City Council Meeting Notice 11/4/21

The November Meeting of the City Council will be held in-person in the City Council Chambers on the 3rd Floor of City Hall.

Members of the public, if you plan to attend the meeting of the City Council, please take note of the following policies:

1. **Masks**: The City of Danbury no longer requires vaccinated individuals to wear masks in indoor public settings.

2. **Sign-in**: For the public health and safety of our staff and visitors, we ask that you sign-in with the front desk security guard before entering the meeting. Signing-in is not mandated for public meetings, but is voluntary and appreciated.

3. **Seating**: We ask that you keep a safe distance from others who are not in your party. Please leave at least one seat between yourself and other attendees.

4. **Public Speaking**: Danbury residents and/or taxpayers will have an opportunity to participate in the public speaking portion of the meeting.

A live stream for viewing only will be available. Please check the City Calendar on Thursday for details prior to the meeting.

*Thank you & stay safe!*
CITY COUNCIL MEETING  
November 4, 2021  
The meeting will be called to order at 7:30 P.M.  

PLEDGE OF ALLEGIANCE & PRAYER  

ROLL CALL  
Alves, Buzaid, M. Esposito, Levy, Salvatore, Stanley, Taborsak,  
Fox, Priola, Henry, DiGilio, Rotello, Visconti, Palma, Knapp  
J. Esposito, Santos, Perkins, Chianese, Cammisa and Mulinaro  

____________PRESENT ______________ABSENT  

PUBLIC SPEAKING  
MINUTES - Minutes of the Council Meeting held October 5, 2021  

CONSENT CALENDAR  

AGENDA  

1. COMMUNICATION – Appointment to the Housatonic Resource Recovery Authority  
2. COMMUNICATION – Proposed Disposition of Property – 3 Post Office Street  
3. COMMUNICATION – Ba-gaining Agreement – Fire Department and City  
4. COMMUNICATION – Donation to the Fire Department – Bedoukian Research, Inc  
5. COMMUNICATION – Request for Sewer and Water Main Extension – Great Plain Road  
6. COMMUNICATION – New Fire Apparatus  
7. RESOLUTION – CT DEEP Recreational Trails Grant Program  
8. RESOLUTION – Distracted Driving Grant – Police Department  
9. RESOLUTION – State Homeland Security Grant Program  
10. AD HOC REPORT – Head Start/80 Main Street  
11. AD HOC REPORT – Sewer and Water Extension - 100 Saw Mill Road  
12. DEPARTMENT REPORTS – Police, Fire, Health-Housing & Welfare, Public Works, Permit Center,  
UNIT, Elderly, Library  

ADJOURNMENT  
Copies of Agenda Items are available in the Legislative Assistant’s Office
October 25, 2021

Honorable Members of the City Council
City of Danbury, Connecticut

Dear City Council Members:

I hereby submit for your confirmation a request to fill a full member vacancy to the Housatonic Resource Recovery Authority (HRRA) Board, with a term to expire on June 30, 2023:

Patrick G. Johnston
23 Indian Head Road
Danbury, CT 06811

Mr. Johnston was born and raised in the Greater Danbury community and has deep roots in our city. His knowledge, involvement, and strong relationships within the community will help guide him as he represents Danbury’s best interests on the authority.

Thank you for your consideration of this appointment.

Sincerely,

Joseph M. Cavo
Mayor
October 25, 2021

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

RE: Proposed Disposition of Property
Request for ad hoc committee

Dear Council members:

The City of Danbury owns land and building at 3 Post Office Street. The property was purchased in 2017 with ideas for future municipal use. There have been a few proposals offered for the beneficial use of the property, none of which had been pursued to conclusion.

At the present time, there is a proposal being considered for disposition of the site and I would like the opportunity to discuss with you and have the matter considered at an ad hoc meeting.

Should the Council decide to recommend the disposition in the manner authorized by our Code together with any necessary public hearing and processes, we could proceed to negotiate and work out whatever arrangements are required for a transaction.

Kindly refer my request to the committee for review and action. Thank you.

Joseph M. Cavo,
Mayor
CITY OF DANBURY
OFFICE OF THE MAYOR
155 DEER HILL AVENUE
DANBURY, CONNECTICUT 06810

JOSEPH M. CAVO
MAYOR

DATE: October 25, 2021

TO: Members of the City Council

FROM: Joseph Cavo, Mayor

RE: Wage Increase for July 1, 2020 for Bargaining Unit Members Represented by the Fire Union, Local 801, International Association of Fire Fighters, AFL-CIO ("Fire Union").

I am pleased to present to the Council, with my endorsement, an Agreement to provide a wage increase for July 1, 2020 for bargaining unit members represented by the Fire Union. ("Agreement"). The Agreement is the culmination of good faith negotiations between representatives of the City and the Fire Union.

As you know, due to the economic uncertainty caused by the COVID-19 pandemic, the parties agreed that there would be no wage increases for members of the bargaining unit for July 1, 2020 unless the City’s economic circumstances substantially improved. Subsequently, the Union requested bargaining over this wage increase and after negotiations, the City agreed to provide a 1.5% wage increase as set forth in the Agreement.

A copy of the Agreement is attached. Copies of this Agreement, the parties’ collective bargaining agreement and the 2020-2024 extension to the collective bargaining agreement may be obtained from the Human Resources Department. The Director of Finance is available to answer questions about the costs necessary to fund the Agreement.

I encourage your support in voting to fund the Agreement.
TENTATIVE AGREEMENT
BETWEEN
LOCAL 801, IAFF
AND
CITY OF DANBURY

The parties to this Tentative Agreement Local 801 of IAFF (hereinafter "Union") and the City of Danbury (hereinafter the "City") and together ("the parties").

WHEREAS the parties have executed an extension to the Collective Bargaining Agreement from July 1, 2020 through June 30, 2024 ("2020-2024 CBA Extension"); and

WHEREAS, due to the uncertainty of the economy as a result of COVID-19, bargaining unit members represented by the Union did not receive a wage increase on July 1, 2020 in the 2020-2024 CBA Extension; and

WHEREAS, in 2021, the Union requested to reopen the subject of a wage increase for July 1, 2020 and after negotiations, the City agreed to provide a wage increase for members of the bargaining unit represented by the Union as set forth in this Tentative Agreement; and

WHEREAS, the Union ratified the Tentative Agreement on October 11, 2021;

THEREFORE, the Union and the City agree to modify the 2020-2024 CBA Extension as follows:

1. **Article 27, Wages and Appendix A**

   Effective July 1, 2020: One and a half percent (1.5%)

   For bargaining unit employees on the active payroll as of the date of the ratification and signing of this Agreement by both parties, the July 1, 2020 wages shall be retroactive.

   For bargaining unit members who were on the active payroll as of July 1, 2020 but who retired or were promoted out of the bargaining unit prior to the ratification and signing of this Agreement by both parties, the July 1, 2020 wage increases shall be retroactive from July 1, 2020 through the date of retirement or promotion out of the bargaining unit.

2. The parties agree that this Agreement shall become effective and binding upon the parties commensurate with ratification by both parties.
MEMORANDUM

TO: Mayor Joseph M. Cavo via City Council
FROM: David W. St. Hilaire, Director of Finance
DATE: October 25, 2021

SUBJECT: Certification of Funds – Extension of the Collective Bargaining Agreement between the City and Local 801, IAFF from July 1, 2020 through June 30, 2024 (FY21-FY24)

CERTIFICATION

In December 2020, the City Council approved the extension of the Collective Bargaining Agreement between the City and Local 801, IAFF from July 1, 2020 through June 30, 2024 with an option to reopen under certain conditions. Generally, this Agreement simply extended the terms and conditions of the most recent bargaining unit agreement between Local 801, IAFF which expired on June 30, 2020.

At that time, there was 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. However, the conditional opener was contingent upon the City’s FY21 result of operations. Although the City’s audit is still ongoing and the FY21 have not been finalized, I am confident that the city will achieve the minimum conditions necessary to afford the 1.5% general wage increase as proposed in the reopener.

Pursuant to the City Council Agenda item, I hereby certify the availability of funds from FY21 result of operations of approximately $350,000 ($173,500 – FY21 retroactive pay and $176,500 – assigned fund balance for FY22 Budget) for the proposed amendment which modifies the general wage increase amount from 0% to 1.5% in the first year of the original Extension Agreement between Local 801, IAFF from July 1, 2020 through June 30, 2024 (FY21-FY24). There are no other changes of financial consequence to the extension agreement.

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

cc: Dan Garrick – Assistant Director of Finance
LOCAL 801, IAFF

By
Chip Daly
President

Date

CITY OF DANBURY

By
Joseph Cavo
Mayor

Date
DATE: October 25, 2021

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

FROM: Richard E. Thode, Fire Chief

RE: Donation to the Fire Department

CC: D. St. Hilaire, Finance Director

Dear Mayor Cavo & Members of the City Council:

The Fire Department has been offered a generous donation of $50,000.00 for training and rescue programs and equipment, by Bedoukian Research, Inc. in Danbury.

I would ask that this generous donation be accepted at the November 2021 meeting of the City Council.

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

Respectfully submitted,

Richard E. Thode
Fire Chief
Danbury Fire Dept.,

The enclosed check is a donation from Robert Bedoukian on behalf of Bedoukian Research Inc. in Danbury Connecticut. Best of luck to your organization and program during this time. Glad your event was a success!

Sincerely,

Robert Bedoukian

Bedoukian Research, Inc.
October 7, 2021

HAND DELIVERED

Vinny DiGilio, President
Danbury City Council
Danbury City Hall
155 Deer Hill Avenue
Danbury, CT 06810

Re: Resolution Approving Extension of Sewer and Water Mains
Great Plain Road, September 5, 2018

Dear Mr. DiGilio:

A Resolution approving the extension of the sewer and water mains to service property on Great Plain Road was voted on for approval by the City Council at its meeting of June 2, 2020. At this point, the subject sewer and water extensions will expire in December 2021. Although onsite testing and other preliminaries have taken place, due to the pandemic, the start of actual construction has been delayed and it now appears actual construction will not take place before the 18-month expiration date. Therefore, we are requesting an 18-month extension of the approvals at this time.

I am asking you to put this on the agenda of your next Council meeting for action. I thank you in advance for your anticipated cooperation with this request.

With my usual regards,

Yours Truly,

Neil R. Marcus

NRM:pld
cc: Albert Salame
Anthony Iadarola, Engineering Dept.
RENEWAL
OF
WATER/SANITARY SEWER EXTENSION APPROVAL

October 15, 2021
Date

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

Dear Mayor Cavo and City Council Members:

The City Council has previously approved my extension(s) and the time will expire in December of 2021.

I am requesting an extension of time for the _✓_ water extension _✓_ sanitary sewer extension located at Great Plain Road and Great Meadow Road.

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

If additional information is needed, please contact me.

Very truly yours,

[Signature]
Applicant’s Signature

Albert J. Salame
Applicant’s Printed Name

131 West Street
P.O. Box 766
Danbury, CT 06810
Mailing Address

203-744-2000
Telephone Number
October 26, 2021

Danbury City Council
City of Danbury, CT

Ref: New Fire Apparatus

Dear Council Members,

I have put forth a quote to Mr. St. Hilaire for the purchase of a new fire apparatus, specifically a rescue/pumper. The total pricing for this truck would be $881,000. I am sure there are questions on why or how such a large request would come forward, please allow me to explain.

Pierce Manufacturing is the largest fire apparatus manufacturer in the world. They build all of the Danbury Fire Department’s fire apparatus. Recently I was notified that they will have a double digit price increase in February of 2022. The supply chain issue has also hit them hard, and they are estimating that new orders for trucks, placed this Spring or Summer, will not see delivery for 12 to 18 months.

On the same day, my Apparatus Repair Division reported that our oldest truck, a 2006 Pierce Pumper, with over 12,000 engine hours and 110,000 miles, has developed some major issues and would require about $35,000 to $40,000 worth of repairs to keep the truck road worthy. The idea of spending that much money on a vehicle that has long since outlived it’s useful life, only to dispose of it next year, did not make sense to me.

Speaking with sources at the Plant in Wisconsin, I became aware of a truck that is in the very early stages of construction. The parts were purchased months ago, so supply chain is not an issue. The truck is a very good fit for the City Of Danbury. It is not over the top with accessories, it is not bare bones, and we would have to “make do”. This truck has not been purchased yet. It is my concern, that if we delay, some other department, in a similar
situation, will buy the truck. This will put the Danbury Fire Department back almost 2 years.

Additionally, this truck is uniquely suited to serve in a rescue capability as well as firefighting. The Department’s current Rescue truck is a 2007 Pierce. While it is almost as old as the 2006, it did not see the severe service the pumper did. It is, however, coming up for a complete refurbishment, at an estimated cost of $300,000. Purchasing the truck in question, would allow us to place the Rescue in a “Special Call” status, prolonging its life. We will seek to have that truck refurbished in another fiscal year, to ease the burden on the taxpayers.

Lastly, this truck would come with most of the equipment we would need to put it into service almost immediately. Normally, when we replace a truck, we reuse equipment from the older truck. The 2006 is virtually bare bones. When in service fire units, have to use that truck for a day or two, they strip all of the equipment off of their usual apparatus, and make it fit on the older spare.

Danbury has refurbished fire apparatus before with great success. The 2006 Pumper is in too poor of condition to make sense for us to refurbish it.

I sincerely apologize for the sense of urgency. The impending price increase and supply issues, coupled with the availability of a very well suited replacement, that we could have in Danbury by January 1, 2022, seemed to be the perfect answer to our situation with the 2006 truck and the delay it will take otherwise to replace it.

Please feel free to contact myself or Assistant Chief Lounsbury if you seek more information.

Sincerely,

[Signature]

Richard E. Thode
Chief of Department.
The Department of Planning & Zoning has identified a potential funding opportunity from the CT DEEP Recreational Trails Grant Program. Funds would be used to hire a consultant to prepare a feasibility/planning study for a multi-use recreational trail that would connect the existing Maybrook Trailway in Putnam County that currently ends at the State line in Danbury, through Danbury, to the existing Ives Trail and Tarrywile Park in Downtown Danbury. The study will determine the appropriate and feasible route and uses for the trail.

Extending the existing Maybrook Trailway from the western border of Danbury into Downtown will provide recreational access and activities for residents and visitors in the region and beyond. Not only are recreational opportunities enhanced which encourage physical fitness and healthy lifestyles, but there is a positive economic and tourism benefit.

Undertaking this study to examine the best trail route through Danbury to link to existing trails is consistent with policies contained within the State Plan of Conservation and Development as well as the City’s Plan of Conservation and Development and Downtown Danbury Transit-Oriented Development Study, all of which encourage the provision of increased pedestrian and bicycle recreational opportunities. It is also consistent with the Connecticut Statewide Comprehensive Outdoor Recreation Plan (SCORP).

The total amount requested for the Study is fifty-thousand dollars ($50,000.00). Grants funds will reimburse the City for 80% of the total study cost (or $40,000). There is a local match required for 20% (or $10,000).

C: Les Pinter, Managing Attorney and Deputy Corporation Counsel
   David St. Hilaire, Director of Finance
MEMORANDUM

TO: Mayor Joseph M. Cavo via the City Council

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

DATE: October 25, 2021

SUBJECT: Certification of Funds – CT DEEP Recreational Trails Grant Program

Pursuant to the attached request, I hereby certify the availability of $10,000 for the required 20% matching funds necessary if awarded a $50,000 reimbursable grant through the CT DEEP Recreational Trail Grant Program. The appropriation will come from the Contingency account 9300.5855 and transferred into a special revenue fund to administer the reimbursable grant upon award.

The status of the Contingency account is as follows:

Budgeted Amount: $262,468
This Request: 10,000
Balance: $252,468

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

Attach.
RESOLUTION
CITY OF DANBURY, STATE OF CONNECTICUT

RESOLVED BY THE CITY COUNCIL OF THE CITY OF DANBURY

WHEREAS, the City of Danbury Department of Planning and Zoning has identified a funding opportunity from the CT DEEP Recreational Trails Grants program; and

WHEREAS, these funds would be used to hire a consultant to prepare a feasibility/ planning study for a multi-use recreational trail that would connect the Putnam County Maybrook Trailway to the existing Ives Trail and Tarrywile Park; and

WHEREAS, the extension of the Trail will provide recreational access and activities for residents and visitors which would encourage physical fitness and healthy lifestyles as well as provide positive economic and tourism benefits to the City and region; and

WHEREAS, the Department of Planning and Zoning wishes to make a funding request in an amount not to exceed $50,000 inclusive of a required 20% match.

NOW THEREFORE BE IT RESOLVED THAT Joseph M. Cavo, Mayor of the City of Danbury, or Sharon B. Calitro, AICP, Planning 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, and ratify any prior required actions taken in furtherance hereof.
DATE: 10/13/21
TO: HON. JOSEPH M. CAVO VIA THE CITY COUNCIL
FROM: DAVID W. ST. HILAIRE, DIRECTOR OF FINANCE
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 2022 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 2021 and April 2022.

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. Ricenhour
RESOLUTION
CITY OF DANBURY, STATE OF CONNECTICUT
A.D. 2021

RESOLVED BY THE CITY COUNCIL OF THE CITY OF DANBURY

WHEREAS, the State of Connecticut Department of Transportation, 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

WHEREAS, 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 2021 and April 2022.

NOW, THEREFORE BE IT RESOLVED THAT Mayor Joseph M. Cavo, or Chief Patrick Ridenhour, as his designee, is hereby authorized to accept these grant funds and sign all contracts necessary to effectuate the purposes thereof.
September 28, 2021

MEMORANDUM

To: David St. Hilaire, Director of Finance

From: Patrick A. Ridenhour, Chief of Police

Subject: State of Connecticut – Department of Transportation

FY 2022 Distracted Driving High Visibility Enforcement Grant

This Department requests that the City Council act on and approve the attached State of Connecticut DOT Distracted Driving High Visibility Enforcement Grant. There is no funding required from the City, as the State, through federal funding, will pay 100% of the cost for allotted manpower, which should not exceed $60,000. The program will run in October 15-31, 2021 & April 1-30, 2022.

Attached is supporting documentation from Sgt. Rory DeRocco, Traffic Unit Supervisor, explaining this grant in greater detail.

Patrick A. Ridenhour
Chief of Police

PAR:mrl
Attach.

Cc: Sgt. DeRocco
# FY 2022 Highway Safety Distracted Driving Enforcement Program Grant Application

## Grant Application

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<th>Form</th>
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<td>Project No.</td>
<td>0202-0745-2-</td>
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**Revision:** July 22, 2021

**Expires:** September 30, 2022

**Program Area:** 405 e-2 (M8DDLE)

**Program Area Description:** Distracted Driving High Visibility Enforcement

**Governmental Unit:**
- City of Danbury
- Danbury Police Department

**Address of Governmental Unit:**
- 155 Deer Hill Avenue, Danbury, CT 06810
- 375 Main Street, Danbury, CT 06810

**DUNS Number:** 06-6001868

**Project Director:**
- Chief Patrick Ridenhour
- Chief of Police

**Signature:**
- 375 Main Street, Danbury, CT 06810

**Fiscal Officer:**
- David W. St. Hilaire
- Director of Finance

**Signature:**
- 155 Deer Hill Avenue, Danbury, CT 06810

**Authorized Official:**
- Joe Cavo
- Mayor

**Signature:**
- 155 Deer Hill Avenue, Danbury, CT 06810

## For ISO Use Only

**Approved Project Period:**
- From: October 15, 2021
- Through: April 30, 2022

**Fiscal Review Completed By:**
- Phyllis D. DiFiore

**Program Coordinator Review Completed By:**
- Joseph T. Cristalli, Jr.

**Requested Amount:** $59,200.00

**ISO Approved?:**
- Yes

**Total Alotted?:**
- Yes

**Telephone Number:** 203-797-4601

**Fax Number:**
- 203-797-4652

**E-Mail Address:**
- p.ridenhour@danbury-ct.gov
- d.sthilaire@danbury-ct.gov
- j.cavo@danbury-ct.gov

**Governor's Highway Safety Representative:**
- Garrett T. Eucalitto
FY 2022 Highway Safety Distracted Driving Enforcement Program Grant Application

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<th>PROJECT TITLE</th>
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<td>FY 2022 Distracted Driving High Visibility Enforcement</td>
<td>Danbury Police Department</td>
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<th>PROBLEM ID</th>
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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 2016-2020
- Daily Vehicle Miles Traveled (DVMT) (2019)
- Population (2019)
- 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 2016 to 2020, Distracted Driving was identified as a primary contributing factor in at least 3 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 offenses 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 offenses.

Officers will be deployed during times of the day when visibility will be greater. Officers a will be utilized for 8 hour shifts. Vissibilities for Distracted Driving offenses 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.
PROJECT TITLE | APPLICANT
--- | ---
FY 2022 Distracted Driving High Visibility Enforcement | Danbury Police Department

ACTIVITIES:

The following enforcement parameters will be required of participating municipal law enforcement agencies:

- Spotter-type enforcement strategy – Spotter type enforcement is required unless other enforcement strategies are described in HS-1 in detail to plan enforcement schedules and strategies. This must be pre-approved in HS-1 grant application.

- Spotter type enforcement can be done in teams or individually. Please note – spotter-self initiated is not roving. Rather, this category involves an officer choosing a strategic, covert location advantageous to the observation of all types of hand held mobile phone use. When this behavior is observed, the officer then “self-initiates” the stop.

- Non-spotter type enforcement explanation:
  - Enforcement Schedule
    - Daytime Enforcement – Daytime enforcement changes with seasonal patterns. Enforcement must take place during daylight hours
    - 7 days per week eligible
    - Minimum of 4 hours shifts/Maximum 8 hour shifts
    - Must include at least 1 AM/PM peak drive time (7am-10am/3pm-5pm seasonal) on weekdays. If possible the HSO would encourage both the AM/PM peak drive times as enforcement times but agencies must enforce during at least 1.

- Enforcement Locations
  - Enforcement areas should include intersections and other areas where traffic naturally slows. Enforcement locations should be included in grant applications with narrative for rationale as to why locations were chosen (*example – CT statute makes manipulating a hand held mobile device at a traffic sign or signal a violation)

- Enforcement Schedule
  - Fall Wave: October 15 to October 31, 2021
  - Spring Wave: April 1 to April 30, 2022

- Personnel
  - Minimum of 2 Officers/Maximum of 8

Earned media participation:
- Participating agencies are required to take part in earned media activity related to DDHVE.
  - This could include the following:
    - Hosting a kick-off press event
    - Conducting ride-alongs or interviews with media at enforcement locations
    - Notification of media outlets through the use of interview opportunities, press releases and media advisories
    - Cooperation with the HSO earned media contractor including:
      - Distribution of press releases
      - Use of Approved Talking points
    - Creation and submission of earned media activity with reimbursement documentation
**Press "ALT" & "Enter" together to insert new line**

To decrease fatalities and injuries as a result of crashes caused by driver distraction, especially those caused by hand held mobile phone use by:

- Increasing enforcement, especially HVE of Connecticut's hand held mobile phone ban for drivers in areas identified to have high rates of fatal and injury crashes
CITY OF DANBURY  
OFFICE OF EMERGENCY MANAGEMENT  
MATTHEW G. CASSAVECHIA, Director

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

FROM: Matthew G. Cassavechia  
Emergency Management Director 

DATE: October 19th, 2021 

RE: FFY 2021 State Homeland Security Grant Program 

Attached for your review is the “FFY 2021 State Homeland Security Grant Program, Region 5 Memorandum of Agreement” and associated resolution.

This agreement allows the City of Danbury to share in regional assets and Homeland Security funds through the State of Connecticut Department of Emergency Services and Public Protection (DESPP) acting as the designated recipient and State Administrative Agency (SAA). The DESPP Division of Emergency Management and Homeland Security (DEMHS) is responsible for program management of the grants.

There are no local matching funds required for this MOA.

The City Council is respectfully requested to review and approve this resolution. If there are any questions, please do not hesitate to contact me.

Respectfully,

Matthew G. Cassavechia  
Emergency Management Director

155 Deer Hill Avenue  Danbury, CT 06810   
203.797.4933  
m.cassavechia@danbury-ct.gov
RESOLUTION
CITY OF DANBURY, STATE OF CONNECTICUT
A.D. 2021

RESOLVED BY THE CITY COUNCIL OF THE CITY OF DANBURY

Re: 2021 HSGP Omnibus MOA

WHEREAS, the State of Connecticut Department of Emergency Services and Public Protection, Division of Emergency Management and Homeland Security ("DEMHS") has made funds available for the 2021 Federal Fiscal Year State Homeland Security Grant Program; and

WHEREAS, said Program requires authorization to enter into a Region 5 Memorandum of Agreement to engage in the regional cost sharing and allocation of funds for the purposes of this program, as may be recommended by the regional body; and

WHEREAS, pursuant to the Program, the State of Connecticut Department of Emergency Services and Public Protection ("DESPP") as State Administrative Agency ("SAA") is the administrator of said funds on behalf of the City of Danbury as agent; and

WHEREAS, there are no required matching funds.

NOW, THEREFORE, BE IT RESOLVED THAT the City Council of Danbury authorizes Mayor Joseph M. Cavo, or his designee, Matthew Cassavechia, Director of Civil Preparedness for the City of Danbury, to execute and deliver any and all documents on behalf of the City of Danbury and to do and perform all acts and things necessary or appropriate to carry out the terms of such documents, including, but not limited to, executing and delivering all agreements and documents contemplated by such documents.
Step 1 - Fill out this datasheet form to auto populate MOA document in this PDF file.

**THIS DATASHEET MUST BE COMPLETED ELECTRONICALLY**

Step 2 - After populating the document, obtain the correct signatures as outlined by the completion checklist on the following page. Digital and/or scanned signatures can be used, no hardcopy/original signatures are required.

### Town Information:

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<thead>
<tr>
<th>Person Completing Document:</th>
<th>Matthew Cassavechia</th>
</tr>
</thead>
<tbody>
<tr>
<td>Municipality Name:</td>
<td>CITY OF DANBURY</td>
</tr>
<tr>
<td>Town CEO Name:</td>
<td>Joseph M. Cavo</td>
</tr>
<tr>
<td>Town CEO Title (ie. Mayor):</td>
<td>Mayor</td>
</tr>
</tbody>
</table>

*Municipality Name - Municipalities can enter the name as either the long or short name, for example: enter name as either "New Haven" or "City of New Haven"

### Point of Contact Information:

<table>
<thead>
<tr>
<th>POC Name &amp; Title:</th>
<th>Matthew Cassavechia</th>
<th>Emergency Management Director</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td>155 Deer Hill Avenue, Danbury, CT 06810</td>
<td></td>
</tr>
<tr>
<td>Email:</td>
<td><a href="mailto:m.cassavechia@danbury-ct.gov">m.cassavechia@danbury-ct.gov</a></td>
<td></td>
</tr>
<tr>
<td>Phone:</td>
<td>203-797-4933</td>
<td></td>
</tr>
<tr>
<td>Fax:</td>
<td>203-743-7116</td>
<td></td>
</tr>
</tbody>
</table>
FFY 2021 STATE HOMELAND SECURITY GRANT PROGRAM
Region 5 MEMORANDUM OF AGREEMENT CHECKLIST

Please use this checklist to insure completion and accuracy of the following agreement.

1. Instructions for: CITY OF DANBURY

   Received by: Matthew Cassavechia

   For the MOA:
   □ A municipal point of contact been identified (p. 1 and 10).
   □ The Chief Executive Officer has signed and dated the agreement.
   □ The Chief Executive Officer’s name and title has been typed in the space provided.

   □ Authorizing Resolution Attached
   The Blanket Resolution Template includes the recommended language for a resolution. If the information on a blanket resolution signed in a prior year is still valid, the town clerk can verify the accuracy, sign and seal the resolution. In order for a raised seal to be visible in a scan, please rub a pencil over the seal. If a Blanket Resolution is not used, the resolution must reference the FFY 2021 Homeland Security Grant Program. No other resolutions shall be accepted.

   Please note: The Fiduciary and Municipality shall complete Appendix A Custodial Ownership and Memorandum of Agreement (Appendix A), for any municipality that takes ownership of equipment purchased with 2021 HSGP funds by the REPT. (Sample attached, the Fiduciary will complete this form for custodial owners of equipment purchased under the FY 2021 Homeland Security Grant Program)

   Once complete, e-mail (no hard copies need to be sent) the complete MOA package (MOA and resolution) to: Robert Phillips, Executive Director, NHC0G, Region 5 Fiduciary: rphillips@northwesthillsco.org

2. Northwest Hills Council of Governments

   Received by: ______________________________

   Review and Signature

   □ The Chief Executive Officer has signed and dated the agreement.
   □ The Chief Executive Officer’s name and title has been typed in the space provided.
   □ The Region 5 REPT Chair has signed and dated the agreement.
   □ The Region 5 REPT Chair’s name has been typed in the space provided.
   □ All of the items listed on this checklist have been completed and are correct.

   Submit completed MOAs and resolutions to your DESPP/DEMHIS Program Manager by email on a quarterly basis.

   Please note: The Fiduciary shall complete Appendix A, Custodial Ownership, for any Municipality that takes ownership of equipment purchased with 2021 HSGP funds by the REPT. (Sample attached, Fiduciary will complete for custodial owners of equipment purchased under the FY 2021 Homeland Security Grant Program)

DUE DATE:

Send to Regional Fiduciary on or before
December 15, 2021
MEMORANDUM OF AGREEMENT
REGARDING USE OF
FEDERAL FISCAL YEAR 2021 STATE HOMELAND SECURITY
GRANT FUNDING AND CUSTODIAL OWNERSHIP OF
REGIONAL ASSETS IN DEMHS Region 5

I. AGREEMENT REGARDING THE USE OF FEDERAL HOMELAND SECURITY GRANT FUNDS TO SUPPORT REGIONAL SET-ASIDE PROJECTS

A. Introduction
The following facts are understood and agreed to by all parties:

1. The parties to this Memorandum of Agreement (MOA) are the State of Connecticut Department of Emergency Services and Public Protection (DESPP), including the Division of Emergency Management & Homeland Security (DEMHS), the municipality of CITY OF DANBURY, Northwest Hills Council of Governments (NHCOC) (Fiduciary) and the Region 5 Regional Emergency Planning Team (Region 5 REPT).

2. DESPP is the designated recipient and State Administrative Agency (SAA) of the United States Department of Homeland Security for Federal Fiscal Year 2021 State Homeland Security Grant Program (SHSGP), Award No. EMW-2021-SS-00086. DEMHS is the division of DESPP responsible for program management of the grants, including consulting with the DEMHS Advisory Council, and the DEMHS Regional Planning Teams to provide a coordinated and integrated program of emergency management and homeland security.

3. The DEMHS Advisory Council, through its Homeland Security Working Group, has approved the allocation formula for grant funds available under the SHSGP;

4. DESPP/DEMHS is retaining pass-through funds from 2021 SHSGP in the total amount of $1,725,204.20 on behalf of local units of government, for the following nine regional set-aside projects designed to benefit the state’s municipalities:

   1) Regional Collaboration; 2) Enhancing Information and Intelligence Sharing and Cooperation with Federal Agencies, including DHS (National Priority Project); 3) Addressing Emergent Threats (National Priority Project); 4) Capitol Region Metropolitan Medical Response System -MMRS; 5) Medical Preparation and Response; 6) Citizen Corps Program; 7) Enhancing Cybersecurity (National Priority Project); 8) Enhancing the Protection of Soft Targets/Crowded Places - allocation included in regional allocations- (National Priority Project); and, 9) Combating Domestic Violent Extremism (National Priority Project).

5. DEMHS – in coordination and cooperation with the municipalities located within DEMHS Region 5 including CITY OF DANBURY – has created, and established bylaws for, the Region 5 REPT, a multi-disciplinary, multi-jurisdictional regional group to facilitate planning and resource coordination within DEMHS Region 5.

6. CITY OF DANBURY is eligible to participate in those Federal Fiscal Year 2021 SHSGP regional allocations made through the Region 5 REPT and not included in the set-aside projects (unless otherwise noted), in the amount of $385,306.80 for Region 5 REPT which will be made available to the jurisdictions in Region 5 in the manner recommended by the Region 5 REPT in accordance with its approved bylaws, upon execution of the grant application and as accepted by the SAA.

B. Purpose of Agreement
The SAA and CITY OF DANBURY enter into Part I of this MOA authorizing the SAA to act as the agent of CITY OF DANBURY and allowing the SAA to retain and administer grant funds provided under 2021 SHSGP for the nine regional set-aside projects listed above, and also for NHCOC to provide the financial and programmatic oversight described below.

C. SAA and CITY OF DANBURY Responsibilities.
The SAA agrees to administer the SHSGP grant funds of $1,725,204.20 in furtherance of the nine regional set-aside projects listed above. CITY OF DANBURY agrees to allow the SAA to provide financial and programmatic oversight of the $1,725,204.20 for the purpose of supporting the allocations and uses of funds under the
D. NHCOG and CITY OF DANBURY Responsibilities

CITY OF DANBURY also agrees to allow NHCOG to provide financial and programmatic oversight of the Federal Fiscal Year 2021 regional allocation in the amount of $385,306.80 targeted to member municipalities in DEMHS Region 1 and recommended through the Region 1 REPT in accordance with its approved bylaws. Such funds will be applied to specific projects developed and approved by the Region 1 REPT and DEMHS.

II. AGREEMENT REGARDING CUSTODIAL OWNERSHIP OF REGIONAL ASSETS

A. Introduction

The following facts are understood and agreed to by all parties:

1. The parties to this part of the Memorandum of Agreement (MOA) are the State of Connecticut Department of Emergency Services and Public Protection (DESPP), including the Division of Emergency Management & Homeland Security (DEMHS), the municipality of CITY OF DANBURY, the NHCOG (Fiduciary), and the DEMHS Region 5 Regional Emergency Planning Team (Region 5 REPT).

2. DESPP is the designated recipient and State Administrative Agency (SAA) of the United States Department of Homeland Security for grants awarded beginning in Federal Fiscal Year (FFY) 2004, up to the present time. DEMHS is the division of DESPP responsible for program management of the grants, including consulting with the DEMHS Advisory Council, and the DEMHS Regional Planning Teams to provide a coordinated and integrated program of emergency management and homeland security.

3. CITY OF DANBURY has agreed to operate as the custodial owner of the asset(s) described in Appendix A, on behalf of CITY OF DANBURY, the region, and if necessary, the State. (Please note: If a town takes ownership of assets, the Fiduciary will assist them in completing Appendix A. The Appendix will be added to this MOA).

4. The parties also agree that CITY OF DANBURY may operate as the custodial owner of additional assets purchased on behalf of the Region from FFY 2021 grant funds, as approved by the Region 5 REPT, and DEMHS, which assets will be added to Appendix A by the Fiduciary within thirty (30) days of approval by the Region 5 REPT.

5. The Region 5 REPT has been established to foster regional collaboration and mutual aid through, among other things, collaborative plan development, resource sharing and coordination.

6. NHCOG (Fiduciary) has agreed to operate as the fiscal agent for the federal SHSGP grants awarded to DEMHS Region 5 for Federal Fiscal Year 2021;

B. Purpose.

DESPP/DEMHS, the Region 5 REPT, NHCOG (Fiduciary), and CITY OF DANBURY, enter into Part II of this MOA regarding asset(s) for which CITY OF DANBURY agrees to be the custodial owner, and which are described in the approved 2021 Subgrant Application and will be added to this MOA as Appendix A.

C. Agreements and Responsibilities of the Parties.

1. Definitions.

As used in this MOA:

- The term “authorized training” means training that is authorized by DESPP/DEMHS.
- The term “custodial owner” means a political subdivision or tribe that has agreed to accept title and responsibility for the asset(s), subject to possible redeployment under the terms outlined in Paragraph C(4) below.

2. Responsibilities of DESPP/DEMHS and NHCOG (Fiduciary)
In its role as SAA, DESPP/DEMHS will subgrant funds to NHCOG which, as the Region 5 Fiscal Agent, will procure the asset(s) listed in their approved Subgrant Application (which will be added to Appendix A).

3. **Appendix A.**
   The parties agree that decisions regarding the placement of regional assets in CITY OF DANBURY may be made after the execution of this agreement and that Appendix A shall be completed accordingly. CITY OF DANBURY agrees to be bound by the terms of this agreement for any asset added to Appendix A. The parties also agree that Appendix A must be signed by the DEMHS Deputy Commissioner, the chair of the Region 5 REPT, and the Chief Executive Officer, or his/her designee, of CITY OF DANBURY.

4. **Responsibilities of Custodial Owner**
   CITY OF DANBURY understands that it is the Custodial Owner, on behalf of itself and the Region, of the asset(s) which will be added to Appendix A, as may be amended pursuant to Paragraph C(4) above. As Custodial Owner, CITY OF DANBURY agrees:
   a. To safeguard the asset(s) in a secure location, including, for example, providing refrigeration or protection from the elements, if appropriate;
   b. To regularly test, use and maintain the asset(s) in working order. It is understood by the parties that trained personnel of CITY OF DANBURY’s municipal agencies may use the asset(s) for appropriate emergency response/emergency management purposes, including authorized training and exercise;
   c. To provide the asset(s) in a timely manner, in working order, and with appropriate staffing, if necessary, when deployment is requested: under the terms of this MOA; under a mutual aid agreement including a civil preparedness mutual aid agreement approved by DESPP/DEMHS, as required by Conn. Gen. Stat. §28-7(d); under the terms of the intrastate mutual aid system, Connecticut General Statutes §28-22a; or at any time by the State of Connecticut, including DESPP/DEMHS;
   d. To provide the asset(s) in a timely manner, in working order, and with appropriate staffing, if necessary, when deployment is requested for authorized training and/or exercise;
   e. To maintain records of the use of the asset(s), including deployment for an actual incident or for authorized training, and to provide these records to DESPP/DEMHS as requested;
   f. To maintain an inventory of the asset(s), including a unique tagging system (including the DEMHS logo) so that the asset(s) can be easily identified as separate from the Custodial Owner’s other property, and to provide that inventory to DESPP/DEMHS as requested.
   g. To maintain all necessary insurance regarding the asset(s) and their use;
   h. To cooperate with any state or federal audit of the asset(s) and/or their use;
   i. To abide by the bylaws and/or procedures established under any applicable State of Connecticut or regional plan;
   j. That the State, including DESPP/DEMHS, does not guarantee any further funding for, or provision of repairs to, the asset(s) beyond the terms of this MOA;
   k. That all maintenance and operations of the asset(s) by CITY OF DANBURY shall conform to the manufacturer’s recommendations. If appropriate, CITY OF DANBURY shall maintain trained personnel available to transport and supervise the operation of the asset(s). All personnel or agents of CITY OF DANBURY performing any maintenance or repair services in connection with these asset(s) shall be fully qualified and authorized or permitted under federal, state, and local laws to perform such services.

5. **Responsibilities of the REPT.**
   The Region 5 REPT understands and acknowledges that, in accepting responsibility as the custodial owner of the asset(s), CITY OF DANBURY is furthering regional collaboration and mutual aid on behalf of all of the members of Region 5.
6. Assignment of Asset(s).

If CITY OF DANBURY does not comply with the requirements under this MOA, or terminates its involvement in this MOA, then DESPP/DEMHS, in consultation with the REPT Chair, may redirect the asset(s), preferably to a different town within the Region. Whenever possible, DESPP/DEMHS will provide 60 days notice before re-assigning the asset.

III. GENERAL TERMS OF AGREEMENT APPLICABLE TO ALL PARTS OF THIS MEMORANDUM OF AGREEMENT

A. Effective Date.

The terms of this agreement will become effective when all parties have executed it.

B. Authority to Enter Agreement.

DESPP/DEMHS is authorized to enter into this Agreement through the Deputy Commissioner of the DESPP/DEMHS pursuant to the authority provided under Connecticut General Statutes §§4-8 and Titles 28 and 29. The Municipality of CITY OF DANBURY is authorized to enter into this agreement through its Chief Executive Officer, authorized pursuant to the attached [original or certified copy of resolution, ordinance or charter provision]. The other persons executing this Memorandum of Agreement (MOA) on behalf of their respective entities hereby represent and warrant that they have the right, power, legal capacity, and appropriate authority to enter into this agreement on behalf of the entity for which they sign, as indicated by valid resolutions, if necessary.

C. Duration of Agreement.

Part I of this MOA, as modified with the consent of the parties, remains in full force and effect until the end of the grant period, or any extension thereof, covered by this MOA, unless cancelled by the SAA, giving CITY OF DANBURY written notice of such intention at least thirty (30) days in advance. Any party may terminate its involvement with Part II of this agreement upon sixty days' written notice to the other parties. DESPP/DEMHS reserves the right to cancel any funding under this MOA without prior written notice when the funding is no longer available.

D. Amendment of the Agreement.

This agreement may be modified upon the mutual written consent of the parties.

E. Litigation.

The Parties agree to good faith consultation with one another to resolve disagreements that may arise under or relating to this MOA before referring the matter to any other person or entity for settlement. The Parties agree that any disputes under Part II, Paragraph C.6 shall be resolved by DEMHS. The Parties also agree that the sole and exclusive means for the presentation of any claim against the State, including the SAA, arising from this agreement shall be in accordance with Chapter 53 of the Connecticut General Statutes (Claims Against the State) and the Parties further agree not to initiate legal proceedings in any State or Federal Court in addition to, or in lieu of, said Chapter 53 proceedings.

F. State Liability.

The Parties agree to indemnify and hold harmless the State of Connecticut with regard to the activities described within this MOA, and recognize that the State does not waive its right to sovereign immunity with regard to any provision of this MOA. The State of Connecticut assumes no liability for funding under the terms of this MOA until CITY OF DANBURY, through the Region 5 REPT, is notified by the SAA that this MOA has been approved and executed by DEMHS and by any other applicable state agency.
G. Confidential Information

a. Confidential Information: Any name, number or other information that may be used, alone or in conjunction with any other information, to identify a specific individual including, but not limited to, such individual’s name, date of birth, mother’s maiden name, motor vehicle operator’s license number, Social Security number, employee identification number, employer or taxpayer identification number, alien registration number, government passport number, health insurance identification number, demand deposit account number, savings account number, credit card number, debit card number or unique biometric data such as fingerprint, voice print, retina or iris image, or other unique physical representation. Without limiting the foregoing, Confidential Information shall also include any information that DESPP/DEMHS classifies as “confidential” or “restricted.” Confidential Information shall not include information that may be lawfully obtained from publicly available sources or from federal, state, or local government records which are lawfully made available to the general public.

b. Confidential Information Breach: Generally, an instance where an unauthorized person or entity accesses Confidential Information in any manner, including but not limited to the following occurrences: (1) any Confidential Information that is not encrypted or protected is misplaced, lost, stolen or in any way compromised; (2) one or more third parties have had access to or taken control or possession of any Confidential Information that is not encrypted or protected without prior written authorization from the State; (3) the unauthorized acquisition of encrypted or protected Confidential Information together with the confidential process or key that is capable of compromising the integrity of the Confidential Information; or (4) if there is a substantial risk of identity theft or fraud to the client, the Contractor, the Department or State.

H. Audit Compliance.

If __CITY OF DANBURY________ through the Region 5 REPT, agrees to serve as a host or custodial owner of equipment purchased with the grant funds referenced in this MOA, then __CITY OF DANBURY________ must comply with the Federal Single Audit Act of 1984, P.L. 98-502 and the Amendments of 1996, P.L. 104-156 and with the Connecticut Statutes §7-396a and 396b, and the State Single Audit Act § 4-230 through 236 inclusive, and the regulations promulgated thereunder.

__CITY OF DANBURY________ agrees that all fiscal records, if any, pertaining to the projects shall be maintained for a period of not less than three (3) years from the date of the signing of this MOA. Such records will be made available to state and/or federal auditors upon request.

I. Lobbying, Debarment, and Suspension.

__CITY OF DANBURY________ commits to compliance with the requirements under 28 CFR Part 66 (Uniform Administrative Requirements for Grants to States); 28 CFR Part 69, New Restrictions on Lobbying; 28 CFR Part 67, Government-wide Debarment and Suspension (Non-procurement) and Government-wide Requirements for Drug Free Workplace (Grants); Office of Management and Budget (OMB) Circular A-87, addressing cost principles for grants to state and local governments; 28 CFR Part 70 (Common Rules for Administrative Requirements for Grants to Non-Profits); OMB Circulars A-122 and A-21 addressing Cost Principles for Grants to Non-Profit Entities and requirements included in the Department of Homeland Security Office of Grants and Training Financial Guides.
J. Executive Orders.

This contract is subject to the provisions of Executive Order No. Three of Governor Thomas J. Meskill promulgated June 16, 1971, and, as such, this contract may be cancelled, terminated or suspended by the State Labor Commissioner for violation of or noncompliance with said Executive Order No. Three, or any State or federal law concerning non-discrimination, notwithstanding that the Labor Commissioner is not a party to this contract. The parties to this contract, as part of the consideration hereof, agree that said Executive Order No. Three is incorporated herein by reference and made a part hereof. The parties agree and abide by said Executive Order and agree that the State Labor Commissioner shall have continuing jurisdiction in respect to contract performance in regard to non-discrimination, until the contract is completed or terminated prior to completion. CITY OF DANBURY agrees, as part consideration hereof, that this contract is subject to the Guidelines and Rules issued by the State Labor Commissioner to implement Executive Order No. Three, and that it will not discriminate in its employment practices or policies, will file all reports as required, and will fully cooperate with the State of Connecticut and the State Labor Commissioner. This contract is also subject to the provisions of Executive Order No. 16 of Governor John G. Rowland promulgated August 4, 1999 adopting a zero tolerance policy for workplace violence, and as such, this contract may be cancelled, terminated or suspended by the State for violation of or noncompliance with said Executive Order No. Sixteen. The parties to this contract, as part of the consideration hereof, agree that said Executive Order No. Sixteen is incorporated herein by reference and made a part hereof. The parties agree to abide by such Executive Order. The contract is also subject to provisions of Executive Order No. Seventeen of Governor Thomas J. Meskill promulgated February 15, 1973, and, as such this contract may be cancelled, terminated or suspended by the contracting agency or the State Labor Commissioner for violation of or non-compliance with said Executive Order No. Seventeen, notwithstanding that the Labor Commissioner may not be a party to this contract. The parties to this contract, as part of the consideration hereof, agree that Executive Order No. Seventeen is incorporated herein by reference and made a part hereof. The parties agree to abide by such Executive Order and agree that the contracting agency and the State Labor Commissioner shall have joint and several continuing jurisdiction in respect to contract performance in regard to listing all employment openings with the Connecticut State Employment Service. This contract may also be subject to Executive Order No. 14 and Executive Order No. 49. Executive Order of Governor M. Jodi Rell, promulgated April 17, 2016, concerning procurement of cleaning products and services. Executive Order No. 49 of Governor Dannel P. Malloy, promulgated May 22, 2015, mandating disclosure of certain gifts to public employees and contributions to certain candidates for office in accordance with their respective terms and conditions.

K. Non-Discrimination Clause.

In accordance with Public Act 88-351, the Town agrees and warrants that, (a) For the purposes of this section, "minority business enterprise" means any small grantee or supplier of materials fifty-one percent or more of the capital stock, if any, or asset(s) of which is owned by person or persons: (1) Who are active in the daily affairs of the enterprise, (2) who have the power to direct the management and policies of the enterprise and (3) who are members of a minority, as such term is defined in subsection (a) of Conn. Gen. Stat. Sect. 32-9n; and "good faith" means that degree of diligence which a reasonable person would exercise in the performance of legal duties and obligations. "Good faith efforts" include, but not be limited to, those reasonable initial efforts necessary to comply with statutory or regulatory requirements and additional or substituted efforts when it is determined that such initial efforts will not be sufficient to comply with such requirements.

For purposes of the section, "Commission" means the Commission on Human Rights and Opportunities. For purposes of this section, "Public works contract" means any agreement between any individual, firm or corporation and the State or any political subdivision of the State other than a municipality for construction, rehabilitation, conversion, extension, demolition or repair of a public building, highway, or other changes or improvements in real property, or which is financed in whole or in part by the State, including but not limited to, matching expenditures, grants, loans, insurance or guarantees. The Town agrees and warrants that in the performance of the contract such Town will not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, religious creed, age, marital status, national origin, sex, mental retardation or physical disability, including but not limited to, blindness, unless it is shown by such Town that such disability prevents performance of the work involved, in any manner prohibited by the laws of the United States or of the State of Connecticut.
The Town further agrees to take affirmative action to insure that applicants with job related qualifications are employed and that employees are treated when employed without regard to their race, color, religious creed, age, marital status, national origin, ancestry, sex, mental retardation, or physical disability, including, but not limited to, blindness, unless it is shown by such Town that such disability prevents performance of the work involved; the Town agrees, in all solicitations or advertisements for employees placed by or on behalf of the Town, to state that it is an "affirmative action – equal opportunity employer" in accordance with the regulations adopted by the Commission; the Town agrees to provide each labor union or representative of workers with which such Town has a collective bargaining agreement or other contract of understanding and each vendor with which Town has a contract of understanding, a notice to be provided by the Commission advising the labor union of workers' representative of the Town's commitments under this section, and to post copies of the notice in conspicuous places available to employees and applicants for employment; the Town agrees to comply with each provision of this section and Conn. Gen. Stat. Sect. 46a-68f and with each regulation or relevant order issued by said Commission pursuant to Conn. Gen. Stat. Sect. 46a-56, as amended by Section 5 of Public Act 89-253, 46a-68e and 46a-83f; the Town agrees to provide the Commission of Human Rights and Opportunities with such information requested by the Commission, permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the Town as related to the provisions of this section and section 46a-56. If the contract is a public works contract, the Town agrees and warrants that he will make good faith efforts to employ minority business enterprises as subgrantees and suppliers of materials on such public works project.

Determination of the Town's good faith efforts shall include but shall not be limited to the following factors: The Town's employment and subcontracting policies, patterns and practices; affirmative advertising, recruitment and training; technical assistance activities and such other reasonable activities or efforts as the Commission may prescribe that are designed to ensure the participation of minority business enterprises in public works projects.

The Town shall develop and maintain adequate documentation, in a manner prescribed by the Commission, of its good faith efforts.

The Town shall include the provisions of subsection (b) of this section in every subcontract or purchase order entered into in order to fulfill any obligation or a contract with the State and such provisions shall be binding on a subgrantee, vendor or manufacturer, unless exempted by regulations or orders of the Commission. The Town shall take such action with respect to any such subcontract or purchase order as the Commission may direct as a means of enforcing such provisions including sanctions for non-compliance in accordance with Conn. Gen. Stat. Sect. 47a-56, as amended by Section 5 of Public Act 89-253; provided, if such Town becomes involved in, or is threatened with litigation with a subgrantee or vendor as a result of such direction by the Commission, the Town may request the State of Connecticut to enter into any such litigation prior thereto to protect the interest of the State and the State may so enter.

The Town agrees to comply with the regulations referred to in this section as they exist on the date of this contract and as they may be adopted or amended from time to time during the term of this contract and any amendments thereto.

Pursuant to Public Act 89-227, as amended, as of January 1, 1991, no agency of the State of Connecticut may purchase new products packaged in or composed in whole or part of polystyrene foam if such foam is manufactured using chlorofluorocarbons (CFC). Manufacturers are required by the Act to provide information regarding the CFC content of polystyrene foam used in such products or packaging to any person selling the product who requests such information. By submitting an offer to sell to or accepting an order from the State of Connecticut the vendor certifies that no CFC are used in the manufacture of polystyrene foam contained in such products or packaging.

L. Non-discrimination on the Grounds of Sexual Orientation.
1. The Town agrees/warrants that in the performance of the contract such Town will not discriminate or permit discrimination against any person or group of persons on the grounds of sexual orientation, in any manner prohibited by the laws of the United States or of the State of Connecticut, and that employees are treated when employed without regard to their sexual orientation.

2. The Town agrees to provide each labor union or representative of workers with which such Town has a collective bargaining agreement or other contract or understanding and each vendor with which such Town or understanding, a notice to be provided by the Commission on Human Rights and Opportunities advising the labor union or workers' representative of the Town's commitments under this section, and to post
3. The Town agrees to comply with each provision of this Section and Sections 46a-68f of the General Statutes and with each regulation or relevant order issued by said Commission pursuant to Sections 46a-56, 46a-68a and 46a-68f of the General Statutes;

4. The Town agrees to provide the Commission on Human Rights and Opportunities with such information requested by the Commission, and permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the Town as related to the provisions of this section and Section 46a-56 of the General Statutes.

5. The Town shall include the provisions of paragraph (1) of this addendum in every subcontract or purchase order entered into in order to fulfill any obligation of a contract with the State and such provisions shall be binding on a subgrantee, vendor or manufacturer unless exempted by regulations or orders of the Commission. The Town shall take such actions with respect to any such subcontract or purchase order as the Commission may direct as a means of enforcing such provisions including sanctions for non-compliance in accordance with Section 46a-56 of the General Statutes; provided, if such Town becomes involved in, or is threatened with, litigation with a subgrantee or vendor as a result of such direction by the Commission, the Town may request the State of Connecticut to enter into any such litigation or negotiation prior thereto to protect the interests of the State and the State may so enter.

M. Points of Contact.

1. The Point of Contact for the SAA

Name & Title: Deputy Commissioner Regina Y. Rush-Kittle

Address: 1111 Country Club Road, Middletown, CT 06457

Email: regina.rush-kittle@ct.gov

Phone: 860-685-8531

Fax: 860-685-8902

2. The Point of Contact for CITY OF DANBURY

(Please fill in the following fields)

Name & Title: Matthew Cassavechia Emergency Management Director

Address: 155 Deer Hill Avenue, Danbury, CT 06810

Email Address: m.cassavechia@danbury-ct.gov

Phone: 203-797-4933

Fax: 203-743-7116

M. Other provisions.

Nothing in this agreement is intended to conflict with current laws or regulations of the State of Connecticut or CITY OF DANBURY. If a term of this agreement is inconsistent with such authority then that term shall be invalid, but the remaining terms and conditions of this agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have set their hands and seals on the dates written below:

THE CITY OF DANBURY

By: Its Chief Executive Officer Duly Authorized Typed Name & Title: Joseph M. Cavo Mayor

The Northwest Hills Council of Governments (NHCOG)

By: Its Chief Executive Officer Duly Authorized Typed Name

Date:
THE REGION 5 REGIONAL EMERGENCY PLANNING TEAM

By: ____________________________________________                        Date:
   Its Chair
   Duly Authorized
   Typed Name: ____________________________________________

DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION/
DIVISION OF EMERGENCY MANAGEMENT & HOMELAND SECURITY

By: ____________________________________________                        Date:
   Regina Y. Rush-Kitte
   Deputy Commissioner
   Duly Authorized
MEMORANDUM OF AGREEMENT
REGARDING USE OF
FEDERAL FISCAL YEAR 2021 STATE HOMELAND SECURITY
GRANT FUNDING AND CUSTODIAL OWNERSHIP OF
REGIONAL ASSETS IN DEMHS Region 5

APPENDIX A

FOR THE _______________ (name of municipality)

Equipment Description

---Sample---

The Regional Fiduciary will complete this form(s) for custodial owners of equipment purchased under FY 2021 Homeland Security Grant Program.

(name of municipality)

______________________________________________ Date: __________________________
Its Chief Executive Officer
Duly Authorized
Typed Name &
Title:

THE Region 5 REGIONAL EMERGENCY PLANNING TEAM

By: __________________________________________________________ Date: __________________________
Its Chair
Duly Authorized
Typed Name: ________________________________________________

DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION/
DIVISION OF EMERGENCY MANAGEMENT & HOMELAND SECURITY

By: __________________________________________________________ Date: __________________________
Regina Y. Rush-Kittle
Deputy Commissioner
Duly Authorized
Chairman Warren Levy called the meeting to order at 6:00 p.m. on Monday, July 19, 2021. Present were Councilmen Jack Knapp and Roberto Alves. CEO Jim Maloney, Joe Walkovich of CIFIC Superintendent of Buildings, Shawn Hanley, Les Pinter, Corporation Counsel and Director of Finance, David Hilaire were also present.

Mr. Levy noted the purpose of the meeting is to respond to a request to expand the use of 80 Main Street to create five classrooms for the Head Start program.

Mr. Maloney noted City Council approved the lease agreement several years ago. The original lease was modified to allow the Head Start program to move into the facility and the WIC program will be relocated. Furthermore, they are requesting approval to update the use of the space and the Housing Authority initiated the relocation for unknown reasons. He responded to Mr. Hanley regarding the floor plan design. He also responded to Mr. Levy regarding where the children live that attend the Head Start program and classroom capacity limits.

Mr. Levy commented he is unable to locate the original lease agreement. Furthermore, the Zoning and Building Department will be reviewing the approval to update the use of the space.

Mr. Knapp asked if all 32 children will transfer over to the new facility. Mr. Maloney responded he does not have an exact amount because some of the children will be graduating out of the Head Start program. Furthermore, he responded to Mr. Knapp regarding compensation.

Mr. Alves noted the facility will be safer and closer to the headquarters office. Mr. Maloney responded to Mr. Alves regarding the floor plan design and waiting list.

Mr. Hilaire discussed the lease agreement and adding amendments. He noted they will incorporate the request into the documentation.

Mr. Hanley commented the facility’s needs might change in the future, such as snow plowing and garbage removal. Furthermore, any changes will affect the current lease agreement language and the lease will need to be modified.

*A motion was made by Councilman Knapp, and seconded by Chairman Levy, to extend the Committee for the purpose of review of the modified lease document. The motion passed unanimously.*

*A motion was made by Councilman Knapp, and seconded by Chairman Levy, to adjourn. The motion passed unanimously. The meeting adjourned at 6:33 p.m.*

Respectfully submitted,

Warren Levy, Chair

Jack Knapp

Roberto Alves
Chairman Warren Levy called the meeting to order at 6:00 p.m. on Monday, September 13, 2021. Present were Committee Members Farley Santos and Jack Knapp. From the City were Director of Finance David St Hilaire, Deputy Corporation Counsel Les Pinter, Superintendent of Buildings Sean Hanley. From the Ct. institute of Communities, CEO & President Katie Curran, Consultant Jim Maloney, Associate General Counsel Daniel Labrek, Joseph Walkovich, and Director of Facilities Rick Palazzo. Ex-Officio Member Roberto Alves was also present.

Mr. Levy noted the purpose of the meeting is to respond to a request to expand the use of 80 Main Street to create five classrooms for the Head Start program. The Housing Authority requested the tenant vacate the property to continue renovating the building. Currently, the tenant has a 1-year lease agreement with a 1-year extension. The market value of the lease space will be used to determine the square footage rate and the tenant will be credited for maximum occupancy.

Mr. Maloney discussed the site plan, which shows two separate spaces for the WIC Program and Head Start Program. He responded to Mr. Levy regarding the 12-month automatic renewal lease agreement. He also responded to Mr. Knapp regarding demographic changes and Mr. Santos regarding construction costs. Ms Curran stated that the facility can make the program exclusive for Danbury children only as in the City of Danbury, the availability of childcare space is very scarce.

Mr. Pinter discussed the proposed lease agreement. The tenant has agreed to make improvements to the property in the lease terms. The proposed list for the lease agreement includes: shared maintenance/utility costs, increasing cost sharing to 85%, 10-year lease term with two 10-year renewals, insurance increase to $3 million and the City is responsible for maintaining the grounds of the lease premises and general maintenance. Mr. Maloney commented they are proposing to be responsible for the following: outdoor playground maintenance, garbage collection, snow plowing and interior maintenance. He responded to Mr. Levy regarding the lease agreement adoption under the Charter. Mr. Pinter noted the proposed improvements will be included in the proposed lease agreement for Council approval.

Ms. Curran responded to Mr. Levy regarding transportation and expansion of the playground. She noted the program primarily serves Danbury residents who are 100% under the federal poverty level. The children who attend their program do not arrive by bus but are dropped off by their parents. Mr. Maloney commented the playground is adequate for each classroom and student drop-off is staggered. He discussed the construction project details of the Federal Government funded program.

Mr. Levy asked Mr. Maloney if he has looked into larger facilities that might suit future expansion plans. Mr. Maloney responded that this facility is just fine.

Mr. Hilaire responded to Mr. Levy regarding Head Start funding. Mr. Maloney commented they have struggled with the fixed cost; however, they appreciate the great business partnership with Danbury.

Mr. Levy requested the lease agreement state the tenant is responsible for cutting the grass and the facility is for Danbury children only.

A motion was made by Councilman Knapp, and seconded by Councilman Santos, to approve the lease with the amendments as discussed on the record at the Ad Hoc to present to the City Council. The motion passed unanimously.
A motion was made by Councilman Knapp, and seconded by Councilman Santos, to adjourn. The motion passed unanimously. The meeting adjourned at 6:39 p.m.

Respectfully submitted,

Warren Levy, Chair

Jack Knapp

Farley Santos
AMENDMENT TO CITY OF DANBURY – CIFC LEASE

80 MAIN STREET, DANBURY, CONNECTICUT

THIS Amendment to the LEASE AGREEMENT is entered into this _____ day of __________., 2021 ("Execution Date"), between the City of Danbury, 155 Deer Hill Avenue, Danbury, Connecticut 06810, a municipal corporation, organized and existing under and by virtue of the laws of the State of Connecticut, acting herein by Joseph M. Cavo, its Mayor, hereunto duly authorized, hereinafter referred to as LESSOR, and the Connecticut Institute For Communities, Inc., a Connecticut corporation, with a principal office at 120 Main Street, Danbury, Connecticut 06810, acting herein by Katherine M. Curran, its President & CEO, hereunder duly authorized, hereinafter referred to as the LESSEE, for and in consideration of the covenants and consideration contained herein, agree as follows:

1. **EFFECTIVE DATE.**

   This Amendment to the Lease Agreement between the parties is intended to be a full restatement of the parties’ obligations as of the Effective Date and shall supersede any prior versions as of that time. The restated obligations outlined herein shall be effective as of the 1st of the month following the LESSEE’s notification to the LESSOR that the LESSEE has relocated its Women Infants and Children (WIC) Nutrition Program operations from the leased premises, which shall occur not later than February 1, 2023. Prior to the Effective Date, the Parties shall operate under the terms of the existing Lease Agreement which shall remain in full force and effect until the Effective Date as defined herein.

2. **LEASED PREMISES.**

   The LESSOR hereby leases to LESSEE and LESSEE hereby leases from LESSOR, portions of the first floor of a certain building located at 80 Main Street in the City of Danbury, County of Fairfield and State of Connecticut, and more particularly described in Schedule A which is attached hereto and made a part hereof and hereinafter referred to as the “leased premises”. The leased premises shall be used as classroom space for the Head Start and/or Early Head Start programs operated by the LESSEE and for uses associated with said programs serving only Danbury residents. Except as otherwise provided for herein, the LESSEE leases the leased premises in “as is” condition and agrees that no representation has been made by LESSOR to LESSEE respecting the condition of said leased premises. Further, LESSEE leases the leased premises after an
examination thereof, including the surface condition, and except as expressly otherwise provided herein, without any representations or warranties by LESSOR with respect thereto, and LESSEE assumes full and sole responsibility for condition of the leased premises and its exclusive parking area. The leased premises and parking area are leased to LESSEE subject to all applicable municipal, state and federal zoning regulations and to encumbrances, if any, and any other restrictions of record.

3. **TERM.**

The term hereof shall commence upon the Effective Date and shall continue for a period of ten (10) consecutive years, unless sooner terminated by ninety (90) days' advance written notice.

4. **OPTION PERIODS.**

In addition to the foregoing ten (10) year term, the LESSEE shall have the right to exercise two ten (10) year options upon the terms described herein. If the LESSEE elects to exercise one or both of said options, it shall give notice thereof to the LESSOR, in writing, not less than 90 days prior to the expiration of the then current lease term.

5. **RENT.**

The LESSEE agrees to pay the sum of One dollar ($1.00), upon signing of this lease, as rent for the initial ten (10) year term hereof. In the event that the LESSEE elects to exercise one or both of the ten (10) year options described herein, the rent for each such option period shall be fixed in the amount of one dollar ($1.00), due on or before the anniversary of the effective date of this lease.

6. **NON RENT OBLIGATIONS.**

a. Utilities. The LESSEE agrees that it shall be responsible for, and pay, 100% of building utility costs as attributable to its use of the leased premises, including the cost of water, sewer, electricity, internet, cable, hot water, heat, air conditioning, telephone and alarm services at the premises. LESSEE shall also pay expenses relating to normal maintenance or repair of facilities at the premises necessary to provide the utilities or services as above identified. The LESSOR shall invoice the LESSEE at least once every six (6) months of the lease period for any amounts due from LESSEE to LESSOR pursuant to the terms of this Section 6 (a).

b. Carpets. The LESSEE agrees that it shall be responsible for, and pay for, the cost of carpet repair, replacement or cleaning for the carpets in the leased premises, as necessary, in the event that the tenant causes more than normal wear to the carpets in the leased premises. The LESSEE shall directly contract with a carpet cleaning vendor to secure such services and will pay for such services directly to the vendor.
c. Cleaning Services. The LESSEE agrees that it shall be responsible for, and pay for, the cost of cleaning services in the leased premises at least 5x per week. The LESSEE shall directly contract with a cleaning service to secure such services and will pay for such services directly to the vendor.

d. Garbage/Refuse Services. The LESSEE agrees that it shall be responsible for, and pay for, the cost of garbage/refuse removal for the leased premises at least 5x per week, with the costs thereof paid directly by the LESSEE to the vendor. The LESSEE shall be permitted to place a refuse dumpster in the parking lot appurtenant to the leased premises for this purpose.

7. ASSIGNMENT AND SUBLETTING.

The LESSEE agrees that it shall not assign or sublet the whole or any part of the leased premises or any interest of the LESSEE hereunder without the prior written consent of the LESSOR, which consent will not be unreasonably withheld. An assignment or subletting without the prior written consent of the LESSOR, including assignment by operation of law, shall be null and void and shall constitute a default under this lease agreement and LESSOR, at LESSOR’s option, may exercise its remedies under the default provisions provided for herein. A consent to any assignment or sublease by the LESSOR shall not release the prohibition as to assignment and sublease or constitute a consent to any other assignment or sublease.

8. SIGNS AND RIGHTS TO EXTERIOR.

The LESSEE shall not display or erect any lettering, sign, advertisement, awning or other projection in or on the leased premises or in or on the building of which it forms a part, without the prior written consent of the LESSOR. For purposes of this paragraph, the signage existing on the date of execution of this lease shall be deemed to have been specifically consented to by the LESSOR, except that the reference to the “WIC” program may be updated to the “Early Head Start Center.”

9. INDEMNIFICATION BY LESSEE.

The LESSEE agrees to indemnify and save the LESSOR harmless against and from any and all cost, expense, liability or damage relating to or arising from claims by or on behalf of any person or persons, firm or firms, corporation or corporations, arising from the conduct or management of or from any work or thing whatsoever done by or on behalf of the LESSEE in or about the leased premises or parking areas, from and after the commencement of the term of this lease, and will further indemnify and save the LESSOR harmless against and from any and all claims arising during the term of this lease from any condition of the leased premises or parking areas arising from any act of negligence of the LESSEE or any of its agents, contractors, servants,
employees or licensees, or arising from any accident, injury or damage whatsoever caused to any person, firm or corporation, occurring during the term of this lease, in or about the leased premises or parking areas arising from any act of negligence of the LESSEE or any of its agents, contractors, servants, employees or licensees and from and against any such claim or proceeding brought against the LESSOR by reason of any such claim. The LESSEE, upon written notice from the LESSOR, covenants to resist or defend such action or proceeding by counsel reasonably satisfactory to the LESSOR. Notwithstanding the foregoing, legal counsel appointed by the LESSEE's insurance carrier to represent the LESSOR shall be deemed to be reasonably satisfactory to the LESSOR.

The LESSOR agrees to indemnify and save the LESSEE harmless against and from any and all cost, expense, liability or damage relating to or arising from claims by or on behalf of any person or persons, firm or firms, corporation or corporations, arising from the conduct or management of or from any work or thing whatsoever done by or on behalf of the LESSOR in or about the leased premises or parking areas, from and after the commencement of the term of this lease, and will further indemnify and save the LESSEE harmless against and from any and all claims arising during the term of this lease from any condition of the leased premises or parking areas arising from any act of negligence of the LESSOR or any of its agents, contractors, servants, employees or licensees, or arising from any accident, injury or damage whatsoever caused to any person, firm or corporation, occurring during the term of this lease, in or about the leased premises or parking areas arising from any act of negligence of the LESSOR or any of its agents, contractors, servants, employees or licensees and from and against any such claim or proceeding brought against the LESSEE by reason of any such claim. The LESSOR, upon written notice from the LESSEE, covenants to resist or defend such action or proceeding by counsel reasonably satisfactory to the LESSEE. Notwithstanding the foregoing, legal counsel appointed by the LESSOR's insurance carrier to represent the LESSEE shall be deemed to be reasonably satisfactory to the LESSEE.

10. NOTICE.

Any notice which is to be given to either party hereunder shall be given by certified mail, postage prepaid, to such party at its address listed below or such other address as said party may from time to time designate in
writing. Any notice given to LESSEE or LESSOR shall also be given to any assignee or sublessee of the LESSEE and all notices to an assignee or sublessee of LESSEE shall also be sent to LESSEE.

As to LESSOR:
City of Danbury
Sean Hanley
Superintendent of Public Buildings
155 Deer Hill Avenue
Danbury, Connecticut 06810

As to LESSEE:
Connecticut Institute for Communities, Inc.
Attn: Katherine M. Curran, Esq.
President & CEO
120 Main Street
Danbury, Connecticut 06810

11. **DEFAULT BY LESSEE.**

The LESSOR and the LESSEE agree that the occurrence of any one or more of the following events shall constitute a default under this Lease:

(a) The voluntary assignment by the LESSEE of this lease or subleasing the leased premises or parking areas, or any part thereof, without the prior written approval of the LESSOR.

(b) LESSEE's substantial failure to observe or perform any of the other material covenants, conditions, or provisions of this lease agreement to be observed or performed by the LESSEE, and the LESSEE's failure to cure such default within fifteen (15) days after written notice thereof to the LESSEE.

(c) If there shall be filed by or against the LESSEE in any court or other tribunal pursuant to any statute or other rule of law a case or proceeding or petition in bankruptcy or for insolvency proceedings or for reorganization or arrangement or for appointment of a receiver or trustee, or if a receiver be appointed for the LESSEE of all or a substantial portion of its property or if an assignment for the benefit of creditors is made by the LESSEE.

(d) If the LESSEE vacates or abandons the premises for any period of time exceeding thirty (30) consecutive days without written notification to the LESSOR.

12. **REMEDIES.**
Upon the occurrence of any one or more such events of default, LESSOR may terminate this lease. Upon termination of this lease, LESSOR may re-enter the premises with process of law using such force as may be necessary, and remove all persons, fixtures, and chattels therefrom and LESSOR will not be liable for any damages resulting therefrom. Upon termination of this lease, LESSOR will be entitled to recover from the LESSEE, as damages (1) all rent and other sums due and payable by LESSEE on the date of termination; (2) all sums due during the balance of the term of this lease, together with all expenses relating to recovery of the leased premises and preparation for reletting, including, without limitation, brokerage and management commissions, operating expenses, reasonable attorney’s fees, alterations costs; and (3) the cost of performing any other covenant to be performed by LESSEE up until the date of termination. In addition to the foregoing, the LESSOR shall have the right to pursue any other remedies available to it at law or in equity.

Any and all property belonging to LESSEE or to which LESSEE is or may be entitled, which may be removed from the premises by LESSOR pursuant to the authority of this lease or applicable law, may be handled, removed, or stored in a commercial warehouse or otherwise by LESSOR at LESSEE’s risk, cost, and expense and LESSOR shall in no event be responsible for the value, preservation or safekeeping thereof. LESSEE shall pay to LESSOR, upon demand, any and all expenses incurred in such removal and all storage charges for such property so long as the same shall be in LESSOR’s possession or under the LESSOR’s control.

LESSOR’s re-entry upon the leased premises or demand for possession thereof or LESSOR’s notice to LESSEE that the tenancy hereby created will be terminated on the date therein set forth or in the institution of an action for forcible detainer or ejectment or the entering of a judgment for possession in such action or any other act or acts resulting in the termination of LESSEE’s right to possession of the leased premises, shall not relieve LESSEE from LESSEE’s obligation to pay all sums due hereunder during the balance of the term, except as herein expressly provided. The LESSOR may collect and receive any rent or other sums due from LESSEE and the payment thereof shall not constitute a waiver of or affect any notice or demand given, suit instituted or judgment obtained by LESSOR, or be held to waive, affect, change, modify or alter the rights or remedies which LESSOR has against LESSEE in equity or at law or by virtue of this lease.
If LESSEE at any time fails to make any payment or perform any other act on its part to be made or performed under this lease, LESSOR may, but shall not be obligated to, after reasonable notice or demand and without waiving or releasing LESSEE from any obligation under this lease, make such payment or perform such other act to the extent LESSOR may deem desirable and in connection therewith to pay expenses and employ counsel. All sums so paid by LESSOR shall be payable upon demand, together with interest thereon at the legal rate permitted by Connecticut law and LESSOR shall have the same rights and remedies for nonpayment thereof as in the case of default in the payment of rent thereunder.

13. **INTERPRETATION OF LEASE AGREEMENT.**

If any provision of this lease is contrary to the law of the State of Connecticut, each provision shall be deemed stricken herefrom and the balance of this Lease shall remain fully in effect. The terms “LESSOR” and “LESSEE” and any pronoun referring thereto shall be deemed to include their respective successors and assigns without regard to gender or number wherever the context so permits. The captions to each article are used for convenience only and are not to be considered a part of this agreement nor used in interpreting it.

14. **APPROVALS AND PERMITS FOR LESSEE’S BUSINESS.**

The LESSEE shall have the sole obligation to obtain all necessary approvals and permits for the operation of the leased premises and shall promptly execute, prosecute and comply with all municipal, state and federal statutes, ordinances, rules, orders and regulations applicable to the LESSEE’s operation.

15. **ATTORNEY’S FEES.**

If suit is brought by LESSOR for any unlawful detainer of the leased premises or for recovery of any rent or other sums due under the provisions herein, LESSEE agrees to pay LESSOR all costs in connection with collection or enforcement thereof, including but not limited to reasonable attorney’s fees, provided that the action or actions proceed to judgment in LESSOR’s favor.

If suit is brought by LESSOR for default of any of the other covenants contained herein, LESSEE agrees to pay LESSOR all costs in connection with collection or enforcement thereof, including but not limited to reasonable attorney’s fees, provided that the action or actions proceed to judgment in the LESSOR’s favor.
If suit is brought by LESSEE for default of any of the covenants contained herein, then LESSOR agrees to pay LESSEE all costs in connection with enforcement thereof, including but not limited to reasonable attorney’s fees, provided that the action or actions proceed to judgment in the LESSEE’s favor.

16. LESSOR’S RIGHT OF ENTRY.

The LESSOR, its agents or representatives may enter the leased premises, upon reasonable notice to the LESSEE, provided there is no interference with LESSEE’s business, for the purpose of (a) inspection thereof to insure compliance with the terms and conditions of this lease agreement; (b) exhibiting said premises to prospective purchasers or other persons.

17. INSURANCE COVERAGE BY LESSEE.

At all times during the lease term, LESSEE, at its sole expense, and for the mutual benefit of the LESSOR and LESSEE, shall procure, carry and maintain comprehensive public liability insurance policy, including property damage, insuring LESSOR and LESSEE against liability for injury to persons or property occurring in or about the leased premises or arising out of the ownership, maintenance, use or occupancy thereof. The liability under such insurance shall not be less than ONE MILLION DOLLARS ($1,000,000.00) for bodily injury and property damage on a Combined Single Limit basis; and THREE MILLION DOLLARS ($3,000,000.00) aggregate. The LESSOR shall be named on said policy as an additional insured.

The insurance policy listed above shall be maintained in force throughout the lease term and shall name LESSOR and LESSEE as insured as their respective interests may appear. Further, the policy shall be for not less than one year and shall contain a provision that it cannot be canceled or terminated for failure to renew, or modified unless the LESSOR is given thirty (30) days prior written notice. A certificate of each policy or renewal policy shall be presented to the LESSOR at the commencement of the lease term and at the commencement of each subsequent lease year. The above amounts shall be reviewed at the end of each year of the lease term and at the option of the LESSOR may be reasonably increased.

18. LESSEE RENOVATIONS -- LESSOR’S APPROVAL OF PLANS.

It is understood by the parties hereto that the LESSEE shall undertake no renovations or improvements to the leased premises without the prior written approval of the LESSOR. Prior to undertaking any such
renovations the LESSEE shall submit for LESSOR'S approval, prior to LESSEE's submission to municipal, state or federal land use or licensing agencies, or prior to the commencement of construction of any renovations or improvements to the leased premises, all plans and specifications, including but not limited to architecture renderings, engineering plans, landscape design and site plans (all hereinafter referred to as "plans"). The LESSOR's approval of said plans shall not be unreasonably withheld. Prior to commencing any such work, LESSEE shall, at LESSEE's own cost and expense, deliver to LESSOR a General Accident and Public Liability Policy. In addition, the LESSEE shall concurrently deliver to the LESSOR a Builder's Risk Policy, protecting against physical damage to the leased premises during the construction period. Further, at least ten (10) days before commencing such work, LESSEE shall notify LESSOR of LESSEE's intention to commence the same and LESSEE shall pay the increased premiums, if any, charged by the insurance companies, if any, carrying insurance on said building, to cover the additional risk during the course of such work. The LESSEE shall submit to LESSOR a final certificate of occupancy upon completion of any such work.

19. ADDITIONAL RENT.

All amounts which LESSEE is required to pay pursuant to this lease, including interest and costs which may be added for nonpayment or late payment, attorney and collection fees, will constitute additional rent, and if LESSEE fails to pay such additional rent when due, LESSOR will have the right to pay the same and will have all rights, powers, and remedies with respect thereto as are provided herein or by law in the case of nonpayment of rent.

20. OWNERSHIP AND REMOVAL.

All improvements in or upon the leased premises, whether placed there by the LESSEE or by the LESSOR, shall, at the termination of this lease by lapse of time or otherwise, become the LESSOR'S property and shall remain upon the leased premises without compensation or allowance or credit to the LESSEE, unless LESSOR requests LESSEE to remove such items, in which event, LESSEE shall cause such removal. All personal property of LESSEE, including trade fixtures not owned by LESSOR, may be removed by LESSEE prior to the termination of this lease if LESSOR so elects and such property or any portion thereof will be
removed if required by LESSOR; upon any such removal, LESSEE will restore the leased premises to its original condition, reasonable wear and tear excepted.

21. LIENS AND ENCUMBRANCES.

The LESSEE will not cause, suffer or permit any liens or encumbrances, nor do any act which will in any way encumber the title of LESSOR in and to the leased premises, nor in any way subject the leased premises to any claim by way of lien or encumbrance, whether by operation of law or virtue of any express or implied contract by LESSEE.

If any such lien is at any time filed against the leased property, LESSEE will immediately cause the same to be discharged of record by either payment, deposit, or bond. If LESSEE fails to discharge any such lien, then, in addition to any other right or remedy of LESSOR, LESSOR may, but will not be obligated to, procure the discharge of the same, after written notice to the LESSEE, either by paying the amount claimed to be due by deposit in court or bonding. Any amount paid or deposited by LESSOR for any of the aforesaid purposes, and all legal and other expenses of LESSOR, including reasonable attorney's fees, in defending any such action or incurred in procuring the discharge of such lien, with all necessary disbursements in connection therewith, will become due and payable within ten (10) days of billing, as additional rent.

Nothing in this lease agreement will be deemed to be, or construed in any way as constituting the consent or request of LESSOR, express, implied by inference or otherwise, to any person, firm or corporation, for the performance of any labor or the furnishing of any materials for any construction, rebuilding, alteration, or repair of or to the leased premises, or any part thereof, nor as giving LESSEE any right, power or authority to contract for or permit the rendering of any services or the furnishing of any materials which might in any way give rise to the right to file any lien against the leased premises without LESSOR'S consent.

22. BROKER.

LESSOR and LESSEE each warrant and represent to the other that it has had no dealings with any broker or agent in connection with this lease.
23. RECORDING.

LESSEE may record this lease or may record a short form memorandum thereof on such form acceptable to LESSOR. At the expiration or earlier termination of this lease, LESSEE shall, at the request of the LESSOR, execute and deliver to LESSOR a Quit Claim Deed, lease cancellation instrument, or other instrument in form suitable for recording, provided that such document does not have the effect of waiving any claims that either LESSOR or LESSEE may have against the other arising out of this lease.

24. DAMAGE OR DESTRUCTION OF LEASED PREMISES.

The parties agree that in the event that the leased premises shall be partially or totally damaged by fire or other casualty that rent contemplated hereunder shall cease. The rent shall cease until the LESSOR restores the leased premises, and the LESSOR shall act with all due diligence to restore the same. LESSEE may carry and maintain Business Interruption and Personal Property Insurance at its option. If the LESSOR cannot restore the leased premises within Ninety (90) days, the LESSEE may, at its option, cancel this lease in its entirety. Any amounts prepaid by the LESSEE hereunder shall be refunded on a pro-rata basis.

25. PROHIBITION AGAINST REMOVAL OF TREES, SHRUBS, ETC.

The LESSEE shall be prohibited from removing or cutting any trees, bushes or plantings located on the site containing the leased premises without the prior written consent of the LESSOR.

26. CORPORATE RESOLUTION.

The LESSEE, simultaneously with the execution of this lease agreement, shall submit to LESSOR a corporate resolution, executed by a duly authorized officer of said corporation, which shall state that the corporation is authorized to enter into this lease agreement and execute same. ...

27. MAINTENANCE AND REPAIRS.

It is hereby agreed that the LESSEE shall keep the leased premises in good condition and repair, except for reasonable wear and tear and except for structural repairs and repairs of an extraordinary character. Except for such repairs as LESSEE has agreed to make herein, LESSOR shall make all replacements and any and all other repairs to the leased premises. If LESSOR is required to make repairs to any part of the leased premises by reason of LESSEE’s negligent acts or omission to act, LESSOR may add the cost of such repairs to the rent,
which shall thereafter become due. The LESSOR shall, at the LESSOR’s sole cost and expense, perform maintenance and replacement of plantings. The LESSEE shall, at the LESSEE’s sole cost and expense, maintain the grounds of the leased premises, including all lawn cutting, and perform routine maintenance and minor repairs of the driveway and parking area, including snow removal in the parking lot, sidewalks, and on pedestrian pathways.

28. SUCCESSORS AND ASSIGNS.

Except as otherwise set forth herein, all warranties, covenants, and agreements herein shall inure to the benefit of, and be binding upon, the successors and assigns of LESSOR and LESSEE.

[SIGNATURES ON FOLLOWING PAGE]
IN WITNESS WHEREOF, said parties have hereunto set their hands and seals.

Signed, sealed and delivered
in the presence of:

______________________________
Joseph M. Cavo, Mayor

______________________________

CITY OF DANBURY

By: _______________________

______________________________
Katherine M. Curran
Its President & CEO

CONNECTICUT INSTITUTE FOR
COMMUNITIES, INC.

By: _______________________

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

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

IN WITNESS WHEREOF, I hereunto set my hand and seal this ______ day of ____________, 2021.

Commissioner of the Superior Court
Notary Public / Commission expires:

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

On this the _______ day of ____________, 2021, before me the undersigned officer, personally appeared Katherine M. Curran, who acknowledged herself to be the President and CEO of Connecticut Institute For Communities, Inc., and that she as such officer, being authorized so to do, signed the name of the corporation by herself as President and CEO.

IN WITNESS WHEREOF, I hereunto set my hand and seal this ___ day of ____________, 2021.

Commissioner of the Superior Court
Notary Public / Commission expires:
SCHEDULE A
[description of leased premises, including outside play area]

The leased premises consists of the entire 1st floor of the building at 80 Main Street, Danbury, CT plus the appurtenant parking lot and outside play area “tot lot”, except that the leased premises do not include the entrance lobby (and staircase to the second floor) at the north-east corner of the building, which north-east entrance shall not be used by the LESSEE. Both the LESSOR and the LESSEE shall have common access to the staircase serving the upper floor.
Chairman Warren Levy called the meeting to order at 5:34 p.m. on Wednesday, September 29, 2021. Present were Committee Members Paul Rotello, John Priola. From the City were Planning Director Sharon Caltiro, Business Advocacy Roger Palanzo, Deputy Corporation Counsel Robin Edwards, Director of Public Works/Engineering, Antonio Iadarola and Mayor Joseph Cavo. State Representative Dave Arconti, and State Representative Ali Brennan. Ex-Officio Members Duane Perkins, Benjamin Chianese and Fred Visconti were present. Also present was Omar with Dynamics Energy and Professional Engineer Dainius Virbickas with Artell Engineering Group.

Mr. Levy noted the purpose of the meeting is to review the sewer and water extension at 100 Saw Mill Road. He discussed the standards for approval of a sewer & water extension. Furthermore, the recommendation from the Planning Commission regarding the application was positive.

Ms. Caltiro commented the applicant applied for a site plan and administrative approval. The site plan approval was granted in October 2020 and the applicant is working on the conditions within the approval, which consists of the sewer & water extension.

Mr. Iadarola noted on August 24, 2021, he wrote a letter to City Council regarding the request. The City validated the following: usage, support of request and accommodation of sewer connection. He responded to Mr. Rotello regarding gallons per day usage and the water process. The applicant uses 17,280 gallons per facility, which amounts to 34,500 gallons in usage. The water is used in a process format and discharged back into the City sewer.

The applicant will be using the water to cool down power generating equipment. Furthermore, their usage will not impact surrounding communities. The City demonstrated great due diligence when evaluating the applicants request.

Ms. Edwards commented the applicant filed the correct application and applied for approvals with the Planning Department. A condition of a site plan approval is needed to obtain the sewer & water extension, which is a condition of their approval filed by the applicant. She is requesting feedback from Council regarding the proposed request.

Mr. Virbickas noted the DEP Permits were issued on February 6, 2018. The maximum usage for the equipment is 12 gallons per minute. The equipment and generation facility will be supplementing when there is a peak demand, such as the middle of Summer. Furthermore, the applicant is working on the final designs for the supplemental generation systems. He responded to Mr. Levy regarding permit timeframes.

He noted the only permits that have an expiration date are the permits issued by the City. Furthermore, he responded to Mr. Chianese regarding the pipe connection. The pipe will be connected to the existing utilities.

Mr. Rotello stated the applicant wants to future proof the driveway, which is not based on the project. Furthermore, he is not in favor of sending the request to City Council. He will be performing more research to understand the scope of the project.

Mayor Cavo discussed a newspaper article from 2015, which stated the generation plant will only be operated 25 days a year. He noted the plant will not be operating all year.
Omar responded to Mr. Perkins regarding equipment testing. He noted testing the equipment only takes a couple hours and is nowhere near the maximum usage.

_A motion was made by Councilman Priola, and seconded by Chairman Levy, to recommend that the Council approve the application for a sanitary sewer mains extension and water main extension to serve 100 Saw Mill Road, accessors lot number 817005, subject to the City standard eight steps/conditions for public sewer and water main extensions in construction. Also, subject to the development of the site for the requirements of the zoning regulations._

Councilman Rotello voted no.

_A motion was made by Councilman Priola, and seconded by Councilman Rotello, to adjourn._ The motion passed unanimously. The meeting adjourned at 6:02 p.m.

Respectfully submitted,

Warren Levy, Chair

Paul Rotello

John Priola
October 21, 2021

MEMORANDUM

To: Mayor Joseph Cavo  
   Members of the City Council

From: Patrick A. Ridenhour, Chief of Police

Subject: Police Department Monthly Report  
        October 2021

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

**Personnel**

Department Strength:

**Sworn Personnel**  
144

- Extended Military Leave: 1
- Injury/Extended Leave: 2
- Light Duty: 1
- Police Academy: 4

**Effective strength (as of 10-21-21)**  
136

- Two recruits have successfully completed their field training and are on full duty
- The four recruits in the academy are scheduled to graduate on November 18th. They will then go into the field training program for a minimum of 10 weeks

**Significant Projects:**

- **Body Cameras:** Program continues to run satisfactorily at this time
- **Officer Wellness:** Discussion for officers and families was held on October 20th. Guest speaker was a Lieutenant from New Haven PD, who is also the co-director of the CT Alliance to Benefit Law Enforcement (CABLE). This was the third in our series of family nights to address officer health and wellness.

**Community Services** (See attached)
**Training**


10/6  Digitizing Handle with Care – P.Os. Contreras & Russotti

10/7  Death Investigations – Dets. Perun & Basile

10/6-7 K9 Scenario-Based Training – P.O. Pooler

10/11-15, 18-22 Fairfield County Detective School – Det. Sgt. Castrovinci & Sgt. LaFantano

10/19-20 Search & Seizure – Sgt. Fernandes, P.Os. Morrill, Buonocore, Josefson, Gruse

October 2021 FCPTOA Re-Cert Training – Various Dates, Multiple personnel

**Chief’s Significant Meetings**

9/22  Tow Meeting

9/22  Post University Recertification Program

9/22  Cannabis Working Group Meeting

9/22  Macerich Mall Management Meeting

9/23  Summit Substation Meeting

9/23  Youth Car Theft in CT Panel Discussion

9/23  Meeting w/Mayor

9/27  K9 Trauma Kit Donation Presentation

9/27  Pre-Disciplinary Hearing

9/28  PD Sergeant Promotions

9/28  Police Grievance Meeting – Virtual

9/29  Civil Service Commission

9/29  Mayors COVID Update

9/30  Public Safety Executives Meeting

9/30  PD Contract Negotiations – Zoom

10/4  Pre-Disciplinary Hearing

10/4  Danbury Youth Services – JRB

10/5  City Council Meeting

10/6  Mayor’s COVID Update

10/6  Pre-Disciplinary Hearing

10/7  Bristol PD Deputy Chief Oral Board Panel

10/13  Mayor’s Cabinet Meeting – Deputy Chief

10/14  Mayor’s COVID Update – Deputy Chief

10/19  DPD Staff Meeting

10/19  Certified Police Officer Interviews

10/19  CTIC Executive Board Meeting – Virtual

10/19  Telestaff Integration

10/20  Mayor’s COVID Update

10/20  DPD Family Night

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

***Donation of three (3) K9 Trauma Kits valued at $834.08 by Joseph & Elizabeth Cavo for use by the department’s K9 Unit.

Respectfully submitted,

Patrick A. Ridenhour  
Chief of Police  
PAR:mrl
To: Patrick A. Ridenhour – Chief of Police

From: Vincent P. Daniello – Lieutenant

Re: Community Services Division - Activity Reports & Staffing Levels
September 15 – October 15, 2021

Date: October 21, 2021

**Community Conditions Unit:**
(Sgt. Antonelli, Officers S. Cameron, M. Morrill)
(-2 Officers)
-See attached report – *Sensitive Information*

**Community Affairs Unit:**
No officer assigned
(-1 Officer)
-No report attached

**GTF/UNIT:**
(P.O. K. Utter)
See attached report – *Sensitive Information*

**City Center Liaison:**
No officer assigned
(-1 Officer)
-No report attached

**Police Activities League:**
(No police personnel assigned)
No Report

**School Based Officers:**
(P.O. S. O’Brien, P.O. M. Martinez, P.O. B. Hayes, P.O. R. Morlock,
P.O. M. Iaquinto)

***Current Staffing Levels***

1 Lieutenant
1 Sergeant
8 Patrol Officers (-4)
MEMORANDUM

To: Chief Patrick Ridenhour
From: Lt. Matthew McNally
Subject: Police Cadet Monthly Activity Report – September 2021

During the month of September our cadet program has continued assisting with traffic and crowd control and direction at the many Covid-19 drive thru testing sites and with the weekly CT FoodShare food distribution on Saturdays. With the influenza season upon us, the police cadets will also be assisting the Danbury DHHS with the Points of Dispensing Site (PODS) for flu vaccinations as well. They have completed most 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 police cadets in action at various testing sites. We averaged between 15 to 25 law enforcement cadets per event.

The annual Danbury Fair Mall Fireworks display was held on Friday, September 3rd to make up for the COVID-19 cancelled July 4th ones. The relationship between the Danbury Fair Mall and the Danbury police cadet program is a strong community partnership that dates back to the very first Danbury Fair Mall Fireworks display over a decade ago. Danbury Fair, under Macerich, Inc., has been a strong supporter of the
Danbury Police Cadets and this support has been led by current General Manager, Maura Ruby. The cadets have worked with mall security in all its incarnations, and one of the staple events is the annual fireworks evening. This year we had approximately 78 cadets of the post on hand to supplement the security personnel on property. Cadets conducted informational/ safety patrols in the early part of the evening. Sixteen cadets were mounted on police style mountain bikes and were on mobile patrol in and around the mall. Once the fireworks began, the cadets took up traffic control positions throughout the mall property and assisted the Special Events hired DPD officers with getting the thousands of vehicles safely out of the mall parking lot and onto the roadways.

On Saturday September 11th, a dozen cadets participated in the annual 9/11 Memorial Service held at the southern end of Elmwood Park on Main Street. This is the 20th year anniversary of the terror attacks. Cadets assisted the police with manning traffic posts, blocking and re-routing traffic around the solemn service.

Also on this day, the majority of cadets and our advisers participated with the 9/11 Connecticut United Ride starting at Sherwood Isle in Westport, CT and throughout Fairfield County. Our cadets assisted with parking lot duties, and along with explorers and cadets from across Fairfield County, helped to create a safe environment for the thousands of motorcyclists who participate in this annual 9/11 tribute ride. The weather was beautiful and we had to be on station very early in the morning. The day started at 0430 and ended at approximately 1400. It was a very positive experience and I am sure that we will be assisting with next year’s event, barring any local scheduling conflicts.
Late in the afternoon on 9/11 our cadets once again assisted members of the American Legion Post with securing the American Flags that are posted around Main Street and White and West Streets. This has become a regular event, where our cadets assisting the veteran’s with this task regularly. The cadets are very well versed with proper flag etiquette, and are learning about civic responsibility from the veterans during these few hours they spend with them around the holidays.

On Thursday, September 30th, during the weekly meeting, the program held the Autumn Open House/First Night for new potential cadets. The potential cadets were kept socially distant on the DPD patio area. They received a familiarization presentation. Parents and siblings were kept in the community classroom for their presentation. There were 18 potential cadet candidates who came back on the following week, to start the 10-week Basic Entry Skills Training.

We ended the month with 136 registered cadets counting the new BEST recruits. We have 19 associate advisers, with 9 sworn officers and 10 civilians. As I segue into retirement, I want to say that it has been my honor to be the Head Adviser over 30+ years to work with the young teens and adults from our community to give them a taste of what a law enforcement career and overall a public service career, has to offer them. This lengthy tenure has given me decades to see the successful fruit of all of the work that has helped to mold the explorers/cadets into responsible, community service-oriented adults, many who have continued to pay their experiences forward. It is my sincere wish that the program continues on, long after I am gone.

Respectfully submitted,

Lt. Matthew McNally

Lt. Matthew McNally
Post Advisor/Program Coordinator
### 2021 UNIFORM CRIME REPORT
#### CITY OF DANBURY

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

### 2020 UNIFORM CRIME REPORT
#### CITY OF DANBURY

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*Please Note: UCR Stats are subject to change due to monthly crime modifications*
# 2021 Danbury Police Department Statistics

## City of Danbury

### Calls for Service

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### Traffic Accidents

#### 2021

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#### 2020

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### Traffic Enforcement

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#### 2020

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<td></td>
<td>1,134</td>
</tr>
<tr>
<td>Moving Violation</td>
<td>18</td>
<td>15</td>
<td>10</td>
<td>3</td>
<td>4</td>
<td>1</td>
<td>4</td>
<td>4</td>
<td>6</td>
<td></td>
<td></td>
<td></td>
<td>65</td>
</tr>
<tr>
<td>Total Enforcement Action</td>
<td>470</td>
<td>412</td>
<td>238</td>
<td>27</td>
<td>140</td>
<td>118</td>
<td>554</td>
<td>501</td>
<td>192</td>
<td></td>
<td></td>
<td></td>
<td>2,652</td>
</tr>
</tbody>
</table>

*Traffic Enforcement Grant(s)
FIRE CHIEF'S MONTHLY REPORT

I hereby submit my report as Fire Chief of the Danbury Fire Department, which covers the period of September 21st through October 20th, 2021.

**Personnel**

Department Strength:

Sworn Personnel 110 (9 vacancies)

Injury/Extended Leave 3
Light Duty 1

Effective Strength 10/21/21 106

Civilian Personnel 2 (1 vacancy)

*Total in Table of Organization 122*

**Dispatch Statistical Report**

Total 911 Calls 4,920
9/21/21 – 10/20/21
Community Risk Reduction – Fire Marshal

**Inspections:**

<table>
<thead>
<tr>
<th>Classification</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residential (Units)</td>
<td>124</td>
</tr>
<tr>
<td>Business / Mercantile</td>
<td>2</td>
</tr>
<tr>
<td>Day Care</td>
<td>4</td>
</tr>
<tr>
<td>Nursing Home Facility (Units)</td>
<td>76</td>
</tr>
<tr>
<td>Hotel / Motel (Units)</td>
<td>239</td>
</tr>
<tr>
<td>Fuel Storage Facilities / Fueling Stations</td>
<td>1</td>
</tr>
<tr>
<td>Assembly / Liquor License</td>
<td>13</td>
</tr>
</tbody>
</table>

**Fires:**

<table>
<thead>
<tr>
<th>Fire Type</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building Fire</td>
<td>3</td>
</tr>
<tr>
<td>Cooking Fire</td>
<td>1</td>
</tr>
<tr>
<td>Passenger Vehicle Fire / Vehicle Fire</td>
<td>2</td>
</tr>
<tr>
<td>Outside Rubbish Fire</td>
<td>1</td>
</tr>
<tr>
<td>Dumpster / Trash Receptacle Fire</td>
<td>1</td>
</tr>
<tr>
<td>Natural Vegetation / Brush Fire</td>
<td>1</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>9</td>
</tr>
</tbody>
</table>

**Plan Reviews:**

<table>
<thead>
<tr>
<th>classification</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Plans Received</td>
<td>23</td>
</tr>
<tr>
<td>Plans Approved</td>
<td>16</td>
</tr>
<tr>
<td>CO Issued</td>
<td>8</td>
</tr>
<tr>
<td>Consultations (On Site)</td>
<td>2</td>
</tr>
<tr>
<td>Site Plan Review/Consultation</td>
<td>1</td>
</tr>
</tbody>
</table>

**Complaints:**

<table>
<thead>
<tr>
<th>Classification</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TOTAL</strong></td>
<td>11</td>
</tr>
</tbody>
</table>

**FOI Requests:**

<table>
<thead>
<tr>
<th>Classification</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TOTAL</strong></td>
<td>28</td>
</tr>
</tbody>
</table>

**Fire Prevention / Public Education:**

- Fire Alarm Drills: Ellsworth Avenue School and Mill Ridge Primary
- Fire Extinguisher Training: Keystone Place and Lakeview Estates
- Fire Prevention Poster Contest material distribution to all elementary schools

**Training:**

Career Development Classes:
- Classification of Occupancies
- Inspection of Assembly Occupancies
- Expert Report Writing
- Health and Safety Officer Exam - DFM Bergemann

**Meetings /Miscellaneous:**

- Mayor's Cabinet Meeting
- COVID Enforcement Team
- Uniform Relocation Assistance and Evictions Act
- Permit and Construction Compliance - Independence Way
- Town Hall with Chief Thode
Highlighted Activities

- Region 5 Heavy Rescue training
- Flu clinic at HQ
- Trench Rescue class
- Live Burn training
- Hose testing
- Retirement lunch for Superintendent of Apparatus Dave Kirkwood
- Exchange Club Firefighter of the Year dinner honoring Communications Coordinator Jamie Gagliardo

Unit Responses – 9/21/21 – 10/20/21

<table>
<thead>
<tr>
<th>Unit</th>
<th>September</th>
<th>October</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>C30 Deputy Fire Chief</td>
<td>26</td>
<td>31</td>
<td>57</td>
</tr>
<tr>
<td>C42 Deputy Fire Marshal</td>
<td>8</td>
<td>1</td>
<td>9</td>
</tr>
<tr>
<td>C44 Deputy Fire Marshal</td>
<td>0</td>
<td>6</td>
<td>6</td>
</tr>
<tr>
<td>C46 Deputy Fire Marshal</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>C47 Deputy Fire Marshal</td>
<td>0</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>C61 Communications Supervisor</td>
<td>2</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>E22 Engine 22</td>
<td>59</td>
<td>146</td>
<td>205</td>
</tr>
<tr>
<td>E23 Engine 23</td>
<td>79</td>
<td>148</td>
<td>227</td>
</tr>
<tr>
<td>E24 Engine 24</td>
<td>47</td>
<td>89</td>
<td>136</td>
</tr>
<tr>
<td>E25 Engine 25</td>
<td>29</td>
<td>41</td>
<td>70</td>
</tr>
<tr>
<td>E26 Engine 26</td>
<td>41</td>
<td>107</td>
<td>148</td>
</tr>
<tr>
<td>R1 Rescue 1</td>
<td>58</td>
<td>111</td>
<td>169</td>
</tr>
<tr>
<td>TAC1 Special Operations 1</td>
<td>72</td>
<td>141</td>
<td>213</td>
</tr>
<tr>
<td>TRK Truck Company</td>
<td>47</td>
<td>106</td>
<td>153</td>
</tr>
</tbody>
</table>

Total Career Unit Responses: 1,401

Total Volunteer Unit Responses: 147

Total Unit Responses: 1,548
October 25, 2021

Dear Mayor Cavo and Members of the City Council:

As of October 25th, the State of Connecticut has had 400,226 positive COVID-19 cases and 8,739 associated deaths. In the City of Danbury, there have been 13,572 positive COVID-19 cases and 197 associated deaths. There are currently 5 COVID-19 related hospitalizations at our local hospitals. The City of Danbury has moved into the Yellow Zone per the State of CT. The City’s current COVID-19 infection rate is 1.8% and the 14-day running average is 6.4 per 100,000.

At this point in time, approximately 65% of the Danbury population is fully vaccinated and 72% have received at least one dose of the COVID-19 Vaccine. The City of Danbury has seen a decrease in the number of COVID-19 cases. Therefore, effective October 15, 2021, the City has amended the Indoor Mask Mandate, in which fully vaccinated individuals are not required to wear a mask in indoor public settings. However, establishments located in Danbury are able to implement their own mask policy for staff and/or visitors. The following are not subject to the amendment of the mask mandate, as individuals regardless of vaccination status will still require face coverings: Danbury public and private schools, healthcare facilities, facilities housing vulnerable populations, public and private transit, correctional facilities, and childcare settings.

The State of Connecticut has developed third dose and booster dose COVID-19 Vaccine guidance. Individuals who received the Pfizer or Moderna Vaccine at least six months ago, and who: are 65+ years of age, 18+ years of age who live in long-term care settings, 18+ years of age who have underlying medical conditions, or 18+ years of age who work or live in high-risk settings, are encouraged to receive the booster. Those who received the Johnson & Johnson Vaccine at least two months ago are recommended to get a booster. Patients are able to select the type of booster vaccine they receive, and it is not required for the booster dose to match the initial series that was administered.

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, MPH

Director of Health and Human Services
## Grant Status Update
(July 1, 2021 - June 30, 2022)

<table>
<thead>
<tr>
<th>Grant Agency</th>
<th>Program Supported</th>
<th>Award Amount</th>
<th>Award dates</th>
<th>Project Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>CT Dept. of Public Health (CTDPH)</td>
<td>Diabetes Education</td>
<td>$24,378</td>
<td>10/1/19 - 9/30/22</td>
<td>Awarded</td>
</tr>
<tr>
<td>CT Dept. of Public Health (CTDPH)</td>
<td>Emergency Response</td>
<td>$47,960</td>
<td>7/1/19 - 6/30/20</td>
<td>Completed</td>
</tr>
<tr>
<td>EFSP - Phase 36</td>
<td>Emergency Shelter</td>
<td>$3,858</td>
<td>8/1/18 - 3/31/20</td>
<td>Completed</td>
</tr>
<tr>
<td>CT Dept. of Public Health Per Capita 2020</td>
<td>All Programs</td>
<td>$90,531.26</td>
<td>7/1/19 - 6/30/20</td>
<td>Completed</td>
</tr>
<tr>
<td>CT Dept. of Housing Emergency Shelter Grant</td>
<td>Emergency Shelter</td>
<td>$138,264</td>
<td>7/1/19 - 6/30/21</td>
<td>Completed</td>
</tr>
<tr>
<td>CDBG</td>
<td>Affordable Housing</td>
<td>$10,000</td>
<td>7/1/19 - 6/30/20</td>
<td>Completed</td>
</tr>
<tr>
<td>CDBG</td>
<td>Emergency Shelter</td>
<td>$47,000</td>
<td>7/1/19 - 6/30/20</td>
<td>Completed</td>
</tr>
<tr>
<td>CDBG</td>
<td>Human Services</td>
<td>$25,000</td>
<td>7/1/19 - 6/30/20</td>
<td>Completed</td>
</tr>
<tr>
<td>CT DPH - Local Health Department Reimbursement for COVID-19</td>
<td>Emergency Response</td>
<td>$76,058</td>
<td>1/20/20 - 3/31/21</td>
<td>Completed</td>
</tr>
<tr>
<td>EFSP Phase CARES</td>
<td>Emergency Shelter</td>
<td>$15,930</td>
<td>1/27/2020 - 5/31/2021</td>
<td>Completed</td>
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<tr>
<td>EFSP Phase 37</td>
<td>Emergency Shelter</td>
<td>$2,700</td>
<td>1/1/2020 - 5/31/2021</td>
<td>Completed</td>
</tr>
<tr>
<td>CT Health Foundation</td>
<td>COVID-19 Response</td>
<td>$125,000</td>
<td>9/1/2020 - 10/31/2021</td>
<td>Awarded</td>
</tr>
<tr>
<td>CT Health Foundation Extension</td>
<td>COVID-19 Response</td>
<td>$100,000</td>
<td>5/1/2021 - 8/31/2021</td>
<td>Completed</td>
</tr>
<tr>
<td>CT Dept. of Public Health Epidemiology and Laboratory Capacity Grant</td>
<td>COVID-19 Response</td>
<td>$510,143</td>
<td>5/19/2020 - 11/17/2022</td>
<td>Awarded</td>
</tr>
<tr>
<td>CT DPH Vaccine Equity Partnership Funding</td>
<td>COVID-19 Response</td>
<td>$946,084.06</td>
<td>5/1/2021 - 9/31/2021</td>
<td>Awarded</td>
</tr>
<tr>
<td>CT DPH Public Health Emergency Preparedness</td>
<td>Emergency Response</td>
<td>$47,960</td>
<td>7/1/2021 - 6/30/2022</td>
<td>Applied</td>
</tr>
</tbody>
</table>

### 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.

**September/October 2021 Activity**

The Environmental Health Team has continued with public health inspections, attending workshops, and participating in trainings. Three of our inspectors are in the Phase I Subsurface Sewage Training. Members from our team attended the FDA Food Protection Seminar, in addition to the Atlantic Conference. The EPA (Environmental Protection Agency) held their 18th Annual Drinking Water Workshop virtually, allowing our team to gain more information on solutions and strategies regarding small drinking water system challenges. The NEHA hosted trainings on regulatory cannabis compliance with edibles as well as FDA Retail Flexible Funding Model Grant Program.

**September Results**

<table>
<thead>
<tr>
<th>Potable Water</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Private Well</td>
<td>2</td>
</tr>
<tr>
<td>Well Permits</td>
<td>2</td>
</tr>
<tr>
<td>Environmental</td>
<td></td>
</tr>
<tr>
<td>Grading Permit Review</td>
<td></td>
</tr>
<tr>
<td>EIC</td>
<td></td>
</tr>
<tr>
<td>HazMat</td>
<td></td>
</tr>
<tr>
<td>Erosion Inspections</td>
<td>10</td>
</tr>
<tr>
<td>Complaint Investigation</td>
<td>8</td>
</tr>
<tr>
<td>Odor Complaints</td>
<td></td>
</tr>
<tr>
<td>Wetlands/Grading</td>
<td>10</td>
</tr>
<tr>
<td>Misc (Describe):</td>
<td></td>
</tr>
<tr>
<td>Sewage Disposal</td>
<td></td>
</tr>
<tr>
<td>Plan Review</td>
<td>15</td>
</tr>
<tr>
<td>Inspections</td>
<td>21</td>
</tr>
<tr>
<td>New, Replace, Fail, Plan Review</td>
<td>14</td>
</tr>
<tr>
<td>100% Replacement Plan Review</td>
<td>5</td>
</tr>
<tr>
<td>Soil Testing (List by Appointment Only)</td>
<td>12</td>
</tr>
<tr>
<td>Additions</td>
<td>5</td>
</tr>
<tr>
<td>Dye Tests (Initial)</td>
<td></td>
</tr>
<tr>
<td>Septic Permits (To Construct)</td>
<td>5</td>
</tr>
<tr>
<td>Solid Waste</td>
<td></td>
</tr>
<tr>
<td>Garbage Complaint</td>
<td>2</td>
</tr>
<tr>
<td>Misc. (Describe)</td>
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</tr>
<tr>
<td><strong>Pest and Animal Control</strong></td>
<td></td>
</tr>
<tr>
<td>-----------------------------</td>
<td>---</td>
</tr>
<tr>
<td>Rodent Complaint</td>
<td></td>
</tr>
<tr>
<td>Insect Complaint</td>
<td>1</td>
</tr>
<tr>
<td>Domestic Animal Complaint</td>
<td></td>
</tr>
</tbody>
</table>

**Housing**

<table>
<thead>
<tr>
<th><strong>Residential/Commercial Inspection (Not Indoor Air)</strong></th>
<th>2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Housing Complaints</td>
<td>4</td>
</tr>
<tr>
<td>Child Day Care Inspection (Initial)</td>
<td></td>
</tr>
<tr>
<td>Child Day Care Plan Review</td>
<td></td>
</tr>
<tr>
<td>Body Care Inspections</td>
<td>6</td>
</tr>
<tr>
<td>Body Care Plan Review</td>
<td></td>
</tr>
<tr>
<td>Body Care Construction Visits</td>
<td></td>
</tr>
<tr>
<td>Massage Establishment Inspections</td>
<td></td>
</tr>
<tr>
<td>Massage Establishment Plan Review</td>
<td></td>
</tr>
<tr>
<td>COVID-19 Salon/Body Care Compliance Inspections</td>
<td></td>
</tr>
<tr>
<td>Lead Home Visit</td>
<td>3</td>
</tr>
<tr>
<td>Lead Inspection for all Properties</td>
<td></td>
</tr>
<tr>
<td>Lead Abatement Plan Review</td>
<td></td>
</tr>
<tr>
<td>Certificate of Apartment Occupancy (CAO’s)</td>
<td>2</td>
</tr>
<tr>
<td>Reinspections</td>
<td></td>
</tr>
<tr>
<td>Healthy Homes</td>
<td></td>
</tr>
<tr>
<td>Hotel/Motel Inspections</td>
<td></td>
</tr>
<tr>
<td>Total # of Hotel/Motel Rooms Inspected</td>
<td></td>
</tr>
</tbody>
</table>

**Food**

<table>
<thead>
<tr>
<th><strong>Food Service Establishment Inspection (Initial)</strong></th>
<th>37</th>
</tr>
</thead>
<tbody>
<tr>
<td>Construction Visits</td>
<td>3</td>
</tr>
<tr>
<td>Food Service Walkthrough Inspections</td>
<td>5</td>
</tr>
<tr>
<td>Itinerant Vendor Inspections</td>
<td></td>
</tr>
<tr>
<td>Complaints</td>
<td></td>
</tr>
<tr>
<td>Re-inspection (voluntary)</td>
<td></td>
</tr>
<tr>
<td>Re-inspection (involuntary)</td>
<td></td>
</tr>
<tr>
<td>Plan Review</td>
<td></td>
</tr>
<tr>
<td>Plan Revisions</td>
<td></td>
</tr>
<tr>
<td>Foodborne Illness # of Complaints</td>
<td>1</td>
</tr>
<tr>
<td>Temporary Food Service</td>
<td></td>
</tr>
<tr>
<td>Certified Food Protection Manager Courses</td>
<td></td>
</tr>
<tr>
<td>Food Handler Courses</td>
<td></td>
</tr>
</tbody>
</table>
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 September 2021

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuberculosis patients</td>
<td>24</td>
</tr>
<tr>
<td>PPD testing/read</td>
<td>0</td>
</tr>
<tr>
<td>QuantiFERON/T-Spot</td>
<td>2</td>
</tr>
<tr>
<td>eDOT</td>
<td>0</td>
</tr>
<tr>
<td>Hospital Visits</td>
<td>1</td>
</tr>
<tr>
<td>Home Visits</td>
<td>0</td>
</tr>
<tr>
<td>Electronic Visits</td>
<td>19</td>
</tr>
</tbody>
</table>
The following are highlights from the Office of Community Medicine activities for August 2021:

1. Continuing case management of approximately 51 cases of LTBI, and 1 Multidrug Resistant Pulmonary TB (MDR TB).
2. Working in collaboration with CT DPH TB control program with contact investigation of MDR TB involving several communities.
3. Ongoing surveillance and epidemiological review of individuals with positive AFB.
5. 2 hours influenza Clinic.

Community Health Services & Emergency Preparedness and Response:

The Community Health Team has been focusing on the operations and promotion of flu vaccine clinics throughout various sites within the City of Danbury. Our team has hosted 17 clinics to date, at locations ranging from preschools to municipal departments. Thus far, we have administered 621 flu vaccines. Additionally, we have been continuing efforts to assist children who are in need of routine vaccinations. The Danbury Health Department has been closely working with Danbury Public Schools to develop a cumulative list of Danbury students who are not up-to-date on their routine childhood vaccine schedule, and the types of vaccine(s) that each child needs in order to return to school. Our department has administered 22 routine vaccines to children so far, and is planning an event for Saturday, October 30th, in collaboration with Connecticut Institute for Communities (CIFC) and the City’s School System. This event will offer students free physical examinations through CIFC, lead testing, as well as routine childhood vaccines administered by the Health Department.

The Community Health/Emergency Preparedness Team successfully executed a POD (Point of Dispensing) exercise. This took place at Rogers Park Middle School on October 16th, 2021. Other community organizations, Community Health Center (CHC, Inc.), SEMA-4, the Police Department, Danbury Police Explorers, and Access Health CT, participated in this event. The Danbury Health Department administered 116 doses of the flu vaccine. CHC, Inc. provided COVID-19 Vaccines, and SEMA-4 offered COVID-19 testing. Each of the services offered at the site were free of charge. This exercise allowed our department to follow the Incident Command System (ICS), in the event of an emergency. Site-activation, facility set-up, and staff notification were three drills conducted as part of the POD exercise. Our staff have been completing Federal Emergency Management Agency (FEMA) certification courses to build knowledge on the mechanisms and protocols of emergency response. In addition, our department is equipped with updated salamander identification badges, prepared by our Public Health Emergency Preparedness Coordinator, Sulaiman Shaikh, to ensure that emergency contact information for each of our staff members is easily accessible. CERT Trainings have been rescheduled until the start of next year.

<table>
<thead>
<tr>
<th>Contact Tracing September 2021</th>
</tr>
</thead>
<tbody>
<tr>
<td># of Contacts/Cases</td>
</tr>
</tbody>
</table>

Total Services: 46
RE: Public Works Monthly Report for NOVEMBER 2021 City Council Meeting

Dear Mayor Cavo and Members of the City Council:

I am pleased to present the Public Works Department Report for events occurring during the month of September. The Department has remained dedicated and active continuing to keep up with all City responsibilities, end of summer efforts, emergency responses and storm damage response. Our protocol for the COVID-19 pandemic continues for the health safety of our staff and residents.

Please review our individual Public Works Department reports for a full scope of the varied activities and projects we are involved with. If you have any questions or concerns, feel free to call me at 203-797-4537.

Construction Services Report submitted by Thomas Hughes III, Superintendent:

Downtown Danbury TOD Streetscape Renaissance Project Phase 1:

The project is at substantial completion we are awaiting the delivery of the three parking kiosks - the supplier is claiming the COVID supply chain and transportation logistics are the cause of the delivery delay along with the stone and fiberglass planters, banner poles, trash receptacles and tree grates. All these items were ordered last May.

The new trees have been planted per plan. The annual and perennial planting beds have been planted, with the exception of the planters. The irrigation has been installed and tested. The subcontractor has not installed the new meter pit and backflow preventer. The system has been winterized and will be placed into service spring of 2022.

Eversource Gas completed their gas main replacement project including services on Ives Street & Railroad Place. The Director of Public Works/City Engineer was instrumental in getting Eversource Gas to prioritize this work. This was critical to allowing us complete the Downtown Streetscape on schedule.
Public Services has milled and paved Ives Street, Railroad Place, National Place, Delay Street and Independence Way. The thermos-plastic crosswalks will follow after the bituminous concrete has cured for several weeks.

The Phase 1 Downtown Danbury TOD Streetscape is approaching completion. The contractor has several punch list items to complete. The project is being administrated and managed in house by Construction Services.

**Hearthstone Castle Abatement:**

Construction Services, working with our in-house resources and on-call environmental consultant Eagle Environmental, has completed the Phase II project design which includes a limited structural assessment of the structure. The structural engineer has completed the field work/inspection of the castle and has issued their recommendations. Phase II has several components: removing the remaining plaster / nonfirable AMC (Asbestos-Containing Materials) from the building interior walls (three floors), along with incorporating the structural engineer recommendations for stabilization of the structure for the interior work to proceed. The Phase II AWP had been sent to the CT Department Health for approval, which we received.

Eagle Environmental received approval for the Phase II AWP from the CT Department of Health. We are currently working on the bid documents. The Purchasing Department has issued us a bid number. We plan to go out to bid for Phase II in early December for a spring start.

**Bridge Maintenance:**

Construction Services has started a Bridge Maintenance Program to extend the life of our bridge structures. The results of this program will be a cost savings to taxpayers by extending the longevity of our bridge structures. Construction Services is in the process of selecting 10 to 15 City bridges for this year’s Bridge Maintenance Program.

**Artificial Field Turf Replacement:**

Construction Services, using our in-house resources and On-Call Sports Facility Consultant JJA Sports, developed the RFP for the three fields. The fields are complete the performance testing and Gmax testing have been performed.

The DHS Field and Track is one of the most impressive high school / collegiate facilities in the state of CT. The track has been certified for NCCA competition and has been nominated for an award by the American Sports Builders Association. We collectively have built a great facility for student athletes that the City of Danbury and its taxpayers can be very proud of.

These three field replacement/field improvement projects have been funded through the SNAPP 2020 Bond. The design and construction was managed and administrated by Construction Services.

**Balmforth Avenue Sidewalk & Intersection Osborne & Balmforth Traffic Improvements:**

Construction Services worked with the Engineering Division during the design. The project was designed in house by the City of Danbury Engineering Division. The project is funded through a CDGB grant. The bids were opened on April 11th and BMP, Inc. is the apparent lowest bidder. BMP was issued the Notice to Proceed. The contractor has completed the work and is at Substantial Completion. The traffic signs that were back
ordered have been installed. The pavement markings, crosswalks and symbols have been placed on the pavement.

The new sidewalk, pedestrian signals, video traffic controls and crosswalks have had a positive impact on the pedestrian safety at the intersection of Balmforth Avenue & Osborne Street, especially the school children who have a much safer environment. The project was administrated, inspected and managed in house by Construction Services.

**Ellsworth Avenue School Addition:**

Construction Services has been working with the Engineering Department, City Engineer and Architect. The mandatory Pre-Bid meeting was held on Wednesday 4/21/2021. The bids were opened on May 11th. The scope review meetings were held and it was determined that J.A. Rosa, LLC is the lowest qualified bidder. The bid was awarded to J.A. Rosa, LLC. Corporation and Mayor Cavo signed the contract on June 15th. The Notice to Proceed was issued on June 15th.

The contractor has completed 100% of the work required in the existing Ellsworth Avenue School (August 12th). The Annex Building asbestos abatement is complete along with the interior demo. The interior plumbing drainage installation is complete. The structural steel piers are complete. The helical piles have been installed and the elevator pit is complete. The interior concrete floor has been poured (first floor). The structural steel has been erected. The mason has erected the elevator shaft. The mason will be installing the lintels for all the window openings. The window shop drawings have been approved and the windows have been ordered. The contractor has poured the bridge grade beam. The interior framing is underway. The project is presently on schedule to meet the 2022 summer Completion.

Construction Services is managing and administrating the project working with the Engineering department and Director of Public Works / City Engineer.

**Hurricane IDA Impacts:**

Construction Services is following our POA plan submitted to ConnDot. We inspected our two scour critical bridges, West Street and Eagle Road, with one of our on-call bridge consultants once the flood stage receded on 9/7/21. We have been in communication with ConnDot Bridge Safety and Evaluation Bureau of Engineering prior to the inspection and after the inspection.

Working with the City Engineer, we have initiated an emergency plan to remove debris and sediment impacting the West Street Bridge, Eagle Road & Shelter Rock Road Structures by Hurricane IDA.

Construction Services applied and received a permit from EIC to perform this work prior to starting. Construction Services is performing the work using our in house resources.

**West Street:** We removed approximately 500 CY of sediment from the upstream and downstream area of the bridge structure. Debris was removed from the western barrel of the stone arch structure. We installed rip rap counter scour measures to stabilize the west embankment approaching the structure. We removed several dead trees and uprooted trees from the eastern river bank for stabilization approaching the structure (flood mitigation).
Shelter Rock Road: We made masonry repairs to the south east and west wing walls and installed rip rap scour counter measures. The northeast wing wall - we installed rip rap counter measures stopping the river from undermining the wing wall.

We will be mobilizing to the Eagle Road structure to remove sediment and install scour counter measures.

**Rogers Park Basketball Court:**

Working with the City Engineer / Director of Public Works and the Engineering staff, we developed plans for the installation of a concrete pre-stressed basketball court similar to the tennis courts installed two years ago. The project is presently underway. The site preparation excavation, grading and slab subgrade preparation is taking place. Once these tasks are completed we will prep for the concrete pour. This work has been a coordinated effort between the Public Works Division’s Engineering, Construction Services and Public Services using our in house resources.

**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 on-line through the View Point Permit System.

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

**Various Bridges:**

The Kennedy Avenue Bridge is 450 feet long from the west edge of Main Street to the Inlet and spans 40 feet over the Still River. The design of the Kennedy Avenue Bridge over the Still River is proceeding well and is approximately 90% complete. The City’s Engineers are designing the traffic control plans to minimize impacts to motorists, bus service and pedestrians. Due to the very long length of the bridge and limited locations to access the underside of the bridge, specifications are being prepared in accordance with State and Federal Regulations for work in confined spaces. The Local Bridge Program Commitment to Fund was received for this bridge and the project is scheduled to be bid in September.

Middle River Road Bridge, near Boyce Road Intersection, is a very old bridge and there are significant settlement concerns and maintenance issues. The City Engineering Division has completed the preliminary site and roadway survey and a Consultant Structural Engineer has performed an inspection of the bridge. The contract for the design of the replacement bridge has been awarded and geotechnical studies have been scheduled. The City Engineering Division will be preparing the environmental permit application and storm water drainage analysis. It is anticipated that this bridge project shall be bid this fall and construction will start in the spring of 2022.

Franklin Street Extension Bridge has been identified as high priority and needs to be replaced. The Engineering Division has prepared preliminary surveys of the right of way, bridge and adjacent private properties. The proposals for the design of the bridge has been received by the Engineering Division and are being reviewed to insure all of the necessary design and permitting issues are included. It is anticipated that the design will be completed by the spring of 2022 and the construction could start in the early summer.
White Street and Locust Avenue Intersection Improvements Project:

The proposed design project includes roadway widening of White Street from Meadow Avenue to Eighth Avenue. In addition, dedicated turning lanes shall be provided on White Street, Locust Avenue and Wildman Street. Engineers are working with numerous utility companies to relocate utility poles, overhead wires, underground gas mains and water mains. The design also includes new and updated traffic signals, improved storm drainage along the north side of White Street and new granite curbs and concrete sidewalks. The design is approximately 90% complete; Engineers and Corporation Counsel are acquiring the necessary easements, site plan revisions and variances and are addressing the concerns of the adjacent property owners. The project is scheduled to be bid in September and construction to begin in the spring of 2022. The cost of construction will be funded by a LOTCIP Grant.

Infrastructure Improvements:

Eversource Gas: During the last 6 months, City Engineers have received 9 preliminary applications from Eversource Gas for the replacement of existing gas mains. The Engineers have provided substantial information to Eversource about the locations of the existing underground utilities, reviewed proposed plans, identified potential conflicts, coordinated with multiple Eversource Departments and also coordinated the review and approvals with several City Departments. The Engineering Division has recently approved the gas main designs on Elm Street, Fairfield Avenue, Connecticut Avenue, Greenfield Avenue and Delta Avenue and it is expected that plans for gas main replacements on White Street/ Ninth Avenue shall be approved shortly.

Traffic Study and Design:

The Engineering Division has spent a substantial level of effort reviewing the Route 37 Corridor Study and providing comments about recommended future improvements.

The Division has been reviewing the State’s design of the South Street/ Triangle Street and Coal Pit Hill Road intersection and have helped to find ways to improve the project layout and reduce impacts to adjacent properties.

DEEP MS4 General Stormwater Permit:

The City’s Consultant continues to lead workshop meetings with various pertinent City personnel and offices to meet the multitude of ordinance revisions, land use regulation revisions, mapping, web-site creation, inspection, testing, reporting and other requirements of the State DEEP permit. The Consultant continues to work with City departments on an “as needed” basis for outfall screening and sampling. The Illicit Discharge and Connection Ordinance was approved by the City Council and is now in effect. DEEP MS4 Annual Reports are posted on the City’s website for review. The draft Annual Report for 2020 has been posted on the City website for public comment and has been submitted to DEEP. The City consultant has been performing outfall screening.

Balmforth Avenue Sidewalk Replacement:

The City received CDBG funding for three phases of the Balmforth Avenue Sidewalk Replacement Project. Phases I & III are complete, railroad tracks through the Osborne Intersection.
**Grand Street Reconstruction:**

Grand Street Reconstruction project of sidewalks, aprons and new drainage: The road has been paved and the project is completed.

**Water & Sewer Main Extensions**

Water and Sewer Main Extensions are underway on Kevin Drive, Ford Lane and at the Danbury Fair Mall.

**Rogers Park Basketball Court:**

Design is complete for the Rogers Park Basketball Court and is under construction.

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

The Mews and The Ridge at Rivington: Phase 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 Engineering 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 worked with Putnam County relative to the scope of the study and the selection of a consultant. Putnam County has executed a contract with the most qualified bidder, WSP. The study is underway and several meetings have taken place. The City Engineer has personally participated in these meetings for this very important project.

**Ellsworth Avenue School Annex:**

The Division has worked with the Board of Education to develop a schematic plan and program for a school construction project at Ellsworth Avenue Elementary School. The project will aid in accommodating the projected increase in student enrollment in Danbury schools. A grant application has been filed with the State of Connecticut. Architectural services were awarded to Friar Architecture Inc. The City has presented design documents to the State of Connecticut Office of School Construction Grants and Review and received permission to bid the work. The project has been awarded to J.A. Rosa Construction, LLC. The BOE facility unit was moved out and the project is in construction with several activities going on.

**Danbury Career Academy:**

The City Engineer has been working with the Board of Education and Danbury Career Academy Steering Committee to begin project planning and development. This project will convert existing commercial space at The Summit into a 6-12 Career Academy school in order to accommodate space needs for the 6-8 and 9-12 grade ranges identified in recent enrollment projection reports. The project has received special legislation from the State of Connecticut to proceed in a format and process that has never been done before. Division staff have bi-weekly conference calls with the State of Connecticut Office of School Construction Grants and Review to work together in moving the project forward and meeting deadlines specified in the special legislation. A Request for Qualifications and Proposals for Architectural and Related Services for Bridging Document
Preparation was advertised and have been received. The Architectural and Related Services for Bridging Document Preparation has been awarded to Friar Architecture, Inc. The architect has prepared several options for programming the existing space and also the gym/lobby addition.

**Traffic Engineer and his Technicians:**

Traffic Engineering Division is co-supervising the engineering design of White Street Corridor as well as coordinating and attending studies, design and construction meetings with various State of Connecticut projects including the I-84 Improvement Project, South Street (SR53) Corridor Project, Clapboard Ridge Road (SR39) Corridor Project and the Newtown Road Corridor Construction Project. Together with the Engineering Division staff, Traffic is working on preliminary conceptual plans for Phase II Improvements of the White Street Corridor from west of Meadow Street to east of Byron Street Intersections to relieve traffic congestion during peak travel hours, under State Local Transportation Capital Improvement Program. Recently, the Traffic Unit, in conjunction with Danbury Police Traffic Enforcement, has embarked on the temporary installation of speed warning devices along corridors that experience relatively high travel speeds.

Other activities conducted by Traffic Engineering include regular evaluations of signalized intersections to ensure they operate optimum levels, preventive breakdown signal repairs as well as provision of Call Before You Dig Services for Construction programs.

**Administrative Work:**

City 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. Our 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 also 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:**

September – 2021

This was a very busy month for the Highway Division. Several days were dedicated to the cleanup of damages from Tropical Storm Ida on September 1st. Construction crews with the assistance of a City contractor continued repairing and improving drainage on roads prior to paving. Those roads are Joes Hill Rd and Old Mill Plain Rd. The next phase of this year’s paving project started on Wintergreen Hill Rd, Tiffany Dr, and Ralto Ct.
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.

Highway Division crew members assisted the Forestry Division with tree removals, pruning, and traffic control. 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. Several employees attended professional development classes that include UConn’s T2 Centers Public Works Academy.

**Maintenance**
- Emergency Call Outs: 3
- Catch Basins Replaced: 12
- Drainage Pipe: 744’
- Guardrail Repairs: 0
- Dredging: 0
- Catch Basin Cleaning: 113
- Roads Paved: 1

**Signage**
- New installs: 10
- Replacements: 11
- Repairs: 21

**Personnel**
- Total: 39
- Injury: 1
- Restricted Duty: 0
- Retirement: 0
- Seasonal: 0
- Vacancy: 0

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

**September – 2021**

The Parks Maintenance Division continued the grounds maintenance of all the city owned municipal properties, parks, schools and greens. The three spray-parks were closed and winterized. Candlewood Town Park was closed for the season and organized for the off season. All of the other various Park’s throughout the city are maintained weekly.

Sports field maintenance continues with the cleanup, mowing and painting of lines. Each week the division repaints 32 fields weekly for Soccer, Football, Field Hockey, Baseball, and Softball leagues. Six Hatters Park bull pens and dugouts were renovated. Several sports fields had a fall maintenance treatment of core aerating, re-seeding, and fertilization for the continued health of our fields.

Spring planted annuals were removed and fall annuals were planted in all the downtown flower gardens. 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 seasonal equipment continued through the month.
Forestry Division Report Submitted by Tim Nolan, Superintendent of Public Services:

The Forestry Division was busy maintaining trees in the City’s right of ways. Tropical Storm Ida created several days of work cleaning up downed trees and dangerous broken branches. The crew was assisted by the Highway Division clearing storm damage. 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 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.

Public Buildings Report submitted by Sean Hanley, Superintendent of Public Buildings: September – 2021

City:

Backup generator building connection project ongoing.
**Library:**

Junior library sensory room work scheduled.
Additional security cameras for multiple areas scheduled.

**Danbury Public Schools:**

DHS C elevator 85% completed.
UST replacement projects at RPMS, BMS and King st. campus finalized/scheduling.
RPMS front door replacement scheduled.
Solar project for multiple schools under review.

**City Hall:**

Performing EOC area updates.
New addition roof replacement awarded/scheduled.
Front lobby security measures ongoing.

**Old Library:**

Cooling tower repairs completed.

**Candlewood Park:**

Reviewing plans for camera system at gatehouse and dock area.
Reviewing flag pole at fire boat dock.

**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.

**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 September 2021.

In the month of September we received 467 new work requests and completed 559 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 HVAC maintenance work with a total of 66.50 person-hours dedicated to this service. The next largest area of was in General Maintenance repairs, utilizing 53.67 person-hours of labor. Electrical repairs came as the third highest category with 34.50 person-hours. Should you have any questions regarding this report, please do not hesitate to contact Sean Hanley at 203-797-4584.
CITY OF DANBURY
PUBLIC BUILDINGS DIVISION
WORK REQUEST REPORT FOR SEPTEMBER 2021

Work Requests Received this month 467
Work Requests Completed this month 559

<table>
<thead>
<tr>
<th>Category</th>
<th>Total Labor Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alarms</td>
<td>0.00</td>
</tr>
<tr>
<td>Carpentry</td>
<td>0.00</td>
</tr>
<tr>
<td>Electrical</td>
<td>34.50</td>
</tr>
<tr>
<td>HVAC</td>
<td>66.50</td>
</tr>
<tr>
<td>Locksmith</td>
<td>0.00</td>
</tr>
<tr>
<td>Maintenance</td>
<td>53.67</td>
</tr>
<tr>
<td>Mechanical</td>
<td>0.00</td>
</tr>
<tr>
<td>Plumbing</td>
<td>18.75</td>
</tr>
<tr>
<td>Roofing</td>
<td>0.00</td>
</tr>
<tr>
<td>Snow Plowing</td>
<td>0.00</td>
</tr>
</tbody>
</table>

Labor Hours City Buildings 111.92
Labor Hours School Buildings 74.00
Overtime 16.00

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

RE: Report to the City Council – Month of September 2021

Dear Mayor Cavo and Members of the City Council:

Enclosed is the monthly report to the City Council for activities that took place in September 2021. Also attached is the Public Utilities Vehicle Maintenance Report.

As of October 18, 2021 there are 60 hydrants out of service. I will be happy to review the information with you.

Sincerely,

David Day
David Day, P.E.
Superintendent
SEPTEMBER 2021 Water Pollution Control Plant (WPCP) Upgrade Project Status

The following is an update of events that occurred and of work that was performed in September 2021 by the Veolia Design Build Team (Veolia, Wright-Pierce, and CH Nickerson)

- Construction of Phase 1 work (Tertiary Treatment System Upgrade and Stormwater System Improvements) continued. The following activities were performed by the design build team:
  - Veolia performed Construction Management Duties for Phase 1 work.
  - Wright-Pierce performed Construction Administrative and Resident Project Representative Duties associated with the construction of the Tertiary Treatment System and the Stormwater System Improvements.
  - CH Nickerson (CHN) performed the following work associated with the new Tertiary Treatment System Building:
    - Continued operating and maintaining the excavation dewatering system.
    - Continued installing reinforcing steel and formwork for concrete walls and elevated slabs.
    - Continued placement of concrete in concrete wall forms and elevated slab forms.
  - CHN performed the following work associated with Stormwater System Improvements:
    - Continued placement of new storm drain pipe and manholes.

- Construction of Phase 2 work continued. Phase 2 work includes a new Headworks Screening & Grit Removal Facility, a new Fats, Oils & Grease (FOG) Receiving and REA Biodiesel Facility and Miscellaneous WPCP Upgrades. The following activities were performed by the design build team:
  - Veolia performed Construction Management Duties for Phase 2 work.
  - Wright-Pierce performed Construction Administrative and Resident Project Representative Duties associated with the construction of Phase 2 work.
  - REA and Wright-Pierce continued working on the final design of the FOG Receiving and Biodiesel Facility.
  - REA continued installing reinforcing steel and formwork for the walls of the FOG separation and decant tanks. REA began placing concrete in the tank wall forms.
  - CHN continued installing reinforcing steel and formwork the base slab of the new Headworks Facility Building and began concrete slab placement.
**MEMORANDUM**

**DATE:** October 18, 2021  
**TO:** City of Danbury, City Council  
**FROM:** David M. Day, P.E., Superintendent  
**RE:** Sanitary Sewer Collection System Maintenance—SEPTEMBER 2021

<table>
<thead>
<tr>
<th>Complaints</th>
<th>Number Received:</th>
<th>Number Completed:</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 Bypasses</td>
<td>10</td>
<td>10</td>
</tr>
<tr>
<td>5 Slow Running</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3 Loose Manholes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>25 Manholes Inspected</td>
<td></td>
<td></td>
</tr>
<tr>
<td>0 Odor Calls</td>
<td></td>
<td></td>
</tr>
<tr>
<td>25 Manholes Replaced/Repaired</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Pipe Cleaned: 1600 LFT  
Gallons of Water Used: 12,000 Gal

New Pipe Inspected: 600 LFT

Manholes Replaced/Repaired: 25

Manhole Maintenance due to PW Paving: 12

**COMMENTS:** Sewer Bypasses were due to Tropical Storm IDA
To: David Day, P.E., Supt. of Public Utilities, City of Danbury  
From: Ralph Azzarito, Project Manager  
Subject: WPCP Report For Month of: Sep '21  
Date: 10/18/2021

I. Wastewater Treatment:

<table>
<thead>
<tr>
<th></th>
<th></th>
<th>MGD (Daily Avg)</th>
<th>Million Gallons Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Sewage Processed:</td>
<td>11.3</td>
<td>338.3</td>
</tr>
<tr>
<td>B</td>
<td>Septic Waste Processed:</td>
<td></td>
<td>1,301,700</td>
</tr>
<tr>
<td>C</td>
<td>Sludge Pumped To Digesters:</td>
<td></td>
<td>630,426</td>
</tr>
</tbody>
</table>

II. Wastewater Quality

<table>
<thead>
<tr>
<th></th>
<th>Influent</th>
<th>Effluent</th>
<th>% Removal</th>
<th>Effluent Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>BOD (mg/l):</td>
<td>176</td>
<td>4</td>
<td>30 mg/l and 85%</td>
</tr>
<tr>
<td>B</td>
<td>Total Suspended Solids (mg/l):</td>
<td>303</td>
<td>4</td>
<td>30 mg/l and 85%</td>
</tr>
<tr>
<td>C</td>
<td>Total Phosphorus (mg/l):</td>
<td>4.5</td>
<td>0.4</td>
<td>1.0 mg/l</td>
</tr>
<tr>
<td>D</td>
<td>Ammonia (mg/l):</td>
<td>21.4</td>
<td>0.19</td>
<td>1.5 mg/l</td>
</tr>
<tr>
<td>E</td>
<td>Total Nitrogen (lbs/Day):</td>
<td>2,709</td>
<td>399</td>
<td>442 lbs/day</td>
</tr>
</tbody>
</table>

Note: Phosphorus limits apply April - October.  
Nitrogen limit for credit trading.

III. Pump Station Operation:

<table>
<thead>
<tr>
<th></th>
<th>Hours Run</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Beaver Brook:</td>
</tr>
<tr>
<td>B</td>
<td>Southfield:</td>
</tr>
<tr>
<td>C</td>
<td>Mill Plain:</td>
</tr>
<tr>
<td>D</td>
<td>Backus:</td>
</tr>
<tr>
<td>E</td>
<td>Tarrywile</td>
</tr>
<tr>
<td>F</td>
<td>Turner Road:</td>
</tr>
<tr>
<td>G</td>
<td>Ford Avenue:</td>
</tr>
<tr>
<td>H</td>
<td>Indian Glen:</td>
</tr>
<tr>
<td>I</td>
<td>Delay Street:</td>
</tr>
<tr>
<td>J</td>
<td>Hayestown Road:</td>
</tr>
<tr>
<td>K</td>
<td>Kenosia Avenue:</td>
</tr>
<tr>
<td>L</td>
<td>Larson Drive:</td>
</tr>
<tr>
<td>M</td>
<td>Landfill:</td>
</tr>
<tr>
<td>N</td>
<td>Thrope Street</td>
</tr>
<tr>
<td>Station</td>
<td>Hours Run</td>
</tr>
<tr>
<td>------------------</td>
<td>-----------</td>
</tr>
<tr>
<td>O) Poets Landing</td>
<td>24.9</td>
</tr>
<tr>
<td>P) Rogers Park</td>
<td>51.7</td>
</tr>
<tr>
<td>P) West Side</td>
<td>100.3</td>
</tr>
<tr>
<td>Q) East Franklin Street</td>
<td>40.8</td>
</tr>
</tbody>
</table>

Total Station Alarms: 5

---

TO: City Council - City of Danbury  
FROM: David Day, Superintendent of Public Utilities  
DATE: October 18, 2021  

RE: WATER DEPARTMENT REPORT: SEPTEMBER 2021

I. WATER PRODUCTION:

<table>
<thead>
<tr>
<th>Source</th>
<th>Production (MG.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A) Margerie Water Treatment Facility</td>
<td>80.0</td>
</tr>
<tr>
<td>B) West Lake Water Treatment Facility</td>
<td>86.0</td>
</tr>
<tr>
<td>C) Kenosia Well Field</td>
<td>0 MG.</td>
</tr>
<tr>
<td>D) Osborne Street Well Field</td>
<td>0 MG.</td>
</tr>
<tr>
<td>E) Other</td>
<td>0 MG.</td>
</tr>
</tbody>
</table>

( MG. = Million Gallons )

II. RAINFALL:

<table>
<thead>
<tr>
<th>Type</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>A) Month</td>
<td>11.3 inches</td>
</tr>
<tr>
<td>B) Past 12 Months (running total)</td>
<td>60.1 inches</td>
</tr>
<tr>
<td>C) Current Year (Jan.- Current Mo.)</td>
<td>43.2 inches</td>
</tr>
</tbody>
</table>

III. WATER STORAGE:  

<table>
<thead>
<tr>
<th>Reservoir</th>
<th>Current Reading</th>
<th>Historical Average</th>
</tr>
</thead>
<tbody>
<tr>
<td>A) East Lake Reservoir</td>
<td>100.0 %</td>
<td>79.3 %</td>
</tr>
<tr>
<td>B) Margerie Lake Reservoir</td>
<td>100.0 %</td>
<td>82.6 %</td>
</tr>
<tr>
<td>C) West Lake Reservoir</td>
<td>96.4 %</td>
<td>80.5 %</td>
</tr>
<tr>
<td>D) Total</td>
<td>98.4 %</td>
<td>81.2 %</td>
</tr>
</tbody>
</table>
IV. WATER PUMPED:

A) Park Avenue Pump Station: __________________ 0 MG.

B) Padanaram (High School) Pump Station: __________________ 4.27 MG.

C) Shelter Rock Pump Station: __________________ 3.20 MG.

D) WestConn Pump Station: __________________ 2.18 MG.

E) Margerie Pump Station: __________________ 1.42 MG.

F) Pleasant Acres: __________________ 2.00 MG.

G) Nabby Road: __________________ 1.44 MG.

H) Harvest Hill: __________________ 2.09 MG.

I) Woodland Road (Reserve): __________________ 5.77 MG.

J) West Lake High Service: __________________ 51.1 MG.

K) Total Water Pumped (A-I): __________________ 73.5 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 - 10,350 lbs. copper sulfate

VI. SURVEY OF WATER SOURCES:

A) Daily testing of treated and untreated water by water quality laboratory
<table>
<thead>
<tr>
<th>REPAIR DATE</th>
<th>PLATE #</th>
<th>DIVISION</th>
<th>DESCRIPTION OF WORK PERFORMED</th>
</tr>
</thead>
<tbody>
<tr>
<td>9/1/2021</td>
<td>15-DA</td>
<td>POLICE</td>
<td>ENGINE SERVICE, CABIN AIR, WIPER BLADES, DRIVERS DOOR LATCH, ROTATE TIRES</td>
</tr>
<tr>
<td></td>
<td>138-DA</td>
<td>CITY HALL</td>
<td>ENGINE SERVICE, WIPER BLADES</td>
</tr>
<tr>
<td>9/2/2021</td>
<td>AE90616</td>
<td>POLICE</td>
<td>ENGINE SERVICE, TRANSMISSION SERVICE, CABIN AIR FILTER, SPARK PLUGS</td>
</tr>
<tr>
<td></td>
<td>222-DA</td>
<td>POLICE</td>
<td>ENGINE SERVICE, ALTERNATOR, WATER PUMP, SERPENTINE BELT, SWAY BAR BUSHINGS, BLOWER MOTOR</td>
</tr>
<tr>
<td>9/3/2021</td>
<td>9-DA</td>
<td>POLICE</td>
<td>LF TIRE</td>
</tr>
<tr>
<td>9/7/2021</td>
<td>270-DA</td>
<td>POLICE</td>
<td>REPLACE BATTERY</td>
</tr>
<tr>
<td>337-DA</td>
<td>POLICE</td>
<td>RF HEADLIGHT BULB AND CONNECTOR</td>
<td></td>
</tr>
<tr>
<td>265-DA</td>
<td>POLICE</td>
<td>REPLACE ALTERNATOR, AC COMPRESSOR</td>
<td></td>
</tr>
<tr>
<td>225-DA</td>
<td>POLICE</td>
<td>RF HEADLIGHT BULB</td>
<td></td>
</tr>
<tr>
<td>407-DA</td>
<td>POLICE</td>
<td>REPLACE IGNITION COIL AND CONNECTOR</td>
<td></td>
</tr>
<tr>
<td>9/8/2021</td>
<td>338-DA</td>
<td>POLICE</td>
<td>REPLACE LR TIRE</td>
</tr>
<tr>
<td>AL-52688</td>
<td>POLICE</td>
<td>REPLACE LR TIRE</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>ENGINE SERVICE, REMOVE, CLEAN AND REINSTALL INTERIOR AND AFTERMARKET WIRING (FLOOD DAMAGE)</td>
</tr>
<tr>
<td>9/9/2021</td>
<td>103-DA</td>
<td>POLICE</td>
<td>REPLACE FRONT HEADLIGHT BULBS AND CONNECTORS</td>
</tr>
<tr>
<td>222-DA</td>
<td>POLICE</td>
<td>ENGINE SERVICE, LOWER CONTROL ARM, REPAIR DOOR PANEL, REPLACE DRIVERS SEAT TRACK</td>
<td></td>
</tr>
<tr>
<td>17-DA</td>
<td>POLICE</td>
<td>REPLACE COOLING FAN AND MODULE</td>
<td></td>
</tr>
<tr>
<td>278-DA</td>
<td>HIGHWAY</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9/10/2021</td>
<td>354-DA</td>
<td>POLICE</td>
<td>REPLACE LR TIRE</td>
</tr>
<tr>
<td></td>
<td>422-DA</td>
<td>POLICE</td>
<td>ENGINE SERVICE, FRONT AND REAR BRAKE PADS AND ROTORS, REPLACE BATTERY</td>
</tr>
<tr>
<td></td>
<td>228-DA</td>
<td>POLICE</td>
<td>ENGINE SERVICE, RECHARGE AC, REPLACE IGNITION COIL AND 7 IGNITION BOOTS</td>
</tr>
<tr>
<td>9/13/2021</td>
<td>181-DA</td>
<td>POLICE</td>
<td>ENGINE SERVICE, TRANSMISSION SERVICE, LOWER CONTROL ARMS, LF AXLE SWAY BAR FRAME BUSHINGS, INTERMEDIATE STEERING SHAFT, RF HEADLIGHT BULB</td>
</tr>
<tr>
<td>265-DA</td>
<td>POLICE</td>
<td>RF HEADLIGHT BULB</td>
<td></td>
</tr>
<tr>
<td>5-DA</td>
<td>POLICE</td>
<td>RF BRAKE HOSE</td>
<td></td>
</tr>
<tr>
<td>289-DA</td>
<td>POLICE</td>
<td>4 TIRES, BOTH FRONT HEADLIGHT BULBS AND CONNECTORS</td>
<td></td>
</tr>
<tr>
<td>9/14/2021</td>
<td>240-DA</td>
<td>POLICE</td>
<td>ENGINE SERVICE, 4 TIRES</td>
</tr>
<tr>
<td>384-DA</td>
<td>POLICE</td>
<td>ENGINE SERVICE, 3 TIRES, ALIGNMENT</td>
<td></td>
</tr>
<tr>
<td>9/16/2021</td>
<td>290-DA</td>
<td>POLICE</td>
<td>ENGINE SERVICE</td>
</tr>
<tr>
<td>375-DA</td>
<td>POLICE</td>
<td>WIPER BLADES</td>
<td></td>
</tr>
<tr>
<td>424-WLA</td>
<td>POLICE</td>
<td>ENGINE SERVICE, REPLACE TRANSMISSION</td>
<td></td>
</tr>
<tr>
<td>ZV-5393</td>
<td>POLICE</td>
<td>ENGINE SERVICE, 4 TIRES, BATTERY</td>
<td></td>
</tr>
<tr>
<td>9/17/2021</td>
<td>301-DA</td>
<td>POLICE</td>
<td>ENGINE SERVICE, REPLACE ENGINE GROUND STRAP</td>
</tr>
<tr>
<td>338-DA</td>
<td>POLICE</td>
<td>ENGINE SERVICE, WASHER HOSE AND NOZZLE</td>
<td></td>
</tr>
<tr>
<td>9/20/2021</td>
<td>270-DA</td>
<td>POLICE</td>
<td>RF TIRE</td>
</tr>
<tr>
<td>312-DA</td>
<td>POLICE</td>
<td>ENGINE SERVICE, POWER STEERING PUMP</td>
<td></td>
</tr>
<tr>
<td>AE90616</td>
<td>POLICE</td>
<td>REPLACE BATTERY</td>
<td></td>
</tr>
</tbody>
</table>
The Equipment Maintenance Division responded to and repaired the following vehicles during the month.

Below is a list of services provided:

<table>
<thead>
<tr>
<th>Date</th>
<th>Plate #</th>
<th>Division</th>
<th>Repair Provided</th>
</tr>
</thead>
<tbody>
<tr>
<td>9/7/2021</td>
<td>173-DA</td>
<td>WATER</td>
<td>ENGINE SERVICE, FUEL FILTERS, REPLACE HYDRAULIC HOSES, INSTALL WORK LIGHTS AND BEACON</td>
</tr>
<tr>
<td>9/13/2021</td>
<td>E-3 EXMARK</td>
<td>WATER</td>
<td>RF BEARINGS AND SEAL</td>
</tr>
<tr>
<td>9/14/2021</td>
<td>318-DA</td>
<td>WATER</td>
<td>1 TIRE</td>
</tr>
<tr>
<td>9/24/2021</td>
<td>126-DA</td>
<td>WATER</td>
<td>REPLACE WIPER MOTOR AND WIPER TRANSMISSION</td>
</tr>
<tr>
<td>9/27/2021</td>
<td>269-DA</td>
<td>WATER</td>
<td>REPLACE LEFT TAILLIGHT, BULBS IN 3RD BRAKE LIGHT</td>
</tr>
<tr>
<td>9/29/2021</td>
<td>114-DA</td>
<td>WATER</td>
<td>ENGINE SERVICE, REPLACE DRAGLINK AND TIE ROD, 4 TIRES</td>
</tr>
</tbody>
</table>
178-DA  TIGHTEN BOOM MOUNTING BOLTS  HWY

8  FUEL TANK  HWY
1  ELECTRICAL WIRING  HWY
44  L/S STEERING BOX  HWY
37  R/F BRAKE IS STICKING  HWY
23  STEERING IS TIGHT  HWY

1  ELECTRICAL WIRING  HWY
9  PTO  HWY
8  FUEL TANK  HWY
19  CHECK OVER TO PUT IN SERVICE  HWY
40  SMOKING FROM EXHAUST  HWY
268-DA  CHECK ENGINE LIGHT ON (ROAD CALL)  FORESTRY

2  CHECK OVER TO PUT IN SERVICE  HWY
22  AIR LEAK  HWY
39  AIR LEAK (ROAD CALL)  HWY

29  CHECK OVER TO PUT IN SERVICE  HWY

1  ELECTRICAL WIRING  HWY
8  FUEL TANK  HWY
25  HYD LEAK  HWY
85  CHECK OVER TO PUT IN SERVICE  HWY
54  ALTERNATOR  HWY
272-DA  WIRING FOR FUEL PIMP  PARKS

46  FIX TURN SIGNAL WIRING  HWY

23  STEERING IS TIGHT  HWY
8  FUEL TANK  HWY
25  HYD LEAK  HWY

35  FRONT TIRES  MAINT
100  R/S SIDE BROOMS  HWY
21  TAILGATE LATCH  HWY
40  SIDE BROOMS  HWY
48-DA  SERVICE  HWY

178-DA  GROUND ROLLER BOLTS  HWY
67  CHECK OVERHEATING  HWY
272-DA  WIRING FOR FUEL PIMP  PARKS
106-DA  SERVICE  HWY
40  SHEAR PINS (ROAD CALL)  HWY

178-DA  FLAIL HEAD MOWER BLADES  HWY

46  FIX TURN SIGNAL WIRING  HWY
8  WATERPUMP  HWY
58  HYD HOSE LEAKING  HWY

20-DA  JUMP START (ROAD CALL)  BLDG INSP

9/2/2021  1  ELECTRICAL WIRING  HWY
9  PTO  HWY
26  EXHAUST PIPES/STACK  HWY
25  L/S STEERING BOX  HWY

9/3/2021  29  CHECK OVER TO PUT IN SERVICE  HWY

1  ELECTRICAL WIRING  HWY
8  FUEL TANK  HWY
25  HYD LEAK  HWY
85  CHECK OVER TO PUT IN SERVICE  HWY
54  ALTERNATOR  HWY

9/4/2021  46  FIX TURN SIGNAL WIRING  HWY

23  STEERING IS TIGHT  HWY
8  FUEL TANK  HWY
25  HYD LEAK  HWY

9/7/2021  35  FRONT TIRES  MAINT
100  R/S SIDE BROOMS  HWY
21  TAILGATE LATCH  HWY
40  SIDE BROOMS  HWY
48-DA  SERVICE  HWY

9/8/2021  178-DA  GROUND ROLLER BOLTS  HWY

67  CHECK OVERHEATING  HWY
272-DA  WIRING FOR FUEL PIMP  PARKS
106-DA  SERVICE  HWY
40  SHEAR PINS (ROAD CALL)  HWY

9/9/2021  9  PTO  HWY
26  EXHAUST PIPES/STACK  HWY
25  L/S STEERING BOX  HWY

9/10/2021  25  L/S STEERING BOX  HWY
20

^ 9 PTO HWY
^ 349-DA BRAKE LINES PARKS
9/11/2021 9 PTO HWY
^ 254-DA PISTONS FOR GRAPPLE BOOM FORESTRY
^ 90 REAR BRAKE CHAMBERS HWY
^ 25 L/S STEERING BOX HWY
^ 8 OIL PAN BOLTS HWY
9/13/2021 38 TOP OFF OIL HWY
^ 90 REAR BRAKE CHAMBERS HWY
^ SANDERS CHECK OVER FOR WINTER HWY
9/14/2021 8 OIL PAN HWY
^ 254-DA PISTONS FOR GRAPPLE BOOM FORESTRY
^ 147-DA R/R TURN SIGNAL BLDG MAINT
^ 83 R/S SIDE BROOMS HWY
^ 1 ELECTRICAL WIRING HWY
^ 80 MAIN BROOM/Cover/Cover Support HWY
^ 44 ALTERNATOR HWY
9/16/2021 26 EXHAUST FROM TURBO TO STACK HWY
^ 80 MAIN BROOM/Cover/Cover Support HWY
^ 100 DRAG BOARD HWY
^ 9 PTO/LIGHTS HWY
^ 39 REAR BRAKES HWY
9/17/2021 34 ELECTRICAL WIRING HWY
^ 39 REAR BRAKES HWY
^ 26 EXHAUST FROM TURBO TO STACK HWY
9/18/2021 48 AXLE SEAL/SERVICE HWY
^ #39 REAR BRAKE/CHAMBERS HWY
^ 248-DA SERVICE BLDG INSP
^ 147-DA SERVICE BLDG MAINT
9/20/2021 8 COOLANT LEAK(Road Call) HWY
^ 1 FUEL INJECTORS/PUCKS HWY
^ 39 REAR BRAKES/CHAMBERS HWY
9/21/2021 90 SWITCH FOR PUMP HWY
^ 48 AXLE SEAL/SERVICE HWY
^ 326-DA JUMP START HWY
^ 1 FUEL INJECTORS/PUCKS HWY
^ 80 MAIN BROOM SERVICE HWY
^ 9 CONVEYER ADJUSTERS/LIGHTS HWY
^ 39 REAR BRAKES/CHAMBERS HWY
^ SANDERS INSPECT FOR WINTER HWY
9/22/2021 39 REAR BRAKES/CHAMBERS HWY
^ 1 FUEL INJECTORS/PUCKS HWY
^ 80 MAIN BROOM/SERVICE HWY
^ SANDERS INSPECT FOR WINTER HWY
9/23/2021 9 CONVEYER/ADJUSTERS/LIGHTS HWY
^ SANDERS INSPECT FOR WINTER HWY
<table>
<thead>
<tr>
<th>Date</th>
<th>Item Description</th>
<th>Department</th>
</tr>
</thead>
<tbody>
<tr>
<td>9/24/2021</td>
<td>WATERPUMP</td>
<td>HWY</td>
</tr>
<tr>
<td>9/24/2021</td>
<td>SHUT OFF(ROAD CALL)</td>
<td>HWY</td>
</tr>
<tr>
<td>9/25/2021</td>
<td>NO START(ROAD CALL)</td>
<td>BLDG INSP</td>
</tr>
<tr>
<td>9/24/2021</td>
<td>REAR BRAKES/CHAMBERS</td>
<td>HWY</td>
</tr>
<tr>
<td>9/25/2021</td>
<td>INSPECT FOR WINTER</td>
<td>HWY</td>
</tr>
<tr>
<td>9/25/2021</td>
<td>HOOK UP HYD FOR BODY</td>
<td>HWY</td>
</tr>
<tr>
<td>9/25/2021</td>
<td>FUEL INJECTORS/PUCKS</td>
<td>HWY</td>
</tr>
<tr>
<td>9/25/2021</td>
<td>HOOK UP HYD FOR BODY</td>
<td>HWY</td>
</tr>
<tr>
<td>9/25/2021</td>
<td>EGR VALVE/SERVICE/MUFFLER</td>
<td>BLDG INSP</td>
</tr>
<tr>
<td>9/25/2021</td>
<td>INSPECT FOR WINTER</td>
<td>HWY</td>
</tr>
<tr>
<td>9/27/2021</td>
<td>HYD LEAK</td>
<td>HWY</td>
</tr>
<tr>
<td>9/27/2021</td>
<td>BATTERIES</td>
<td>FORESTRY</td>
</tr>
<tr>
<td>9/27/2021</td>
<td>HOOK UP HYD FOR BODY</td>
<td>HWY</td>
</tr>
<tr>
<td>9/27/2021</td>
<td>SERVICE BODY</td>
<td>HWY</td>
</tr>
<tr>
<td>9/27/2021</td>
<td>INSPECT FOR WINTER</td>
<td>HWY</td>
</tr>
<tr>
<td>9/28/2021</td>
<td>BRAKES ARE STICKING</td>
<td>HWY</td>
</tr>
<tr>
<td>9/28/2021</td>
<td>JUMP START</td>
<td>FORESTRY</td>
</tr>
<tr>
<td>9/28/2021</td>
<td>CHECK FUSES</td>
<td>HWY</td>
</tr>
<tr>
<td>9/28/2021</td>
<td>UNLOCK KEYS INSIDE</td>
<td>HWY</td>
</tr>
<tr>
<td>9/29/2021</td>
<td>JUMP START/CHECK STARTER</td>
<td>HWY</td>
</tr>
<tr>
<td>9/29/2021</td>
<td>INSPECT FOR WINTER</td>
<td>HWY</td>
</tr>
<tr>
<td>9/29/2021</td>
<td>HOOK UP HYD FOR BODY</td>
<td>HWY</td>
</tr>
<tr>
<td>9/29/2021</td>
<td>FUEL CAP/EVAP RELOCATION KIT</td>
<td>BLDG MAINT</td>
</tr>
<tr>
<td>9/29/2021</td>
<td>FREE UP SIDE DUMP/OIL CONVEYER CHAIN</td>
<td>HWY</td>
</tr>
<tr>
<td>9/30/2021</td>
<td>SERVICE BODY FOR WINTER</td>
<td>HWY</td>
</tr>
<tr>
<td>9/30/2021</td>
<td>FUEL CAP/EVAP RELOCATION KIT</td>
<td>BLDG MAINT</td>
</tr>
<tr>
<td>9/30/2021</td>
<td>SERVICE BODY FOR WINTER</td>
<td>HWY</td>
</tr>
<tr>
<td>9/30/2021</td>
<td>AUTOFEED SWITCH/CONVEYER SWITCH</td>
<td>HWY</td>
</tr>
<tr>
<td>9/30/2021</td>
<td>HOOK UP HYD FOR BODY</td>
<td>HWY</td>
</tr>
<tr>
<td>9/30/2021</td>
<td>INSPECT FOR WINTER</td>
<td>HWY</td>
</tr>
</tbody>
</table>

Personnel

<table>
<thead>
<tr>
<th>Category</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total</td>
<td>5</td>
</tr>
<tr>
<td>Injury</td>
<td>0</td>
</tr>
<tr>
<td>Restricted Duty</td>
<td>0</td>
</tr>
<tr>
<td>Retirement</td>
<td>0</td>
</tr>
<tr>
<td>Seasonal</td>
<td>0</td>
</tr>
<tr>
<td>Vacancy</td>
<td>0</td>
</tr>
</tbody>
</table>
DATE: October 25, 2021
TO: City Council
C: Mayor Joseph Cavo

Re: City Council Report for Permit Center and Building Department

On behalf of the Permit Center and Building Department the following report is submitted for your review. This report is for the period of September 1st to the 30th 2021. The report consists of statistical data on applications with their associated permits.

Analytics

Combined Report: Citywide activity

Residential Project Activity

Commercial Project Activity

Sean P. Hearty
DIRECTOR

David Newland
BUILDING OFFICIAL
Analytics

Records submitted over time

Totals

338
Records Created

$214,198.50
Revenue Collected

732
Inspections Done

333
Permits Issued

Filter Results

All Records
Analytics

Records submitted over time

Totals

25
Records Created

$63,058.21
Revenue Collected

193
Inspections Done

15
Permits Issued

Filter Results

Commercial Projects
Analytics

Records submitted over time

Totals

46
Records Created

$88,911.91
Revenue Collected

336
Inspections Done

77
Permits Issued

Filter Results

Residential Projects
Livable Neighborhoods 2021
“Building a Better Danbury”

October 2021

October 25, 2021

Honorable Mayor Cavo and City Council Members:

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

<table>
<thead>
<tr>
<th>Time Period</th>
<th>September 27 – October 25, 2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of Quality of Life Issues</td>
<td>75</td>
</tr>
<tr>
<td>Year to Date - 2021</td>
<td>836</td>
</tr>
</tbody>
</table>

The top issues addressed by the UNIT were:

- Garbage/Debris and Blight (34)
- Vehicle violations: abandoned/unregistered, front lawn parking (18)
- Miscellaneous (11)
- Unsafe living/Unpermitted construction (7)
- Exterior/Structural Blight Order and Neighborhood Preservation (5)

**BLIGHT ORDERS:**

Orders written by UNIT this month (Includes Notice of Violations): 5
(YTD): 91

8 Mountainville Avenue: sent order to require routine maintenance to this home that appears to be vacant. No foreclosure activity noted. Grass is high, there is a small pile of old construction debris in the backyard. Additionally, there is a pool with dirty standing water, with a torn pool cover. Property owners will be required to appropriately cover the pool, or to drain it.
10 Spring Street: issued order to clean the exterior of the property, as well as removing inoperable/unregistered vehicles from the rear of the property.

4-6 Division Street: issued order to clean the exterior of the property, it is a shared back lot to a few houses, dumpster area littered with garbage and bulky debris. Met with the homeowner on site and reviewed everything that needed to be cleaned up.

9 Starr Avenue: issued order to clean exterior of the property, most notably the rear due to litter and bulky debris.

11 Starr Avenue: issued order to clean pile of debris stored in the rear of detached garage.

PROPERTY UPDATE:

89 Wooster Heights Road: The ruling of the court came back on this heavily blighted property. As expected, it was a favorable ruling for the City of Danbury. The property owner has 30 days to clean the property, or if this is not completed by then, the City of Danbury will have authority to do so at the owner’s expense. This is a tough scenario and not as easy as it sounds, as the debris accumulation is high and could be quite expensive to remedy. Even though the cost would fall on the property owner, it would be paid back by virtue of placing a lien on the property, and would initially need to be fronted by the city. We will monitor any progress over the next month and will make a determination how best to move forward within the next few weeks.

33 Sleepy Hollow: this residential property has been challenged for quite some time, as the homeowner would continue to bring work home with him consisting of working on cars and scrap metal collection. It was not uncommon to see inoperable vehicles, or parts of vehicles in the driveway or front yard. While our department has had many discussions with the property owner about this, the cleanups were slow and the issues re-occurred. As a result, an order was sent and the property owner has significantly improved the property. The total cleanup has not yet been completed, and is due to be finished within the next week or so, but I am guessing that the neighbors are happy.

ONE ORGANIZATION: ONE TEAM:

Our department prides itself on working with and assisting other departments that may need some assistance, whether it is extended enforcement, or just simply lending a hand due to increased work demands and challenges with time and staffing.

Last week, Sean Hanley of Public Buildings reached out to me and asked for help. The city owned building at Hatters Park was in need of attention as one large side of the building was covered in moss and dirt and needed to be power washed. Knowing of our community projects and clean ups we have done over the years, he reached out the right place! Within 3 days, I had coordinated the task to be done. Below, please see before and after pictures. Thank you to Erik Carr for your assistance in a job well done.
**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.

<table>
<thead>
<tr>
<th></th>
<th>THIS PERIOD:</th>
<th>2021 YTD:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Service Requests created:</td>
<td>215</td>
<td>2241</td>
</tr>
<tr>
<td>Service Requests closed:</td>
<td>113</td>
<td>1715</td>
</tr>
<tr>
<td>Percent closed:</td>
<td>52.5%</td>
<td>76.5%</td>
</tr>
</tbody>
</table>

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: October 25, 2021

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

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

RE: Report City Council Meeting
Reporting Period: (9/20/21 – 10/15/21)

The Senior Center is open for in-person appointments and for pre-registered activities. Covid19 precautions including, masks and social distancing are still in effect.

**Resource and Referral** is now in-person by appointment, over the phone or via email.

**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)**. CHOICES provides free, unbiased, information on state and federal programs. This service is now in-person by appointment at the Senior Center.

**CHOICES / Resource and Referral / Senior Center.** 279 seniors / 329 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) – 41
Financial – 6
Food – 21
Housing / Homeless / Home Repair – 7
Virtual Activities / Zoom / In-Person Indoors. Virtual on-demand activities will remain on our website. Classes and activities are now in-person at the Senior Center. Masks are required as well as social distancing. Participating through Zoom is an option for some programs. Programs include The Walking Club, Strength Training, Movers and Shapers, Multimedia Art Instruction, Tai Chi, Chair Yoga, Line Dance Instruction, Knit and Crochet, Woodcarving, and Zumba Gold.

One-on-One Tech Support over the Phone. Elmwood Hall - Danbury Senior Center in partnership with the Danbury Library, offers a One-on-One Tech Support program. Seniors receive an individual half hour appointment with a Library Tech Specialist.

Rent Rebate. CT State law provides a reimbursement program for Connecticut renters who are elderly or totally disabled, and whose incomes do not exceed certain limits. This program is conducted in-person, over the phone, through email, via text message, and postal mail. Clients, 131, services, 265.
Applications to date: 821 applications in State of CT portal, 772 paid, 29 disallowed, 20 not payable.

Van Transportation Program. We have reinstated our van program to bring seniors who lack transportation to classes and programs at the Senior Center.

Week 1 – 45 one way rides
Week 2 – 34 one way rides
Week 3 – 35 one way rides
Week 4 - 44 one way rides
Total Number of One Way Rides = 158
Current Number of Seniors: 20
*(Van did not run October 11 due to holiday)*

Senior Nutrition Grab and Go Meal Program. State funded through the Western CT Area Agency on Aging. The program provides four “COVID19” meals per week for a suggested donation of $3 per meal.

(Week 1) 16 meals provided to 4 seniors
(Week 2) 16 meals provided to 4 seniors
(Weeks 3) 12 meals provided to 4 seniors
(Week 4) 16 meals provided to 4 seniors

**Total Number of Meals Delivered = 60**

Current Number of Seniors = 4

Farm Market Box and Coin Program.

1) “Twice per month Grab and Go Farmers’ Market Box” of vegetables picked up at the Senior Center (or delivered for those who lack transportation).
2) “Farmers’ Market Coins” given out directly at the Farmer’s Markets so seniors can shop on their own.

A funding increase for this program now allows for $20 worth of Farmers’ Market Coins or two Farmers’ Market Boxes (valued at $20) per month for each senior participant.

This program is a partnership of Danbury Senior Center, United Way of Western CT, AgeWell Community Council, CityCenter Danbury Farmers’ Market, Savings Bank of Danbury, EatWell AgeWell, UCONN Department of Agriculture SNAP Nutrition Education, and Clatter Valley Farm and CSA.

**Total number in program: 198**
Grab and Go Farmers’ Market Box, 44, Delivery of Farmers’ Market Box, 29, Farmers’ Market Coins, 125

Flu Shot Clinic – 14 participants – September 22

Farm Market Produce Box Program – October 6
Delivery = 31 participants
Grab and Go = 40 participants

**Total Participants = 71**

It’s Fall Y’All – Grab and Go/Delivery – October 13
Delivery -13
Grab and Go – 28

**Total Participants - 41**
Thank you to our sponsors, Bethel Health Care and Synergy Home Care for making this Fall Grab and Go event a big success for Danbury Seniors!

The Prime Timers, Inc., Friends of Danbury Seniors, a 501c3, continues to accept monetary and non-monetary donations in support of the Elmwood Hall Senior Center. Susan M. Tomanio, MSW, LCSW, Director of Elderly Services, City of Danbury, serves at the interim president.

Please refer to our website or Facebook page for all the latest news, information and community events for Danbury seniors – www.danburyseniors.org
DATE: October 21, 2021

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

FROM: Katie Pearson, Library Director

RE: City Council Meeting Report
     Reporting Period - September 2021

Community Engagement: In September, the library reached 52,449 patrons via our social media and web presence.

Patron Testimonials:

“Nancy Contreras used the Danbury Library curbside pick up app today she said "It is GREAT! she was surprised at how easy it was."

It was very interesting and you did a wonderful job with the discussion!!! - Barbara Chianese (Author Talk with Grady Hendrix)

I think this may have been my favorite event so far! He was funny and engaging and so down to earth. Thanks to you and your colleagues for such excellent programming!! - Nancy Contreras (Author Talk with Grady Hendrix)
Thanks to Dr. Mallett and you for a fine talk that was both fun and educational. We enjoyed it. (J. Kapstein / Woodbury)

My children and I have always found the Danbury Library warm and welcoming. I appreciate the programs it offers my children as well as adults.

Thank you for making the check out and hold process so easy for busy families. The staff is so wonderful and helpful!

Use of Library Materials and Services:

6,210 adult items and 3,955 junior and teen items were circulated in September. The library fulfilled 1,122 holds for patrons. The library fulfilled 868 inter-library loan requests.

Use of Library’s Remote and Electronic Services: The library’s computers and printers were used 3,086 times. The library’s databases were used 106 times. A total of 1,378 ebooks and audiobooks were circulated.

Library Programs:

September was Library Card Sign-up Month at the Danbury Library. The theme for this year was, “Your Ticket to Read,” inspired by the Danbury Fair’s 200th Anniversary. The library’s goal was to secure 200 new patrons throughout the month of September. The library met that goal, as staff created 213 new cards and renewed 465 cards this month.

In partnership with The Friends of the Danbury Library, 1000 new children’s books were distributed to kindergarten and first grade students to help establish strong early literacy skills. The books were distributed throughout the month of September at Danbury Library, and are available to new and current library card holders.

“The Friends of the Danbury Library is committed to fostering an early love of books, reading and literacy. Our entire community benefits from book giveaway programs such as this one, because they help promote children’s home literacy environment, resulting in more interest in reading and higher reading scores during early education. We are proud to be supporting this endeavor.” said Dawn Reshen-Doty, Board President of the Friends of the Danbury Library.
Titles were selected by the library’s children’s librarian to support literacy and offer a diverse selection for our youngest patrons.

In September, the library opened all its rooms for in-person programs and walk-in reservations. This includes Studios 170, the sound and video recording studios, as well as all our study pods. The library was pleased to finally open our two newest study pods that were purchased last year. One is a single-person pod, the other is a four-person pod. The pods were reserved 25 times this month.

The library is partnering with WERACE to present an intensive 15-week class for students who need to refine their reading, writing, and English language skills. In addition to ESL classes, students will also take Digital Literacy classes to help them navigate the job market. This class is made possible in part by the American Dream Literacy Initiative grant from the American Library Association and Dollar General Literacy Foundation.

**More programs hosted and facilitated in September included:**

- Drawing for Beginners
- Make Chocolate Mousse with Tina
- Kids in the Kitchen: Veggie Stuffed Shells
- Outdoor Storytime in Portuguese
- Introduction to Astrology
- Wee Readers Fall Storytime
- AAA Driver Improvement Workshop
- Mindfulness for Kids
Additionally, the library staff hosted five outreach events that reached 198 patrons.

**Grant Applications:**

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

<table>
<thead>
<tr>
<th>Grant Agency</th>
<th>Grant Amount</th>
<th>Program Supported</th>
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<tbody>
<tr>
<td>CT State Construction Grant</td>
<td>$100,000</td>
<td>Junior Floor</td>
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<tr>
<td>ALA Dollar General American Dream Literacy Initiative</td>
<td>$5,000</td>
<td>Language Services</td>
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<td>ALA Revisiting the Founding Era 2</td>
<td>$800</td>
<td>History</td>
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<tr>
<td>American Rescue Plan Act</td>
<td>$3,000</td>
<td>General</td>
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