 DEER HILL AVENUE • DANBURY, CONNECTICUT 06810
www.danbury-ct.gov/health • healthdept@danbury-ct.gov
TEL: 203. 797.4625 • FAX: 203.796.1596

Mark D. Boughton
Mayor

Kara Marie Prunty, MPA
Acting Director of Health of Health

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

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

DATE: September 14, 2020

RE: Connecticut Health Foundation – Community Health Worker Grant

The City of Danbury Department of Health and Human Services has identified a potential funding opportunity in the form of a grant available through the Connecticut Health Foundation (the foundation) for hiring Community Health Workers in an amount not to exceed $125,000. Originally, this amount was not to exceed $59,000. However, the Connecticut Health Foundation advised us to request additional funds because they allocated additional funding available for distribution amongst different municipalities. The foundation stipulates that these funds are to be used to hire Community Health Workers to assist in COVID-19 response work and address the disproportionate impact of the pandemic on people of color. The Community Health Worker Grant spending period is September 1, 2020 through February 28, 2021 and there is no funding match required by the City.

Our department has been awarded these funds and will utilize the monies to hire Community Health Workers to assist with contact tracing, COVID-19 infection prevention and control education, and mass immunization.

Respectfully,

Kara Prunty

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

fsc/kmp

13-1

RESOLUTION

CITY OF DANBURY, STATE OF CONNECTICUT

_____A.D. 2020

RESOLVED BY THE CITY COUNCIL OF THE CITY OF DANBURY

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

WHEREAS, on September 1, 2020, the City Council authorized the Department to submit an application in an amount not to exceed $59,000 to assist in creating a team of community health workers to assist in COVID-19 response work and address its challenges; and

WHEREAS, the Department has recently been notified of an increase in the available funding, now $125,000.00 to be spent between 9/1/2020 and 2/28/2021, and requests authorization to submit an application for this funding increase; and

WHEREAS, this funding requires no City match.

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

(14)

CITY OF DANBURY
DANBURY, CONNECTICUT 06810

DEPARTMENT OF POLICE
375 MAIN STREET

PATRICK A. RIDENHOUR, CHIEF
SHAUN J. McCOLGAN, DEPUTY CHIEF
(203) 797-4614

September 28, 2020

MEMORANDUM 20-53

To: Hon. Mark D. Boughton, Mayor
Cc: Hon. Members of the Danbury City Council

From: Patrick A. Ridenhour, Chief of Police

Subject: **Ratification of Aftermath K9 Grant Application**

Mayor:

On September 8, 2020 I received notification that Aftermath was offering up to $10,000 in grants to police department K-9 units. According to their website Aftermath is a national company that specializes in Trauma Cleaning and Biohazard Removal.

We currently have three K-9s assigned to our Patrol Division. Unfortunately, one of those K-9s has developed a skin condition that requires special treatment. I thought it was prudent to apply for this grant primarily to help offset the potential cost of this treatment.

The deadline for submission of the grant application was September 18, 2020 which was well before the October meeting of the City Council. After conferring with Corporation Counsel I authorized our K-9 Unit to submit the application and I am now seeking ratification from you and the City Council. At this time, we have not received a decision from Aftermath so we have not received any funds.

There is no local match for this grant. Thank you in advance for your consideration. Please contact me if you have any questions.

Sincerely,

Patrick Ridenhour
Chief of Police
PAR:

14-1

RESOLUTION

CITY OF DANBURY, STATE OF CONNECTICUT

_____A.D. 2020

RESOLVED BY THE CITY COUNCIL OF THE CITY OF DANBURY

WHEREAS, Aftermath, Inc., is offering a grant of up to $10,000.00 to Police Departments nationwide to support, maintain, expand and assist their K9 Units through an "Aftermath K9 Grant" in recognition of their contributions to their community; and

WHEREAS, the Police Department wished to submit an application for such grant to enhance their K9 Unit and assist with related and necessary expenses thereto, the deadline for such application being Friday, September 18, 2020; and

WHEREAS, as prior submission to the Council was not possible due to the release of the grant announcement after the September Council meeting, and as time was of the essence in applying for such grant by the deadline, the Police Department submitted a timely application.

NOW THEREFORE BE IT RESOLVED THAT such grant application be duly ratified and that Mark D. Boughton, Mayor and/or his designee, Police Chief Patrick A. Ridenhour, be and hereby are duly authorized to accept said funds and to execute any agreements necessary to effectuate the purposes thereof.

(15)

CITY OF DANBURY
DANBURY, CONNECTICUT 06810

DEPARTMENT OF POLICE
375 MAIN STREET

PATRICK A. RIDENHOUR, CHIEF
SHAUN J. McCOLGAN, DEPUTY CHIEF
(203) 797-4614

September 11, 2020

MEMORANDUM 20-50

To: Hon. Mayor Mark. D. Boughton
Cc: Hon. Members of the City Council
From: Patrick A. Ridenhour, Chief of Police

Subject: CTIC / RILO Sub-Grant Application

Mayor:

As you know the police department was given the opportunity to assign an officer the CT Intelligence Center's (CTIC) Regional Intelligence Liaison Officer program (RILO). This special assignment opportunity was posted in accordance with the collective bargaining agreement between the City and the Police Union as well as the Pahaham/Rogers consent decree. The posting attracted 12 applicants. We narrowed the field to four and the CTIC staff made the final selection. The selected officer began training with CTIC on September 8, 2020.

Although this was not a deciding factor in determining whether or not to take advantage of this opportunity, the State is prepared to at least partially reimburse us for the salary of the officer assigned to the program. Currently the reimbursement is up to $60,000 per fiscal year. The reimbursement is coming from one of the State's federal grants, which means we will have to apply for a sub-grant award.

I respectfully request permission to complete and submit the attached grant application and approval for execution and ratification of the required Memorandum of Agreement. Please contact me if you have any questions.

Sincerely,
Patrick Ridenhour
Chief of Police

15-1

RESOLUTION

CITY OF DANBURY, STATE OF CONNECTICUT

_____A.D. 2020

RESOLVED BY THE CITY COUNCIL OF THE CITY OF DANBURY

WHEREAS, the CT Department of Emergency Services and Public Protection ("DESPP") and the CT Division of Emergency Management and Homeland Security ("DEMHS") have established a Homeland Security Grant Program(s) together with a grant award process in furtherance of said Program; and

WHEREAS, this collaborative effort, authorized by Connecticut law, establishes a police assignment program entitled the Regional Intelligence Liaison Office Program ("RILO") at the CT Intelligence Center ("CTIC") at a location specified in the Program; and

WHEREAS, the Program contemplates the temporary assignment of a Danbury Police Department officer to a special assignment established within and funded by said agency(ies) and pursuant to said Program; and

WHEREAS, the Program funding through this grant would at least partially offset the salary of the police officer assigned; and

WHEREAS, an MOA executed for the purposes of the Program has been provided and accepted, such that once the grant is submitted and processed for approval, any officer reimbursement may be secured.

NOW, THEREFORE, BE IT RESOLVED THAT Mark D. Boughton, Mayor and/or his designee, Police Chief Patrick A. Ridenhour, be and hereby are duly authorized to apply for and accept said Grant and execute and to ratify a Memorandum of Agreement ("MOA") memorializing the intent of the Program.

15-2.

MEMORANDUM OF AGREEMENT
BETWEEN
THE STATE OF CONNECTICUT
DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION
AND
CITY OF DANBURY
August, 2020

This Memorandum of Agreement ("Agreement") is entered into by the Connecticut Department of Emergency Services and Public Protection ("DESPP"), and the DESPP Division of Emergency Management and Homeland Security ("DEMHS") under the authority of Connecticut General Statutes Titles 28 and 29, and Section 4-8, and the City of Danbury ("Municipality"). The Municipality's undersigned representatives state that they have the proper authority to execute this agreement.

2. The purpose of this Memorandum of Agreement ("MOA") is to memorialize the roles and responsibilities of the Parties with regard to Connecticut's fusion center, known as the Connecticut Intelligence Center ("CTIC"), including to outline those roles and responsibilities with regard to the use of a state-owned vehicle by a Municipal law enforcement officer, to support such duties as are assigned by the DEMHS Deputy Commissioner/CTIC Director to the officer in his/her role as a Regional Intelligence Liaison Officer ("RILO") for the Connecticut State Fusion Center, also known as the Connecticut Intelligence Center ("CTIC").

3. The Commissioner of DESPP, through his designee the Deputy Commissioner of DESPP/DEMHS, is authorized to enter into this agreement under Connecticut General Statutes §4-8, and also under Title 29, which authorizes the Commissioner of DESPP to provide a coordinated, integrated program for state-wide homeland security; in particular, Connecticut General Statutes §28-1a(e), which authorizes the DESPP Commissioner to request and receive assistance in the form of the temporary assignment of personnel necessary to perform the functions of the agency, including assistance from a local agency, and Connecticut General Statutes §28-1a(b). The Municipality is authorized to enter into this agreement under the terms of the attached Resolution, or applicable charter provision, and Connecticut General Statutes §7-148, with regard to police representation from Connecticut municipalities.

4. The Parties agree to work collaboratively to support the mission of the CTIC, which is to bring together representatives of multiple state, local, and federal agencies to collect, analyze, and disseminate both criminal and terrorism-related intelligence to law enforcement and other appropriate partners in Connecticut and nationally.

5. DEMHS shall coordinate CTIC, in accordance with its statutory responsibilities to coordinate with the public and private sectors with regard to homeland security, including coordinating homeland security communications and communications systems; distribute and coordinate the distribution of security warnings, and; establish standards and protocols for the use of any intelligence information. Conn. Gen. Stat. §28-1a(b).

6. DEMHS shall provide CTIC with its primary work space at DESPP/DEMHS, while at the same time, the Parties recognize that CTIC is a statewide fusion entity, and as such, in order to be effective and efficient, must maintain collaboration and communication through field work as well as work with state, local, and federal agencies that may require work space in other locations.

7. DESPP is the designated State Administrative Agency that applies for and administers the funds under the United States Department of Homeland Security Grant Program. DESPP is responsible for obligating these funds to the appropriate units of state or local government or other designated recipients.

8. DESPP/DEMHS has identified federal funds for a two-year commitment under the Homeland Security Grant Programs, as a stipend to the Municipality to provide for the assignment of a municipal representative to the CTIC as a Regional Intelligence Liaison Officer (RILO) in accordance with the applicable grant award letter(s) and any accompanying documents.

9. Subject to budget and availability, DESPP/DEMHS shall also provide a vehicle with fuel, laptop computer, VPN Key, MiFi, and cell phone for use by the municipal RILO. All equipment shall remain the sole property of the State, through DESPP/DEMHS and CTIC. All equipment, including the vehicle, shall be used only in accordance with any applicable regulation, policy, procedure, or rule.

10. While performing services for CTIC, the municipal RILO shall act under the direction of the DESPP Commissioner, the DESPP/DEMHS Deputy Commissioner, and/or their designee. The Municipality shall retain administrative control over such personnel. The Municipality shall maintain all workers' compensation, liability, and any other employment-related coverage for the RILO, except that, under §28-1a(e), the RILO will be considered to be acting as a state employee while performing CTIC duties, for purposes of Connecticut General Statutes §5-141d (indemnification for actions within scope of employment.)

11. The City of Danbury shall provide a full-time qualified law enforcement officer as a Regional Intelligence Liaison Officer with the CTIC/fusion center location to be his/her

newly assigned duty station for a period of two years from the date that the individual receives the appropriate level of security clearance, in accordance with conditions which include, but may not be limited to, the following;

A. The RILOs' primary source of law enforcement authority shall be through their municipal positions, with such additional authority as may be afforded to them in their CTIC role. If any such additional authority is granted to the RILOs, they shall comply with any applicable laws, regulations, rules, policies and procedures; DESPP/DEMHS will reimburse the Municipality a monthly rate of $5000.00, submitted on a quarterly basis, for each certified officer assigned to CTIC on a full-time basis. These funds must be used specifically to reimburse the costs associated with assigning an officer to CTIC;

B. The Municipality agrees that if an officer is assigned to begin the CTIC assignment after the first business day of a month, or separates from CTIC before the last business day of a month, the monthly stipend will be reduced by the actual numbers of business days not worked for CTIC during the month. The language in this section (11B) supersedes any contradictory language in the current Grant conditions;

C. "Full time" is defined as working specifically for CTIC as a CTIC member, under the direct supervision of CTIC. CTIC's core working hours are Monday through Friday, 0800 hours to 1530 hours. With approval from CTIC, RILOs may alter their shift start and end times, provided that they are on duty with CTIC during the core working hours, and put in a minimum weekly total of 40 CTIC work hours. At the discretion of the DEMHS Deputy Commissioner/CTIC Director, RILOs may be expected to be available off hours to respond (generally via e-mail or telephone) to regional issues, and may be "on call" one weekend every two months to assist in sending out timely information statewide, if necessary.

   1. **For Danbury: The Municipality will provide the CTIC RILO with compensation or leave benefits in accordance with the collective bargaining agreement between the Municipality and the Union representing the RILO for all off hours informational responses and on-call responsibilities;**

D. Generally, mandated municipal training days, occasional short term emergency municipal department assignments during regular CTIC business hours and/or personal leave time will be considered part of the RILO's regular CTIC assignment. Excessive absence or absences greater than two weeks per year, for

home agency details, training or leave, as determined by the DEMHS Deputy Commissioner/CTIC Director in consultation with the RILO's municipal supervisor, may result in pro-rated reimbursement for the quarter;

E. Out-of-state training and/or travel costs approved by CTIC shall be funded by CTIC, in accordance with federal grant funding requirements and reimbursement rules, subject to fund availability. DESPP/DEMHS shall only cover allowable travel and training costs as determined by CTIC. Depending upon the circumstances, training may be directly funded through DESPP/DEMHS or, upon occasion, the municipal department may be asked to sponsor the training, with reimbursement from DESPP/DEMHS for all federally allowable costs. Per diem payments or out-of-pocket expenses required under municipal contracts shall not be paid by DESPP/DEMHS, but shall be funded by the RILO's municipal department;

F. The Municipality and any RILO assigned from the Municipality shall follow any DESPP/DEMHS CTIC-related policies, including, but not limited to: the CTIC Policy and Procedure Manual and Connecticut Intelligence Center Privacy, Civil Rights and Civil Liberties Protection Policy, any other applicable written CTIC policy directives and state vehicle policies, including those found in the DESPP A&O Manual. The RILO shall attend any CTIC-related annual training as determined by CTIC;

G. RILOs assigned to CTIC, as well as their sponsoring Municipalities, shall adhere to/with all agreements, rules, laws, regulations and policies entered into by DESPP/DEMHS/CTIC with regard to the use of equipment, databases, and/or building access associated with CTIC and/or DEMHS;

H. With regard to the assets described in Paragraph 9 above, or any other state assets to which the RILO has access in his/her role with CTIC, the Municipality and any RILO assigned from the Municipality shall follow any applicable state law, regulation, rule, procedure or policy;

I. Consistent with the Bylaws of the CTIC Executive Board, any applicable collective bargaining agreements, and the CTIC Privacy, Civil Rights and Civil Liberties Protection Policy [see Section N(3)], if a complaint of noncompliance with any policy, rule, regulation, law, agreement, or procedure applicable to CTIC has been substantiated against a RILO, then CTIC and his/her sponsoring municipal agency shall take all appropriate actions against the RILO, including suspending or discontinuing access to information;

J. The RILO shall execute all necessary nondisclosure agreements, and shall obtain all security clearances deemed necessary by DESPP/DEMHS;

K. The funding from or through DESPP/DEMHS shall be subject to availability, and to all applicable grant conditions, including any special conditions;

L. The Municipality must maintain records in connection with the use of the funding provided by or through DESPP/DEMHS to support the RILO position, and allow DESPP/DEMHS, the federal Department of Homeland Security or an agent of either agency, to review, inspect and/or validate the records at any reasonable time;

M. The Municipality shall complete and submit the reports as required under the DESPP/DEMHS Grant Reporting Schedule, and shall comply with any additional reporting requirements as DEMHS and/or the federal government may request.

12. With regard to the vehicle provided to the RILO, the Municipality shall:

A. Not modify the vehicle unless the RILO and the Municipality have received the prior written approval of the CTIC Director and, if necessary, of the DESPP Fleet Operations Director or designee;

B. In accordance with DESPP policy and procedures, the Municipality and RILO shall be knowledgeable of, and comply with, all of the rules and procedures outlined in General Letter 115, as well as all applicable A&O Manual requirements and CTIC written policy directives, and shall ensure that the RILO complies with these rules and procedures, including, but not limited to, the following:

   a. Obeying all motor vehicle laws;
   b. Complying with all state accident procedures issued by the State Comptroller or the Director of DESPP Fleet Operations, including but not limited to completing accident reports (DESPP Vehicle Incident Accident Report) and submitting the report to the DEMHS Deputy Commissioner/CTIC Director within 48 hours of the incident;
   c. Promptly paying parking fines and other liability charges incurred while operating any motor vehicle on state business. The Municipality and the RILO agree that such fines shall not be paid by CTIC or DESPP/DEMHS, but are the personal liability of the driver;
   d. Notifying the DEMHS Deputy Commissioner/CTIC Director within 48 hours if s/he has been convicted of or has made payment for any motor vehicle violation (not including parking tickets) while driving a state-owned vehicle;
   e. Completing and submitting all required reports within established timelines;

f. Complying with the required April/October DESPP vehicle inspection schedule;
g. Ensuring that no unauthorized passengers will be allowed in the vehicle;
h. Ensuring that his/her motor vehicle licenses and that any RILO or Municipal required motor vehicle insurance is kept active and up-to-date; and
i. Complying with any rules of his/her Municipal department concerning motor vehicle operation that are stricter than those found in General Letter No. 115;
j. Notifying the DEMHS Deputy Commissioner/CTIC Director within 24 hours if his/her motor vehicle license is suspended, revoked or expired
k. Ensuring that the vehicle is not used off duty or for personal use.

13. Funding of this project in no way obligates DESPP or DEMHS to fund any Municipal activities in excess of this Grant; beyond the period of this Grant, or; in future years.

14. Failure of the Municipality to comply, during the period of the grant, and any possible amendments thereto, with applicable provisions of the American with Disabilities Act of 1990, as may be amended, will render the Grant voidable at the option of DESPP/DEMHS upon written notice to the Municipality and failure by the Municipality to cure the noncompliance within a reasonable period of time.

15. The Municipality and/or the RILO must notify the DEMHS Deputy Commissioner/CTIC Director immediately of any adverse potential or actual administrative or legal actions involving the RILO.

16. The term of this MOA is for two years, from **September 8, 2020 to September 8, 2022.** Requests to extend the term of this MOA may be made by the Municipal department or the DEMHS Deputy Commissioner/CTIC Director prior to the expiration of the current term of the MOA. Any amendment or change in the terms of this agreement must be made in writing, signed by the Chief Executive Officer of the Municipality and the Deputy Commissioner of DEMHS.

17. This MOA may be terminated by either party upon 90 days' written notice, except that DEMHS may terminate the MOA immediately for security, safety, or disciplinary reasons. Failure of the Municipality or the RILO to comply with any term or requirement of this MOA may result in immediate termination of this MOA.

15-8

09/01/2020
Date

Regina Y. Rush-Kittle
Deputy Commissioner/CTIC Director
Division of Emergency Management and Homeland Security
Department of Emergency Services and Public Protection

Aug. 31, 2020
Date

Mayor
City of Danbury

08. 31. 2020
Date

Chief of Police
City of Danbury

(16)

CITY OF DANBURY

155 DEER HILL AVENUE
DANBURY, CONNECTICUT 06810

DAVID W. ST. HILAIRE
DIRECTOR FINANCE

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

MEMORANDUM

DATE: 9/16/20

TO: HON. MARK D. BOUGHTON VIA THE CITY COUNCIL

FROM: DAVID W. ST. HILAIRE, DIRECTOR OF FINANCE D ST

RE: **RESOLUTION** – DISTRACTED DRIVING GRANT – POLICE DEPARTMENT

Attached for your review is a resolution that will allow the City of Danbury Police Department to apply for and accept funding from the State of Connecticut, Department of Transportation through its "FY 2021 Distracted Driving High Visibility Enforcement (DDHVE)" program.

This funding will be used in the Police Department's continued efforts of distracted driving enforcement activities in October 2020 and April 2021.

This grant request will not exceed $60,000, with the State covering 100% of the program costs.

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

DST/sk

cc: Chief P. Ridenhour

16-1

RESOLUTION

CITY OF DANBURY, STATE OF CONNECTICUT

_____A.D. 2020

RESOLVED BY THE CITY COUNCIL OF THE CITY OF DANBURY

WHEREAS, the State of Connecticut Department of Transportation, Division of Highway Safety, has notified the City of Danbury Police Department of a funding opportunity through its "Distracted Driving High Visibility Enforcement (DDHVE)' program; and

WHEREAS, this funding will aid the Danbury Police Department in texting/distracted driving enforcement activities; and

W**HEREAS**, the City intends to request a total project amount not to exceed $60,000, with State funding of 100%; and

WHEREAS, the activity for this enforcement will be in October 2020 and April 2021.

NOW, THEREFORE BE IT RESOLVED THAT, Mayor Mark D. Boughton, or Police Chief Patrick Ridenhour, as his designee, is hereby authorized to accept these grant funds and sign all contracts necessary to effectuate the purposes thereof.

16-2.

CONNECTICUT DEPARTMENT OF TRANSPORTATION	FY 2021 HIGHWAY SAFETY PROJECT APPLICATION	CT-DOT/HSO
	CT DEPARTMENT OF TRANSPORTATION	FORM: DDHVE GRANT
	SHADED AREA FOR HSO USE ONLY	CFDA #: 20.616
	PROJECT NO: 0201-0745-2-	HSO Stamp
REVISION: August 19, 2020	PROGRAM AREA: 405 e 2 (M8DDLE)	
EXPIRES: September 30, 2021	PROGRAM AREA DESCRIPTION: Distracted Driving High Visibility Enf.	

ACCEPTANCE – IT IS UNDERSTOOD AND AGREED BY THE UNDERSIGNED THAT FUNDS RECEIVED AS A RESULT OF THIS APPLICATION IS SUBJECT TO THE REGULATIONS GOVERNING HIGHWAY SAFETY PROJECTS. THIS AGREEMENT MAY BE TERMINATED BY EITHER PARTY IN ACCORDANCE WITH TRANSPORTATION SAFETY SECTION POLICY. COPY OF POLICY OBTAINED UPON REQUEST.

PROJECT TITLE: FY 2021 Distracted Driving High Visibillity Enforcement

GOVERNMENTAL UNIT: City of Danbury	**ADDRESS OF GOVERNMENTAL UNIT:** 155 Deer Hill Avenue, Danbury, CT 06810
APPLICANT: Danbury Police Department	**ADDRESS OF APPLICANT:** 375 Main Street, Danbury, CT 06810
FEIN: 06-6001868 / **DUNS NUMBER:**	**ANTICIPATED PROJECT STARTUP DATE:** October 1, 2020

PROJECT DIRECTOR: Chief Patrick Ridenhour	TITLE: Chief of Police	TELEPHONE NUMBER: 203-797-4601
		FAX NUMBER:
SIGNATURE:	ADDRESS & ZIP CODE: 375 Main Street, Danbury, CT 06810	E-MAIL ADDRESS: p.ridenhour@danbury-ct.gov
FINANCIAL OFFICER: David W. St. Hilaire	TITLE: Director of Finance	TELEPHONE NUMBER: 203-797-4652
		FAX NUMBER:
SIGNATURE:	ADDRESS & ZIP CODE: 155 Deer Hill Avenue, Danbury, CT 06810	E-MAIL ADDRESS: d.sthilaire@danbury-ct.gov
AUTHORIZING OFFICIAL: Mark D. Boughton	TITLE: Mayor	TELEPHONE NUMBER: 203-797-4501
		FAX NUMBER:
SIGNATURE:	ADDRESS & ZIP CODE: 155 Deer Hill Avenue, Danbury, CT 06810	E-MAIL ADDRESS: m.boughton@danbury-ct.gov

FOR HSO USE ONLY

APPROVED PROJECT PERIOD	FROM: THROUGH: April 30, 2021
FISCAL REVIEW COMPLETED BY: Christina Birke or Anila Hafeez	PROJECT MANAGER REVIEW COMPLETED BY: Phyllis DiFiore — DATE:
DATE:	PROGRAM COORDINATOR REVIEW COMPLETED BY: Joseph J. Cristalli, Jr. — DATE:
REQUESTED AMOUNT: $58,240.00	GOVERNOR'S HIGHWAY SAFETY REP: Garrett T. Eucalitto — DATE:
HSO APPROVED $:	
TOTAL ALLOTTED:	

PROJECT TITLE	APPLICANT	
FY 2021 Distracted Driving High Visibility Enforcement	Danbury Police Department	
	PROBLEM ID	PAGE 1 OF 1

STATEMENT OF THE PROBLEM AND BACKGROUND INFORMATION
PROBLEM IDENTIFICATION

To date, identifying the role distracted driving has played in fatality and serious injury crashes has been a challenge in Connecticut, due to the way crash data is collected and limitations of the crash reporting form (PR-1) itself. In order to effectively allocate 405(e) funds to multiple areas including enforcement mobilizations, the HSO chose to use an index of a combination of factors to best identify where the largest volumes of crashes, non-interstate roadway use, and population centers intersect. The goal of which is to target suspected locations where distraction as a result of hand held mobile phone use by drivers leads to crashes; and to identify areas where enforcement of Connecticut's hand held mobile phone for drivers can most be effective.

The applicant was selected by the HSO to conduct High Visibility Enforcement (HVE) based on a combination of the following data, weighted and ranked to determine areas where traffic volumes are highest, and the most crashes occur by town. The following ranking system was used by our data consultant.

- Fatal and injury crashes 2015-2019
- Daily Vehicle Miles Traveled (DVMT) (2017)
- Population (2017)
- Crash rate per DVMT
- Crash Rate per population
- Past High Visibility Enforcement grant performance

ENTER YOUR AGENCY'S STATEMENT OF THE PROBLEM AND BACKGROUND INFORMATION
****Press "ALT"&"Enter" together to insert new line**

Distracted Driving remains a traffic safety issue in Danbury, CT. From 2015 to 2019, Distracted Driving was identified as a primary contributing factor in at least 2 fatalities and also caused numerous injuries. It is the intent of Danbury PD to deploy officers to conduct Distracted Driving enforcement with the goal to reduce the number of operators committing Distracted Driving offensives and reduce injuries related traffic crashes.

Officers will focus and conduct Distracted Driving enforcement in the following areas: Main St., North St. and Balmforth Ave, Lake Ave., White Street, and other areas. These are areas where this type of enforcement would reduce the number of collisions, and injuries related to these types of Distracted Driving offensives.

Officers will be deployed during times of the day when visibility will be greater. Officers a will be utilized for 8 hour shifts. Visibilities for Distracted Driving offensives is particularly better in the morning and afternoon hours this along with rush hours vehicular volume. In addition, enforcement action will occur outside of peak drive times and on the weekend and violators will be addressed.

Enforcement will consist of multiple methods: Officers will utilize the use of Police Motorcycles, unmarked police vehicles, marked patrol cars, and spot checks. Individual Officers will take appropriate action when a violator is observed. These operations will all be scheduled during peak traffic times morning and afternoon.

(17)

The City of Danbury

Information Systems

CITY OF DANBURY

155 DEER HILL AVENUE
DANBURY, CONNECTICUT 06810

Matthew G. Cassavechia
Emergency Management Director

Phone (203) 797-4630

MEMORANDUM

TO: MAYOR MARK D. BOUGHTON VIA THE CITY COUNCIL

FROM: MATTHEW G. CASSAVECHIA, EMERGENCY MANAGEMENT DIRECTOR.

DATE: SEPTEMBER 11, 2020

RE: **EMPG FUNDING – STATE FY 2020**

Attached please find a resolution that will allow the City of Danbury to submit an application for the State Fiscal Year 20 Emergency Management Performance Grant to the State of Connecticut Department of Emergency Services and Public Protection.

The City of Danbury is eligible to receive funds in the amount of $42,623 from the State for emergency management activities and is required to match this amount, for a total program cost of $85,246. The program period is October 1, 2020 through September 30, 2021 and the required $42,623 match will be met through the operating budget.

Please do not hesitate to contact me should you have any questions regarding this. Thank you.

MGC/sk

17-1

RESOLUTION

CITY OF DANBURY, STATE OF CONNECTICUT

_____A.D. 2020

RESOLVED BY THE CITY COUNCIL OF THE CITY OF DANBURY

WHEREAS, the State of Connecticut Department of Emergency Services and Public Protection, Division of Emergency Management and Homeland Security, has allocated funding to the City of Danbury through the Emergency Management Performance Grant Program; and

WHEREAS, this program assists municipalities in enhancing emergency management activities; and

WHEREAS, the total program amount of $85,246 is for the period of October 1, 2020 through September 30, 2021; and

WHEREAS, the State will award funds for 50% of the grant amount, or $42,623, with the City required to match this amount and will do so with funds available in the operating budget.

NOW THEREFORE BE IT RESOLVED THAT Mark D. Boughton, Mayor of the City of Danbury, or Matthew Cassavechia, Emergency Management Director, as his designee, is hereby authorized to apply for and accept said funds and to execute all contracts and agreements necessary to effectuate the purposes thereof.

(18)

CITY OF DANBURY

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

ENGINEERING DIVISION

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

September 9, 2020

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

Request for Renewal
Sanitary Sewer Main and Water Main Time Extension Approval
1 & 2 Kevin Drive
Tax Assessor's Lot No. G05085 & G05074

Dear Mayor Boughton and City Council Members:

As per Sec. 48-37 and Sec. 48-170 of the Code of Ordinances, at the September 1, 2020 City Council meeting, the August 8, 2020 application from Joseph Putnam, requesting a time extension for the approval previously granted by the City Council for the installation of a water main and sanitary sewer main to serve the above noted properties (Tax Assessor's Lots Nos. G05085 & G05074) was referred to our division for a report (reference item 6 of the meeting minutes).

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

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

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

Sincerely,

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

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

18-1

CITY OF DANBURY

155 DEER HILL AVENUE
DANBURY, CONNECTICUT 06810

PLANNING COMMISSION
www.danbury-ct.gov

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

September 16, 2020

To: Mayor Mark Boughton
Members of City Council

From: Planning Commission

Re: 8-24 Referral - September City Council Agenda Item #6: Request for Renewal of Water and Sewer Extension for 1 & 2 Kevin Drive (G05085 & G05074).

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

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

Mr. Urice made the motion for a positive referral. Mr. Chiocchio seconded the motion and it was passed unanimously with AYES from Mr. Chiocchio, Mrs. Hoffstaetter, Mr. Salvagne, Mr. Urice, and Chairman Finaldi.

Arnold E. Finaldi Jr.
Chairman

AF/jr

c: Engineering Dept.
Corporation Counsel

CITY OF DANBURY

DANBURY, CONNECTICUT 06810

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

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

September 24, 2020

MEMORANDUM

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

From: Patrick A. Ridenhour, Chief of Police

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

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

<u>Personnel</u>

Department Strength:

Sworn Personnel	**146**	
Injury/Extended Leave	5	
Sworn Personnel in Police Academy	2	1
Effective strength (as of 09-22-20)	**139**	

*0 pending retirements

<u>Community Services</u> (See attached)

<u>Training</u>

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

9/2, 4 Taser Recertification/Firearms Qualifications – Mandated training for all personnel
Various Dates Essential Skills Training – Mandated training for all personnel

Chief's Significant Meetings

8/24	IXP Virtual Meeting
8/24	COVID-19 Briefing
8/25	Post-Storm Review Meeting
8/25	We Are Better Together Zoom Meeting
8/26	Board of Awards Virtual Meeting - Purchasing
8/27	POSTC UOF Sub-Committee Virtual Meeting
8/27	COVID-19 Briefing
8/31	Grievance Hearing
8/31	COVID-19 Briefing
9/1	Summit Radio Meeting
9/1	City Council Meeting
9/2	Informal Conference – Danbury Hat City Local CACP Meeting
9/3	POSTC UOF Sub-Committee Meeting Virtual
9/3	COVID-19 Briefing
9/8	9/11 Video
9/9	CCPA Board of Directors Meeting
9/10	POSTC UOF Sub-Committee Meeting
9/10	Lion's Club Meeting
9/10	COVID-19 Briefing
9/14	Pension Meeting
9/14	Commission on Racial & Ethnic Disparity in the Criminal Justice System – Virtual
9/15	DPD Staff Meeting
9/17	POSTC UOF Sub-Committee Meeting
9/17	NOSI Suicide Prevention Webinar
9/17	Lions Club Installation Ceremony
9/21	Personnel Hearing
9/21	Pre-Grievance Meeting
9/21	COVID-19 Briefing
9/22	Police Grievance Meeting
9/22	Emergency Management Meeting
9/24	POSTC UOF Sub-Committee Meeting
9/24	Community Portrait of a Graduate – Virtual

E-Commerce Trading Location – no issues reported this month

***$500.00 donation from the Rizzo Family to be used towards officer wellness programs.

Respectfully submitted,

Patrick A. Ridenhour
Chief of Police

PAR:mrl
Attach.

CITY OF DANBURY

DANBURY, CONNECTICUT 06810

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

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

To: Patrick A. Ridenhour – Chief of Police

From: Vincent P. Daniello – Lieutenant

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

Date: September 24, 2020

Community Conditions Unit:
(Sgt. Antonelli, Officers S. Cameron, M. Morrill)
(-2 Officers)
-See attached report – *Sensitive Information* -
Community Affairs Unit: No officer assigned
(-1 Officer)
-No report attached
GTF/UNIT:
(P.O. K. Utter)
S**ee attached report** – ***Sensitive Information***
City Center Liaison: No officer assigned
(-1 Officer)
-No report attached
Police Activities League:
(No police personnel assigned)
No Report
School Based Officers:
(P.O. S. O'Brien, P.O. M. Martinez, P.O. B. Hayes, P.O. R. Morlock, P.O. M. Iaquinto)

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

1 Lieutenant
1 Sergeant
8 Patrol Officers (-4)

CITY OF DANBURY

DANBURY, CONNECTICUT 06810

Department of Police
375 Main Street

Matthew McNally, Lieutenant
Patrol Division

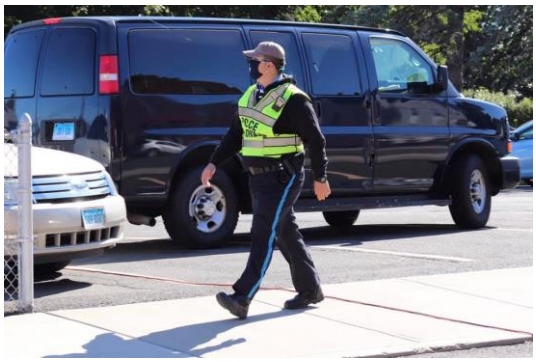
September 24, 2020

MEMORANDUM

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

August 2020 has definitely been a break from the "normal August" for our program. We have been continuing with outdoor meetings of less than 100 and trying to keep the program operational. We have had about 2/5ths of our youth take time off indefinitely or just leave permanently for reasons such as COVID-19; Social Injustice; cancelled activities; loss of interest; and safety concerns from parents.

During August our program has been assisting with traffic and crowd control and direction at the many Covid-19 drive-thru testing sites. They have completed 10 of the testing drive-thrus in various locations throughout the city at the various locations. The days and hours of operation have varied. At the writing of this report, the program continues to work with the Health Department and all its partnerships. I am not going to list all the dates and events here, but the images below show our explorer cadets in action at various testing sites. We averaged 20 explorer cadets per event.



We ended the month with 162 registered Explorers. Our numbers are slowly dropping, and with school back many of our older cadets, who took on full-time employment are having a hard time readjusting to school. With the start of a new school year upon us, we will most likely have more youth apply to be in the Post. Open House/First night is scheduled for September 24th and we are beginning our revamped COVID-19 sensitive, in-house Basic Entry Subjects Training program for new explorers on October 3rd. Hopefully in 8-10 weeks' time we will have new explorer cadets to replace the ones we have lost to age, graduation, school and military service. We hope to have everyone up to speed by the end of December.

Respectfully submitted,

Lt. Matthew McNally

Lt. Matthew McNally
Post Advisor/Program Coordinator

I. Membership	Enrolled Amount
# of Explorers Enrolled	162
# of Advisors Enrolled	19

II. Hours-Explorer	Hours
Total Job Hours	642.50
Total Training Hours	750.00
Total Explorer Hours	1392.50

III. Hours-Advisor	Hours
Total Job Hours	102.75
Total Training Hours	0.00
Total Advisor Hours	102.75

2020 UNIFORM CRIME REPORT
CITY OF DANBURY

	Jan	*Feb*	*March*	*April*	*May*	*June*	*July*	*Aug*	*Sept*	*Oct*	*Nov*	*Dec.*	*YTD*
Homicide	0	0	1	0	0	1	1	0					3
Forcible Rape	0	0	2	0	0	0	0	0					2
Robbery	4	3	2	3	1	3	2	2					20
Assault	4	4	7	2	5	2	5	1					30
Burglary	6	7	7	3	4	3	6	4					40
Theft	60	53	38	25	23	44	50	31					324
Motor Vehicle Theft	3	3	3	7	2	11	8	5					42
Arson	1	1	0	0	0	0	0	0					2
Totals	**78**	**71**	**60**	**40**	**35**	**64**	**72**	**43**					**463**

2019 UNIFORM CRIME REPORT
CITY OF DANBURY

	Jan	*Feb*	*March*	*April*	*May*	*June*	*July*	*Aug*	*Sept*	*Oct*	*Nov*	*Dec.*	*YTD*
Homicide	0	0	0	0	0	0	0	0					0
Forcible Rape	0	2	1	1	1	0	0	0					5
Robbery	2	2	1	2	2	1	1	4					15
Assault	4	1	2	4	2	1	1	3					18
Burglary	9	6	4	6	7	14	14	18					78
Theft	70	65	52	44	60	63	63	66					483
Motor Vehicle Theft	7	2	4	6	3	8	8	1					39
Arson	0	0	0	0	0	2	2	0					4
Totals	**92**	**78**	**64**	**63**	**75**	**89**	**89**	**92**					**642**

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

2020 DANBURY POLICE DEPARTMENT STATISTICS
CITY OF DANBURY

CALLS FOR SERVICE
2020

	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec.	YTD
Calls for Service	**3,667**	**3,542**	**3,275**	**3,858**	**4,301**	**4,149**	**4,471**	**4,697**					**31,960**

2019

	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec.	YTD
Calls for Service	**3,757**	**3,892**	**4,019**	**4,385**	**4,356**	**5,124**	**4,785**	**5,202**					**35,520**

TRAFFIC ACCIDENTS
2020

	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec.	YTD
Property Damage	354	281	204	121	179	211	225	305					1,880
Personal Injury	41	31	35	18	35	42	32	35					269
Total Traffic Accidents	**395**	**312**	**239**	**139**	**214**	**253**	**257**	**340**					**2,149**

2019

	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec.	YTD
Property Damage	296	291	302	336	333	332	338	315					2,543
Personal Injury	39	32	40	41	58	46	40	40					336
Total Traffic Accidents	**335**	**323**	**342**	**377**	**391**	**378**	**378**	**355**					**2,879**

TRAFFIC ENFORCEMENT
2020

	Jan	Feb	March	April	May	June	July*	Aug*	Sept	Oct	Nov	Dec.	YTD
Verbal Warning	255	224	127	22	101	82	139	114					1,064
Written Warning	18	15	10	3	4	1	4	4					59
Moving Violation	197	173	101	2	35	35	411	383					1,337
Total Enforcement Action	**470**	**412**	**238**	**27**	**140**	**118**	**554**	**501**					**2,460**

2019

	Jan	Feb	March	April*	May	June	July*	Aug*	Sept	Oct	Nov	Dec.	YTD
Verbal Warning	150	164	172	169	189	153	158	199					1,354
Written Warning	6	6	3	7	9	5	16	10					62
Moving Violation	222	295	266	586	362	197	548	583					3,059
Total Enforcement Action	**378**	**465**	**441**	**762**	**560**	**355**	**722**	**792**					**4,475**

*Traffic Enforcement Grant(s)

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

Mark Omasta **Phone 203-796-1550**
Fire Chief **Fax 203-796-1552**

FIRE CHIEF'S MONTHLY REPORT

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

Congratulations to our new Superintendent of Apparatus, Dave Kirkwood, who was sworn into his new role at Fire Headquarters on Thursday, September 3rd. Superintendent Kirkwood was promoted from the rank of Lieutenant and has served with DFD since July 1987. Many thanks to Assistant Mechanic Ken Gode who was single-handedly running this division for over a year!

The City has been offered a generous lease agreement for the use of a new public safety building at Keystone Place on Wooster Heights Road, by Anthony Rizzo, Jr. The opportunity to permanently locate an ambulance on the west side of Danbury will help provide rapid access to I-84 and Route 7, decrease response times to medical emergencies, and provide additional space for personnel and equipment. Below are pictures of the groundbreaking and completed building.

Public Education / Prevention / Public Relations

Districts have been reviewed. Training and reviews included aerial operator course, HazMat operations, ground ladder operations, and hydrant operations. Deputy Chiefs taught classes at DPD HQ. Online training included multiple EMS subjects, HazMat, ICS. DC Meehan attended a virtual conference for UConn Rescue. Members of the SCBA steering committee attended two SCBA presentations given by SCOTT & MSA. Companies moved PPE from City Hall to Hatters Park for the City EMD.

Personnel held a flag ceremony at Fire Headquarters in remembrance of all 9/11 victims.

Personnel toured the Tilcon Plant on Plumtrees Road.

Suppression / Response Activities of Note

On August 25th, crews responded to a reported shed on fire. Car 30 arrived on scene and assumed command. There was a 10x12 shed in the backyard fully involved with fire. Engine 22 arrived on scene and requested a Fire Marshal. Engine 22 and Engine 26 extinguished the fire, Truck 1 and Rescue 1 assisted in picking up 5" hose from the Engine 26 hydrant lay. Tac 1 LT was assigned Safety Officer. Once the fire was extinguished, Deputy Fire Marshal Rozzi conducted his investigation while units picked up equipment and returned to Service.

On August 26th, crews responded to a reported vehicle fire on I-84 eastbound. Car 30 arrived on scene and assumed command. The vehicle's engine compartment was fully involved with fire. CT State Police had all lanes closed. DFM Anderson responded. Engine 23 extinguished the fire, and placed a vehicle chock to keep the vehicle from rolling. Engine 22 arrived once and assisted Engine 23. Once The occupant reported the vehicle was a rental, and while driving he heard a loud bang and saw smoke coming from the rear of the vehicle. He pulled into the right shoulder and noticed the vehicle was on fire. A CSP trooper tried to extinguish the fire with a small dry chemical extinguisher before FD's arrival. Once the scene was under control and a traffic pattern was established by DOT and CSP, Car 30 transferred command to E23 to assist Deputy Fire Marshal Anderson with her investigation.

On August 30th, there was a report of shots fired in the area of Hoyt Street. Tactical 1 responded for possible victims. The Police had a difficult time investigating the scene due to a language barrier. Dispatch asked if any off-duty firefighters were Spanish speaking.

FF Guarnizo was working at Engine 26 and volunteered to assist the PD. FF Guarnizo was escorted to the scene by the Police duty Sergeant and translated for Patrol and investigators. The PD was able to locate the shooter and determine there were no victims.

On September 3rd, crews responded to heavy smoke in the area south of the airport. En route a large volume of smoke was visible. The smoke was light in color and hazy. Eagle 2 updated PD dispatch stating it was a structure on fire, address unknown. Car 30, Engine 22 and Tanker 13 arrived on scene at 4 Cannonball Rd. There was a 3 story wood frame residential with heavy fire in the D side area above the garage. Engine 22 Lt. and Truck 1 Captain performed a 360 lap and forced entry through the front door with the first hand-line. Engine 26 pulled the second hand-line and performed a transitional attack on the CD rear corner then entered the back C side door. Truck 1 and Rescue 1 performed primary and secondary searches, both negative, no victims. Tanker 13 and Engine 26 driver set up water supply and fed Engine 22. A 5 inch supply line was stretched down the driveway to other Tankers. Engine 23 and Tac 1 arrived on scene, Lt, Appley was assigned SAFETY, firefighter Dipietro set up the Rapid Intervention team equipment. FF Dipietro and FF Browning were assigned RIT. Engine 23 took a third hand-line to the basement. Divisions for basement, 1st floor, 2nd floor, and roof were set up by Command. Car 61 and Car 47 arrived on scene, Car 47 began his investigation, and Car 61 assisted Command with communications. Eversource was requested to the scene as a temporary transformer was set up at the residence as there was an issue with the underground service. Once the electrical situation was documented by Car 47, Eversource removed the service. Once extinguishment was compete and ventilation was sufficient for CO levels, limited overhaul began and Car 47 continued his investigation. All units cycled through REHAB run by EMS on scene. DC Halas requested the Red Cross for a downstairs tenant with no place to sleep for the evening. DC Halas continuously communicated with the homeowners and the tenant as to the unfolding situation. Car 47 requested Danbury PD detectives for assistance with the investigation, and Police Evidence Technician also document the scene with photos. Once the scene was secure and safe the downstairs tenant was allowed to remove belongings that were salvageable. The homeowners were escorted through to survey the damage. Car 45 arrived on scene to assist with the investigation. It was determined a fire watch would be hired to secure the scene until the investigation could be completed the following day. Once the investigation was complete for the evening, Engine 22 finished hydraulic overhaul of the fire area.

On September 7th, crews responded to a reported MVA with extrication. Engine 22 and Car 30 arrived on scene, Car 30 assumed command. There were two vehicles involved both with heavy damage. There was no extrication, however three patients. Command requested two additional ambulances. It appeared one vehicle had been traveling at a high rate of speed coming off Interstate 84 and rear ended a vehicle stopped at the bottom of the ramp. Command returned Truck 1, Rescue 1. Engine 26 continued in for assistance. Once the patients were transported Car 30 transferred command to Engine 22.

On September 17th Car 30 responded to an odor of gas inside the structure. Dispatch stated en route this complaint came from a customer who had left. Car 30 arrived on scene and assumed command. Engine 23 and Truck 1 investigated and found an odor in the basement, and in a closet with readings on the Sens-it meter. Command requested Eversource. FD units checked the remaining area of the building; the odor was isolated to the basement. Engine 23 and Eversource were able to locate the natural gas leak to a gas pipe joint in the wall. The wall was opened up and the gas was isolated to that area. Command was turned over to Engine 23.

Command and Staff Activities

- City Council meeting
- Volunteer Council meeting
- Board of Awards meetings
- IXP- PD-FD – monthly steering committee
- Weekly conference calls with shift commanders and staff
- Promotional swearing-in ceremony for Superintendent of Apparatus
- Interviews for three Lieutenants
- 9/11 video recording on Main Street
- Meeting with new EMD Cassavechia and former EMD Wiedl
- Bi-Weekly Zoom meetings with Mayor's Leadership team
- ICS Training with DPD
- Regional HazMat Drill Planning underway for November
- Review of inventory and ordering of EMS supplies
- Crew transfers and promotions
- Air Pack Grant equipment presentations

Communications – Coordinator Jamie Gagliardo

- This month I responded to a few incidents as the Communications Officer. Car 61 responded to the following incidents:
  - Structure fire – 11 Beckett Street
  - Mutual aid to Brookfield – Structure Fire – 115 Silvermine Rd
  - Structure fire – 7F Fairfield Ridge
  - Structure fire – Cannonball Drive
  - Mutual aid to Brookfield – Regional HAZMAT Response Drone request assist PD – 42 Lake Ave Extension

- Attended meetings and participated in multiple conference calls with city partners
- Participated in the CT ESF 2 (Communications) monthly conference call meeting
- Attended the IXP Oversight monthly meeting via Zoom
- Assisted Emergency Management with the relocation of all the state distributed PPE from city hall to a new storage location
- Attended a meeting regarding the transition of Emergency Management Directors
- Participated in a virtual meeting with Public Utilities and Public Works regarding a radio system upgrade
- Met with the Wilton Fire Chief to discuss some radio projects in the area
- Made some adjustments to the Engine 23 station paging system
- Completed many hours of online training assigned by the Training Division with the topic of Defensive Driving and HAZMAT refresher
- Working with the Danbury PD and Summit Development to increase radio system capabilities on the west side of Danbury. We met at the site recently to discuss our options.
- Attended post incident debriefings for the Cannonball Drive and Brookfield HazMat incidents
- Attended the swearing in ceremony for Apparatus Superintendent Dave Kirkwood
- Distributed press releases regarding incidents to our partners in the media
- Working with Fleet Auto Supply to spec out and build a replacement Car 30 (shift commander vehicle)
- Assisted the Training Division with the Communications portion of the Firefighter 1 program via Zoom
- Attended a meeting to assist New Milford Police Department with the radio programming in Eagle 2, the regional helicopter located here at DXR
- Please keep an eye on our Facebook and Twitter pages for information and incidents throughout the month!

- Ongoing projects:
    - UAS (Drone) Program implementation which includes purchasing of equipment, training, along with policies and procedures.
    - Radio system infrastructure upgrades with assistance from Northeastern Communications.
    - Updates to the computer aided dispatch system are ongoing as information is received.
    - Public Safety IT projects, tickets, and upgrades as they are received.

Apparatus – Superintendent David Kirkwood

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

- E23 16PV2 Replaced front brakes
- E23 Replace both front tires
- E23 Repair driver's front seat cushion
- E23 Replace EMS cabinet proximity switches x2
- E23 Replace damaged exhaust diverter pipe
- E23 Adjust passengers door window regulator
- E24 10PA1 Rebuild entire AC system
- E24 Replace engine thermostats and service coolant system
- E24 Clean and lube brake pedal
- E25 08PD1 Replace blown turbo hose
- E25 Warranty repair @ Firematic, main pump drain. Stiff discharge handles. Blinking lights in cab.
- E25 Replace damaged rear tire
- E25 Replace both front tires
- E26 Replace 4 rear tire rims due to excessive rust
- E26 Complete annual service, fluids and filters
- E26 Replace officers seat belt due to wear
- Truck1 Replace water pump and service coolant system
- Truck1 Replace both front tires
- Truck1 Replace delta pressure sensor in emission system
- Truck1 Replace bad cab lights
- Rescue1 Replace multi function switch (turn signals)
- Rescue1 Replaced front right tire with good used
- 07PD Replace rear service air tank due to rust
- 06PD Adjust right side door handle mechanisms front and rear
- 2011 Car 47 New battery and new windshield wipers
- 2015 Car 45 Wiring repairs due to rodent damage
- 2013 Car 46 New front brakes
- 2006 New tires and alignment, new blend door in HVAC system
- 2006 FE4 New blower motor resistor
- 2017 FX3 New tires and alignment
- 2017 FX1 Wiring harness repair due to rodent damage
- 2017 FX1 Oil change
- 2017 FX2 New battery
- 2019 F250 Battery maintainer and USB dock

Community Risk Reduction – Fire Marshal Terence Timan

The Fire Marshal's Office continues its commitment to life safety through education, efficient plan review, code compliance and inspection of all use and occupancy types. Even though public concerns remain regarding COVID-19, the Fire Marshal's Office is implementing the inspection of all residential large apartment buildings and will continue to work toward inspections across all occupancy types. Gaining entry to occupancies are not without challenges. The Fire Marshal's Office will continue to work with the public to meet the safety needs of our business and property owners as well the citizens who reside in our great city.

Inspections / Code Compliance

For the period, the Office conducted 3 residential, 1 group home, 2 businesses, 16 liquor licenses, 1 day-care, and 1 educational inspections. Team members rectified 6 citizen concerns regarding hoarding, unauthorized occupancy, unauthorized burning, alarm malfunction, and illegal parking.

Plan Reviews
The Fire Marshal's Office continues to commit the necessary time needed for the accurate and expeditious review of plans, ensuring that all projects meet the required standards and compliance to CT Fire Safety and Prevention codes. For the period, the Fire Marshal's Office has received 20 plan reviews applications. A total of 8 applications have been fully reviewed and approved per the requirements of the CT State Fire Code. Staff members completed 27 requests for records regarding properties, inspections, and investigations. These requests were processed and disbursed in accordance to all Freedom of Information guidelines.

Fire Investigations
The reported fires requiring investigation were classified as 4 structure fires, 5 cooking fires, 2 vehicle fires, 2 brush/vegetation fires, and 4 outside rubbish/trash/waste fires.

Training
Members of the Fire Marshal's team attended virtual training regarding the following topics; Community Risk Reduction, Risk Assessment, NFIRS Data, Addressing Risk Reduction, Changing Requirements of Smoke and Fire Alarms, Ethanol Storage and Transport Safety. Deputy Fire Marshals Bergemann, Anderson and Guard attended Youth Fire Intervention Specialist training and will be awarded state certification after their upcoming exam. DFM Rozzi dedicated training hours toward his EMT recertification. Members also attended webinars sponsored by the International Association of Arson Investigators. All staff members continue to make the most efficient use of their time utilizing all available formats to meet their mandated continued education credits.

Special Events
The Fire Marshal's Office welcomed 2 new members. Deputy Fire Marshals Mike Jewell and Ray Guard were promoted and will be attending their mandatory state certification classes. Congratulations Mike and Ray! The members of the Fire Marshal's Office partnered with PMC Engineering to provide fire extinguisher training to their employees. Prior to the training, FM Timan met with PMC's Safety Committee to review their emergency plan/procedures. In lieu of our annual in person presentations, DFM Anderson developed a digital presentation for the schools to be released during fire safety month. Materials have been received for the upcoming Fire Prevention Poster Contest, all 4th and 5th grade students are eligible to compete. DFM Bergemann was able to secure a donation from Duracell for the purchase of smoke alarm batteries. The Energizer Company has committed to donate batteries as well.

Volunteer Fire Council – President Charlie Coakley

This month, the volunteer delegates met with the grant committee to discuss air packs. Several delegates also attended the state fireman's convention on September 18th and 19th in Waterbury. Throughout the month, the volunteer companies have been staying up to

date with a variety of trainings to continue their education. Companies 4 and 13 did combined training on drafting, and Company 12 continued their portable pond and hose advancement training at the fire school. Battalion 31, comprised of companies 3, 7, 10, and 11, held several extrication trainings to continue their education on the use of hydraulic and eDraulic tools, along with other rescue equipment and techniques. Battalion 19, comprised of companies 5, 6, and 8, has been conducting training and apparatus checks on Monday evenings. These trainings include vehicle lockout, salvage and overhaul, hose advancement, search and rescue, and hydrant operation, among others. Volunteer companies responded to a number of calls that include the last storm, illegal burns, and incidents on I-84. The individual companies and both battalions are committed to continuing their education through regular trainings within companies and with the Training Officer. It is our highest priority that we are prepared to support the needs of the City of Danbury in any and every emergency.

Dispatch Statistical Reports

Public Safety Answering Point

Total 911 calls	*3,936

* Call count report does not reflect actual 911 calls. Due to an error in a telephone circuit that was sporadically dialing into the center, this number is significantly higher than normal. AT&T corrected this issue last week.

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

Mayor
Mark D. Boughton

Acting Director of Health
Kara Prunty, MPA

September 28, 2020

Dear Mayor Boughton and Members of the City Council:

As of September 25th, the State of Connecticut has had 56,587 positive COVID-19 cases and seen 4,501 associated deaths. In the City of Danbury, there have been 2,952 positive COVID-19 cases and 125 associated deaths. The COVID-19 Alert issued by the CT Department of Public Health on 8/21/2020 remains in effect. Daily COVID-19 case numbers have remained steady, so it is important to remember all the steps we should be taking to minimize the spread of COVID-19. Contact tracing has revealed that many of our cases are related to international and domestic travel and small family gatherings. It is imperative that we all adhere to state-issued travel and quarantine guidelines, limit social gatherings, wear a mask, maintain social distancing, and practice good hand hygiene as we continue to maneuver through this pandemic.

As we are entering flu season, people should also be taking the steps to prevent the flu, like getting your flu shot! We have been observing an earlier than usual trend in flu cases this fall which has prompted us to begin conducting immunization clinics in early September as opposed to our typical start in October. We have collaborated with various community partners and organizations to host our vaccine clinics and have already administered over 380 vaccines this past month. It is especially important for us to work as a community to minimize the number of flu cases this season while we continue to deal with COVID-19. We hosted a mass vaccination clinic this past weekend in conjunction with free COVID-19 testing as a way to prepare for mass distribution of a COVID-19 vaccine when it becomes available.

Joe Mead, our Environmental Compliance Officer, retired this month after 30 years with the City of Danbury. We are going to miss him, but we hope he enjoys his well-deserved retirement! Eren Ceylan, one of our Sanitarians, is also leaving the Health Department to pursue a new opportunity with another health department. He has been an asset to our environmental health team and we wish him all the best in his new role.

The following pages contain the reports from each division, providing details concerning ongoing activities. Should you have any questions regarding any of the submitted reports, please call me at (203) 797-4625.

Respectfully yours,

Kara Prunty

Kara Prunty, MPA
Acting Director of Health and Human Services

Grant Status Update

(July 1, 2019 - June 30, 2020)

Grant Agency	Program Supported	Award Amount	Award dates	Project Status
FDA Voluntary National Retail Food Regulatory Program Standards	Food Protection Program	$4,549	1/1/19 - 12/31/19	Awarded
CT Dept. of Public Health (CTDPH)	Preventative Health	$67,701	10/15/16 - 9/30/19	Completed
CT Dept. of Public Health (CTDPH)	TB Prevention	$125,000	7/1/17 - 6/30/22	Active
State of Connecticut Lead, Radon, and Healthy Homes Program	Child Lead Poisoning	$24,999	9/30/18 - 9/30/19	Completed
CT Dept. of Public Health (CTDPH)	Diabetes Education	$24,378	10/1/19 - 9/30/20	Awarded
CT Dept. of Public Health (CTDPH)	Emergency Response	$47,960	7/1/19 - 6/30/20	Awarded
EFSP - Phase 36	Emergency Shelter	$3,858	8/1/18 - 3/31/20	Awarded
CT Dept. of Public Health Per Capita 2020	All Programs	$90,531.26	7/1/19 - 6/30/20	Awarded
CT Dept. of Housing Emergency Shelter Grant	Emergency Shelter	$138,264	7/1/19 - 6/30/21	Awarded
CDBG	Affordable Housing	$10,000	7/1/19 - 6/30/20	Awarded
CDBG	Emergency Shelter	$47,000	7/1/19 - 6/30/20	Awarded
CDBG	Human Services	$25,000	7/1/19 - 6/30/20	Awarded
CT DPH - Local Health Department Reimbursement for COVID-19	Emergency Response	$76,058	1/20/20 - 3/31/21	Awarded
EFSP Phase CARES	Emergency Shelter	$15,930	1/27/2020 - 5/31/2021	Awarded
EFSP Phase 37	Emergency Shelter	$2,700	1/1/2020 - 5/31/2021	Awarded
CT Health Foundation	COVID-19 Response	$125,000	9/1/2020 - 2/28/2021	Awarded
CT Dept. of Public Health Epidemiology and Laboratory Capacity Grant	COVID-19 Response	$510,143	5/19/2020 - 11/17/2022	Pending

Environmental Health Division
Tiziana Covacci, Associate Director of Environmental Health

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

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

August/September 2020 Activity

The Environmental Health Team has been responding to COVID-19 complaints and is working hard to continually conduct compliance inspections in restaurants to ensure all state guidelines are being adhered to. We have also continued with our regulatory routine inspections for restaurants, itinerant vendors, hotels, daycares, CAOs and septic. There has been an influx of septic plan reviews and inspections that our team has been reviewing as well. Additionally, there have been various training opportunities this month for our inspectors so we are better able to address the environmental needs of the community.

August Results

Potable Water	
Private Well	
Well Permits	4
Environmental	
Grading Permit Review	
EIC	
HazMat	
Erosion Inspections	
Complaint Investigation	3
Odor Complaints	
Wetlands/Grading	
Misc.: (Describe)	
Sewage Disposal	
Plan Review	44
Inspections	23
New, Replace, Fail, Plan Review	6
100% Replacement Plan Review	3
Soil Testing (List by Appointment Only)	21

Additions	6
Dye Tests (Initial)	
Septic Permits (To Construct)	
Solid Waste	
Garbage Complaint	2
Misc. (Describe)	
Pest and Animal Control	
Rodent Complaint	2
Insect Complaint	1
Domestic Animal Complaint	
Housing	
Residential/Commercial Inspection (Not Indoor Air)	
Housing Complaints	15
Child Day Care Inspection (Initial)	2
Child Day Care Plan Review	
Body Care Inspections	
Body Care Plan Review	
Body Care Construction Visits	
Massage Establishment Inspections	
Massage Establishment Plan Review	
COVID-19 Salon/Body Care Compliance Inspections	
Lead Inspection for all Properties	
Lead Abatement Plan Review	
Certificate of Apartment Occupancy (CAO's)	2
Reinspections	
Healthy Homes	
Hotel/Motel Inspections	4
Total # of Hotel/Motel Rooms Inspected	78
Food	
Food Service Establishment Inspection (Initial)	1
Construction Visits	
Food Service Walkthrough Inspections	79
Itinerant Vendor Inspections	12
Complaints	1
Re-inspection (voluntary)	
Re-inspection (involuntary)	
Plan Review	

Plan Revisions	
Foodborne Illness # of Complaints	1
Temporary Food Service	
Certified Food Protection Manager Courses	
Food Handler Courses	
Outdoor Dining/Patio Inspections	1
COVID-19 Compliance Inspections	12
Seasonal	
Indoor Pool Inspections	1
Outdoor Pool Inspections	5
Indoor Public Pool Water: # of Samples Collected	
Outdoor Public Pool Water: # of Samples Collected	
Public Beaches: # of Samples Collected	12
Drinking Water: # of Samples Collected	
Marine Dock Facilities Inspected	
Orders Issued	
Notices of Violation, etc.	
Other	
Social Services Issues and Referrals	15
Fair Rent Issues	
FOI Requests	85
Pump Truck Permits	
COVID-19 Complaints	41

Community Health Services Division

Fernanda Carvalho, Acting Associate Director of Community Health

Our division develops and implements initiatives to help community members maintain and improve their health, prevent the spread of infectious diseases, and prepare for natural disasters. We also provide direct patient care to individuals that require further evaluation and those that are diagnosed with Mycobacterium Tuberculosis. Our Community Health Coordinator has the responsibility of implementing the discharge/treatment plans and providing assurance of patient care and treatment, such as patient education, directly observed therapy, continued treatment adherence, and contact investigations. We work in cooperation with all community health care partners in need of our services and the State Public Health Department (CTDPH).

Community Medicine Section

Prepared by: Maureen Singer, Community Health Coordinator

Patients Seen in August 2020

Tuberculosis patients	24

PPD testing/read	
QuantiFERON/T-Spot	1
eDOT	36
Hospital Visits	
Home Visits	2
Electronic Visits	14
Total Services:	*77*

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

1. Currently seeing clients @ 70 Main St Clinic. Scheduling at approxiamtely 50 % capacity. All Clients screened for COVID-19 symptoms & risk.
2. A total of 9 new persons were evaluated in TB clinic. of these referrals were due to:
   - 9 Medical
   - 0 Employment
   - 0 School PE
   - 0 Immigration
3. Continuing case management of approximately 53 cases of latent TB and 3 active cases of TB: 2 pulmonary & 1 extra pulmonary
4. Ongoing communication with health care providers , school nurses, WCHN and various State and Local Public Health Agencies.
5. Providing assistance for COVID-19 related issues, such as public inquiries, City Employee contact investigations, & ECF investigations.
6. Aug 4: DHHS Mass Vaccination Preparedness Meeting.
7. Aug 12: Webinar; "Don't be Late, catch the CT WIZ bus!"
8. Aug 25: Tuberculosis Nurse Case Conference, Battle of the Respiratory Stars: TB vs COVID>
9. Aug 18: Recertification; Health Care CPR/AED/First Aid/Blood Borne Pathogens.
10. Aug 24: WCHN Infection Control Committee meeting.

<u>Community Health Services & Emergency Preparedness and Response:</u>

One of the department's main priorities has been to coordinate with Region 5 partners to prepare for mass vaccination of critical infrastructure workers. We anticipate mass vaccinations to begin in late November or early December. We have continued with our free popup COVID-19 testing sites throughout the month and have partnered with churches, schools, and manufacturing facilities. Our flu clinics have also started this month and we have hosted clinics at local daycare centers, WCSU, the police department, and Ability Beyond. Nearly 150 vaccines were administered over the course of 8 flu clinics this past month. Additionally, we also conducted a mass drive through flu vaccination clinic at Roger's Park Middle School on Saturday September 26th in conjunction with a COVID-19 testing site and had another large scale flu clinic at the veterans hall on September 25th. 236 vaccines were administered between those two events. During the mass drive through flu vaccination clinic with COVID-19 testing, 158 Danbury residents were provided with free COVID-19 tests.

In addition, our contact tracing team continues to work diligently with contacting Danbury residents who have tested positive for COVID-19 in an effort to minimize the spread of the virus. The team made nearly 350 calls and identified 148 contacts. They are providing people with proper guidance on quarantine and isolation protocols and ensuring all of their health and social services needs are being met. We have started the process of hiring additional Community Health Workers to assist us with contact tracing and flu clinics. In addition, the community health team has been coordinating with Danbury Public Schools and other private schools on reopening plans, assisting WCSU with contact tracing and providing them with COVID-19 guidance and recommendations.

Contact Tracing August 2020

# of Contact Case Calls	347
# of Contacts Identified	148

CITY OF DANBURY

DEPARTMENT OF PUBLIC WORKS

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

MAYOR
Honorable Mark D. Boughton

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

RE: Public Works Monthly Report for AUGUST 2020

Dear Mayor Boughton and Members of the City Council:

August 2020:

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

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

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

Construction Services Report submitted by Thomas Hughes III, Superintendent:

Animal Control Facility:
The Notice to Proceed was issued to Millennium Builders on January 21, 2020. This is a design / build project the Building Permit was issued on April 16, 2020. The contractor mobilized to the site on Monday April 20, 2020. The building interior fit out is in progress drywall is in progress. The contractor has completed the interior and exterior masonry. The steel erector completed siding panels and installing interior insulation, trim and gutters. Eversource Gas has scheduled the gas main extension and gas service to the building. The mechanical trades are in process at a quick pace. We are on schedule expecting a fall completion. This project is being administrated and managed in house by the Construction Services Division.

Middle River Road Bridge Replacement:
The Bridge/Culvert was awarded to Hemlock Construction through our CROOG/Gordian Contract. Hemlock Construction has demobilized the detour is in effect signage has been removed and the road is open. Hemlock completed the project on schedule within budget. The project is being inspected and administrated by Construction Services.

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

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

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

Mallory Hat Factory Remediation:
The project was designed by Arcadis Engineering. Construction Services has been working with the City Engineer and the Engineering Department to move this project forward. The plans, specifications and bid documents were reviewed by the DECD as per the grant application and approved. The project was bid and Red Technologies was awarded the contract. The contractor has mobilized to the site and the remediation portion of the project is at Substantial Completion as of 6/22/2020, ahead of schedule and within budget. We received our final permit from CT DEEP for the injection of a Chemical Oxidation agent into three wells on-site Red Technologies has ordered the material then schedule work. The CT DEEP Chemical Oxidation Permit requires the L.E.P. Arcadis to install several additional monitoring wells onsite down gradient from the injection wells. Once this is complete the project is at 100% completion. The close-out Phase is with the contractor and L.E.P. is underway. The project has been administrated and managed in house by Construction Services.

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

Hearthstone Castle Abatement Phase I:
Construction Services, working with our in house resources and on-call environmental consultant contract, developed the scope of work, specifications and bid documents. The project designer and environmental consultant, Eagle Environmental, submitted the AWP (Alternative Work Practices Plan) to the State of CT Department of Health which was approved for the phase one abatement /disposal of the demolition materials. The Bid Opening date was Tuesday May 05, 2020. The bids were opened and Manafort Brothers, Inc. was the apparent low bidder. Construction Services and Eagle Environmental, the designer, performed a scope review of the two bidders. Board of Awards was held for The Hearthstone Castle Phase 1 Abatement and the award went to Manafort Brothers. Eagle Environmental was onsite monitoring the removal process /abatement and dust control including all air testing (sampling) in three locations, including a downwind location. The air test canisters were read daily. We had zero dust readings and the test samples all came back clean. The Phase One Abatement is complete and the project was completed on schedule and within budget. The work presently taking place is at the City's request securing the building for safety and removal of a 1200-gallon oil tank discovered on the property (unforeseen).

We secured approximately 60 window openings in the basement and first and second floors. We have installed new 10' chain link fencing and a 20 'gate surrounding the Hearthstone Castle. We added bottom railings to the fencing to further secure the site. Construction Services administrated and managed the project. We are currently working with our consultant developing Phase Two of the project.

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

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

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

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

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

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

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

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

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

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

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

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

Southeast, NY to Danbury Link Feasibility/Planning Study:
The Division worked with Putnam County on their grant request for funding of a feasibility study for the possible restoration of passenger service between Danbury and the Southeast, NY connection to the Harlem Line. A $1,000,000 grant has been received. The Division will continue to work with Putnam County relative to the scope of the study and the selection of a consultant. Putnam County has issued a request for

proposal/qualifications for consultant services for the feasibility study, due at the end of March, 2020. The bid opening date has been extended to April 24, 2020. Bid submissions are under review.

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

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

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

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

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

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

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

This was a very busy month for the Highway Division. The August 4th storm created an incredible amount of tree damage throughout the City. Crews assisted the Forestry Division, opening roads and removing tree debris from the roads for several days.

Construction crews with the assistance of a City contractor began repairing and improving drainage on roads prior to paving. Those roads are Grand St, Hilllandale Rd, Farm St, Beckerle St, and Terrace St. The next phase of this year's paving project was completed on Chambers Rd, Farm St, Beckerle St, and Terrace St.

Two pothole crews were dispatched daily to fill potholes. Street sweeping continued on the construction sites and washouts. A crew repaired broken curbing and driveway aprons. The curbing for previously paved roads were backfilled with topsoil and seeded.

Roadside mowing continued to improve sightlines around the City. Employees spent several days clearing catch basins and picking litter throughout our city streets. The city garbage truck is deployed daily to empty trash cans, collect litter and clean up illegal dumping. The recycle truck continues to be out at multiple locations receiving the recyclables from our residents.

Maintenance

- Emergency Call Outs: 1
- Catch Basins Replaced: 42
- Guardrail Repairs: 0
- Dredging: 0
- Catch Basin Cleaning: 72
- Roads Paved: 4

Signage

- New installs: 1
- Replacements: 7
- Repairs: 30

Personnel

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

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

AUGUST – 2020

The Parks Maintenance Division continued the grounds maintenance of all the City owned municipal properties, parks, schools and greens. The three spray-parks are open and in operation. All of the other various Park's throughout the City are also maintained weekly for many other recreational activities. The school grounds were prepped for the opening of the school year.

Sports field maintenance continues with the cleanup, mowing and painting of lines. Revitalization work continues on the Westerners Field. On August 4th a storm damaged many City trees in parks and on school properties. A couple weeks were spent cleaning up tree debris and making the properties safe.

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

Maintenance

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

Personnel

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

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

AUGUST - 2020

The Forestry Division was busy maintaining trees in the City's right of ways. On August 4th a storm came through the area creating massive tree damage. The Forestry crew with the assistance of the Highway Division, worked several days clearing debris form the roadway to allow emergency crews to respond to calls. The entire month was spent cutting dangerous hanging limbs and removing bulk tree debris from the City right of way.

The crew continues to remove dead trees and prune healthy trees around the City. Several days were spent pruning trees for the City's paving projects. The City's contractor assisted Forestry with several removals and tree pruning.

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

Maintenance

- Removals: 24
- Pruning: 26
- Brush: 14
- Plantings: 0
- Emergency Call Outs: 9

Personnel

- Total: 3
- Injury: 0
- Restricted Duty: 0
- Seasonal: 0
- Vacancy: 1

Public Buildings Report submitted by Sean Hanley, Superintendent of Public Buildings:

AUGUST – 2020

City:

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

Various buildings have been sanitized or scheduled to be sanitized.

Covid signage has been posted in various city buildings.

Hand sanitizer stations are being installed in various buildings.

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

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

Library:

Finalizing roofing bid for possible fall replacement.

Working with contractors to assist with junior library renovations.

Repairs started for damage to chiller main board and controls caused by Isaisa.

Danbury Public Schools:

PM work for school RTU's in preparation for school reopening completed.

Completed DHS c-wing bathroom urinal drains and block replacement.

Repairing various heating related issues.

Contracts for DHS and BMS elevator renovations being finalized.

General:

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

Requests for Maintenance Service:

Attached please find the statistical report of repairs and maintenance work that the Public Buildings Mechanics engaged in during the month of August 2020.

In the month of August we received 119 new work requests and completed 73 work requests. In reviewing this report, you will find the repair time that was expended in major work categories. Also listed is the total number of work order hours completed.

Public Building mechanics were engaged in General Maintenance repairs with a total of 63.00 person-hours dedicated to this service. The next largest area of concentration was in Electrical repairs, utilizing 61.00 person-hours of labor. Plumbing repairs came as the third highest category with 43.00 person-hours.

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

CITY OF DANBURY
PUBLIC BUILDINGS DIVISION
WORK REQUEST REPORT FOR AUGUST 2020

Work Requests Received this month	**119**
Work Requests Completed this month	**73**

Category	Total Labor Hours
Alarms	0.00
Carpentry	0.00
Electrical	61.00
HVAC	20.00
Locksmith	0.00
Maintenance	63.00
Mechanical	0.00
Plumbing	43.00
Roofing	0.00
Snow Plowing	0.00

Labor Hours City Buildings	**84.50**
Labor Hours School Buildings	**102.50**
Overtime	**18.50**

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

RE: Report to the City Council – Month of AUGUST 2020

Dear Mayor Boughton and Members of the City Council:

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

As of September 8, 2020 there are 30 hydrants out of service. I will be happy to review the information with you.

Sincerely,

David Day

David Day, P.E.
Superintendent

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

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

- Construction of Phase I work (Tertiary Treatment System Upgrade and Stormwater System Improvements) continued. The following activities were performed by the design build team:

- Wright-Pierce performed Construction Administrative and Resident Project Representative Duties associated with the construction of the Tertiary Treatment System and the Stormwater System Improvements.
- CH Nickerson (CHN) performed the following work associated new Tertiary Treatment System Building.
    - Continued delivery of site pipe materials associated with construction of the Tertiary Treatment System arrived at the WPCP.
    - Completed the installation of temporary sewer bypass pump and piping system necessary to reroute the existing 54 inch Final Settling Tank effluent pipe around the location of the new Tertiary Treatment System Building.
    - Completed the installation of the new 54 inch effluent pipe between the Final Settling Tanks and Plumtrees Road.
    - Rerouted Final Settling Tank effluent flow into the new 54 inch effluent pipe and abandoned the old 54 inch effluent pipe between the Final Settling Tanks and Plumtrees Road.
    - Performed mass site earth cuts associated with the new Tertiary Treatment System Building.

- Veolia, Wright-Pierce and CHN continued working on the preliminary (30%) design of a new Headworks Screening & Grit Removal Facility.
- Veolia, Wright-Pierce, CHN and REA Resource Recovery Systems continued working on the preliminary (30%) design of a new FOG / Biodiesel Facility.

M E M O R A N D U M

DATE: September 8, 2020

TO: City of Danbury, City Council

FROM: *David M. Day, P.E.*, Superintendent

RE: Sanitary Sewer Collection System Maintenance–
AUGUST 2020

Complaints:	0 Bypasses	5 Slow Running
	4 Loose Manholes	3 Odor Calls

Number Received:	12
Number Completed:	12
Pipe Cleaned:	2500 LFT
Gallons of Water Used:	3000 Gal
New Pipe Inspected:	25 LFT
Manholes Replaced:	35

VEOLIA WATER

To:	David Day, P.E., Supt. of Public Utilities, City of Danbury				
From:	Ralph Azzarito, Project Manager	Ralph Azzarito			
Subject:	WPCP Report For Month of:	Aug '20			
Date:	09/10/20				

I.	**Wastewater Treatment:**				
A)	Sewage Processed:	7.5 MGD (Daily Avg)	232.5	Million Gallons Total	
B)	Septic Waste Processed:		1,218,525	Gallons Total	
C)	Sludge Pumped To Digesters:		462,212	Pounds Total	

II.	**Wastewater Quality**	**Influent**	**Effluent**	**% Removal**	**Effluent Limit**
A)	BOD (mg/l)	188	5	98	30 mg/l and 85%
B)	Total Suspended Solids (mg/l):	271	3	99.0	30 mg/l and 85%
C)	Total Phosphorus (mg/l):	5.2	0.5	91	1.0 mg/l
D)	Ammonia (mg/l):	27.6	0.13	100	1.5 mg/l
E)	Total Nitrogen (lbs/Day):	2,708	303	89	442 lbs/day
	Note: Phosphorus limits apply April - October.				Nitrogen limit for credit trading only.

III.	**Pump Station Operation:**		
A)	Beaver Brook:	738.5	Hours Run
B)	Southfield:	59.3	Hours Run
C)	Mill Plain:	20.5	Hours Run
D)	Backus:	129.5	Hours Run
E)	Tarrywile	44.5	Hours Run
F)	Turner Road:	32.2	Hours Run
G)	Ford Avenue:	23.4	Hours Run
H)	Indian Glen:	76.2	Hours Run
I)	Delay Street:	18.9	Hours Run
J)	Hayestown Road:	77.3	Hours Run
K)	Kenosia Avenue:	22.1	Hours Run
L)	Larson Drive:	83.5	Hours Run
M)	Landfill:	174.0	Hours Run
N)	Thrope Street	7.1	Hours Run
O)	Poets Landing	20.7	Hours Run
P)	Rogers Park	49.9	Hours Run
P)	West Side	87.6	Hours Run
Q)	East Franklin Street	33.1	Hours Run
	Total Station Alarms:	3	

TO : **City Council - City of Danbury**
FROM : **David Day, Superintendent of Public Utilities**
DATE : **September 10, 2020**
RE : **WATER DEPARTMENT REPORT: AUGUST 2020**

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I. WATER PRODUCTION:

A) Margerie Water Treatment Facility:	94.8	MG.
B) West Lake Water Treatment Facility:	108.6	MG.
C) Kenosia Well Field:	0	MG.
D) Osborne Street Well Field:	0	MG.
E) Other:	0	MG.

(MG. = Million Gallons)

II. RAINFALL:

A) Month:	4.3	inches
B) Past 12 Months (running total):	48.2	inches
C) Current Year (Jan.- Current Mo.):	29.9	inches

III. WATER STORAGE: date: 8/24/2020

	Current Reading		Historical Average	
A) East Lake Reservoir:	75.6	%	82.9	%
B) Margerie Lake Reservoir:	80.9	%	87.0	%
C) West Lake Reservoir:	75.7	%	85.7	%
D) Total:	77.9	%	85.8	%

IV. WATER PUMPED:

A) Park Avenue Pump Station:	0	MG.
B) Padanaram (High School) Pump Station:	5.93	MG.
C) Shelter Rock Pump Station:	3.96	MG.
D) WestConn Pump Station:	1.24	MG.

E) Margerie Pump Station:	1.54	MG.	
F) Pleasant Acres:	2.38	MG.	
G) Nabby Road:	1.00	MG. *	estimate
H) Harvest Hill:	1.79	MG.	
I) Woodland Road (Reserve):	9.67	MG.	
J) West Lake High Service :	60.0	MG.	
K) Total Water Pumped (A-I):	87.5	MG.	

(MG. = Million Gallons)

V. WATER TRANSFERRED:

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

(MG. = Million Gallons)

VI. ALGAE CONTROL:

A) Margerie Reservoir - 5900 lbs. copper sulfate

B)

C)

VII. SURVEY OF WATER SOURCES:

A) Lead and Copper testing of Danbury and Ridgview Gardens Systems.

B)

VIII. SUPERINTENDENTS NOTES:

MAINTENANCE REPORT - BUILDING # 6
GENERAL FUND
August-20

8/1/2020	5-DA	POLICE	REPLACE LR TIRE
8/3/2020	9-DA	POLICE	ENGINE SERVICE, 1 TIRE
	153-MAW	POLICE	ENGINE SERVICE, SPARK PLUGS AND COILS, SWAY BAR END LINKS, 4 TIRES
	265-DA	POLICE	REPLACE BATTERY
8/4/2020	103-DA	POLICE	REPLACE WIPER BLADES
	702-YNN	POLICE	ENGINE SERVICE, WIPER BLADES, BATTERY, SWAY BAR END LINKS
8/5/2020	394-DA	POLICE	ENGINE SERVICE, BALL JOINT
8/14/2020	175-DA	POLICE	INSTALL SHELVING, WORK LIGHTS, BATTERY DISCONNECT
	204-DA	CITY HALL	ENGINE SERVICE, BATTERY
8/18/2020	271-DA	POLICE	HEADLIGHT BULB AND PIGTAIL
	ZV-5393	POLICE	WIPER BLADES
	265-DA	POLICE	HEADLIGHT BULB AND PIGTAIL
8/19/2020	426-DA	POLICE	ENGINE SERVICE, FLAT TIRE REPAIR
	19-DA	POLICE	ROTATE TIRES, WIPER BLADES
	615-PYA	POLICE	ENGINE SERVICE, REPLACE RADIATOR SUPPORT, AC CONDENSOR,FRONT AND REAR BRAKES, 2 TIRES, HEADLIGHT ASSEMBLY
	11-DA	POLICE	ENGINE DIAGNOSTIC
	103-DA	POLICE	REPLACE BLOWER MOTOR
8/20/2020	AE90616	POLICE	ENGINE SERVICE, REPLACE SEAT HEATER, CUT REAR ROTORS
	265-DA	POLICE	ENGINE SERVICE
8/21/2020	9-DA	POLICE	POWER STEERING RACK, LF CONTROL ARM, SWAY BAR FRAME BUSHINGS
	10-DA	POLICE	ENGINE SERVICE, FRONT AND REAR BRAKE PADS AND ROTORS, 4 TIRES
	5-DA	POLICE	ENGINE SERVICE, 2 TIRES
	334-DA	POLICE	ENGINE SERVICE, REPLACE FUEL PUMP MODULE
8/24/2020	262-DA	POLICE	REPLACE STARTER
	223-DA	POLICE	1 TIRE
	5-DA	POLICE	ENGINE DIAGNOSTIC
8/25/2020	7-DA	POLICE	REAR BRAKE PADS AND ROTORS
	345-DA	POLICE	ENGINE SERVICE, AIR FILTER
	5-DA	POLICE	ENGINE SERVICE, 4 TIRES
8/26/2020	423-WLA	POLICE	ENGINE SERVICE
8/27/2020	615-PYA	POLICE	BALNCE TIRES
	36-DA	POLICE	ENGINE SERVICE, WIPER BLADES, AIR FILTER
8/28/2020	AJ-58420	POLICE	ENGINE SERVICE
	AE-48097	SENIOR CENTER	1 TIRE, REPAIR DRIVERS MIRROR
8/30/2020	760-MRS	POLICE	ENGINE SERVICE, O2 SENSOR, SPARK PLUGS, AIR FILTER, WIPER BLADES
8/31/2020	225-DA	POLICE	ENGINE SERVICE, CABIN FILTER, REPAIR DRIVERS SEAT, SWAY BAR ENDLINK
	190-DA	POLICE	REPLACE BATTERY
	395-DA	POLICE	HEADLIGHT BULB AND PIGTAIL, MARKER LIGHT
9/1/2020	129-DA	POLICE	ENGINE SERVICE, TURN SIGNAL, BLOWER MOTOR RESISTOR

9/2/2020	423-DA	POLICE	SET TIRE PRESSURES

WATER FUND
August-20

8/14/2020	370-DA	WATER	ENGINE SEVICE, FUEL FILTERS, AIR FILTERS
8/18/2020	350-DA	WATER	REPLACE THROTTLE BODY
8/20/2020	238-DA	WATER	REPLACE PASSENGER SIDE MIRROR
8/20/2020	E-4 MOWER	WATER	REPLACE DRIVE BELT
8/21/2020	184-DA	WATER	REPLACE COMPRESSOR BATTERY
8/26/2020	292-DA	WATER	REPLACE RADIATOR, ENGINE SERVICE
8/27/2020	E5 MOWER	WATER	REPLACE DECK PULLEY
8/28/2020	94-DA	WATER	ENGINE SERVICE, CHANGE COOLANT, REPLACE TAILIGHT AND MARKER LIGHT, WELD ON SUPPORT JACK
8/31/2020	92-DA	WATER	1 TIRE

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

Below is a list of services provided:

Date:	Vehicle:	Repair Provided:	Department:
8/1/2020	24	CHECK LIGHTS	HWY
^	59	REPLACE BOLTS FOR BUCKET LOCK	HWY
^	80	CHECK OVERHERHEATING	HWY
^	46	HYD BELT TENSIONER	HWY
^	106-DA	CHECK CHARGING SYSTEM	HWY
8/4/2020	25	CHECK A/C/CHECK OVER /SERVICE	HWY
^	46	HYD BELT TENSIONER	HWY
^	11	RADIATOR/RADIATOR SUPPORT	HWY
^	178-DA	CHANGE CUTTING BLADES	HWY
^	106-DA	CHECK CHARGING SYSTEM	HWY
^	28	CHECK AIR LEAK	HWY
8/5/2020	10	TAILGATE CHAINS	HWY
^	28	TAILGATE CHAINS/FREE UP TAILGATE PINS	HWY
^	26	TAILGATE CHAINS	HWY
^	171-DA	JUMP START	FORESTRY
^	1	FIX BUMPER/MUDFLAP	HWY
^	#25	CHECK A/C /SERVICE	HWY
^	59	HYD LEAK	HWY
^	106-DA	UNHOOK ALL AFTERMARKET LIGHTS/RADIO	HWY
8/6/2020	25	SERVICE/CHECK LIGHTS/WIRING	HWY

^	171-DA	JUMP START/CHECK CHARGING SYSTEM	FORESTRY
^	40	TRANSFER CASE SEALS/SHAFT/REBUILD SIDE BROOMS	HWY
^	17	STEERING IS HARD	HWY
^	268-DA	CHECK ENGINE LIGHTS/GREASE CHASSIS	FORESTRY
^	254-DA	CHECK LIGHTS/CHECK HYD LEAK	FORESTRY
8/7/2020	15	ADJUST TAILGATE	HWY
^	46	SERP BELT TENSIONER/HYD BELT TENSIONER/BELTS	HWY
^	25	CHECK A/C SERVICE/CHECK LIGHTS/WIRING	HWY
^	17	P/S COOLER	HWY
8/8/2020	40	TRANSFER CASE SEALS/SHAFT/REBUILD SIDE BROOMS	HWY
^	365-DA	CHECK BLOWER MOTOR/CHECK A/C	PARKS
^	10	ADJUST AND REINSTALL TAILGATE	HWY
8/10/2020	17	P/S COOLER	HWY
^	40	TRANSFER CASE SEALS/SHAFT/REBUILD SIDE BROOMS	HWY
^	TW2	CHECK EXHAUST	HWY
^	42-DA	FIX PIN FOR GRAPPLE/GREASE CHASSIS	FORESTRY
^	6	CHECK EXHAUST SMELL IN CAB	HWY
^	365-DA	BATTERY/CHECK A/C/CHECK BLOWER/SERVICE	PARKS
8/11/2020	80	CHECK OVERHEAT	HWY
^	171-DA	ALTERNATOR	FORESTRY
^	TW4	INSTALL SHIFTER KNOB	HWY
8/12/2020	42-DA	REMOVE PISTON FROM BOOM	FORESTRY
^	40	TRANSFER CASE SEALS/SHAFT/REBUILD SIDE BROOMS	HWY
^	171-DA	ALTERNATOR	FORESTRY
^	365-DA	BATTERY/CHECK A/C/CHECK BLOWER/SERVICE	PARKS
^	326-DA	CHECK TARP	HWY
8/13/2020	116-DA	HYD HOSES FOR FLAIL HEAD	HWY
^	40	TRANSFER CASE SEALS/SHAFT/REBUILD SIDE BROOMS	HWY
^	42-DA	INSTALL PISTON ON BOOM	FORESTRY
^	90	AIR LINE LEAKING UNDER SEAT	HWY
^	TW3	FREE UP TAILGATE	HWY
8/14/2020	58	R/S MIRROR	HWY
^	171-DA	ALTERNATOR	FORESTRY
^	PAVER	HOSE REELS/BURNERS	HWY
^	42-DA	INSTALL PISTON ON BOOM	FORESTRY
8/15/2020	23	AIR LEAK/CHECK DEF SYSTEM	HWY
^	40	TRANSFER CASE SEALS/SHAFT/REBUILD SIDE BROOMS	HWY
8/17/2020	389-DA	P/S LEAK/CHECK BRAKES	HWY
^	299-DA	SERVICE	HWY
^	40	TRANSFER CASE SEALS/SHAFT/REBUILD SIDE BROOMS	HWY
^	41	FREE UP PASS DOOR LATCH	HWY
^	59	GREASE CHASSIS/BUCKET	HWY
^	TW2	INSTALL STACK SHIELD/CLAMPS	HWY
8/18/2020	40	TRANSFER CASE SEALS/SHAFT/REBUILD SIDE BROOMS	HWY
^	36	FRONT BRAKE CANS/FRONT BRAKE HOSES	HWY
^	389-DA	P/S LEAK/CHECK BRAKES	HWY

^	23	CHECK ENGINE LIGHT	HWY
^	100	SIDE BROOMS	HWY
8/19/2020	40	TRANSFER CASE SEALS/SHAFT/REBUILD SIDE BROOMS	HWY
^	90	TOP HATS FOR SUCTION TUBE	HWY
^	37	FREE UP TAILGATE LATCH	HWY
^	#10	R/S SPOT MIRROR/L/S CAB STROBE LIGHT	HWY
^	7	CHECK STROBES/BRAKES/AIR LEAK	HWY
^	17	CHECK ENGINE LIGHT	HWY
8/20/2020	TW1	R/R BRAKELIGHT/REVERSE LIGHT/R/R TAILIGHT LENS	HWY
^	7	STROBE LIGHTS/AIR TANK	HWY
^	48	REAR BRAKES/CENTER BEARING/U-JOINTS	HWY
^	389-DA	P/S LINES/REAR BRAKES	HWY
^	86-DA	SERVICE	HWY
8/21/2020	TW1	TAILGATE LATCH GREASE FITTING	HWY
^	116-DA	REMOVE FENCE FROM FLAIL HEAD	HWY
^	20-DA	SERVICE /REAR SWAY BAR/BUSHINGS	BLDG INSP
^	389-DA	P/S LINES/REAR BRAKES	HWY
^	7	STROBE LIGHTS/AIR TANK	HWY
^	401-DA	BATTERIES	BLDG MAINT
8/22/2020	20-DA	SERVICE/ REAR SWAY BAR/BUSHINGS	BLDG INSP
^	11	INTERCOOLER/RADIATOR	HWY
^	25	TURBO/OIL COOLER GASKET	HWY
8/24/2020	25	TURBO/OIL COOLER GASKET	HWY
^	20-DA	CHECK TRANSMISSION FLUID	BLDG INSP
^	48	REAR BRAKES/CENTER BEARING/U-JOINTS	HWY
^	28	R/S OIL BATH HUB	HWY
8/25/2020	67	GREASE MACHINE	HWY
^	82	JUMP START	HWY
^	361-DA	R/R OIL BATH HUB	HWY
^	25	TURBO/OIL COOLER GASKET	HWY
^	11	HYD SPOOL VALVES/HOSES	HWY
^	48	REAR BRAKES/CENTER BEARING/U-JOINTS	HWY
8/26/2020	82	STARTER	HWY
^	48	REAR BRAKES/CENTER BEARING/U-JOINTS	HWY
^	25	TURBO/OIL COOLER GASKET	HWY
^	47	P/S COOLER	HWY
8/27/2020	26	JUMP START	HWY
^	9	CHECK OIL LEAK	HWY
^	40	CHECK SIDE BROOM	HWY
^	25	TURBO/OIL COOLER GASKET	HWY
^	TW1	FIX BENT TAILGATE LATCH	HWY
8/28/2020	9	OIL PAN/GASKET	HWY
^	48	REAR BRAKES/CENTER BEARING/U-JOINTS	HWY
8/29/2020	105	R/F FLAT TIRE	HWY
^	9	OIL PAN/GASKET	HWY
^	326-DA	CHECK TARP	HWY

8/31/2020	#105	R/F FLAT TIRE	HWY
^	9	OIL PAN/GASKET	HWY
^	25	TURBO/OIL COOLER GASKET	HWY
^	48	REAR BRAKES/CENTER BEARING/U-JOINTS	HWY
^	11	L/R AXLE SEAL/P/S COOLER	HWY
^	40	R/S DRAG BOARD IS STICKING	HWY
^	29	SERVICE	HWY

Personnel	
Total:	5
Injury:	0
Restricted Duty:	0
Retirement:	0
Seasonal:	0
Vacancy:	0

CITY OF DANBURY

155 DEER HILL AVENUE
DANBURY, CONNECTICUT 06810

DEPARTMENT OF PERMIT COORDINATION
BUILDING DEPARTMENT

DATE: September 28, 2020
TO: City Council
C: Mayor Mark Boughton

Re: City Council Report for Permit Center and Building Department

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

Report Outline:

Projects:

Residential Project: 25
Commercial Projects: 12

Stand Alone Permits Issued:

Electrical: 26
HVAC:36
Blasting: 1
Demolition: 2
Grading: 2
Highway/Right of Way 24
Roof Permits: 12
Septic System Application: 5
Sewer and Water: 6
Solar Permits: 25
Woodstove: 1

Sean P. Hearty
DIRECTOR

David Newland
BUILDING OFFICIAL

Residential Project Types

Record #	Record Type	Label	Date Issued	Building Type	Type of Project	Property Use	Total Estimated Construction Value
20-1375	Permit Project Application (Residential)	Calculate Permit Fees	8/4/2020 16:02	Vacant Land	Residential New Construction	Condo / Townhouse	199087
20-1374	Permit Project Application (Residential)	Calculate Permit Fees	8/4/2020 16:04	Vacant Land	Residential New Construction	Condo / Townhouse	199087
20-1373	Permit Project Application (Residential)	Calculate Permit Fees	8/4/2020 16:06	Vacant Land	Residential New Construction	Condo / Townhouse	199087
20-1372	Permit Project Application (Residential)	Calculate Permit Fees	8/4/2020 16:09	Vacant Land	Residential New Construction	Condo / Townhouse	199087
20-794	Permit Project Application (Residential)	Calculate Permit Fees	8/10/2020 8:37	Ranch	Residential Addition	Single Family	54000
19-269	Permit Project Application (Residential)	Calculate Permit Fees	8/10/2020 8:56	Ranch	RESIDENTIAL ADDITION	Single Family	95000
20-1442	Permit Project Application (Residential)	Calculate Permit Fees	8/11/2020 17:23	Cape Cod	Residential Addition	Single Family	85000
20-1814	Permit Project Application (Residential)	Calculate Permit Fees	8/17/2020 10:27	Colonial	Residential Alteration	Single Family	30900
20-1671	Permit Project Application (Residential)	Calculate Permit Fees	8/17/2020 11:12	Cape Cod	Residential Addition	Single Family	7000
17-60685	Permit Project Application (Residential)	Renewal Permit Fee	8/17/2020 15:51	Raised Ranch	RESIDENTIAL ALTERATION		27000
20-1762	Permit Project Application (Residential)	Calculate Permit Fees	8/17/2020 17:38	Split-Level	Residential Alteration	Single Family	60000
20-1694	Permit Project Application (Residential)	Calculate Permit Fees	8/18/2020 16:48	Split-Level	Residential Alteration	Single Family	85000
20-606	Permit Project Application (Residential)	Calculate Permit Fees	8/20/2020 14:17	Ranch	Residential Addition	Single Family	140000
20-1871	Permit Project Application (Residential)	Calculate Permit Fees	8/22/2020 8:13	Vacant Land	Residential Alteration	Single Family	10000
20-1580	Permit Project Application (Residential)	Calculate Permit Fees	8/24/2020 8:36	Colonial	Residential Alteration	Single Family	100000
20-884	Permit Project Application (Residential)	Calculate Permit Fees	8/25/2020 13:54	Vacant Land	Residential New Construction	Single Family	248000
20-213	Permit Project Application (Residential)	Calculate Permit Fees	8/25/2020 18:05	Family Conver.	Residential Addition	Multi Family	43000
20-1097	Permit Project Application (Residential)	Calculate Permit Fees	8/26/2020 16:38	Cape Cod	Residential New Construction	Single Family	453790
20-1721	Permit Project Application (Residential)	Calculate Permit Fees	8/26/2020 17:24	Outbuildings	Residential New Construction	Condo / Townhouse	277984
20-1723	Permit Project Application (Residential)	Calculate Permit Fees	8/26/2020 17:26	Outbuildings	Residential New Construction	Condo / Townhouse	257992
20-1724	Permit Project Application (Residential)	Calculate Permit Fees	8/26/2020 17:28	Outbuildings	Residential New Construction	Condo / Townhouse	208250
20-1725	Permit Project Application (Residential)	Calculate Permit Fees	8/26/2020 17:30	Outbuildings	Residential New Construction	Condo / Townhouse	270487
18-63084	Permit Project Application (Residential)	Renewal Fee	8/27/2020 17:08	Cape Cod	RESIDENTIAL ADDITION		60000
20-1948	Permit Project Application (Residential)	Calculate Permit Fees	8/28/2020 9:36	Conventional	Residential Addition	Single Family	750
20-1909	Permit Project Application (Residential)	Calculate Permit Fees	8/31/2020 15:31	Ranch	Residential Alteration	Single Family	9687
							3320188

Commercial Project Types

Record #	Record Type	Label	Permit Issued	Building Type	Type of Project	Total Estimated Construction Value
20-325	Permit Project Application (Commercial)	Assess Fees (City)	8/3/2020 15:38	Res typ comm	Commercial Alteration	90000
20-477	Permit Project Application (Commercial)	Permit Fees	8/4/2020 10:02	Fast Food Reg	Commercial Addition	130000
20-1501	Permit Project Application (Commercial)	Assess Fees (City)	8/17/2020 9:27	Cape Cod	Commercial Alteration	20000
20-1595	Permit Project Application (Commercial)	Assess Fees (City)	8/17/2020 11:55	Heavy Indust	Commercial Alteration	100000
20-1290	Permit Project Application (Commercial)	Assess Fees (City)	8/18/2020 15:34	Gas Mart	Commercial Alteration	500
20-922	Permit Project Application (Commercial)	Assess Fees (City)	8/20/2020 12:57	Restaurant	Commercial Restaurant New Construction	450000
20-1902	Permit Project Application (Commercial)	Assess Fees (City)	8/25/2020 5:30	Churches	Interior Alterations	20000
20-973	Permit Project Application (Commercial)	Assess Fees (City)	8/25/2020 17:59	Churches	Commercial New Construction	950000
20-1257	Permit Project Application (Commercial)	Assess Fees (City)	8/27/2020 15:04	Stores/Apt	Commercial Conversion of Exisiting Space	5500
20-1727	Permit Project Application (Commercial)	Assess Fees (City)	8/27/2020 17:57	Stores/Apt	Commercial Alteration	4000
20-916	Permit Project Application (Commercial)	Assess Fees (City)	8/31/2020 10:01	Stores/Off	Interior Alterations	5000
20-1555	Permit Project Application (Commercial)	Assess Fees (City)	8/31/2020 15:17	Supermarket	Commercial Alteration	75000
						1850000

CITY OF DANBURY
OFFICE OF NEIGHBORHOOD ASSISTANCE

Shawn Stillman **203-796-8026**
UNIT Coordinator
s.stillman@danbury-ct.gov

Livable Neighborhoods 2020
"Building a Better Danbury"

September 2020

September 28, 2020

Honorable Mayor Boughton and City Council Members:

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

Time Period	August 24 – September 28, 2020
Number of Quality of Life Issues	117
Year to Date - 2020	651

The top issues addressed by the UNIT were:

- Garbage/Debris and Blight (45)
- Miscellaneous (23)
- Vehicle violations: abandoned/unregistered (16)
- Front lawn parking (10)
- Exterior Blight Order (9)
- Unsafe living/Unpermitted construction (7)

DEPARTMENT UPDATE:

It has been a busy month for our department, as we respond to resident calls, as well as proactively identify any quality of life issues around town. Additionally, the UNIT has greatly assisted other departments, such as Zoning, Building, and Health with response to issues or complaints that they have been receiving, as they deal with either an overload of case work, or limited staff issues due to COVID.

EXTERIOR AND STRUCTURAL BLIGHT CITATIONS:

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

Orders written by UNIT this month (Includes Notice of Violations): 9
(YTD): 45

19 Locust Ave - sent order to property owner to clean the exterior of the property of garbage, as well as the removal of commercial equipment and an inoperable vehicle on jack stands without any tires.

20 Jefferson Ave - sent order to have the exterior of the property cleaned up. The back yard is overgrown and must be cleaned up, and there are large items of trash that need to be cleaned up.
.
115 Rose Hill - sent order to clean up garbage around the exterior of the property, as well as to remove an unregistered/inoperable vehicle in the rear of the property.

26 North St - sent order to clean this entire lot of abandoned, inoperable vehicles. Additionally, there is garbage and car parts around the lot that need to be removed. Also a dilapidated shed that needs to be taken down or repaired.

204 Southern Blvd - sent order to clean the exterior of the property of garbage/debris, in addition to the removal or the re-registration of unregistered vehicles, and to remove them from the backyard.

13 Dartmouth Lane - sent order to clean the exterior of the property of garbage, additionally to maintain the property of overgrowth of bushes and grass.

11 Wooster Heights - sent order to eliminate the continual practice of parking on the front lawn, as well as for the removal or re-registration of an unregistered vehicle from the property and front lawn.

31-33 Wildman St - sent order to clean up the exterior of the property of garbage/debris, also for the removal or re-registration of an unregistered vehicle.

7 Chuck Wagon Lane - sent an order to have the property mowed and routinely maintained.

PROPERTY HIGHLIGHTS:

24 South Ave - Our department may finally be having some luck with this vacant property. It has stood vacant and unmaintained for a few years as the property had passed away. Only until recently has the ownership of the property been transferred to the bank. On a small, dead end

road, this lack of care to this small lot stands out in the neighborhood, so it will be great to finally be able to work with a third party to get the exterior of the house cleaned up, and put on the market.

10 James St - This is also an unmaintained property where the property owner has passed away, and there is garbage that needs to be cleaned up, property maintained and vehicles that need to be removed. Our department has initiated contact with the attorney on record and has some luck getting the property mowed. Currently, they are working on the necessary cleanup required.

96 Park Ave - This property has long been an issue in the neighborhood. So much so that our department had placed a lien on it for accrued fines. Our department has been in communication with the owner of the property and are coordinating action steps to get the property cleaned up and most likely sold. This will be a significant improvement in the neighborhood.

22 Gregory Street – Our department has coordinated some improvements to the distressed property. Last week, we arranged for the overgrown property to be mowed at no cost. Already, it looks significantly better. Thank you to **D'Angelo Landscaping** for willingness to contribute! Next will be the coordination of the cleanup of debris around the property.

311 UPDATE: METRICS AND ACTIVITY:

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

THIS PERIOD:		**2020 YTD:**
Service Requests created:	285	1636
Service Requests closed:	128	1107
Percent closed:	45%	67.6%

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

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

Sincerely,
Shawn Stillman
Coordinator, Office of Neighborhood Assistance

CITY OF DANBURY

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

DATE: September 28, 2020

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

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

RE: Report City Council Meeting
Reporting Period: (8/17/20 – 9/18/20)

Scaling up Operations at Elmwood Hall - Danbury Senior Center. As a member of the CT Association of Senior Center Personnel (CASCP), I continue to meet bimonthly with senior center directors throughout Connecticut to discuss best practices to scale up operations for senior centers. Working with guidance from the State of CT and the Commissioner of Aging and Disability Services, Amy Porter, guidelines have now been established to assist with scaling up operations. It should be noted that although the Department of Elderly Services closed its doors back in March, services continue to be offered over the phone, through email, text, and Zoom. While some portions of Connecticut are slowly opening their doors, all Connecticut cities, towns, and communities are different. This department will continue to work with the State of CT, the Department of Public Health, as well as the Mayor's office and the City of Danbury Health and Human Services, to make appropriate decisions during this fluid and ever-changing time for the Department of Elderly Services.

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

Eat Smart Live Strong Nutrition Program / Farm on the Move. We have modified this program to offer nutrition education on-line in partnership with UCONN Department of Agriculture SNAP Nutrition Education. We will continue to provide fresh vegetables as we did with Farm on the Move, but in a different way. Seniors can decide on one of two choices: 1) "A Grab and Go Farmers' Market Box" of vegetables picked up at the Senior Center or 2) "Farmers' Market Coins" given out directly at the Farmer's Markets so seniors can shop on their own. Both are valued at $10. This program is delivered in partnership with CityCenter Danbury, the Danbury Farmers' Market, and the UCONN Department of Agriculture. This program is supported in part by a grant from the Peter and Carmen Lucia Buck Foundation. At the time of this writing, the first Farm Market Box Program / Farm Market Coin Program took place on July 22, August 19, and September 16. It was a very safe and smooth process with the Grab and Go distributed outside in the Senior Center parking lot. Farm Market Boxes were delivered to those who are homebound by senior center staff.

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

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

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

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

Masks. Handmade masks created by members of the Senior Center continue to be available to seniors at no charge. Included with the mask is a note of support on our letterhead so we can continue to be a resource.

CHOICES Over the Phone. (Connecticut's program for Health insurance assistance, Outreach, Information and referral, Counseling, Eligibility Screening, i.e. Medicare A, B, D, Advantage, Medigap, Medicare Savings) This is challenging and difficult, but staff member Joyce Kuhn continues to assist seniors with CHOICES and benefit and support services over the phone from home on a work cell phone and work laptop. Many program changes have occurred and we are spending time gathering this information and staying informed to make sure seniors get accurate information. Medicare Open Enrollment begins on October 15, 2020 and runs through December 7, 2020. This is an opportunity to review and change your Medicare D Plan (prescription drugs), enroll or change your Medicare Advantage Plan, or purchase a Supplemental Insurance Plan (Medigap).

Rent Rebate Over the Phone. We process over 800 applications for Rent Rebate each year. Staff member Michelle McNamara, who began outreach to our senior housing buildings before we were shut down due to COVID19, leads this effort. Due to this early start, when the program began on April 1, she was able to process over 200 applications from home on a work laptop. She has been calling applicants to inform them of their estimated calculated grant amount and to check in on them at the same time. However, the remaining applicants from the senior housing buildings who she was not able to see in person, as well as the non-housing applicants, are all being called. We have received calls from both the Meriden and Torrington Senior Centers, via direction from the State of CT, asking that we share our past and current procedures for administering the Rent Rebate Program. We appreciate the confidence that the State of CT - Office of Policy and Management, has expressed to us by choosing us as model for other cities to follow. Use of the Google Translate app, texting, smart device photo apps, emailing verification documents, and postal mail have all been a part of making Rent Rebate Over the Phone a success. We are continuing each and every day with these new procedures. The application period for this program ends on October 1.

Virtual Activities / Wellness Classes / Facebook Live / Zoom. We now have seven virtual activities posted on-line on our website, www.danburyseniors.org under the "Virtual Classes and Activities." They include Line Dancing, Strength Training, Gentle Flow Yoga, Zumba Gold, Timeless Trivia, Chair Yoga, and Dance Yoga. Beginning in September we have Facebook Live and Zoom events scheduled along with support on how to use these tech features on your phone or tablet.

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

Connections with Friends and Family through Technology - "Stay Connected" Program. Elmwood Hall - Danbury Senior Center is partnering with the State of CT Western CT Area Agency on Aging (WCAAA) to assist qualified seniors to obtain no cost technology, such as smart phones or tablets in an effort to help seniors get connected to friends and family. This new program is called "Stay Connected." Qualified seniors will be matched with a "device" to help them to see family and friends via FaceTime, Zoom, Google Meet, etc. Please call us here at the center for the initial eligibility screening and be connected the WCAAA to complete your application. This program is supported by the CARES Act.

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

CHOICES / Resource and Referral / Case Management: 136 seniors / 163 services provided

Services by Category:CHOICES (Connecticut's program for Health insurance assistance, Outreach, Information and referral, Counseling, Eligibility Screening, i.e. Medicare A, B, D, Advantage, Medigap, Medicare Savings) – 19
Financial – 2
Food – 26
Housing / Homeless / Home Repair – 17
In-Home Care /Assisted Living / Nursing Home – 13
Transportation – 5
Elder Law - 1
Medical Equipment - 5
Wellness Check - 0
Protective Services for the Elderly - 4
Taxes - 4
Masks – 7
Advocacy – 0
Supportive Counseling – 2
Senior Center – 15
"911" Emergency Calls: 0
Donations - 3
Stay Connected Program - 1
Flu Shots - 7
Medical - 6
Energy Assistance - 2
Library Tech Support - 2
Rent Rebate - 3
Other - 19

Senior Nutrition Meal Delivery Program: 41 seniors, 779 meals delivered, 451 meal delivery calls

"Sunshine Smile" Social Wellness Call Program: 41 seniors, 54 wellness calls

CT Department of Agriculture Farmers' Market Voucher Program: 66 senior participants, 66 vouchers mailed, 98 eligibility screening phone calls

Farm Market Grab and Go Boxes (and Delivery) and Farm Market Coin Program:

August 19 - Total Participants: 61 Farm Market Coin Program: 33, Farm Market Grab and Go Boxes: 19 Farm Market Grab and Go Boxes Delivery: 9

September 16 - 62 Farm Market Coin Program: 34 Farm Market Grab and Go Boxes: 19 Farm Market Grab and Go Boxes Delivery: 9

<u>Rent Rebate Over the Phone Program</u>: 379 clients, 1,131 services provided (432 phones calls, 220 emails, 474 text messages, 2 in community, use of the Google Translate app 3 times)

807 applications processed, 700 – payable, 99 – disallowed, 7 – not payable (Program Year 2019)

<u>Van Transportation Program</u>: Suspended on March 13 due to COVID19

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

Farmers' Market Grab and Go Farmers' Market Boxes ready for distribution from the Elmwood Hall Senior Center.

Staff member Michelle McNamara loads Farmers' Market Box into a senior participant's car.

The Prime Timers, Inc., Friends of Danbury Seniors, a 501c3, continues to accept monetary and non-monetary donations in support of the Elmwood Hall Senior Center. Susan M.

Tomanio, MSW, LCSW, Director of Elderly Services, City of Danbury, serves at the interim president.

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

Danbury Library

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

DATE: September 4, 2020

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

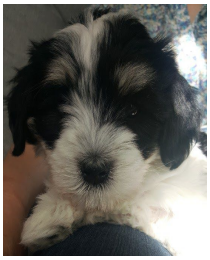
FROM: Katie Pearson, Library Director
Library Director

RE: City Council Meeting Report
Reporting Period - August 2020

Community Engagement: We reached 82,298 of our patrons directly through our community engagement over our social media platforms.

Patron Testimonials:

"To all library workers - thank you so much for mailing my selections to my home address. Wishing everyone good health!" - Betty M



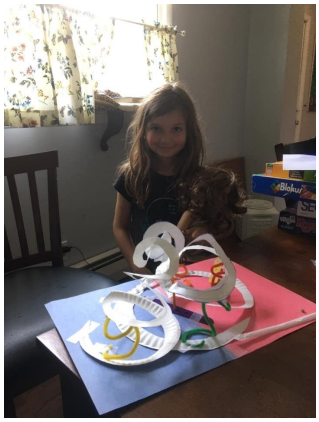
"Hi Darlene, wished to share a pic of our newest family member. Thank you so much for sending the dog training books, they have been invaluable!" - Michele K

"I received the Maangchi cookbook by mail and have expanded my cooking repertoire, learning to make new dishes that are delicious. Following recipes in the book has increased my confidence with my family enjoying the fruits of my labor. Please see attached a pic of the delicious fried chicken (pg 150) that was a hit in our household and will become a regular menu item."

Use of Library Materials and Services: The library staff delivered 2,441 items to patrons via the library's curbside pickup service in August. Staff created 79 new library cards and answered 260 reference questions, both by phone and electronically. The library circulated 2,386 adult items and 588 children and teen items. 155 items were also checked out by patrons from other towns. The number for children and teen material will increase when our collection is unpacked from storage. The junior floor shelving from the Connecticut State Construction Grant was delivered and installed this month. Staff are working on reshelving and reorganizing the items on the junior floor.

Use of Library's Remote and Electronic Services: This month, 250 patrons used the library's wifi services from our parking lot. Many patrons expressed thanks for this service, particularly during the extended power outage. The library's databases were accessed 154 times for research. Patrons streamed and downloaded 11,394 titles from the library's platforms (eSebco, Freegal, Hoopla, Kanopy, Tumblebooks). Grant Applications and Statuses:

Library Programs: In August, the library hosted 57 virtual programs on Facebook Live and Zoom with a total of 2541 attendees. Our highest attended junior programs were Nature Explorers, Mini Masters Art Studio, and Mythology Mondays. Our highest attended programs for adults were Danbury's Women of the Revolution, Healthy Cooking from the Plant-Based Pantry, and Trivia Night in partnership with Charter Oak.



Grant Applications:

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

Grant Agency	Grant Amount	Program Supported
CT State Construction Grant	$100,000	Junior Floor
Woman's Club of Danbury/New Fairfield Philanthropic Funding	$450	Digital Services

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

Grant Agency	Grant Amount	Program Supported
Ezra Jack Keats Foundation	$500	Children's Programming
Jerry Kline Community Impact Prize	$250,000	General
ALA Resilient Communities	$1,000	Teens/Adults
NASA CT Space Grant Consortium	$4,800	Teen STEM Programming
Library Services and Technology Act Planning Grant	$5,000	Marketing
The Awesome Foundation	$1,000	Junior Floor/Children's Programming

“Imagine Your Story” Summer Reading 2020: This summer, library staff worked quickly to adapt the summer reading program to an exclusively virtual experience. All summer reading tracking, prize entries, and reviews were done online using the Beanstack program. Mayor Boughton generously offered to get slimed if the community met its goal of 300,000 minutes of reading or literacy activity. Patrons in each age group from pre-readers through adults were also able to enter to win prizes. This year, patrons exceeded our goal for a total of 338,889 minutes. Participation by our adult patrons this year by 184%. Winning patrons were announced by the Mayor during his special “Slime at 5” at the library, which captured 500 viewers.