

**ALL COMMON COUNCIL ACTIONS TAKEN AT THIS MEETING TO APPROVE EXPENDITURES AND CONTRACTS OR TO ACCEPT BIDS AND OTHER PROPOSALS REQUIRING THE EXPENDITURE OF CITY FUNDS ARE SUBJECT TO THE AVAILABILITY OF FUNDS**

**I. ROLL CALL**

**II. ACCEPTANCE OF MINUTES**

**Regular Meeting(s):**

**December 8, 2015**

**III. PUBLIC PARTICIPATION**

**IV. MAYOR**

**A. RESIGNATIONS AND APPOINTMENTS**

**RESIGNATIONS:** Michael Skiber, Zoning Board of Appeals

**APPOINTMENTS:** Laoise King, Board of Estimate and Taxation  
James Hendrickson, Pension Board

**REAPPOINTMENTS:** James Page, Board of Estimate and Taxation  
Jim Feigenbaum, Board of Estimate and Taxation (needs 2/3 majority)  
Paul Cifatte, Oak Hills Authority  
Frank Nash, Pension Board  
Felix Serrano, Redevelopment Agency  
Lee Levey, Zoning Board of Appeals (alternate)

**MAYOR'S REMARKS:**

**V. COUNCIL PRESIDENT**

**A. GENERAL COUNCIL BUSINESS:**

**RESIGNATIONS AND APPOINTMENTS**

**B. CONSENT CALENDAR**

**VI. REPORTS: DEPARTMENTS, BOARD AND COMMISSIONS**

**A. CORPORATION COUNSEL**

**VII. COMMON COUNCIL COMMITTEES**

**A. RECREATION, PARKS & CULTURAL AFFAIRS COMMITTEE**

1. Authorize the Mayor, Harry W. Rilling to enter into an agreement with the Child Guidance Center of Mid-Fairfield County for the use of Calf Pasture Beach, Sunday, February 28, 2016 from 8:00 AM – 11:00 AM for a Polar Bear Plunge. Estimated number of participants is 75-100.
2. Authorize the Mayor, Harry W. Rilling to enter into an agreement with the Lockwood-Mathews Mansion Museum for the use of the grounds at Mathews Park, Sunday, June 12, 2016 from 12:00 PM – 4:00 PM for their Ice Cream Social. Set up to take place Sunday, June 12, 2016 from 6:00 AM and will be broken down by 6:00 PM. Estimated attendance 1,000.
3. Authorize the Mayor Harry W. Rilling to enter into an agreement with the Lockwood-Mathews Mansion Museum for the use of the grounds at Mathews Park for an Old Fashioned Flea Market to be held Sunday, September 18, 2016 from 10:00AM – 5:00 PM. Set up to take place September 18<sup>th</sup> at 6:00AM and will be broken down by Monday, September 19<sup>th</sup> by 12:00PM. Estimated attendance 2,000.
4. Authorize the Mayor Harry W. Rilling to enter into an agreement with the Connecticut Valley Region-Porsche Club of America for the use of the Pavilion and grounds of Cranbury Park for their Annual Concours to be held Sunday, July 17, 2016 from 8:00 AM – 3:00 PM. Set up to take place July 17, 2016 6:30AM and will be broken down by 5:00 PM, July 17, 2016. Estimated attendance 125.
5. Authorize the Mayor, Harry W. Rilling to enter into an agreement with JS Endurance, LLC for the use of Veterans Park for the SoNo Half Marathon/5 K/Kids Fun Run to be held Saturday, October 15, 2016 from 9:00AM – 2:00PM. Set up to take place Friday, October 14, 2016 at 9:00AM and will be broken down by 12:00 Noon, Sunday, October 16, 2016. Estimated attendance 1,400.
6. Authorize the Mayor, Harry W. Rilling to enter into an agreement with Gordon Fine Arts of the use of the grounds at Mathews Park to host the Norwalk Arts Festival to be held June 25-26, 2016 from 10:00AM – 5:00PM each day. Set up to take place Friday, June 24<sup>th</sup> 9:00AM and will be broken down by Monday, June 27<sup>th</sup> at 12:00 Noon. Estimated attendance 1,000.
7. Authorize the Mayor, Harry W. Rilling to enter into an agreement with the Norwalk Carting Association to request the following dates for their kart racing events at Calf Pasture Beach:  
2016 Spring Season: March 19<sup>th</sup>, 26<sup>th</sup>, April 2<sup>nd</sup>, 9<sup>th</sup>, 16<sup>th</sup> and 23<sup>rd</sup>, May 1<sup>st</sup>, 7<sup>th</sup>, (no Sunday 8<sup>th</sup>) and 14<sup>th</sup>.  
2016 Fall Season: September 17<sup>th</sup> (no Sunday 18<sup>th</sup>), October 1<sup>st</sup>, 8<sup>th</sup>, 22<sup>nd</sup> and 29<sup>th</sup>, November 5<sup>th</sup>, 12<sup>th</sup>.
- 8a. Authorize the Mayor, Harry W. Rilling, to execute a License Agreement with Norwalk Preservation & Trust for portion of Fodor Farm Main Farmhouse. Terms of the Agreement shall include:
  - Period of 5 year (with one 2-year option) beginning on February 15, 2016 for \$150 per month.
  - 60-day Termination Clause with written notice by either party

- Space to be occupied by the Licensee shall be as agreed upon with the Director of Recreation and Parks
  - City will be responsible for building operating expenses and Licensee will be responsible for its operating expenses and janitorial services.
  - Licensee, or in conjunction with other user groups, will be responsible to implement an annual fundraiser for the benefit of the preservation of Fodor Farm House.
- 8b. Authorize the Mayor, Harry W. Rilling, to execute a License Agreement with Norwalk Land Trust for portion of Fodor Farm Main Farmhouse. Terms of the Agreement shall include:
- Period of 5 year (with one 2-year option) beginning on February 15, 2016 for \$150 per month.
  - 60-day Termination Clause with written notice by either party
  - Space to be occupied by the Licensee shall be as agreed upon with the Director of Recreation and Parks
  - City will be responsible for building operating expenses and Licensee will be responsible for its operating expenses and janitorial services.
  - Licensee, or in conjunction with other user groups, will be responsible to implement an annual fundraiser for the benefit of the preservation of Fodor Farm House.
- 8c. Authorize the Mayor, Harry W. Rilling, to execute a License Agreement with Norwalk Grows for portion of Fodor Farm Main Farmhouse. Terms of the Agreement shall include:
- Period of 5 year (with one 2-year option) beginning on February 15, 2016 for \$150 per month.
  - 60-day Termination Clause with written notice by either party
  - Space to be occupied by the Licensee shall be as agreed upon with the Director of Recreation and Parks
  - City will be responsible for building operating expenses and Licensee will be responsible for its operating expenses and janitorial services.
  - Licensee, or in conjunction with other user groups, will be responsible to implement an annual fundraiser for the benefit of the preservation of Fodor Farm House.
- 9a. Authorize the Mayor, Harry W. Rilling to enter into an agreement with Deering Construction Company for project #3629 accessibility altering Gallaher Manor House – Porte Cochere, for an amount not to exceed \$77,950.00. Account # 09166030-5777-C0366.
- 9b. Authorize Director of Recreation & Parks to issue change order project #3629 accessibility altering Gallaher Mansion House – Porte Cochere for an amount not exceed \$7,800.00. Account # 09166030-5777-C0366.
10. Authorize the Mayor, Harry W. Rilling to enter into an agreement with Sport Tech Construction Corp. for Project #3619 Nathaniel Ely Elementary School Basketball Court Improvement for a sum not to exceed \$129,800.00. Account #0916-6030-5777-C0321.

**Technical Correction** – Authorize the Mayor, Harry W. Rilling to enter into an agreement with Sport Tech Construction Corp. for Project #3619 Nathaniel Ely Elementary School Basketball Court Improvement for a sum not to exceed \$129,800.00. Account #'s 0916-6030-5777-C0321 and 0916-6030-5777-C0131.

**B. FINANCE COMMITTEE**

1. Approve attached Resolution regarding State reimbursement for tax abatements.
2. Authorize the Mayor to execute a Master Assistance Agreement by and between the State of Connecticut and the City of Norwalk for King's Daughters & Sons Housing and St. Paul's Housing, whereby the City will be reimbursed for real property taxes abated for low and moderate income housing pursuant to C.G.S. § 8-215.

**C. PERSONNEL COMMITTEE**

1. Approve Job Description for Director of Management and Budgets

**IX. MOTIONS POSTPONED TO A SPECIFIC DATE**

**X. SUSPENSION OF RULES**

**XI. ADJOURNMENT**

**APPOINTMENTS**

**BOARD OF ESTIMATE AND TAXATION** **M/C** **NWLK CODE 1-288**  
**LAOISE KING (D)** **Term Expires – 11/30/2019**  
14 East Avenue  
Norwalk, CT 06851  
District A

**PENSION BOARD** **M/C** **NWLK CODE, APPX II**  
**JAMES HENDRICKSON (R)** **Term Expires – 9/1/2020**  
59 Bluff Avenue  
Norwalk, CT 06853

**REAPPOINTMENTS**

**BOARD OF ESTIMATE AND TAXATION** **M/C** **NWLK CODE 1-288**  
**JAMES PAGE (D)** **Term Expires – 11/30/2019**  
30 Pulaski Street  
Norwalk, CT 06851  
District D

**JIM FEIGENBAUM (R)** **Term Expires – 11/30/2019**  
33 Princes Pine Road **Needs 2/3 Majority**  
Norwalk, Ct 06850  
District E

**OAK HILLS AUTHORITY** **M/C** **NWLK CODE 73-2**  
**PAUL CIFATTE (R)** **Term Expires 6/24/2018**  
18 Granite Drive  
Norwalk, CT 06851

**PENSION BOARD** **M/C** **NWLK CODE, APPX II**  
**FRANK NASH (D)** **Term Expires 9/1/2020**  
13 Parkview Road  
Norwalk, CT 06853

**REDEVELOPMENT AGENCY** **M/C** **CGS 8-126**  
**FELIX SERRANO (R)** **Term Expires 11/1/2020**  
76 Soundview Avenue  
Norwalk, CT 06854

**COMMON COUNCIL  
NORWALK, CONNECTICUT**

**AGENDA  
7:30 PM EST**

**DECEMBER 22, 2015  
COUNCIL CHAMBERS**

**ZONING BOARD OF APPEALS**

**M/C**

**NWLK CODE 116**

**LEE LEVEY (D)**

100 Comstock Hill Avenue  
Norwalk, CT 06850

Term Expires 11/1/2020

Alternate

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APPROVE EXPENDITURES AND CONTRACTS OR TO ACCEPT BIDS AND  
OTHER PROPOSALS REQUIRING THE EXPENDITURE OF CITY FUNDS  
ARE SUBJECT TO THE AVAILABILITY OF FUNDS**

Mayor Rilling called the regular meeting of the Common Council to order at 7:36 p.m. and led the Assembly in reciting the Pledge of Allegiance.

Ms. King, City Clerk read the notice stating that this meeting is being videotaped and audio recorded for public broadcast and that assisted listening devices are available.

**ROLL CALL**

Ms. King called the Roll and the following Common Council members were present:

Council at Large:	Mr. Richard Bonenfant Mr. Bruce Kimmel	Mr. Michael Corsello Mr. Nick Sacchinelli
District A:	Ms. Eloisa Melendez	Mr. Steve Serasis
District B:	Ms. Phaedrel Bowman	Mr. Travis Simms
District C:	Mr. John Kydes	Ms. Michelle Maggio
District D:	Mr. Michael DePalma	Ms. Shannon O'Toole Giandurco
District E:	Mr. John Igneri	Mr. Thomas Livingston

Mayor Harry Rilling; Mario Coppola, Corporation Counsel; Donna King, City Clerk

There were fourteen (14) members present and one (1) absent (Mr. Hempstead).

**ACCEPTANCE OF MINUTES**

Regular Meeting      November 10, 2015

- \*\* MR. SIMMS MOVED TO ACCEPT THE MINUTES OF NOVEMBER 10, 2015 AS PRESENTED**
- \*\* MOTION PASSED WITH FIVE (5) ABSTENTIONS (MR. CORSELLO; MR. SACCHINELLI; MR. SERASIS; MR. DEPALMA; MR. LIVINGSTON)**

Special Meeting November 17, 2015

The following corrections were made to the minutes of November 17, 2015:

Page 1: under roll call - correct Ms. Sacchinelli to Mr. Sacchinelli and delete Mr. Simms

Page 4: under appointment of committees – Mr. Kydes should be Mr. Igneri

**\*\* MR.IGNERI MOVED TO ACCEPT THE MINUTES AS AMENDED  
\*\* MOTION PASSED UNANIMOUSLY**

**PUBLIC PARTICIPATION**

Mr. Andrew Romaniello and Mr. Brock Roberts eighth grade students at West Rocks Middle School spoke about how the installation of solar panels will benefit West Rocks Middle School. Mr. Roberts explained how solar panels work and Mr. Romaniello explained how solar panels can provide a savings to the school. They asked the Common Council members to consider getting solar panels for West Rocks Middle School and other schools in Norwalk.

Mayor Rilling acknowledged Dr. Moore, principal of West Rocks Middle School and said that the boys did a tremendous job in researching solar panels.

Attorney Albert Vasco represented Mr. Michael Oz, the owner of 50 Washington Street. He said that Mr. Oz purchased 50 Washington Street and spent a considerable amount of money to improve the buildings. He said that they are asking for two easements. There will be no reduction of parking spaces at the Webster Street lot. This request has been reviewed by the Parking Authority and Public Works. He asked the Common Council members to look favorably upon this item.

No other members of the public wished to speak this evening.

**MAYOR**

**RESIGNATIONS AND APPOINTMENTS**

There were no resignations or appointment announced this evening.



## **MAYOR'S REMARKS**

Mayor Rilling announced upcoming events. He asked that over the holiday season everyone keep in mind those less fortunate and to reach out and help other families.

Mayor Rilling asked everyone to keep in mind the military men and women who are serving around the world and who are not able to be home with their families during the holidays.

## **COUNCIL PRESIDENT**

Mr. Kimmel said that last Thursday, the Planning Committee discussed the mall proposal and noted that a lot of progress has been made. This Thursday the Finance Claims Committee will discuss the senior tax relief program. They will also discuss the operating budget.

Mr. Kimmel announced that Mr. Thomas Hennick, Public Education Officer from the State of Connecticut FOI will meet with meet with Common Council members on February 29<sup>th</sup> at 6:00 p.m. at City Hall. He thanked Ms. King for arranging the meeting.

Mr. Kimmel said that he plans to depart from the past practice of the Council President reading the consent calendar and instead ask different Common Council members to read the consent calendar.

### **\*\* MR. KYDES MOVED THE FOLLOWING CONSENT CALENDAR:**

#### **CORPORATION COUNSEL**

**6A1**

#### **PUBLIC WORKS COMMITTEE**

**7A2**

#### **LAND USE AND BUILDING MANAGEMENT COMMITTEE**

**7B2A AND 7B2B**

#### **CORPORATION COUNSEL**

**AUTHORIZE TO SETTLE CLAIM: GUIDO BALDERRAMA V. CITY OF NORWALK/BOARD OF EDUCATION**

**PUBLIC WORKS COMMITTEE**

**APPROVE THE PLANNING COMMISSION RESOLUTION OF THE 8-24 REVIEW SITE IMPROVEMENTS AT 50 WASHINGTON STREET AND 36-48 NORTH MAIN STREET ADJACENT TO THE WEBSTER STREET PARKING LOT. THE PLANNING COMMISSION FINDS THAT THE PROPOSED 8-24 IMPROVEMENTS ARE CONSISTENT WITH THE PLAN OF CONSERVATION AND DEVELOPMENT FOR THE CITY**

**LAND USE AND BUILDING MANAGEMENT COMMITTEE**

**AUTHORIZE THE PURCHASING AGENT TO ISSUE PURCHASE ORDERS TO HOUGHTON MIFFLIN HARCOURT FOR K-5 MATH TEXTBOOKS IN THE AMOUNT O \$17,362.64 AND AN ODER TO FOLLETT FOR \$17,594.05 (TOTAL \$34,956.69) ACCOUNT #09155010-5777-C0538**

**AUTHORIZE THE PURCHASING AGENT TO ISSUE PURCHASE ORDERS TO HOUGHTON MIFFLIN HARCOURT FOR ENGLISH LANGUAGE ARTS TEXTBOOKS IN THE AMOUNT OF \$16,076.50 AND TO PERSON EDUCATION FOR \$7,733.07 (TOTAL \$23,809.57) ACCOUNT# 09155010-5777-C0538**

**\*\* MOTION PASSED UNANIMOUSLY**

**PUBLIC WORKS COMMITTEE**

**\*\* MR. IGNERI MOVED TO APPROVE THE USE OF THE NAME CARYN'S WAY FOR THE STREET BEING CONSTRUCTED AS PART OF THE SUBDIVISION AT 67-69 AIKEN STREET.**

**\*\* MR. IGNERI MOVED TO AMEND THE MOTION TO CHANGE THE NAME TO CARYNS WAY**

Mr. I neri explained that street signs are not permitted to have punctuation.

**\*\* MOTION AS AMENDED PASSED UNANIMOUSLY**

## LAND USE AND BUILDING MANAGEMENT

- \*\* MR. LIVINGSTON MOVED TO AUTHORIZE AN AGREEMENT WITH ASTRUM SOLAR, LLC D/B/A DIRECT ENERGY SOLAR TO PROMOTE THE INSTALLATION OF SOLAR ENERGY SYSTEM WITH NORWALK HOMEOWNERS AND SMALL BUSINESSES UNDER “THE NORWALK SOLAR CHALLENGE” PROGRAM. DIRECT ENERGY SOLAR WILL BE RESPONSIBLE FOR ALL MARKETING COSTS AND PROVIDE THE CITY WITH A SAMPLE SOLAR PHOTOVOLTAIC SYSTEM AT NO COST TO THE CITY (LOCATION TO BE DETERMINED BY LAND USE AND BUILDING MANAGEMENT COMMITTEE). AGREEMENT PERIOD SHALL BE FOR ONE YEAR**

Mr. Livingston said that this item is the culmination of a lot of hard work. This proposed agreement will provide benefits to Norwalk residents who chose to buy the energy system.

Mr. Kydes said that this was a group effort and took months of planning.

Mr. Bonenfant said that it was a pleasure to work on this project and said that Mr. Kydes did a great job with the Energy Task Force. He thanked Mr. Lo. Mr. Bonenfant said that they have to be careful about letting people use the City of Norwalk seal. He said that Ms. Bowman came up with the idea to add the date on the Energy Task Force logo. He said that they have to be careful about how the City’s seal is sold. Attorney Coppola said that was a concern and they tried to take every precaution possible.

Mayor Rilling thanked Mr. Kydes and said that as the chair of the Energy Task Force, he did a tremendous amount of good with the task force.

- \*\* MOTION PASSED UNANIMOUSLY**

## PLANNING COMMITTEE

Mr. Kydes asked those Council members who are considered to be “affected” to state their name, the name of the affected organization(s) and the specific nature of the conflict for public record, so that a waiver request may be filed with HUD as quickly as possible.

Ms. O’Toole-Giandurco said that her husband runs after school programs for the Carver Center at Ponus Ridge Middle School.

Mr. Bonenfant said that he was hired to be a photographer at Elder House.

**MOTIONS POSTPONED TO A SPECIFIC DATE**

There were none this evening.

**SUSPENSION OF RULES**

- \*\* MR. KIMMEL MOVED TO SUSPEND THE RULES TO ADD AN ITEM TO THE AGENDA**
- \*\* MOTION PASSED UNANIMOUSLY**

**RECREATION & PARKS COMMITTEE**

- \*\* MR. SIMMS MOVED TO AUTHORIZE THE MAYOR, HARRY W. RILLING TO EXECUTE AN EASEMENT AGREEMENT WITH THE OWNER OF 50 WASHINGTON STREET TO PERMIT THE ENCROACHMENT ONTO CITY OWNED PROPERTY COMPROMISING THE PLAZA ABUTTING THE BUILDING FOR THE PURPOSE OF ALLOWING A ROTATING DOORWAY ENTRANCE. THE LOCATION AND EXTENT OF THE ENCROACHMENT TO BE PERMITTED IS SHOWN ON PLANS PROVIDED BY THE PROPERTY OWNER SUBJECT TO PLANNING COMMISSION REVIEW UNDER SECTION 8-24**

Ms. Bowman explained that this item came to the Recreation and Parks Committee during the last term. They are asking for an easement of 10” on one side and 18” on the other side.

- \*\* MOTION PASSED UNANIMOUSLY**

**ADJOURNMENT**

- \*\* MR. IGNERI MOVED TO ADJOURN**
- \*\* MOTION PASSED UNANIMOUSLY**

There was no further business and the meeting was unanimously adjourned at 8:08 p.m.

ATTEST: \_\_\_\_\_  
Donna King, City Clerk

**Laiose King**  
**Vice President of Education Initiatives**  
**United Way of Greater New Haven**



Laiose King joined the United Way of Greater New Haven in August of 2011. King brings over fifteen years of experience in the practice of law, municipal government, legislative advocacy and education reform to the position. King is responsible for community investments, partnerships and programs related to education and leads the development and implementation of United Way of Greater New Haven's education initiatives and agenda, including overseeing the expansion of the Boost! Initiative.

Prior to joining the United Way, King served as Chief of External Affairs for the New Haven Public Schools. In that position she acted as a liaison between the school system and the wider community, including state and federal policy makers, stakeholders, funders and the general public. King played an integral role in the New Haven Public School's nationally recognized School Change Initiative. The initiative was launched in the Fall of 2009 and aims to close the achievement gap to the state average in five years, cut the drop-out rate in half, and ensure that every New Haven Public School student has the academic and financial resources to attend and succeed in college.

King formerly served as Deputy Chief of Staff to New Haven Mayor John DeStefano. King first joined the City in 2006 when she returned to Connecticut after living in Colorado for ten years. In that position, King directed the City's intergovernmental relations program. She worked with the Mayor, City Departments and constituents to develop, prioritize and implement the City's legislative agenda. King also advised the Mayor on public policy matters, implemented Mayor's Office initiatives and assisted the Chief of Staff in day to day operations of the City.

Prior to returning to Connecticut, King worked as an Assistant City Attorney for the City of Denver (2002-2005) where she represented the Denver Department of Human Services in child dependency and neglect proceedings. King also monitored child welfare legislation impacting the Department, drafted policy papers outlining the Department's position on pending legislation, worked with legislators to revise language of proposed legislation and testified before the state legislature. King also spent three years (1999-2002) working as Staff Attorney for the National Association of Counsel for Children, a national membership association of child welfare attorneys. In that position King oversaw the organization's Federal Policy agenda and conducted numerous trainings around the country on effective local, state and federal lobbying.

King received her Juris Doctor from University of Denver College of Law (1999) and her B.A. degree from University of Massachusetts, Amherst (1995). She is admitted to the Connecticut, New York and Colorado State bars.

**Laoise King**  
14 East Avenue  
Norwalk, CT 06851  
(203) 515-6019  
laoiseking@yahoo.com

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- Licenses**      Admitted to Colorado Bar - October 1999  
Admitted to Connecticut Bar - March 2006  
Admitted to New York Bar - July 2006
- Education**      **University of Denver College of Law Denver, Colorado**  
Juris Doctor  
Graduated May 1999  
GPA 3.32, Class rank: 33 out of 237
- University of Massachusetts Amherst, Massachusetts**  
Bachelor of Arts, Majors: Social Thought and Political Economy and Political Science. Minor:  
Women's Studies  
Graduated May 1995
- Experience**      **United Way of Greater New Haven New Haven, Connecticut**  
8/11-Present      *Vice President of Education Initiatives*
- Design, oversee and manage UWGNH's Education initiatives, including grantmaking, policy advocacy and direct service programming.
  - Manage \$1,000,000 program and operating budget. Supervise 20 staff members, including grants administration team and Boost! Community Schools Initiative staff.
  - Provide overall leadership to the Boost! Community Schools Initiative, a nationally recognized, innovative approach to connecting non-profit and agency service providers with the public schools.
  - Work closely with state and local government officials to ensure alignment between UWGNH's work and public priorities.
  - Assist in creation and implementation of performance measurement systems using Results Based Accountability to evaluate the effectiveness of UWGNH's community initiatives and grantmaking strategies.
  - Partner with the Resource Development Team to identify and pursue grant funding for UWGNH's Education work.
  - Serve as primary UWGNH liaison to United Way Worldwide staff through the Education Mobilization Cohort.
  - Serve as a member of the organization's Senior Management Team.
  - Provide leadership on state and local committees that align with UWGNH's Education priorities.
  - Establish and maintain strong relationships with external stakeholders (policy makers, agencies, community leaders, community members, etc.) to further UWGNH's effectiveness in accomplishing desired community results.
  - Communicate UWGNH Education priorities and approaches to the non-profit sector, donors, and the wider community.
  - Develop content for use in UWGNH marketing materials and new media strategies.

12/06-8/11 City of New Haven, New Haven, Connecticut

1/10-8/11 *Chief of External Affairs, New Haven Public Schools*

- Developed and nurtured highly effective relationships and means of consultation with federal, state and local elected officials and agencies, community partners, funders, media, parents and other stakeholders in relation to a wide range of policy issues impacting public education.
- Monitored and directed lobbying efforts at the state and federal level on fiscal and policy matters impacting the school district.
- Identified, assessed and advised the Superintendent and School Board on external influences impacting School Reform efforts.
- Organized and supported efforts related to increasing parental engagement.
- Served as an information liaison between the school district and the community at large.
- Represented the district with a wide range of constituents and various community organizations.
- Led and supported fundraising efforts for the School Reform Initiative.
- Coordinated and worked closely with third party reform consultants.
- Coordinated the activities of the New Haven Promise Scholarship program and the district.

7/07-1/10 *Deputy Chief of Staff / Legislative Director, Office of the Mayor*

- Advised the Mayor on public policy matters.
- Implemented Mayor's Office initiatives including efforts relating to school reform, foreclosure prevention and prison re-entry.
- Assisted the Chief of Staff in day-to-day operations of the City, including handling personnel matters and constituent concerns.
- Worked with the Mayor, City Departments and constituents to develop, prioritize and implement the City's State and Federal legislative agendas.
- Acted as liaison between the City and the City's state and federal legislative delegations.
- Advocated for passage of City's legislative agenda at the state and federal level.
- Worked with members of the legislature to achieve City's legislative goals.
- Identified and coordinated with other municipalities, community organizations and stakeholders to advocate for similar legislative goals.
- Drafted proposed legislation.
- Identified, analyzed and tracked bills of interest to the City.
- Drafted public hearing testimony for City Officials.
- Coordinated efforts of Urban Mayor's Caucus, a group of like situated municipalities to advocate for similar goals.
- Organized "lobby days" and press events.

12/06-6/07 *Assistant Corporation Counsel*

- Represented City of New Haven in civil litigation matters including civil rights, contract, employment and personal injury cases, including filing motions, conducting depositions, conducting jury trials and drafting and arguing appellate briefs.
- Managed outside attorneys in complex litigation matters
- Provided legal counsel to several City Departments, Boards and Commissions, including the New Haven Police Department, Transportation, Traffic and Parking, Civilian Review Board and the Police Commission.
- Drafted proposed city ordinances and state legislation

- 2/06 -11/06 **DeStefano for Connecticut** New Haven, Connecticut  
*Campaign Coordinator, Fourth Congressional District*
- Managed campaign efforts for gubernatorial campaign in one of five congressional districts
  - Acted as liaison between candidate and local political elites
  - Supervised two field organizers and hundreds of volunteers
  - Participated in development of campaign strategy
  - Directed large grassroots field operation to register, identify and turn out voters
  - Organized political rallies and other campaign events
  - Performed public speaking
- 5/02-7/05 **Denver City Attorney's Office** Denver, Colorado  
*Assistant City Attorney, Child Protection Unit*
- Represented Denver Department of Human Services in dependency and neglect proceedings
  - Independently prepared complex cases for trial, including development of motions and civil discovery, and represented the City in those proceedings, as well as corresponding appellate briefing and argument
  - Drafted and prepared memoranda, motions, briefs and pleadings to be filed in judicial proceedings
  - Provided city employees with counsel, advice and formal legal opinions
  - Monitored child welfare legislation impacting the Department, drafted fact sheets and policy papers outlining the Department's position on pending legislation, worked with legislators to revise language of proposed legislation impacting the Department, testified before the state legislature
- 2/00-5/02 **National Association of Counsel for Children** Denver, Colorado  
*Staff Attorney*
- Directed National Child Advocacy Resource Center
    - Provided legal consultation to attorneys nationwide on complex family and juvenile law issues
    - Performed legal research and prepared legal memoranda for attorneys nationwide on child welfare, juvenile justice and family law matters
    - Supervised and assigned work to two law student interns
  - Directed *Amicus Curiae* Program
    - Drafted *Amicus Curiae* Briefs in cases of national significance, including briefs filed in the Supreme Courts of several states and the United States Supreme Court
  - Edited and Authored Publications
    - Editor of 2000 and 2001 NACC Children's Law Manuals (450 page comprehensive manual consisting of articles on cutting edge issues in juvenile and family law)
    - Case Editor of *The Guardian*, quarterly publication which summarizes cases of national significance
  - Participated in Policy Advocacy
    - Oversaw Federal Policy agenda and conducted numerous trainings around the country on effective local, state and federal lobbying
    - Co-Authored Policy Advocacy Guide
    - Testified before Colorado Legislature regarding proposed legislation
    - Represented association at meetings of national coalitions
  - Performed Fundraising
    - Researched funding sources and prepared grant applications



## Activities

- Founding member, New Haven Trauma Coalition (2013-present)
- Executive Committee Member, New Haven Youth Violence Prevention Program (2011-present)
- Executive Committee Member, Real Options Overcoming Foreclosure (ROOF)
- Graduate, National Institute of Trial Advocacy (NITA)
- Volunteer, Center for Children's Advocacy, University of Connecticut College of Law, Fall 2005
- Co-Editor, Juvenile Law Column, *The Colorado Lawyer*, 2004 - 2005
- *The Colorado Lawyer* – Published article on Denver Juvenile Court History, April 2003
- Pro Bono Attorney, Rocky Mountain Children's Law Center 2000-2002
- Attorney/Consultant, Kempe Children's Center START Team (State and Regional Crimes Against Children), 2000 – 2002
- Executive Committee Member, Colorado Bar Association, Juvenile Law Committee 2004 - 2005
- Member, Denver Juvenile Court Children's Book Committee
- Coach, Regis and St. Mary's High Schools 2001, 2002, 2003, 2004 and 2005 Mock Trial Teams (2001, 2003, 2004 and 2005 State Competition Winners)
- Delegate, 1995 International Women's Conference in Beijing, China
- Instructor, *Pro Se* clinic on issues related to family law for women at Boulder Safehouse Domestic Violence Shelter

**Memberships** American Bar Association (Family Law Section, Section of Litigation, Committee on the Unmet Legal Needs of Children)  
Connecticut Bar Association  
Connecticut Juvenile Matters Trial Lawyers Association  
New York State Bar Association  
National Association of Counsel for Children (NACC)

R

**RESUME OF JAMES L HENDRICKSON**

59 Bluff Avenue, Rowayton, CT 06853

Home Phone: (203) 854-9701 Email: jimhendr@gmail.com

- Experience Summary** Retired manager with experience in a wide range of functional areas including finance, strategic planning, marketing, program management, and mergers and acquisitions, as well as in a variety of industries including automotive, general manufacturing, and financial services.
- 1987 to Present** **BNY Mellon, New York, NY**  
Over a 27 year career, managed large and small teams in a wide range of functional areas throughout the company; a sample of key accomplishments (in chronological order) includes:
- Joined the company as part of a small team to drive the acquisition and integration of Irving Trust
  - Managed 20 marketing professionals responsible for small business marketing and the Bank's ATM network; member of the Board of Directors for NYCE, the regional ATM switching network
  - Provided leadership to a 150-person team responsible for cash management product development as well as support for 3,000 customer sites around the globe using one of the Bank's various desktop applications
  - Coordinated a project to transform letter of credit processes and use imaging technology for document examinations, enabling work to be transferred to lower cost locations
  - Created new 30 person team to accelerate investment in products, operational processes and systems for the Private Wealth Management and Asset Management businesses
  - Coordinated development of a private client web site and implemented an improved trade order management system for portfolio managers
  - Launched multiple new mutual funds, 3(c)7 funds and one of the initial registered hedge funds
  - Created a central group to handle account opening, payments, KYC surveillance, and customer service
  - Member of small team that coordinated the merger and integration of Bank of NY and Mellon Bank, two companies with approximately 20,000 employees each at the time of the transaction
  - Provided basic project management training to over 200 staff in groups of 5-20 involved in the integration as a means of reducing use of external consultants and enhancing staff skills
  - Managed the company's corporate Program Management Office and led various corporate initiatives
  - Worked with executive management and the company's real estate team to sell current HQ building, lease new space and reduce and/or relocate NY metro staff
- 1983-1987** **Chase Manhattan Bank, New York, NY**  
Member of small staff that reported to CEO and managed the corporate strategic planning process and analyzed and executed acquisitions and divestitures. Coordinated the strategic analysis and the subsequent sale of a computer processing company that was, at the time, the company's largest divestiture.
- 1979-83** **Ogden Corporation, New York, NY**  
Reported to COO of \$2.5B holding company with a diverse portfolio of companies in various manufacturing and services industries, initially as Director of Capital Investments and then as Director of Strategic Planning. Analyzed subsidiary capital projects requiring corporate approval; evaluated acquisitions and divestitures.
- 1973-1979** **Ford Motor Company, Dearborn, Michigan**  
Member of company's Finance Staff. Involved initially as an analyst and subsequently as a manager in analyzing new products, forecasting P&L and capital expenditure planning.
- 1970-71** **RCA Corporation, Moorestown, New Jersey**  
As an electrical engineer, part of team that developed software for proprietary computer aided design (CAD) system used to design and test the circuitry for the Navy's Aegis computer controlled radar defense system
- Education** **The Pennsylvania State University, University Park, PA**  
MBA with emphasis in corporate finance and investments. One of top five GPAs in class  
BS in Electrical Engineering with emphasis in solid state physics and device design
- Personal/ Other** Married with two grown sons. Serve as Treasurer for Norwalk's Sixth Taxing District (Rowayton)

Dist 0

JAMES K. PAGE, MBA  
30 Pulaski Street  
Norwalk, CT 06851

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Cell: (203) 613-9449

**ADJUNCT PROFESSOR | ACCOUNTANT**  
**Empowering and Passionate Educator**

Focused, dedicated and highly motivated professional with extensive experience in the fields of education, computer science and accounting with a proven record of successfully equipping students for their respective career endeavors while effectively promoting the increase of knowledge within individual courses and programs. **Inspired to create and maintain a learning environment.**

**CORE KNOWLEDGE AND SKILL AREAS INCLUDE:**

- Analytical, Strategic and Critical Thinking
- Continuing Education
- Decision Making
- Recruitment
- Interpersonal Relations
- Tolerant and Flexible to Different Situations
- Organizational Skills
- Problem Analysis
- Active Listening Skills
- Coaching Skills

**PROFESSIONAL EXPERIENCE**

**POST UNIVERSITY – Waterbury, CT**

2015 - Present

**Associate Faculty – Master of Science in Accounting Program**

- Instructor in traditional and online classes employing a range of strategies to foster undergraduate and graduate student learning. Assess student performance and apprise students of progress. Computer skills are utilized for 21<sup>st</sup> Century models of teaching and learning. Develop and update course content designed to engage student in the educational process.
- Plan, administer, analyze, monitor, evaluate and assist with the development and maintenance of the Program's activities and ensure compliance with internal and external policies and procedures.
- Serve as a member of the University's administrative team handling oversight responsibility for curriculum accuracy and integrity.
- Facilitate class instruction; responsible for teaching the assigned class in accordance with learning objectives and session plan outlines.

**GATEWAY COMMUNITY COLLEGE – New Haven, CT**

2013 – Present

**Adjunct Professor - Computer Science Program**

- Continuously search for new and innovative ways to improve the quality of the Program, the University's academic affairs and participate in its governance activities.
- Develop and manage syllabus materials. Select and compile tests, assignments and/or online discussion exercises that permit measurement of performance relative to standardized learning objectives.
- Coordinate courseware and curriculum with the academic department chair.
- Evaluate student performance and administer evaluations of such performance based on course deliverables and rubrics. Posting of grades on the Blackboard Grade Center.
- Adhere to protocol guideline and participate in chat sessions as determined by the course.
- Serve as a member of the search advisory committee to review the workforce analysis and goals, select the criteria for minimum qualifications and desired/preferred characteristics, the development of interview question for candidates and the preparation of the applicant flow sheet.

ALBERTUS MAGNUS – New Haven, CT 2013 – Present

**Adjunct Professor – Computer Science**

- Effectively instruct a diverse student population in the area of computer science required by the curricular needs of the department.
- Advise and supervise students in their research work and complex assignments.
- Cogently encourage constructive dialogue resulting in effective practical application.
- Encourage the development of soft skills and personal attributes while preparing graduates to succeed in a rapidly changing field. In addition, students learn and practice principles essential to good oral and written communication. Teamwork, conflict management and ethics are successfully conveyed. Students are also provided with problem-solving skills.

ENVISION PHARMA – Southport, CT 2007 – Present

**Accountant/Manager of Accounts Payable**

Perform a variety of professional level accounting duties involved in preparing, maintaining, analyzing, verifying and reconciling complex financial transactions, statements, records and reports; maintain the accuracy of ledgers and financial systems; assist in the preparation of assigned budgets, annual audits and year-end closing. Responsible for new hire training on financial module, time reporting system, finance policy and procedure introduction on spending limits, management reporting and revenue recognition. Created written policy manual for travel and expenses, employee advance and spending limits. Edited and implemented internal controls for Accounts Payable department upon becoming a public company.

**PROFESSIONAL DEVELOPMENT**

CONNECTICUT DISTANCE LEARNING CONSORTIUM 2014  
 Iteach Essentials Online Teaching Certification

**VOLUNTEER EXPERIENCE**

CONNECTION ASSOCIATION OF HUMAN SERVICES 2015 – Present  
**Adult Financial Education & Coaching**

CONNECTICUT ASSOCIATION FOR THE GIFTED 2015 – Present  
**Treasurer, Board of Directors**

HELPER’S CLUB SCHOLARSHIP FOUNDATION, INC. 2014 – Present  
**Director, Fundraising Operations and Selection Process**

STATE OF CONNECTICUT VOLUNTEER SERVICES 1999 – Present  
**Life Coach**

**EDUCATION**

Wilmington University – Ed.D. Higher Education and Innovation, Present  
 Sacred Heart University – M.B.A., Accounting, 2012  
 Albertus Magnus – B.S., Accounting & Computer Information Systems, 2011  
 Norwalk Community College – Bookkeeping Certification, 1999

# Dist E

# James Feigenbaum

james.feigenbaum@advest.com

35 Princes Pine Rd

Norwalk, CT 06850

H (203) 866-5399 W (203) 291-3866

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**EDUCATION** University of Scranton

BS 1965

MBA 1968

## CAREER

## WORK HISTORY

Financial Executive for 10+ years in Fairfield County. Specialist in investments, retirement and estate planning, and education funding. Small business 401K advisor. Licensed life insurance and long term care insurance provider.

### **Advest/Merrill Lynch Westport, CT**

*VP Senior Financial Advisor*

**1994-Present**

Manage over \$50 Million in assets, individual investment portfolios, 401K/ and IRAs and other retirement planning vehicles.

Marketing and Advertising career that spanned twenty-five years for major ad agencies in New York and Philadelphia. Developed new product introductions and creative strategies that launched USA Today and Jiffy Lube among others. Built brand awareness and sales for unknown companies, repositioned existing brands for increased sales, managed budgets and staff with over \$65 Million in billings.

### **LOIS USA New York, NY**

*Senior Vice President, Management Supervisor* **1980-1993**

**Calet, Hirsch, Spector New York, NY**

*Vice President, Account Supervisor* **1978-1980**

**Foote Cone Belding New York, NY**

*Account Executive* **1976-1978**

**Lewis and Gilman/FCB Philadelphia, PA**

*Account Executive* **1974-1976**

### **Clients Included:**

Jiffy Lube, Reebok (The Pump), USA Today, Food and Wines from France

Arbys, Inc, Dreyfus Financial, Corning Consumer Products

Remington Electric Shavers, Western Electric Company

Emigrant Savings Bank, Frito Lay, Inc., Amstar Corporation (Domino Sugar)

Esskay Meat Corporation, Chevron Chemical Company (Ortho Lawn and Garden Products)

## **COMMUNITY SERVICE**

### **CITY AGENCIES**

#### **BOARDS**

Norwalk Rotary Past President 1999 /Member 1996-Present

Family and Children's Agency Former Board Member 1999-2005

Norwalk Seaport Association Former Board Member 2000-2003

Norwalk Symphony Fundraising Chair 2004

St. Matthew's Parish Finance Committee 2000-Present

Justice of the Peace 2005-Present

# James Feigenbaum

Life Time Investor

35 Princes Pine Rd

Norwalk, CT 06850

H (203) 866-5399 W (203) 291-3866

---

**EDUCATION** University of Scranton BS 1965  
MBA 1968

## CAREER WORK HISTORY

Financial Executive for 10+ years in Fairfield County. Specialist in investments, retirement and estate planning, and education funding. Small business 401K advisor. Licensed life insurance and long term care insurance provider.

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*Account Executive* 1976-1978

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Arbys, Inc, Dreyfus Financial, Corning Consumer Products

Remington Electric Shavers, Western Electric Company

Emigrant Savings Bank, Frito Lay, Inc., Amstar Corporation (Domino Sugar)

Esskay Meat Corporation, Chevron Chemical Company (Ortho Lawn and Garden Products)

## COMMUNITY SERVICE

### CITY AGENCIES

**BOARDS** Norwalk Rotary Past President 1999 /Member 1996-Present  
Family and Children's Agency Former Board Member 1999-2005  
Norwalk Seaport Association Former Board Member 2000-2003  
Norwalk Symphony Fundraising Chair 2004  
St. Matthew's Parish Finance Committee 2000-Present  
Justice of the Peace 2005-Present

Paul F. Cifatte, D.D.S. (Retired)  
18 Granite Drive  
Norwalk, CT 06851  
(203) 847-8203

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Registered Voter – Norwalk – Unaffiliated  
Born – Norwalk, CT (Nov 12, 1936)  
St. Mary's Elementary School – 1942-1950  
Fairfield Prep – 1950-1954  
Georgetown College – 1954-1957  
Georgetown Dental School – 1957-1961  
U.S. Air Force Dental Corps – 1961-1963

Practiced dentistry in Norwalk – 1963-2005

Married, 47 years

Two children:

Son – TV News Anchor, Ft. Myers, FL

Daughter – Associate Director, Talent Operations, Digitas Corp in NY and CT,  
resides in Norwalk

1. Two term President of Greater Norwalk Dental Society
2. Delegate to CT State Dental Association House of Delegates 1965-1995
3. Member of State Dental Association Peer Review Council 1995-2005
4. Two term President of St. Thomas the Apostle Home School Association
5. Vice President of Central Catholic High School Home School Association
6. Past President of Norwalk Catholic Club
7. Former member of St. Thomas the Apostle Parish Finance Committee

Tennis player at Oak Hills and a member of Oak Hills 60+ Tennis Team

8. ONE TEAM - MEMBER OF OAK HILLS PARK  
AUTHORITY - 2009-2012

D

15 PARKVIEW ROAD • ROWAYTON, CONNECTICUT • 06853  
PHONE 203.853.9559 • FAX 203.853.0556 • E-MAIL FNASH@OPTONLINE.NET

## FRANCIS J. NASH

### FUNCTIONAL SUMMARY

Self employed for twenty-five years, with focus on commodity and equity trading. Married for sixteen years, with four children. Resident of Norwalk since 1993.

### EMPLOYMENT AND AFFILITATION

- Comex, New York City, New York- Member 1987 to present
- Chicago Mercantile Exchange, Chicago, Ill.-Member IOM Division 1988 to 1990
- New York Futures Exchange, NYC, NY- Member 1980 to 1988; Served on Board of Directors 1981 to 1985, Co-chair Finance Committee
- American Commodities Exchange, NYC, NY- Member 1977 to 1981; Floor Member of Quality of Markets Committee
- Sailed as Engineering Officer on Various U.S. Shipping Lines 1972 to 1977

### EDUCATION

- Military Experience- United States Naval Reserve 1972 to 1984, Honorable discharge (Rank- Lieutenant)
- United States Merchant Marine Academy at Kings Point, Great Neck, New York. Bachelor of Science Degree in Engineering, conferred 1972

### VOLUNTEER EXPERIENCE

Board of Directors of Center for Contemporary Printmaking, Norwalk, CT.; 2002 to present; Rowayton Civic Association fundraising volunteer- River Ramble 2002; Volunteers for the Blind - worked with individual clients 1997 to 2001; Campaign Treasurer William Krummel Campaign for City Council 2001; Secretary for Norwalk Association of Equitable Taxes (NAET) 2000 to 2001



**FELIX R. SERRANO, CFM, JD**

**R**

76 Soundview Avenue  
Norwalk, CT 06854

800 999-1185 x526  
Email: fserrano@pclient.ml.com

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**EDUCATION**

**QUINNIPIAC UNIVERSITY SCHOOL OF LAW**

JURIS DOCTOR, 1998

Honors: Moot Court Honor Society Competition  
American Jurisprudence Award

**UNIVERSITY OF BRIDGEPORT**

Bachelor of Arts, Political Science, 1994

Honors: Dean's List, 1993

**EXPERIENCE**

2000-Present

**MERRILL LYNCH & CO. GLOBAL PRIVATE CLIENT** New York, NY  
Financial Advisor, Certified Financial Manager

Through my team of specialists and associates I provide successful individuals, corporations, pensions and foundations with the necessary expertise and resources to manage all aspects of their finances. I provide my clients with a complete investment strategy with an emphasis on total asset management.

1997-2000

**LAW OFFICES OF ANTHONY E. SCHWARTZ** Norwalk, CT  
Associate

- Multifaceted environment of general practice law firm.
- Negotiate settlements, conduct arbitrations, depositions and various other phases of trial work.
- Practice area ranging from Personal Injury, Real Estate Transactions, Contracts, Corporate and Wills, Trusts and Estates.

Spring 1997

**ASSISTANT DISTRICT ATTORNEY'S OFFICE** Norwalk, CT  
Prosecutorial Externship

- Assisted Prosecutors in criminal arraignments, trial preparation, jury selection, trial arguments and motions.
- Dealt with Motor Vehicle Docket from pre-trial negotiations and trial presentation.

Spring 1996

**CONNECTICUT LEGAL SERVICES** Bridgeport, CT  
Civil Law Internship

- Guided walk-in clients through all aspects of pro-se divorce litigation.

Summer 1993

**CITY OF NORWALK MAYOR'S OFFICE** Norwalk, CT  
Mayor's Assistant Internship

- Aided Mayor in addressing citizen concerns, drafting of press releases and presentations.
- Attended council hearings and various public forums.
- Assisted City Clerk with City Charter Amendment and the drafting of Federal and State grant proposals.

**LANGUAGES**

Fluent in Spanish

**CIVIC INTERESTS**

Board Member Greater Stamford Hispanic Chamber of Commerce, Inc.  
President/Co-Founder Brien McMahon High School Hispanic Alumni Association, Inc.  
Member Hispanic National Bar Association  
Member Connecticut Hispanic Bar Association  
Member Hispanic Business Roundtable  
Committee Member United Way of Stamford

A R C H I T E C T



**LEE H. LEVEY AIA ARCHITECT  
100 COMSTOCK HILL AVENUE  
NORWALK, CT 06850**

## **PROFESSIONAL PROFILE**

### **EDUCATION**

Pratt Institute, Bachelor of Architecture, 1976  
Harvard University, Graduate School of Design,  
Professional Development courses, 1986, 1987, 1997, 2001

### **EMPLOYMENT**

Robert E Schwartz AIA Architects, Greenwich, CT  
February, 1977 through September 1987. Senior  
Staff Architect

Lee H. Levey AIA Architect LLC, Norwalk, CT  
Firm established in October 1987.

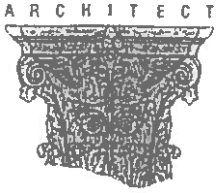
### **REGISTRATIONS**

American Institute of Architects  
State of Connecticut, License Number 6789  
New Jersey Board of Architects  
New York State Association of Architects  
National Council of Architectural Registration Boards

### **PROJECT TYPES**

Residential Renovation and Additions  
Historic Preservation  
Single Family Residences  
Commercial Office Interiors and Facility Planning  
Building Envelope Investigations  
Expert Witness

*Lee H. Levey, A.I.A., l.l.c.*



COMMUNITY SERVICE

Norwalk Association of Silvermine Homeowners,  
President, 1995-2003 and 2009-2011

Norwalk Preservation Trust, Board of Directors, Vice President 2011-2013

Norwalk Library, Board of Directors, 1999-2006

Norwalk Common Council, 2005

Norwalk Planning Commission, 2006-2008

PERSONAL INFORMATION

Born June 27, 1953, Cleveland, OH

Married to Mona B. Levey, 27 years

Norwalk resident 27 years in Silvermine

VII. A.1-10  
will attend 12/3

NORWALK RECREATION & PARKS DEPARTMENT  
FACILITY APPLICATION FORM

PLEASE PRINT

ORGANIZATION NAME: Child Guidance Center of Mid-Fairfield County  
NAME OF CORPORATE OFFICER AUTHORIZED TO EXECUTE THE LICENSE AGREEMENT: Gail Melanson

PERSONAL/FAMILY   
ASSOCIATION/CLUB   
COMPANY/BUSINESS   
TITLE: interim executive director

YOUR NAME: Marissa Mangone

TITLE: Business Development

ADDRESS: 100 East Avenue

E-MAIL ADDRESS: mmangone@mfcgc.org

CITY: Norwalk

STATE: CT

ZIP CODE: 06851

HOME PHONE:

BUSINESS PHONE: (203) 299-1315 CELL PHONE: (203) 858-5340

FACILITY & EVENT INFORMATION

FACILITY REQUESTED: Calf Pasture Beach

NUMBER OF PARTICIPANTS: 75-100

EVENT: Polar Plunge

SET UP TIME: 8am STARTING TIME: 10am ENDING TIME: 11am

DATE REQUESTED: 5/28/2016  
(RAIN DATE NOT APPLICABLE WITH PAVILION OR MANSION)  
RAIN DATE: N/A 2/28

ARE YOU REQUESTING THE USE OF ALCOHOLIC BEVERAGES AND/OR BEER KEGS? YES  NO

ARE YOU SERVING FOOD: YES  NO

ARE YOU REQUESTING A TENT? YES  NO  ANY TENT (STRUCTURE) 10 x 10 FEET OR LARGER INCLUDING, BUT NOT LIMITED TO; ELECTRICAL LIGHTING EQUIPMENT, REQUIRES A SEPARATE PERMIT FROM THE CODE ENFORCEMENT DEPT. \*BOUNCING STRUCTURES; WATER DUNKING MACHINES; etc. REQUIRE A SEPARATE CERTIFICATE OF INSURANCE.

New Date ↑

ARE YOU REQUESTING TO USE DISPLAY ADVERTISING AT YOUR EVENT? YES  NO

ARE YOU REQUESTING TO SOLICIT CONTRIBUTIONS AT YOUR EVENT? YES  NO

ARE YOU REQUESTING TO SELL FOOD, BEVERAGES, GOODS OR WARES? YES  NO

PLEASE NOTE: NO GLASS OR BOTTLES ALLOWED ON CITY PARK PROPERTY; OPEN PIT FIRES ARE PROHIBITED; DEPOSIT/FEES ARE NON REFUNDABLE OR TRANSFERABLE; CERTIFICATE OF INSURANCE IS REQUIRED FOR ALL EVENTS. THE GROUP GOING TO SWIM? YES  NO  IT IS THE GROUP SUPERVISOR'S RESPONSIBILITY TO CONTACT THE LIFEGUARD SUPERVISOR ON DUTY SO THAT ALL RULES AND REGULATIONS ARE CLEAR.

ARE YOU REQUESTING A WATER SAFETY INSTRUCTOR OR A CERTIFIED LIFEGUARD ACCOMPANYING YOUR GROUP? YES  NO  If yes, name of person \_\_\_\_\_ Each group should have accessible a list with all the children's names of those attending the outings for accountability in case of emergency.

ALL QUESTIONS ANSWERED YES. PLEASE EXPLAIN ON SEPARATE SHEET & ATTACH TO APPLICATION.

APPLICANT'S SIGNATURE: Gail Melanson

DATE: 10/15/15

FOR OFFICE USE ONLY

RECREATION & PARK COMMITTEE APPROVAL: YES  NO  N/A

DATE:

MONITORING COUNCIL APPROVAL: YES  NO  N/A

DATE:

MANAGER'S SIGNATURE:

DATE:

MAIL TO:  
NORWALK RECREATION AND PARKS DEPARTMENT  
CITY HALL  
125 EAST AVENUE  
NORWALK CT 06851

Agenda - 10/20

Lm 12/3

NORWALK RECREATION & PARKS DEPARTMENT  
FACILITY APPLICATION FORM

PLEASE PRINT

PERSONAL/FAMILY   
ASSOCIATION/CLUB   
COMPANY/BUSINESS

ORGANIZATION NAME: Lockwood Mathew Hansen Museum

NAME OF CORPORATE OFFICER AUTHORIZED

TO EXECUTE THE LICENSE AGREEMENT: PATSY BUESCIA

TITLE: CHAIRMAN

YOUR NAME: SUGAN GILGORE

TITLE: Executive Director

ADDRESS: 235 West Ave

E-MAIL ADDRESS: sgilgore@lockwoodmuseum.com

CITY: Norwalk

STATE: CT

ZIP CODE: 06250

HOME PHONE:

BUSINESS PHONE: 203-838-9999 CELL PHONE:

FACILITY & EVENT INFORMATION

FACILITY REQUESTED: Mathews Park

NUMBER OF PARTICIPANTS: 1,000

EVENT: ICE CREAM SOCIAL

DATE REQUESTED: June 12, 2015

SET UP TIME: 6 AM STARTING TIME: 12 PM ENDING TIME: 4 PM

(RAIN DATE NOT APPLICABLE WITH PAVILION OR MANSION)

RAIN DATE: NO

ARE YOU REQUESTING THE USE OF ALCOHOLIC BEVERAGES AND/OR BEER KEGS? YES  NO

ARE YOU SERVING FOOD: YES  NO

ARE YOU REQUESTING A TENT? YES  NO  \*ANY TENT (STRUCTURE) 10 x 10 FEET OR LARGER INCLUDING, BUT NOT LIMITED TO; ELECTRICAL LIGHTING EQUIPMENT, REQUIRES A SEPARATE PERMIT FROM THE CODE ENFORCEMENT DEPT. \*BOUNCING STRUCTURES; WATER DUNKING MACHINES; etc. REQUIRE A SEPARATE CERTIFICATE OF INSURANCE.

ARE YOU REQUESTING TO USE DISPLAY ADVERTISING AT YOUR EVENT? YES  NO

ARE YOU REQUESTING TO SOLICIT CONTRIBUTIONS AT YOUR EVENT? YES  NO

ARE YOU REQUESTING TO SELL FOOD, BEVERAGES, GOODS OR WARES? YES  NO

PLEASE NOTE: NO GLASS OR BOTTLES ALLOWED ON CITY PARK PROPERTY; OPEN PIT FIRES ARE PROHIBITED; DEPOSIT/FEES ARE NON REFUNDABLE OR TRANSFERABLE; CERTIFICATE OF INSURANCE IS REQUIRED FOR ALL EVENTS IS THE GROUP GOING TO SWIM? YES  NO  IT IS THE GROUP SUPERVISOR'S RESPONSIBILITY TO CONTACT THE LIFEGUARD SUPERVISOR ON DUTY SO THAT ALL RULES AND REGULATIONS ARE CLEAR.

IS A WATER SAFETY INSTRUCTOR OR A CERTIFIED LIFEGUARD ACCOMPANYING YOUR GROUP? YES  NO  If yes, name of person \_\_\_\_\_ Each group should have accessible a list with all the children's names that are attending the outings for accountability in case of emergency.

ANY QUESTIONS ANSWERED YES. PLEASE EXPLAIN ON SEPARATE SHEET & ATTACH TO APPLICATION.

APPLICANT'S SIGNATURE: Patsy Buescia

DATE: 10/2/15

FOR OFFICE USE ONLY

RECREATION & PARK COMMITTEE APPROVAL: YES  NO  N/A

DATE:

COMMON COUNCIL APPROVAL: YES  NO  N/A

DATE:

DIRECTOR'S SIGNATURE: [Signature]

DATE: 10/2/15

NORWALK RECREATION AND PARKS DEPARTMENT

CITY HALL

125 EAST AVENUE

NORWALK, CT 06851

agenda 10/22

NORWALK RECREATION & PARKS DEPARTMENT  
FACILITY APPLICATION FORM

PLEASE PRINT PERSONAL/FAMILY   
ASSOCIATION/CLUB   
COMPANY/BUSINESS   
 ORGANIZATION NAME: Lockwood-Mathews Danison Assocn  
 NAME OF CORPORATE OFFICER AUTHORIZED TO EXECUTE THE LICENSE AGREEMENT: PATSY BRESCIA TITLE: CHAIRMAN  
 YOUR NAME: SUSAN GILGORE TITLE: EXECUTIVE DIRECTOR  
 ADDRESS: 295 West Ave. E-MAIL ADDRESS: Sgilgore@lockwoodnathison.com  
 CITY: Norwalk STATE: CT ZIP CODE: 06850  
 HOME PHONE: BUSINESS PHONE: 203-838-9788 CELL PHONE:

FACILITY & EVENT INFORMATION

FACILITY REQUESTED: NATHENS PARK NUMBER OF PARTICIPANTS: 2,000  
 EVENT: OLD-FASHIONED FLEA MARKET DATE REQUESTED: Sept 18, 20  
(RAIN DATE NOT APPLICABLE WITH PAVILION OR MAN)  
 SET UP TIME: 6 AM STARTING TIME: 10 AM ENDING TIME: 5 PM RAIN DATE: NO

ARE YOU REQUESTING THE USE OF ALCOHOLIC BEVERAGES AND/OR BEER KEGS? YES  NO

ARE YOU SERVING FOOD: YES  NO

ARE YOU REQUESTING A TENT? YES  NO  \*ANY TENT (STRUCTURE) 10 x 10 FEET OR LARGER INCLUDING, BUT NOT LIMITED TO; ELECTRICAL LIGHTING EQUIPMENT, REQUIRES A SEPARATE PERMIT FROM THE CODE ENFORCEMENT DEPT. \*BOUNCING STRUCTURES; WATER DUNKING MACHINES; etc. REQUIRE A SEPARATE CERTIFICATE OF INSURANCE

ARE YOU REQUESTING TO USE DISPLAY ADVERTISING AT YOUR EVENT? YES  NO

ARE YOU REQUESTING TO SOLICIT CONTRIBUTIONS AT YOUR EVENT? YES  NO

ARE YOU REQUESTING TO SELL FOOD, BEVERAGES, GOODS OR WARES? YES  NO

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 If yes, name of person \_\_\_\_\_ Each group should have accessible a list with all the children's names that are attending the outings for accountability in case of emergency.

ANY QUESTIONS ANSWERED YES, PLEASE EXPLAIN ON SEPARATE SHEET & ATTACH TO APPLICATION

APPLICANT'S SIGNATURE: Patsy L Brescia DATE: 10/21/15

FOR OFFICE USE ONLY

RECREATION & PARK COMMITTEE APPROVAL: YES  NO  N/A  DATE:

COMMON COUNCIL APPROVAL: YES  NO  N/A  DATE:

DIRECTOR'S SIGNATURE: Susan Gilgore DATE: 10/21/15

MAIL TO:  
NORWALK RECREATION AND PARKS DEPARTMENT  
CITY HALL  
125 EAST AVENUE  
NORWALK, CT 06851

agenda.10/2

Will be there

NORWALK RECREATION & PARKS DEPARTMENT  
FACILITY APPLICATION FORM

PLEASE PRINT

PERSONAL/FAMILY   
ASSOCIATION/CLUB   
COMPANY/BUSINESS

ORGANIZATION NAME: Connecticut Valley Region - Porsche Club of America

NAME OF CORPORATE OFFICER AUTHORIZED TO EXECUTE THE LICENSE AGREEMENT:

Steve Cloud

TITLE: President

YOUR NAME: Michael Keller

TITLE: Concours Chair

ADDRESS: 10 Maplewood Rd

E-MAIL ADDRESS: mkellercgt@gmail.com

CITY: Farmington

STATE: CT

ZIP CODE: 06032

HOME PHONE: 860-227-1184 BUSINESS PHONE: 860-227-1184 CELL PHONE: 860-227-1184

FACILITY & EVENT INFORMATION

FACILITY REQUESTED: Cranbury Park Pavilion & Field

NUMBER OF PARTICIPANTS: 125

EVENT: Annual Concours

DATE REQUESTED: July 17, 2016

SET UP TIME: 6:30 AM STARTING TIME: 8:00 AM ENDING TIME: 3:00 PM

(RAIN DATE NOT APPLICABLE WITH PAVILION OR MANSION)

RAIN DATE: NONE

ARE YOU REQUESTING THE USE OF ALCOHOLIC BEVERAGES AND/OR BEER KEGS? YES  NO

ARE YOU SERVING FOOD: YES  NO

ARE YOU REQUESTING A TENT? YES  NO  \*ANY TENT (STRUCTURE) 10 x 10 FEET OR LARGER INCLUDING, BUT NOT LIMITED TO; ELECTRICAL LIGHTING EQUIPMENT, REQUIRES A SEPARATE PERMIT FROM THE CODE ENFORCEMENT DEPT. \*BOUNCING STRUCTURES; WATER DUNKING MACHINES; etc. REQUIRE A SEPARATE CERTIFICATE OF INSURANCE.

ARE YOU REQUESTING TO USE DISPLAY ADVERTISING AT YOUR EVENT? YES  NO

ARE YOU REQUESTING TO SOLICIT CONTRIBUTIONS AT YOUR EVENT? YES  NO

ARE YOU REQUESTING TO SELL FOOD, BEVERAGES, GOODS OR WARES? YES  NO

PLEASE NOTE: NO GLASS OR BOTTLES ALLOWED ON CITY PARK PROPERTY; OPEN PIT FIRES ARE PROHIBITED; DEPOSIT/FEE'S ARE NON REFUNDABLE OR TRANSFERABLE; CERTIFICATE OF INSURANCE IS REQUIRED FOR ALL EVENTS. IS THE GROUP GOING TO SWIM? YES  NO  IT IS THE GROUP SUPERVISOR'S RESPONSIBILITY TO CONTACT THE LIFEGUARD SUPERVISOR ON DUTY SO THAT ALL RULES AND REGULATIONS ARE CLEAR.

IS A WATER SAFETY INSTRUCTOR OR A CERTIFIED LIFEGUARD ACCOMPANYING YOUR GROUP? YES  NO   
If yes, name of person \_\_\_\_\_ Each group should have accessible a list with all the children's names that are attending the outings for accountability in case of emergency.

ANY QUESTIONS ANSWERED YES, PLEASE EXPLAIN ON SEPARATE SHEET & ATTACH TO APPLICATION.

APPLICANT'S SIGNATURE: *Michael Keller*

DATE: 10/25/2015

FOR OFFICE USE ONLY

RECREATION & PARK COMMITTEE APPROVAL: YES  NO  N/A

DATE:

COMMON COUNCIL APPROVAL: YES  NO  N/A

DATE:

*Agenda - 10/*

DIRECTOR'S SIGNATURE:

DATE:

MAIL TO:  
NORWALK RECREATION AND PARKS DEPARTMENT  
CITY HALL  
125 EAST AVENUE  
NORWALK, CT 06851

Will be there

# NORWALK RECREATION & PARKS DEPARTMENT FACILITY APPLICATION FORM

PLEASE PRINT

ORGANIZATION NAME: JS Endurance, LLC PERSONAL/FAMILY   
 NAME OF CORPORATE OFFICER AUTHORIZED TO EXECUTE THE LICENSE AGREEMENT: Shannon Whipple ASSOCIATION/CLUB   
 TITLE: owner COMPANY/BUSINESS   
 YOUR NAME: Shannon Whipple TITLE: \_\_\_\_\_  
 ADDRESS: 304 main Ave #381 E-MAIL ADDRESS: Shannon@JSEnduranc.com  
 CITY: Norwalk STATE: CT ZIP CODE: 06851  
 HOME PHONE: 203-840-0198 BUSINESS PHONE: cell CELL PHONE: 203-943-9292

## FACILITY & EVENT INFORMATION

FACILITY REQUESTED: Vet's Park NUMBER OF PARTICIPANTS: 1400  
 EVENT: Sono Half Marathon 15K & Kids Fun Run DATE REQUESTED: 10/15/16  
 SET UP TIME: 4am STARTING TIME: 9am ENDING TIME: 2pm RAIN DATE: N/A  
(RAIN DATE NOT APPLICABLE WITH PAVILION OR MANSION)

ARE YOU REQUESTING THE USE OF ALCOHOLIC BEVERAGES AND/OR BEER KEGS? YES  NO

ARE YOU SERVING FOOD: YES  NO

ARE YOU REQUESTING A TENT? YES  NO  \*ANY TENT (STRUCTURE) 10 x 10 FEET OR LARGER INCLUDING, BUT NOT LIMITED TO; ELECTRICAL LIGHTING EQUIPMENT, REQUIRES A SEPARATE PERMIT FROM THE CODE ENFORCEMENT DEPT. \*BOUNCING STRUCTURES; WATER DUNKING MACHINES; etc. REQUIRE A SEPARATE CERTIFICATE OF INSURANCE.

ARE YOU REQUESTING TO USE DISPLAY ADVERTISING AT YOUR EVENT? YES  NO

ARE YOU REQUESTING TO SOLICIT CONTRIBUTIONS AT YOUR EVENT? YES  NO

ARE YOU REQUESTING TO SELL FOOD, BEVERAGES, GOODS OR WARES? YES  NO

PLEASE NOTE: NO GLASS OR BOTTLES ALLOWED ON CITY PARK PROPERTY; OPEN PIT FIRES ARE PROHIBITED; DEPOSIT/FEE ARE NON REFUNDABLE OR TRANSFERABLE; CERTIFICATE OF INSURANCE IS REQUIRED FOR ALL EVENTS. IS THE GROUP GOING TO SWIM? YES  NO  IT IS THE GROUP SUPERVISOR'S RESPONSIBILITY TO CONTACT THE LIFEGUARD SUPERVISOR ON DUTY SO THAT ALL RULES AND REGULATIONS ARE CLEAR.

IS A WATER SAFETY INSTRUCTOR OR A CERTIFIED LIFEGUARD ACCOMPANYING YOUR GROUP? YES  NO  If yes, name of person \_\_\_\_\_ Each group should have accessible a list with all the children's names that are attending the outings for accountability in case of emergency.

ANY QUESTIONS ANSWERED YES, PLEASE EXPLAIN ON SEPARATE SHEET & ATTACH TO APPLICATION.

APPLICANT'S SIGNATURE: [Signature] DATE: 11/23/15

### FOR OFFICE USE ONLY

RECREATION & PARK COMMITTEE APPROVAL: YES  NO  N/A  DATE: \_\_\_\_\_

COMMON COUNCIL APPROVAL: YES  NO  N/A  DATE: 11/24/15

DIRECTOR'S SIGNATURE: \_\_\_\_\_ DATE: Agenda



Will be there

NORWALK RECREATION & PARKS DEPARTMENT  
FACILITY APPLICATION FORM

PLEASE PRINT

PERSONAL/FAMILY   
ASSOCIATION/CLUB   
COMPANY/BUSINESS

ORGANIZATION NAME: Gordon Fine Arts

NAME OF CORPORATE OFFICER AUTHORIZED  
TO EXECUTE THE LICENSE AGREEMENT:

TITLE:

YOUR NAME: Susan Brown Gordon

TITLE: owner

ADDRESS: 20 Yew St

E-MAIL ADDRESS: Suebg.art@gmail.

CITY: Norwalk

STATE: CT

ZIP CODE: 06850

HOME PHONE: 518 852-6478 BUSINESS PHONE: 518 852-6478 CELL PHONE: 518 852-6478

FACILITY & EVENT INFORMATION

FACILITY REQUESTED: Lockwood-Mathews Park

NUMBER OF PARTICIPANTS: 1200

EVENT: Norwalk Arts Festival

DATE REQUESTED: June 25-26, 2016

SET UP TIME: 10-5pm STARTING TIME: 10am ENDING TIME: 5pm

(RAIN DATE NOT APPLICABLE WITH PAVILION OR MANSION)

RAIN DATE:

ARE YOU REQUESTING THE USE OF ALCOHOLIC BEVERAGES AND/OR BEER KEGS? YES  NO

ARE YOU SERVING FOOD: YES  NO

ARE YOU REQUESTING A TENT? YES  NO  \*ANY TENT (STRUCTURE) 10 x 10 FEET OR LARGER INCLUDING, BUT NOT LIMITED TO; ELECTRICAL LIGHTING EQUIPMENT, REQUIRES A SEPARATE PERMIT FROM THE CODE ENFORCEMENT DEPT. \*BOUNCING STRUCTURES; WATER DUNKING MACHINES; etc. REQUIRE A SEPARATE CERTIFICATE OF INSURANCE.

ARE YOU REQUESTING TO USE DISPLAY ADVERTISING AT YOUR EVENT? YES  NO

ARE YOU REQUESTING TO SOLICIT CONTRIBUTIONS AT YOUR EVENT? YES  NO

ARE YOU REQUESTING TO SELL FOOD, BEVERAGES, GOODS OR WARES? YES  NO  (food truck)

PLEASE NOTE: NO GLASS OR BOTTLES ALLOWED ON CITY PARK PROPERTY; OPEN PIT FIRES ARE PROHIBITED; DEPOSIT/FEES ARE NON REFUNDABLE OR TRANSFERABLE; CERTIFICATE OF INSURANCE IS REQUIRED FOR ALL EVENTS.

IS THE GROUP GOING TO SWIM? YES  NO  IT IS THE GROUP SUPERVISOR'S RESPONSIBILITY TO CONTACT THE LIFEGUARD SUPERVISOR ON DUTY SO THAT ALL RULES AND REGULATIONS ARE CLEAR.

IS A WATER SAFETY INSTRUCTOR OR A CERTIFIED LIFEGUARD ACCOMPANYING YOUR GROUP? YES  NO

If yes, name of person \_\_\_\_\_ Each group should have accessible a list with all the children's names that are attending the outings for accountability in case of emergency.

ANY QUESTIONS ANSWERED YES. PLEASE EXPLAIN ON SEPARATE SHEET & ATTACH TO APPLICATION.

APPLICANT'S SIGNATURE: [Signature]

DATE: Nov 19, 2015

FOR OFFICE USE ONLY

RECREATION & PARK COMMITTEE APPROVAL: YES  NO  N/A

DATE: Acenda:

COMMON COUNCIL APPROVAL: YES  NO  N/A

DATE: 11/24/15

DIRECTOR'S SIGNATURE:

DATE:

MAIL TO:  
NORWALK RECREATION AND PARKS DEPARTMENT  
CITY HALL  
125 EAST AVENUE  
NORWALK, CT 06851  
PHONE: 203-854-7806 FAX: 203-854-7869

Please see reverse  
Signature required

124 Springhill Avenue  
Norwalk, Connecticut 06850  
203-246-3386

Tom Donohue President  
Joe Baraktaris Vice President  
Chris Ruehl Secretary  
James Ross Treasurer



*Will be free*

November 13, 2015

Mr. Michael A. Mocciaie  
Director Parks and Recreation  
City of Norwalk  
125 East Avenue  
P.O. Box 5125  
Norwalk, CT 06856-5125

Dear Mr. Mocciaie

I am writing you on behalf of the Norwalk Karting Association (NKA) to request the following dates for our kart racing events at the Calf Pasture Beach Park. We would like to start our Spring Season on March 19<sup>th</sup> 2016 and continue on March 26<sup>th</sup>, April 2nd, 9<sup>th</sup>, 16<sup>th</sup>, 23<sup>rd</sup> and 30<sup>th</sup>, May 7<sup>th</sup>, and 14<sup>th</sup>.

Our Fall Season would start up on September 17<sup>th</sup> continue on, October 1st, 8<sup>th</sup>, 15<sup>th</sup>, 22<sup>nd</sup> and 29<sup>th</sup>, November, 5<sup>th</sup> and, 12<sup>th</sup>.

In addition, in the event of a rainout on any given date we would like to use the follow day as an alternate date as we have done in the past.

As always the Membership is grateful for the use of the beach parking lot and would like to thank you and the City in advance for allowing us to continue enjoying our sport. It is truly a fun day for all families involved.

I understand that I will have to attend a Common Council Meeting to address our request. Please have your office contact me with the date, time and location of the meeting.

Should you have any questions or need to contact me please feel free to contact me at (203) 246-3386

Sincerely,

Ed Forcier  
Norwalk Karting Association

December 2, 2015

**NORWALK PURCHASING DEPARTMENT  
RESPONSE SUMMARY – PROJECT #3629  
ACCESSIBILITY ALTERATIONS  
GALLAHER MANOR HOUSE –PORTE COCHERE**

Thank you for your response to our Request for Bid submissions. The following is a summary of the submitted bids for this project.

<b>Company Name</b>	<b>Total Lump Sum Price</b>	<b>Unit Pricing for Pavers Supplied &amp; Installed (SF)</b>	<b>Bid Surety</b>
1. Better Homes Bureau, LLC.	\$126,786.15	No Bid	Bid Bond
2. Carjen Fence Co., Inc.	\$194,328.00	\$50.00 per SF	Bid Bond
3. Deering Construction, Inc.	\$ 77,950.00	\$26.00 per SF	Bid Bond
4. Domus Constructors, LLC.	\$ 98,449.00	\$25.00 per SF	Bid Bond
5. G. L. Capasso, Inc.	\$147,300.00	\$35.00 per SF	Bid Bond
6. M. Rondano, Inc.	\$ 84,856.50	\$16.00 per SF	Bid Bond
7. Milan's Expert Renovation, LLC.	\$125,000.00	No Bid	Certified Check
8. N.A.C. Industries, Inc.	\$143,000.00	\$50.00 per SF	Bid Bond

**RESOLUTION**

**WHEREAS**, pursuant to Conn. Gen. Stat. Sect. 8-216, State reimbursement for tax abatements, the State of Connecticut Department of Housing is authorized to extend financial assistance to a municipality for housing solely for low or moderate-income families; and

**WHEREAS**, it is desirable and in the public interest that the City of Norwalk make an application to the State for reimbursement of real property taxes abated pursuant to C.G.S. § 8-215, Tax abatement for housing for low or moderate-income persons and to execute a Master Assistance Agreement for such purpose.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF NORWALK:**

1. That it is cognizant of the conditions and prerequisites for the state financial assistance imposed by the Connecticut General Statutes, particularly C.G.S. §§ 8-215 & 8-216; and
2. That the filing of annual applications for State financial assistance as reimbursement for tax abatements by the City of Norwalk is hereby approved and that the Mayor, Harry W. Rilling, is directed to execute and file such applications with the State of Connecticut Department of Housing, to provide such additional information, to execute such other documents as may be required, to execute a Master Assistance Agreement for State financial assistance if such an agreement is offered, to execute any amendments, decisions, and revisions thereto, and to act as the authorized representative of the City of Norwalk in connection with such matters.

**MASTER ASSISTANCE AGREEMENT  
BY AND BETWEEN  
THE STATE OF CONNECTICUT**

**AND**

**THE CITY OF NORWALK**

This Master Assistance Agreement (the "Agreement"), entered into as of the 1<sup>st</sup> day of July, 2015 is made and entered into by and between the State of Connecticut (hereinafter, the "State") acting herein by its Commissioner of Housing, (hereinafter, the "Commissioner") pursuant to Sections 4-8 and 8-216 of the Connecticut General Statutes ("CGS"), and the City/Town of Norwalk, a municipal corporation of the State of Connecticut (the "Municipality"), acting herein, by its Mayor, duly authorized.

**WITNESSETH THAT,**

**WHEREAS**, CGS §8-215 provides that a municipality may, by ordinance, provide for the full or partial abatement of real property taxes on housing solely for low or moderate-income persons or families and that any such abatement shall be made pursuant to a contract between the municipality and the owner of such housing;

**WHEREAS**, pursuant to CGS §8-215, the Municipality has provided a tax abatement to the owner of property classified by the Municipality per CGS § 8-215 and such abatement was made pursuant to a written agreement between the Municipality and the Owner of the housing (the "Owner") and a copy of the written agreement is incorporated herein by reference and is on file with the State;

**WHEREAS**, CGS § 8-216 provides the terms pursuant to which the Commissioner may enter into a contract to provide financial assistance in the form of a grant-in-aid to a municipality for property classified by a municipality pursuant to CGS § 8-215;

**WHEREAS**, the Municipality, pursuant to CGS § 8-216, has requested a grant-in-aid from the State in the form and manner prescribed by the Commissioner, which application documents are incorporated herein by reference and are on file with the State; and

**WHEREAS**, the Commissioner has approved said application and has agreed to provide such grant-in-aid to the Municipality.

**NOW, THEREFORE**, in consideration of the mutual promises of the parties hereto and of the mutual benefits to be gained by the performance thereof, the State and the Municipality hereby agree as follows:

**ARTICLE I  
THE GRANT**

1.1 This Agreement is a master contract and shall continue until terminated by the State in writing. The Municipality shall submit Exhibits A, B & C to the State annually upon request.

1.2 Subject to available appropriations, upon receipt of an application and certification on forms approved by the Commissioner, the State agrees to make periodic payments to the Municipality in the form of a grant-in-aid to for each fiscal year of the State in an amount not to exceed the amount of real property taxes abated by the Municipality on the

housing development identified in the header on page 1 of this Agreement (the "subject property").

1.3 Current application and certification forms are attached hereto as Exhibits A, B & C and may be amended and/or revised from time to time by the State.

1.4 Funds made available to the Municipality by the State pursuant to this Agreement are general funds of the State and subject to appropriation. Grant awards are determined based on total available appropriations. It is expressly agreed and acknowledged by the Municipality that the State shall not be obligated to make payment for tax abatements contemplated by CGS § 8-215 unless funds have been appropriated by the General Assembly for that purpose.

1.5 The aggregate amount of payment by the State to the Municipality shall not exceed the amount of the municipal tax abatement. The Municipality agrees that for the purpose of this Agreement, it will not abate real property taxes in an amount greater than the ad valorem taxes of the subject property.

1.6 Annual certification of assessment values and ad valorem taxes shall be made by the Municipality and provided to the State upon request.

1.7 No increase in the assessed valuation of the subject property shall be binding upon the State unless written notice of such increase is provided to the Commissioner in accordance with CGS § Section 8-216(c).

1.8 The Municipality will provide, or cause the provision of, competent and adequate inspection of the subject property to ensure compliance with the requirements of this Agreement and all applicable laws and regulations, including, but not limited to, applicable housing codes. The Municipality shall provide annual written confirmation to the State on a form provided by the Commissioner, a sample of which is attached as Exhibit B hereto, that it has performed the required physical inspections of the housing units in order to ensure decent, safe and sanitary conditions.

1.9 The Commissioner shall have the right to inspect, to the extent deemed necessary by the Commissioner, all records maintained by the Municipality regarding inspections required by this Agreement, in addition to any other such right granted to her by contract or law.

1.10 The Municipality will, as such times as the Commissioner may request, furnish the State with periodic reports, statements and documentary data pertaining to the purposes of this Agreement.

1.11 The grant-in-aid provided by this Agreement shall continue so long as:

(a) The subject property is used for housing solely for low or moderate-income persons or families, as such term is defined in CGS § 8-39; and

(b) Monies equal to the amount of such tax abatement are used for the following purpose(s): to reduce rents at the subject property below the levels which would be achieved in the absence of any such abatements and/or to improve the quality and design of such housing and/or effect occupancy of such housing by persons and families of varying income levels within limits determined by the Commissioner and/or to provide necessary related facilities or services in such housing.

1.12 It is understood and agreed by the parties that the Municipality shall request and the State shall not provide reimbursement for taxes abated on the subject property for any period of time during which the subject property do not comply with or conform to applicable housing code and/or that period of time during which the Certificate of Occupancy for the subject property shall have been revoked or suspended.

## **ARTICLE II NONDISCRIMINATION & COMPLIANCE WITH THE LAW**

2.1 As applicable, the Municipality shall comply with the provisions of CGS § 4a-60 and 4a-60a.

2.2 The Municipality hereby certifies and warrants that it has complied, and shall continue to comply with all pertinent provisions of local, State and federal law in administering the activities contemplated by this Agreement. Any noncompliance with said laws may, in the discretion of the Commissioner, be deemed a breach of this Agreement.

2.3 Executive Order No. 3. This Agreement is subject to the provisions of Executive Order No. Three of Governor Thomas J. Meskill promulgated June 16, 1971 and, as such, this Agreement may be cancelled, terminated or suspended by the State Labor Commissioner for violation or of noncompliance with said Executive Order No. Three or any State or Federal Law concerning nondiscrimination, notwithstanding that the Labor Commissioner is not a party to this Agreement. The parties to this Agreement, 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 to abide by said Executive Order and agree that the State Labor Commissioner shall have continuing jurisdiction in respect to Agreement performance in regard to nondiscrimination, until the Agreement is completed or terminated prior to completion. The Municipality 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 and the State Labor Commissioner.

2.4 Executive Order No. 17. This Agreement is subject to the provisions of Executive Order No. Seventeen of Governor Thomas J. Meskill promulgated February 15, 1973, and, as such, this Agreement may be cancelled, terminated or suspended by the Commissioner or the State Labor Commissioner for violation of or noncompliance with said Executive Order No. Seventeen, notwithstanding that the Labor Commissioner may not be a party to this Agreement. The parties to this Agreement, as part of the consideration hereof, agree that the Executive Order No. Seventeen is incorporated herein by reference and made a part hereof. The parties agree to abide by said Executive Order and agree that the contracting agency and the State Labor Commissioner shall have joint and several continuing jurisdiction in respect to Agreement performance in regard to listing all employment openings with the Connecticut Employment Service.

2.5 Executive Order No. 16. This Agreement is subject to, and Municipality hereby agrees to abide by Executive Order No. Sixteen of Governor John G. Rowland promulgated August 4, 1999, and, as such, the Agreement may be cancelled, terminated or suspended by the State for violation or noncompliance with said Executive Order No. Sixteen.

### **ARTICLE III WITHHOLDING PAYMENTS**

3.1 Notwithstanding any other provisions of this Agreement, the Commissioner may, in her discretion, elect to terminate this Agreement, cause the State to withhold payment of requisitioned funds, require that all unexpended State funds be returned to the State, or pay any proper charge contemplated by this Agreement, if she finds that: (a) the Municipality or the Owner has made to the Commissioner any misrepresentation in its request or in any supplement thereto or amendment thereof, or in this Agreement, any modification hereof or with respect to any document furnished pursuant hereto; or (b) the Municipality or the Owner has failed to comply with any provision of this Agreement; or (c) the Municipality or the Owner has abandoned, converted or terminated the subject property; or (d) in the event the State has advanced funds to the Municipality or overpaid the Municipality, the Municipality shall at the end of the fiscal year, or earlier if the Agreement is terminated, return to the State in full, any unexpended funds within 30 days; or such unexpended funds may, at the sole discretion of the Commissioner, be carried over and used as part of a new fiscal year if a new application is approved by the Commissioner.

3.2 In no event shall the making by the State of any payment on account of any grant-in-aid provided by this Agreement, constitute or be construed as a waiver by the State of any breach of covenant, condition or any other default which may then exist on the part of the Municipality or the Owner, and the making of such payment by the State, which any such breach or default shall exist, shall not impair or prejudice any right or remedy available to the State with respect to such breach or default.

**ARTICLE IV  
RIGHTS OR REMEDIES IN THE EVENT OF DEFAULT**

4.1 If the Municipality or the Owner shall default in any of its obligations under this Agreement, or shall commit or allow any breach of covenant hereunder, and such default or breach shall not have been cured or remedied, as may be appropriate, within thirty (30) days after written notice thereof shall have been given by the Commissioner, or such longer period of time as the Commissioner may allow, in writing, then the State, acting by the Commissioner, shall have, to the full extent permitted by law, each and all of the following remedies in addition to those otherwise provided for in this Agreement:

- (a) the right to a writ of mandamus or injunction or similar relief against the Municipality, or any or all of the members of its governing body, or against the officers, agents, or representatives of the Municipality as may be appropriate, because of such default or breach;
- (b) the right to have a receiver appointed by a court of competent jurisdiction to take possession and control of the assets of the Municipality as pertains to the subject of this Agreement;
- (c) the right to maintain any and all actions at law or suits in equity or other proper proceedings cure or remedy and defaults or breaches of covenants under this Agreement; and
- (d) the right to withhold reimbursement for taxes abated for any period past the time limit for cure or remedy of such default or breach until any such deficiency has been corrected to the satisfaction of the Commissioner.

4.2 If the State shall not exercise any of the remedies set forth in the preceding section for the curing or remedying of any default or breach of covenant, or any other right or remedy, in no event shall non-exercise be construed as a waiver of any subsequent default or breach of covenant by the Municipality.

**ARTICLE V  
MISCELLANEOUS PROVISIONS**

5.1 Governing Law. Except to the extent preempted by applicable federal law, the laws of the State of Connecticut shall govern all aspects of this Agreement, including execution, interpretation, performance, and enforcement.

5.2 No Waiver. Neither failure nor delay on the part of State in exercising any right under this Agreement shall operate as a waiver of such right, nor shall any single or partial exercise of any such right preclude any further exercise thereof or the exercise of any other right. No waiver of any provision of this Agreement or consent to any departure by Municipality therefrom shall be effective unless the same shall be in writing, signed on behalf of State by a duly authorized officer thereof, and the same shall be effective only in the specific instance for which it is given. No notice to or demand on Municipality in any case shall entitle Municipality to any other or further notices or demands in similar or other circumstances, or constitute a waiver of any of State's right to take other or further action in any circumstances without notice or demand.

5.3 Remedies Cumulative. All powers and remedies given by this Agreement shall be cumulative and in addition to those otherwise provided by law.

5.4 Counterparts. This Agreement may be executed in several counterparts, each of which shall be deemed an original for all purposes.

5.5 Successors and Assigns. All the terms and provisions of this Agreement shall be binding on and inure to the benefit of the parties hereto, and their respective successors, assigns, and legal representatives. Notwithstanding the foregoing, the Municipality hereby agrees that it shall not assign its interest in this Agreement without the prior written consent of the Commissioner and any purported assignment in violation of the foregoing shall be null and void.



- 5.6 **Severability.** The invalidity, illegality, or unenforceability of any one or more of the provisions of this Agreement shall not affect the validity, legality, or enforceability of the remaining provisions hereof or thereof.
- 5.7 **Gender and Headings.** The headings of the articles, sections, and paragraphs used in this Agreement are for convenience only and shall not be read or construed to affect the meaning or construction of any provision. The use of a personal pronoun shall refer to all persons regardless of the proper grammatical term.
- 5.8 **Entire Agreement.** This Agreement embodies the entire agreement and understanding between State and Municipality and supersedes all prior verbal and written agreements by, between, and among the parties.
- 5.9 **Effective date.** This Agreement is made as of the date first written above and shall be effective upon approval by the Attorney General of the State of Connecticut following its execution by the parties hereto.
- 5.10 **Warranties/Representation.** It is understood that the Commissioner has relied upon each of the warranties and representations of the Municipality contained herein and would not have entered into this Agreement but for said warranties and representations.
- 5.11 **Parole Evidence.** This Agreement shall be the final repository of all of the terms, conditions, and understandings of the parties hereto. The parties mutually release and discharge each other from any prior understanding and/or agreements concerning this Agreement.
- 5.12 **Sovereign Immunity.** Municipality recognizes that the State is sovereign and agrees not to make any claims of a right to use the defense of sovereign immunity as the State's agent without the prior written consent of the Commissioner to be granted in her sole discretion. Nothing contained herein may be construed as a waiver or limitation by the Commissioner of the State's sovereign immunity.
- 5.13 **Jurisdiction.** The Municipality agrees that the execution of the Agreement and related documentation, and the performance of its obligations hereunder and thereunder, shall be deemed to have a Connecticut situs and the Municipality shall be subject to the personal jurisdiction of the courts of the State of Connecticut with respect to any action the Commissioner, her successors or assigns may commence hereunder or thereunder. Accordingly, the Municipality hereby specifically and irrevocably consents to the jurisdiction of the courts of the State of Connecticut with respect to all matters concerning this Agreement or any supporting documentation or the enforcement thereof in any action initiated by the Commissioner or which the Commissioner voluntarily joins as a party.
- 5.14 **Indemnification.** The Municipality shall indemnify and hold the Commissioner and the State harmless from any and all losses, liabilities, injuries, suits, actions, proceedings, and claims arising out of, purportedly arising out of, or relating to this Agreement and all documents executed in conjunction herewith.
- 5.15 **No Third-Party Beneficiary.** No contractor, subcontractor, mechanic, materialman, laborer, vendor, or other person dealing with Municipality, including Owner, shall be, nor shall any of them be deemed to be, third-party beneficiaries of this Agreement, but each such person shall be deemed to have agreed (a) that they shall look to Municipality as their sole source of recovery if not paid, and (b) except as otherwise agreed to by State and any such person in writing, they may not enter any claim or bring any such action against State under any circumstances. Except as provided by law, or as otherwise agreed to in writing between State and such person, each such person shall be deemed to have waived in writing all right to seek redress from State under any circumstances whatsoever.
- 5.16 **Commercial Transaction and Waiver.** THE MUNICIPALITY AGREES THAT THE TRANSACTION OF WHICH THIS AGREEMENT IS A PART IS A COMMERCIAL TRANSACTION AND WAIVES ANY RIGHT TO NOTICE, PRIOR HEARING, AND ANY OTHER RIGHTS IT MAY HAVE UNDER CHAPTER 903a OF THE CONNECTICUT GENERAL STATUTES, AS MAY BE AMENDED, OR OTHER APPLICABLE LAW WITH RESPECT TO ANY REMEDY WHICH THE STATE MAY DESIRE TO USE, AND THE COMMISSIONER MAY INVOKE ANY PREJUDGMENT REMEDY AVAILABLE TO IT, INCLUDING, BUT NOT LIMITED TO, GARNISHMENT, ATTACHMENT, FOREIGN ATTACHMENT AND REPLEVIN, WITH RESPECT TO ANY TANGIBLE OR INTANGIBLE

PROPERTY (WHETHER REAL OR PERSONAL) OF THE MUNICIPALITY TO ENFORCE THE PROVISIONS OF THIS AGREEMENT AND ANY RELATED DOCUMENTS, WITHOUT GIVING THE MUNICIPALITY ANY NOTICE OR OPPORTUNITY FOR A HEARING.

5.17 Jury Trial Waiver. THE MUNICIPALITY HEREBY WAIVES TRIAL BY JURY IN ANY COURT IN ANY SUIT, ACTION OR PROCEEDING OR ANY MATTER ARISING IN CONNECTION WITH OR IN ANY WAY RELATED TO THE TRANSACTION OF WHICH THIS AGREEMENT IS A PART AND/OR THE ENFORCEMENT OF ANY OF ITS RIGHTS AND REMEDIES. THE MUNICIPALITY ACKNOWLEDGES THAT IT MAKES THIS WAIVER KNOWINGLY, VOLUNTARILY AND ONLY AFTER CONSIDERATION OF THE RAMIFICATIONS OF THIS WAIVER WITH ITS ATTORNEY.

IN WITNESS WHEREOF, the parties have caused this Agreement to be duly executed as of the date first written above.

**CITY/TOWN OF NORWALK**

By: \_\_\_\_\_  
Print name:  
Title:

**STATE OF CONNECTICUT  
DEPARTMENT OF HOUSING**

By: \_\_\_\_\_  
Evonne Klein  
Its Commissioner

*APPROVED AS TO FORM:*

**OFFICE OF THE ATTORNEY GENERAL**

By: \_\_\_\_\_  
Print name:  
Title:  
Duly Authorized

DATE: \_\_\_\_\_

## **LIST OF EXHIBITS**

- A. Request for Tax Abatement Reimbursement**
- B. Municipality – Tax Abatement Certification**
- C. Owner – Tax Abatement Certification**

**EXHIBIT A**

**Request for Tax Abatement Reimbursement**

**Section I: General**

Municipality: \_\_\_\_\_  
 Project Name: \_\_\_\_\_  
 Project Address: \_\_\_\_\_  
 Legal Name of Owner: \_\_\_\_\_  
 HUD Project Number: \_\_\_\_\_ Number of Dwelling Units: \_\_\_\_ (Family) \_\_\_\_ (Elderly) \_\_\_\_  
 Date Certificate of Occupancy Issued: \_\_\_\_\_

**DOH-use only**  
 Program No.: \_\_\_\_\_  
 Date Received: \_\_\_\_\_

**Section II: Tax Assessor's Data (if more than 1 property, use attachment). If assessment has changed since last submission, attach explanation.**

Assessment Date (Grand List): \_\_\_\_\_ Date of Latest Revaluation: \_\_\_\_\_  
 Assessment 100% \_\_\_\_\_ % (Assessment Ratio)

Building:	\$ _____	Building:	\$ _____
Land:	\$ _____	Land:	\$ _____
Other:	\$ _____	Other:	\$ _____
Total:	\$ _____	Total:	\$ _____

The tax rate applicable to the above assessment date is: \_\_\_\_\_  
 The total taxes are: \$ \_\_\_\_\_ Taxes per unit: \_\_\_\_\_  
 Date: \_\_\_\_\_ Assessor: \_\_\_\_\_

Print Name \_\_\_\_\_ Signature \_\_\_\_\_

**Section III: Tax Collector's Data**

Assessment Date: \_\_\_\_\_ Municipal Fiscal Year: \_\_\_\_\_

The total taxes on the above property on the grand list of \_\_\_\_\_ are: \$ \_\_\_\_\_  
 The total taxes paid or to be paid on behalf of the above owner are: \$ \_\_\_\_\_  
 The total taxes abated are: \$ \_\_\_\_\_

No payments have been received for these abated taxes.

Date: \_\_\_\_\_ Tax Collector: \_\_\_\_\_

Print Name \_\_\_\_\_ Signature \_\_\_\_\_

**Section IV: Request**  
 State Grant Requested: \$ \_\_\_\_\_  
 Municipal Fiscal Year (From) \_\_\_\_\_ (To) \_\_\_\_\_  
 I request approval of tax abatement reimbursement in the amount for the time period shown. Date: \_\_\_\_\_  
 Signature, Title: \_\_\_\_\_  
 Print Name & Title: \_\_\_\_\_  
 Check-Mailing Address: \_\_\_\_\_

**\*FOR DOH USE ONLY\***

**Section V: Approval** The request for a tax abatement grant in the amount and for the time period shown below has been reviewed and recommended for payment.

\_\_\_\_\_  
 DOH Project Manager Date: \_\_\_\_\_

\_\_\_\_\_  
 Supervisor Date: \_\_\_\_\_

\_\_\_\_\_  
 Executive Director Date: \_\_\_\_\_

State grant-in-aid approved \$ \_\_\_\_\_  
 Municipal Fiscal Year (From) \_\_\_\_\_ To \_\_\_\_\_

\_\_\_\_\_  
 Commissioner Date: \_\_\_\_\_

**EXHIBIT B**

**MUNICIPALITY – TAX ABATEMENT CERTIFICATION**

**MUNICIPALITY:** \_\_\_\_\_

**PROJECT NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_  
\_\_\_\_\_

**HUD PROJECT NO.:** \_\_\_\_\_

**LEGAL NAME OF CURRENT OWNER:** \_\_\_\_\_

Approved State Grant in the amount of \$ \_\_\_\_\_ for use in low and moderate income housing developments.

**Assistance Agreement – Standards of Housing**

The Assistance Agreement provides specific provisions concerning the Municipality's obligations to inspect low and moderate-income housing which is the subject of a tax abatement agreement. In accordance with the terms of the Assistance Agreement concerning inspection, specifically, but not limited to Article I, the Municipality certifies that the subject property is in compliance with the provisions of CGS § 8-215.

Your signature below attests to these facts. The State shall have the right to inspect, to the extent deemed necessary by the Commissioner, all the premises including but not limited to: dwelling units, basements, buildings and grounds comprising the subject property.

The State reserves its rights of inspection under the terms of the Assistance Agreement.

The purposes of such inspections shall be to determine the fulfillment of the purposes of this Agreement and compliance with the municipal housing code.

**DATE OF LAST INSPECTION:** \_\_\_\_\_

**PRINT NAME AND TITLE:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**EXHIBIT C**

**OWNER – TAX ABATEMENT CERTIFICATION**

**MUNICIPALITY:** \_\_\_\_\_

**PROJECT NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_  
\_\_\_\_\_

**HUD PROJECT NO.:** \_\_\_\_\_

**LEGAL NAME OF CURRENT OWNER:** \_\_\_\_\_

Approved State grant-in-aid in the amount of \$ \_\_\_\_\_ for use in low and moderate-income housing developments in accordance with CGS § 8-215 et seq.

**GRANT-IN-AID**

The subject property shall be used for housing solely for low or moderate-income persons or families.

Monies equal to the amount of such tax abatement shall be used for the following purpose: To reduce rents below the levels which would be achieved in the absence of such abatement and/or to improve the quality and design of such housing by persons and families of varying income levels within limits determined by the Commissioner and/or to provide necessary related facilities or services in such housing.

**PRINT NAME AND TITLE:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

VII C I

### PROPOSED JOB DESCRIPTION

**Title:** Director of Management and Budgets  
**Department:** Finance  
**Grade:** 03

**Job Code:** 0022  
**Classification:** Ordinance  
**Status:** Full-Time  
**Date:** 11/19/2015

**Position Definition:** Plans, organizes and manages the preparation and administration of the City Operating and Capital budgets; plans and oversees reviews of systems and procedures and internal audits of the fiscal and related operations of a department, unit or special grants program; administers the insurance risk control program; serves as liaison of the City to external auditors and plans and directs a wide variety of policy, systems and procedures studies.

**Example of Duties:** Reports to the Director of Finance and is responsible for the following. Coordinates budget policy planning with the Board of Estimate and Taxation, the Common Council and the Mayor's office. Provides near-term and long-range financial and economic planning to Director. Establishes priorities in the functional areas of budget management, internal audit and systems and procedures reviews, and insurance risk management. Coordinates the preparation and administration of the City Operating and Capital Budgets and indebtedness program. Develops budget format, including procedures and forms for the collection and assessment of budget information; establishment of quality control points; and methods for evaluating budget performance. Coordinates review of budget requests, including budget conferences with departments, Boards and Commissions. Provides budgetary control information to departments. Reviews and recommends action on requests for operating budget changes and/or additions to Director. Oversees internal audits of departments' operations to assure compliance with accounting procedures and to prevent mismanagement of funds. Compiles revenue information, and projects immediate and long-term revenue forecasts. Oversees the City's insurance risk programs. Directs the evaluation of procedural, business and data systems in the context of the City's priorities and departmental requirements; and coordinates resources to accomplish improvements. Assists department heads in the organization and administration of budgets. Prepares regular statistical and narrative reports for the Director of Finance, Mayor, the Board of Estimate and Taxation, and the Common Council. Supervises department of professionals and support staff. Evaluates the reliability of accounting and reporting systems; determines adequacy of existing controls and procedures; and recommends needed changes or improvements. Develops audit reports to explain any irregularities, violations of City, State, or Federal laws, and remedial actions recommended. Works in a liaison capacity with the external auditors to assure an efficient and timely audit of the financial operations of the City. Works closely with department heads and Corporation Counsel in reviewing insurance claims made by or against the City. Provides fiscal consultation to City departments, Commissions and Boards. Participates in professional public administration and fiscal officers organizations to remain current in profession. Systematically evaluates the performance of departments in meeting objectives within budget limits. Recommends procedural or method changes to achieve desired objectives in more cost effective ways. May assume duties of Finance Director in his/her absence. Performs related work as assigned.

**Minimum Qualifications:** Bachelor's degree in Business Administration, Economics, Public Administration or some closely-related field and five years of responsible municipal budget administration and systems and procedures experience, including two years supervisory experience. A Master's degree in Business or Public Administration, Economics or some closely-related field desirable and acceptable in lieu of two years of the aforementioned experience.

**Required Knowledge, Skills, and Abilities:** Thorough knowledge of municipal budgeting principles and procedures. A working familiarity with accounting principles and procedures. A working knowledge of municipal financial operations and reporting requirements. Ability to adapt auditing procedures to unique fiscal situations. Ability to prepare detailed but concise reports of financial operations in terms understandable to lay persons. Ability to supervise professional and support staff. Ability to work effectively with department heads, employees and elected officials of the City.

**License or Certificate:**

Motor Vehicle License preferred.