

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): November 10, 2015

Special Meeting(s): November 17, 2015

III. PUBLIC PARTICIPATION

IV. MAYOR

A. RESIGNATIONS AND APPOINTMENTS

RESIGNATIONS:

APPOINTMENTS:

REAPPOINTMENTS:

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

1. Authorization to Settle Claim: Guido Balderrama v. City of Norwalk/Board of Education

VII. COMMON COUNCIL COMMITTEES

A. PUBLIC WORKS COMMITTEE

1. 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 of Norwalk.
2. Approve the use of the name of Caryn's Way for the street being constructed as part of the subdivision at 67-69 Aiken Street.

B. LAND USE AND BUILDING MANAGEMENT COMMITTEE

1. Authorize the Mayor, Harry W. Rilling, to execute an agreement with Astrum Solar, LLC d/b/a Direct Energy Solar to promote the installation of solar energy systems 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.
- 2a. Authorize the Purchasing Agent to issue Purchase Orders to Houghton Mifflin Harcourt for K-5 Math Textbooks in the amount of \$17,362.64 and an order to Follett for \$17,594.05. (total \$34,956.69) Account #09155010-5777-C0538.
- 2b. 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 Pearson Education for \$7,733.07. (total \$23,809.57) Account #09155010-5777-C0538.

C. PLANNING COMMITTEE

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

IX. MOTIONS POSTPONED TO A SPECIFIC DATE

X. SUSPENSION OF RULES

XI. ADJOURNMENT

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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 meeting to order at 7:38 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. Douglas Hempstead
	Mr. Glenn Iannaccone	Mr. Bruce Kimmel
	Ms. Sharon Stewart	

District A: Ms. Eloisa Melendez

District B: Ms. Phaedrel Bowman

District C:	Mr. John Kydes	Ms. Michelle Maggio
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District D:	Ms. Shannon O'Toole-Giandurco	Mr. Jerry Petrini
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District E:	Mr. John Igneri	Mr. David McCarthy
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Mayor Harry Rilling; Mario Coppola, Corporation Counsel; Donna King, City Clerk

There were thirteen (13) members present and two (2) absent (Mr. Simms and Mr. Watts).

ACCEPTANCE OF MINUTES

Regular Meeting

October 27 2015

**** MR. MCCARTHY MOVED TO ACCEPT THE MINUTES AS PRESENTED**

**** MOTION PASSED UNANIMOUSLY**

PUBLIC PARTICIPATION

Public comments are not verbatim and represent summarization of statements unless otherwise noted.

Mr. Michael Mushak, Elmwood Avenue spoke as a resident and Co-Chair of the Bike-Walk Task Force. He spoke in support of approving the Cecil Group to collaborate with GGP (General Growth Properties) and said that he trusts that they will come up with some very good suggestions. He said that he supports the ramp; however, if it is decided that it is not needed, there should be good back up details.

Mr. Mushak said that he supports the bike and pedestrian lanes; Norwalk is poised to be a bike friendly city.

Mr. Mushak, as a private citizen, thanked the Common Council members. He said that serving the City is a civic virtue and a rare quality. He said that they dedicated themselves and put in a lot of time to serve the community. He offered his best wishes to those who are leaving the Common Council.

Mr. Watts joined the meeting at 7:43 p.m.

MAYOR

Resignations and Appointments

Resignations: There were none this evening.

Appointments: There were none this evening.

Reappointments: There were none this evening.

Mayor's Remarks

Mayor Rilling thanked the current Common Council members. He said that service to the community is a privilege. He thanked those who are not returning, for their hard work and commitment. He said that while they might not have always agreed, they all worked toward making the City a better place. He told them that it has been an honor to work with them.

Mayor Rilling told those returning that he is looking forward to a productive next two years. He congratulated those who will be joining the Common Council for the new term.

Mayor Rilling announced the time and locations for the upcoming swearing in ceremonies.

Mayor Rilling noted that tomorrow is Veteran's Day and invited all to the annual celebration at City Hall. He asked for God's blessing for all our Veterans; to those currently serving and to those who will serve in the future.

COUNCIL PRESIDENT

General Council Business

Mr. Petrini asked the Mayor to recognize Common Council members and ask them to talk about their experience.

Mr. Iannaccone said that it has been a pleasure serving on the Common Council for the past two years. He said that he will continue to be active in some capacity.

Mr. McCarthy said that it has been an excellent four years and that he has enjoyed it a great deal.

Mr. Watts said that it has been a pleasure and a journey. He said that he was sad to go, but it was time. He asked for God's blessing on the City.

Ms. Stewart said that she enjoyed her journey and learned a lot along the way. She said that she will continue to be active in the City. She thanked everyone and said that she made a lot of friends. She said that she will be back.

Mr. Petrini said that it has been an incredible journey. He said that he has lived through an awful lot during the past two terms. He said that they all had to work together and expressed his thanks for the distinguished honor of being voted in as Common Council President. Mr. Petrini said that on the Republican side, he believes they all worked well with the Mayor.

Mr. Petrini said that he and Mayor Rilling talked on the phone daily. They did not always agree, but were respectful and worked as a team. He urged all the Common Council members who are coming on or returning, to work together and not draw a line in the sand, and to support Mayor Rilling. He said that he made some lifelong friends and will always be available. He urged everyone to work together.

Mr. Hempstead said that regardless of party affiliation, he considers each a friend. He said that they all have good intentions to make Norwalk a better place. He noted that serving on the Common Council is an education that can't be bought.

Mr. Hempstead thanked those leaving for their service. He said that a lot was done during this term and that comes with working across the aisle. He told them that it has been an honor and privilege to serve with them.

Mr. Bonenfant wished all who will not be returning well. He said that he considers everyone a friend. He congratulated those who will be returning and said that he has thoroughly enjoyed serving on this Common Council.

Mr. Kydes said that a lot was accomplished. He said that he looks at this as a family; there is a bond that will not go away. He thanked Mr. Petrini for helping everyone on the Common Council regardless of their party affiliation.

Mayor Rilling said that this is a group effort and 98 – 99% did not take party affiliation into consideration.

Consent Calendar

Mr. Petrini announced that each Common Council member will receive a plaque of recognition and gratitude for their service to the City.

**** MR. PETRINI MOVED THE FOLLOWING CONSENT CALENDAR:**

7A1

COMMON COUNCIL COMMITTEES

PUBLIC WORKS

AUTHORIZE THE PURCHASING AGENT TO ISSUE A PURCHASE ORDER TO TASCA AUTOMOTIVE GROUP CT EAST, INC. FOR THE PURCHASE OF ONE (1) 2016 FORD F-550 DUMP BODY TRUCK FOR A SUM NOT TO EXCEED \$41,325.00

**** MOTION PASSED UNANIMOUSLY**

COMMON COUNCIL COMMITTEES

FINANCE

**** MR. KIMMEL MOVED TO ACCEPT THE FOLLOWING:**

- 1. FOR INFORMATIONAL PURPOSES ONLY: MONTHLY TAX COLLECTOR'S REPORT DATED: OCTOBER 31, 2016**
- 2. FOR INFORMATIONAL PURPOSES ONLY: NARRATIVE ON TAX COLLECTIONS DATED NOVEMBER 3, 2015**

Mr. Kimmel explained that each month the Finance Claims Committee receives a very thorough report from Ms. Biagiarelli. He said that the City is very fortunate to have a Tax Collector's office where the collection rate is close to 99%.

Mr. Kimmel said that the Tax Collector's office saves the taxpayers money every month. He said that these reports are always on Consent and the general public does not know how important that department is to the City. He said that they do an excellent job and that the general public is being protected by this department.

**** MOTION PASSED UNANIMOUSLY**

PLANNING COMMITTEE

**** MR. HEMPSTEAD MOVED TO APPROVE THE CECIL GROUP AS THE SELECTED PLANNING AND ARCHITECTURAL GROUP TO COLLABORATE WITH GGP REGARDING THE FINAL DESIGN OF THE AREA UNDER THE OVERPASS VISIBLE TO PEDESTRIANS**

Mr. Hempstead explained that his Council's approval was required. He said that Mr. Sheehan was present if there were any questions. He thanked Mr. Sheehan for all of his input and for providing information.

**** MOTION PASSED UNANIMOUSLY**

Mr. Hempstead sent a "shout out" to Ms. Herring for all of the work she has done on the Common Council. He said that she has another position at City Hall.

Mr. Kimmel said that during discussions, he had no idea if they would come up with a reasonable compromise. He said that one nice thing about this outcome is that they came up with a compromise that GGP and Bloomingdales can live with.

MOTIONS POSTPONED TO A SPECIFIC DATE

There were none.

SUSPENSION OF RULES

There were none.

ADJOURNMENT

**** MR. MCCARTHY 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

**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**

Mayor Rilling called the special 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.

SWEARING IN OF 2015-2017 COMMON COUNCIL MEMBERS

Mayor Rilling administered the oath of office individually to the following Common Council members:

Richard Bonenfant
Michael Corsello
Douglas Hempstead
Bruce Kimmel
Nick Sacchinelli
Eloisa Melendez
Steve Serasis
Phaedrel Bowman
John Kydes
Michelle Maggio
Michael DePalma
Shannon O'Toole Giandurco
John Igneri
Thomas Livingston

ROLL CALL

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

Council at Large:	Mr. Richard Bonenfant Mr. Douglas Hempstead Ms. Nick Sacchinelli	Mr. Michael Corsello Mr. Bruce Kimmel
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 Igeneri 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. Simms).

PUBLIC PARTICIPATION

No members of the public wished to speak this evening.

MAYOR

RESIGNATIONS AND APPOINTMENTS

There were no resignations announced this evening.

Appointment of City Clerk

**** MR. KIMMEL NOMINATED DONNA KING FOR CITY CLERK.**

Mr. Kimmel said that Ms. King has done an excellent job and adds professionalism to the position.

**** MOTION PASSED UNANIMOUSLY**

Mayor Rilling administered the oath of office to Ms. King.

Appointment of Corporation Counsel

**** MR. KYDES NOMINATED MARIO COPPOLA FOR CORPORATION COUNSEL**

Mr. Kydes said that Mr. Coppola got the City through a lot of difficult issues over the last two years. He said that he looks forward to working with him for another two years.

**** MOTION PASSED UNANIMOUSLY**

Mayor Rilling administered the oath of office to Mr. Coppola.

GENERAL COUNCIL BUSINESS

Election of Council President

**** MR. IGNERI NOMINATED BRUCE KIMMEL AS COUNCIL PRESIDENT**

Mr. Igneri said that Mr. Kimmel has 16 years of experience on the Common Council. Mr. Hempstead added that he looks forward to working with Mr. Kimmel.

**** MOTION PASSED UNANIMOUSLY**

REMARKS

Mayor Rilling thanked the members of the Common Council for their dedication to the City of Norwalk. He said that he applauded their willingness to serve and that he looks forward to working with them over the next two years.

Mayor Rilling said that traditionally, the Common Council does not meet on the Tuesday before Thanksgiving. If they do not meet, he wanted to wish everyone a happy and health Thanksgiving.

Mayor Rilling asked for a moment of silence in remembrance of the tragedy that took place in Paris. He asked for God's blessing for America.

Announcement of Majority Leader

Mr. Kimmel announced that Mr. Kydes will be the Majority Leader.

Announcement of Minority Leader

Mr. Kimmel announced that Ms. O'Toole Giandurco will be the Minority Leader.

Appointment of Assistant City Clerk

**** MR. KYDES NOMINATED IRENE DIXON AS ASSISTANT CITY CLERK**

Mr. Kydes said that over the past few years, he has had the opportunity to get to know Ms. Dixon. He said that she is on many boards in the City.

Mayor Rilling said that he is very pleased that Ms. Dixon will be working in the Mayor's office. He said that her work ethic is above reproach and he looks forward to two great years.

**** MOTION PASSED UNANIMOUSLY**

Appointment of Committees

**** MR. KYDES NOMINATED THOMAS LIVINGSTON AS THE COMMON COUNCIL REPRESENTATIVE ON THE HISTORICAL COMMISSION**

Mr. Kydes said that Mr. Livingston will be a great addition to the Historical Commission.

**** MOTION PASSED UNANIMOUSLY**

**** MR. DEPALMA NOMINATED PHAEDREL BOWMAN, TRAVIS SIMMS AND JOHN IGNERI TO THE MARITIME AQUARIUM AUTHORITY**

**** MR. HEMPSTEAD NOMINATED SHANNON O'TOOLE GIANDURCO TO THE MARITIME AQUARIUM AUTHORITY**

**** MOTION PASSED UNANIMOUSLY**

Mr. Kydes announced the appointment of Mr. Igneri and Mr. Kimmel to the Water Pollution Control Authority.

Mr. Kydes announced the appointment of Mr. Livingston and Mr. Bonenfant to the Norwalk Facilities Construction Commission.

Mr. Kydes said that he wanted to thank friends and families for their sacrifice and asked the Mayor and Common Council members to give them a round of applause.

Mr. Kydes announced the appointment of Common Council members to Common Council committees and their respective chairs.

Adoption of Council Rules

**** MS. MELENDEZ MOVED TO ADD THE FOLLOWING THREE AMENDMENTS TO THE COUNCIL RULES**

**NUMBER 11:
MASON'S MANUAL OF LEGISLATIVE PROCEDURE-2010 SHALL BE THE RULES OF THE COUNCIL EXCEPT AS THEY CONFLICT WITH THE RULES MENTIONED HEREIN.**

**NUMBER 14:
FOR ITEM F ONLY, THE CONTROL AND CHAIR OF THE MEETING SHALL PASS TO THE COUNCIL PRESIDENT**

**NUMBER 21:
ANY APPOINTED MEMBER OR EMPLOYEE OF A CITY DEPARTMENT, BOARD, AGENCY OR COMMISSION OR ANY BOARD AGENCY, OR COMMISSION TO WHICH THE CITY APPOINTS THE MEMBERS, *AT THE REQUEST OF A COUNCIL MEMBER*, MAY ADDRESS THE COMMON COUNCIL ON MATTERS DIRECTLY APPERTAINING TO HIS OR HER DEPARTMENT, AGENCY, BOARD OR COMMISSION WITHOUT THE NEED FOR SUSPENSION OF THE RULES**

Mr. Hempstead said that the Common Council rules ended with the last term. Mr. Kimmel said that these amendments are to the rules from the last term. Mr. Coppola said that past practice is to amend the rules.

Mr. Kimmel said that the rules reflect the practice.

**** MR. KIMMEL MOVED TO APPROVE THE THREE AMENDMENTS
** MOTION PASSED UNANIMOUSLY**

REMARKS

Mr. Kimmel said that the Common Council will probably not meet next week, but he will let everyone know. He said that he plans to work with the City Clerk's office for FOI training.

Mr. Simms joined the meeting at 8:08 p.m.

Mr. Kimmel thanked his wife and said that he would not be here without her. He said that he wanted to thank a number of other people who over the past several years worked with him.

Mr. Kimmel recommended that the majority and minority leaders start discussions about charter reform. The operating budget is being drafted now. He said that they need to continue their collaboration with the Board of Education to come up with a budget that is fair and balanced. Mr. Kimmel promised that the Finance Claims Committee will look at the senior tax relief program carefully. He said that the City is alive and moving forward.

SWEARING IN OF 2015-2017 COMMON COUNCIL MEMBERS (continued)

Mayor Rilling administered the oath of office to Mr. Simms.

- ** MS. MAGGIO MOVED TO ADJOURN**
- ** MOTION PASSED UNANIMOUSLY**

There was no further business and the meeting was unanimously adjourned at 8:14 p.m.

ADJOURNMENT

ATTEST: _____
Donna King, City Clerk

VIII A11-2

**Norwalk Planning Commission
125 East Avenue
Norwalk, Connecticut**

MEMORANDUM

November 12, 2015

TO: Common Council

FROM: Frank Strauch, RLA, Site Planner

SUBJECT: 8-24 Review – Request by the Department of Public Works and the Norwalk Parking Authority to review and approve site improvements at 50 Washington Street and 38-48 North Main Street in the adjacent to the Webster Street Lot

At their November 10, 2015 meeting the Planning Commission voted on the following:

BE IT RESOLVED by the Norwalk Planning Commission that the 8-24 Review – Request by the Department of Public Works and the Norwalk Parking Authority to review and approve site improvements at 50 Washington Street and 38-48 North Main Street in the adjacent to the Webster Street Lot be approved, and that the Commission finds that the proposed 8-24 request is consistent with the Plan of Conservation & Development for Norwalk and that the reasons for this action are:

1. To implement the Plan of Conservation and Development goal to “Protect property values.” (A.1.1.5. p. 10); and
2. To implement the Plan of Conservation and Development goal to “Encourage development that seeks to provide maximum returns to the City in the Grand List tax revenue consistent with public purpose.” (A.1.1.9. p. 10); and
3. To implement the Plan of Conservation and Development goal to “Maintain diversity in the SoNo retail mix.” (A.4.1.5. p. 13); and
4. To implement the Plan of Conservation and Development goal to “Expand retail mix in SoNo.” (D.5.3.1. p. 32); and
5. To implement the Plan of Conservation and Development goal to “Continue providing an organized approach to parking management.” (E.5.2. p. 39); and
6. To implement the Plan of Conservation and Development goal to “Provide stability in land use and zoning.” (F.2.1.2. p. 42); and

BE IT FURTHER RESOLVED that notice of this action be forwarded to the Common Council.

The Commission further recommends the following: That the City can terminate the easement area whether in connection with any planned redevelopment or for some other purpose.

Cc: Mayor Rilling, K. Herbert, V. Valadares, Atty. Beltz-Jacobson, File

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TIERNEY, ZULLO, FLAHERTY AND MURPHY, P.C.

ATTORNEYS AT LAW

134 EAST AVENUE

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THOMAS TIERNEY (1930-2002)
THOMAS A. FLAHERTY (Retired)
FRANK N. ZULLO
FRANK W. MURPHY
GARY LORUSSO
KARA A.T. MURPHY
ALBERT G. VASKO**
** ALSO ADMITTED IN CA, PA

DIANE M. ALLISON
Of Counsel

www.tierneyzullomurphy.com

September 18, 2015

Ms. Kathryn Hebert, Executive Director
The Norwalk Parking Authority
11 N. Water Street
Norwalk, Connecticut 06854

Re: 50 Washington Street and 38-48 North Main Street

Dear Kathy:

As we have discussed, our client is desirous of making some improvements to the rear of his properties located at 50 Washington Street and 38-48 North Main Street. The rear of those properties as you know about the Webster Street parking lot and some of the proposed improvements encroach into the parking area. None of the proposed improvements will reduce the number of parking spaces available in the Webster Street lot.

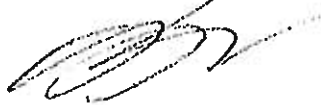
With respect to 50 Washington Street, our client is proposing to demolish the existing stairs, rails and ramp leading into the building, removing the some of the existing plant material and the removal of some asphalt and bollards as shown on Exhibit B. The proposed improvements as shown on Exhibit C include new entrances to the building, the main entrance with the steps will now protrude three steps onto the City's property and the loading zone and parking spaces will be rearranged as shown on the proposal. We will also provide landscaping as shown on Exhibit C. In addition to review by the Dept. of Public Works, the Fire Dept. has also reviewed the proposed changes and have no problem with them.

With respect to 38-48 North Main Street, the changes are shown on Exhibit D and include the removal of bollards, demolition of the existing stairs, rails and ramp, removal of some of the existing landscaped areas and asphalt curbing. As shown on Exhibit D we will be putting in new steps and a landing, decorative paving, landscaping and green areas, a new crosswalk and a new concrete curb and sidewalk adjacent to the building.

We believe these changes will not affect the use of the Webster Street parking lot and will enhance the appearance of both our clients' properties located at 50 Washington Street and 38-48 North Main Street along with the aesthetics of the Webster Street parking lot in that area. We

would hope you agree that these proposed changes are beneficial and will not affect the operation of the parking lot and we would hope that you would approve these changes.

Yours truly,

A handwritten signature in black ink, appearing to read 'Albert G. Vasko', with a long horizontal flourish extending to the right.

Albert G. Vasko

AGV/mc
Enclosures



October 06, 2015.

Mr. Michael Wrinn, Assistant Director
Planning & Zoning Commission
City Hall
Norwalk, CT

Re: **8 – 24 Review – SONO Corporate Center - 50 Washington Street & 38-48
North Main Street**

Dear Mr. Wrinn:

The Department of Public Works and the Norwalk Parking Authority have reviewed and approved plans prepared by Eric Rains Landscaping, LLC for the SONO Corporate Center at 50 Washington Street. Enclosed are the original and 8 copies of the submittal form.

Sono Corporate Center (50 Washington St.) is proposing to demolish the existing stairs, rails and ramp leading into their building, removing the some of the existing plant material and the removal of some asphalt and bollards as shown on drawing "L1.1 – Demolition Plan". The proposed improvements as shown on drawing "L1.2 – 50 Washington Rear Layout and Material" include new entrances to the building, the main entrance with the steps will now protrude approximately three feet onto City's property and the loading zone and parking spaces will be rearranged as shown on the drawings. As part of the project, landscaping will be provided as shown.

With respect to the dumpster area, a proposed improvement to the dumpster area, has been approved including a placement of a new dumpster, which will also be encroaching in the parking lot area – drawing " L2.1- 38-40 North Main Street Layout and Material and Planting"

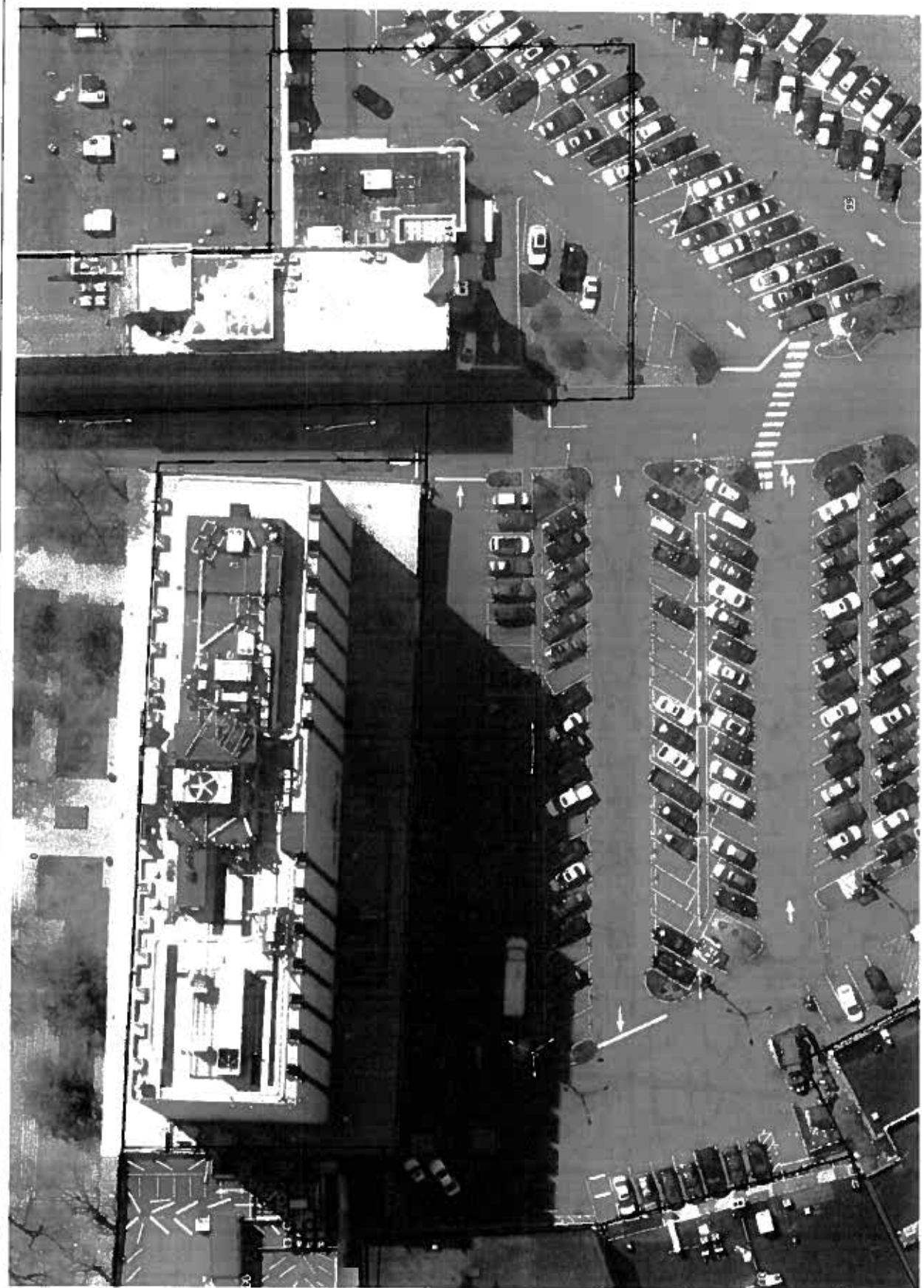
The SONO Corporate Center will fund this project, therefore there will be no expenses to the City of Norwalk and the Norwalk Parking Authority. The City will be executing an easement agreement with SONO Corporate Center to allow for the encroachment of steps and a dumpster onto City property.

Should there be any questions, please call.

Very truly yours,


Vanessa N. Valadares, PE
Acting Assistant Engineer

Cc: **Bruce Chimento, PE – Director of Public Works**
Kathryn Hebert – Administrative Services Manager
Diane Beltz-Jacobson
Lisa Burns, PE Brian Sweeney, PE



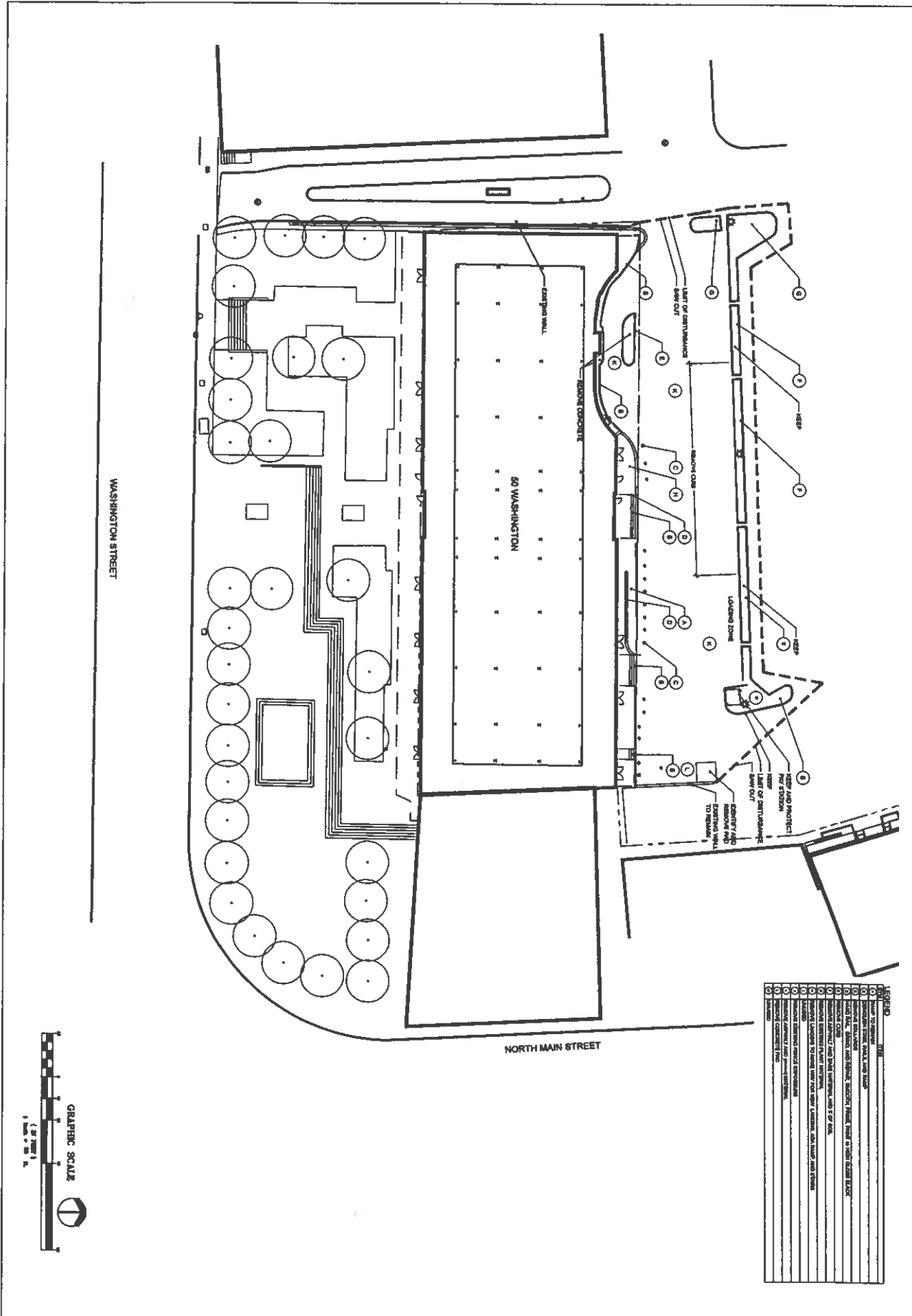
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DATE	NO.
04/27/18	1
05/11/18	2
05/11/18	3
05/11/18	4
05/11/18	5
05/11/18	6
05/11/18	7

SONO CORPORATE CENTER
 WASHINGTON AND MAIN STREET
 SOUTH NORWALK, CT

NO.	DESCRIPTION	DATE
1	PRELIMINARY	04/27/18
2	PRELIMINARY	05/11/18
3	PRELIMINARY	05/11/18
4	PRELIMINARY	05/11/18
5	PRELIMINARY	05/11/18
6	PRELIMINARY	05/11/18
7	PRELIMINARY	05/11/18

erla eric rains
 landscape architecture llc
 220 Water Street, Suite 100, Norwalk, CT 06851-2000 www.erla.com



NO.	REVISION	DATE
1	ISSUED FOR PERMITS	08.15.16
2	REVISED PER PERMITTING AGENCIES COMMENTS	09.22.16
3	REVISED PER PERMITTING AGENCIES COMMENTS	
4	REVISED PER PERMITTING AGENCIES COMMENTS	
5	REVISED PER PERMITTING AGENCIES COMMENTS	
6	REVISED PER PERMITTING AGENCIES COMMENTS	
7	REVISED PER PERMITTING AGENCIES COMMENTS	
8	REVISED PER PERMITTING AGENCIES COMMENTS	
9	REVISED PER PERMITTING AGENCIES COMMENTS	
10	REVISED PER PERMITTING AGENCIES COMMENTS	

SONO CORPORATE CENTER
 WASHINGTON AND MAIN STREET
 SOUTH NORWALK, CT
 DEMOLITION PLAN
 DATE: 08.15.16
 SCALE: 1/8" = 1'-0"
 DRAWN BY: [Name]
 CHECKED BY: [Name]

NO.	ISSUE	DATE
1	ISSUED FOR PERMITS	08.15.16
2	REVISED PER PERMITTING AGENCIES COMMENTS	09.22.16
3	REVISED PER PERMITTING AGENCIES COMMENTS	
4	REVISED PER PERMITTING AGENCIES COMMENTS	
5	REVISED PER PERMITTING AGENCIES COMMENTS	
6	REVISED PER PERMITTING AGENCIES COMMENTS	
7	REVISED PER PERMITTING AGENCIES COMMENTS	
8	REVISED PER PERMITTING AGENCIES COMMENTS	
9	REVISED PER PERMITTING AGENCIES COMMENTS	
10	REVISED PER PERMITTING AGENCIES COMMENTS	

erla eric rains
 landscape architecture llc
 211 West Street, Suite 100, Norwalk, CT 06851-1000
 www.erlaerics.com

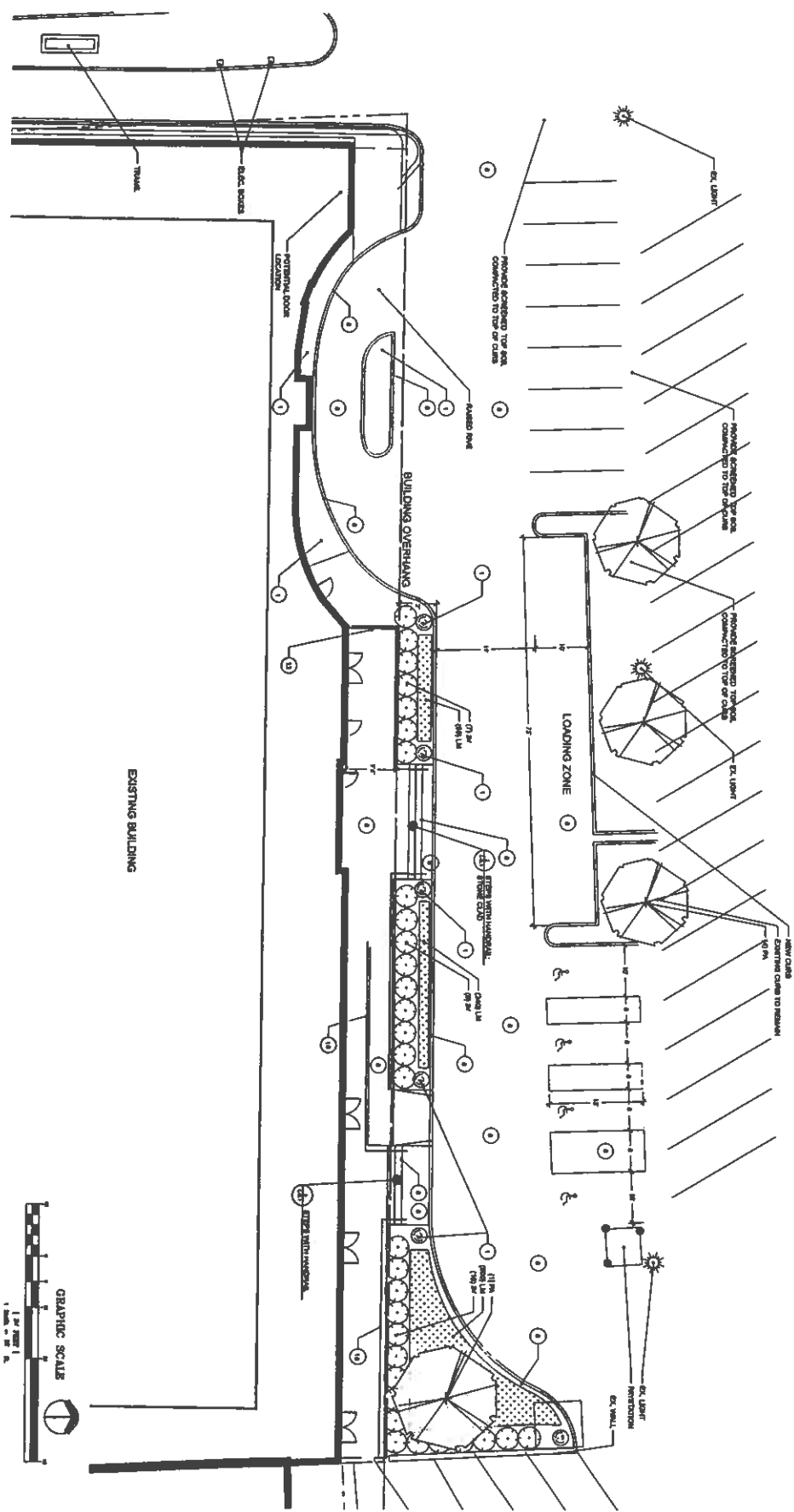
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PLANTING SCHEDULE

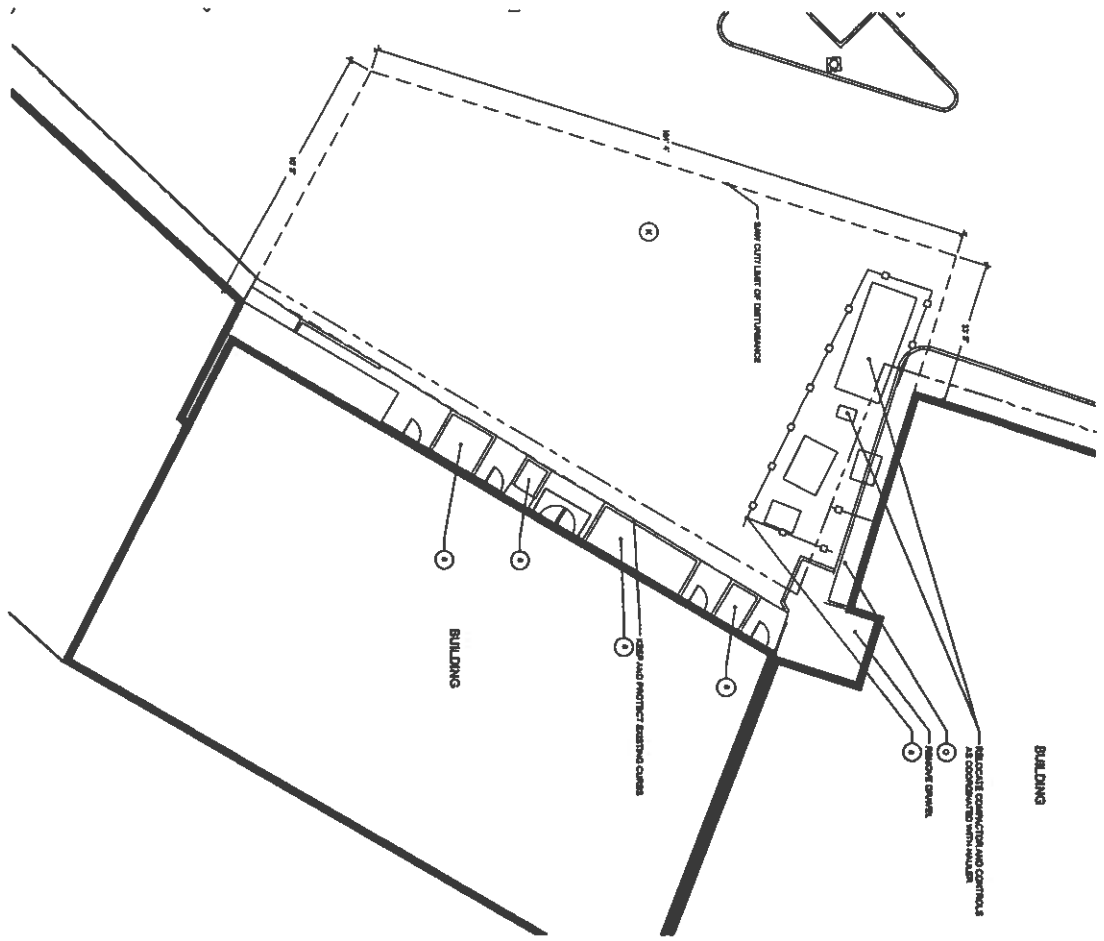
NO.	PLANTING	QUANTITY	NOTES
01	1" x 1" x 1" x 1" x 1" x 1"	1	1" x 1" x 1" x 1" x 1" x 1"
02	2" x 2" x 2" x 2" x 2" x 2"	2	2" x 2" x 2" x 2" x 2" x 2"
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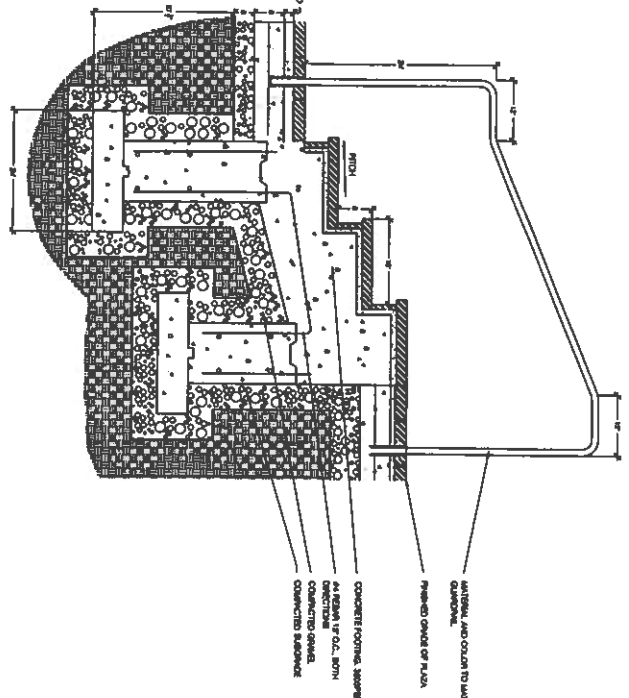
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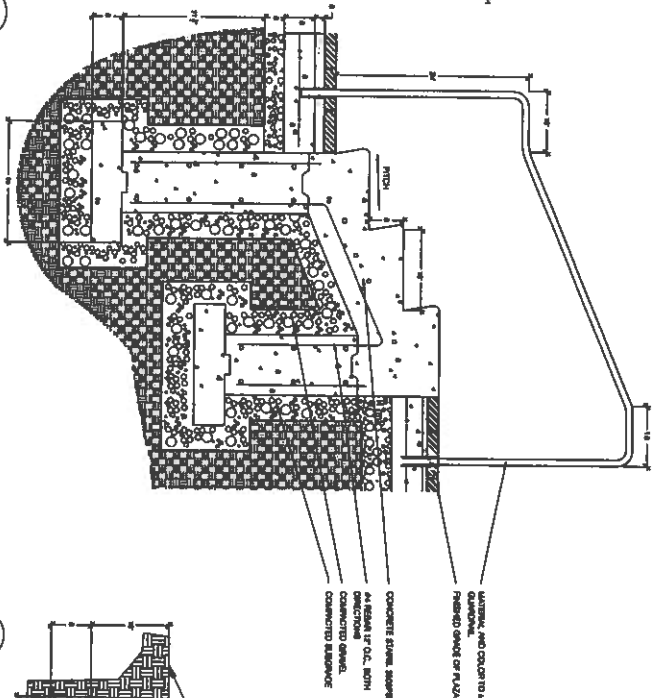


L-2.0	DEMOLITION PLAN DATE: 04.07.18 REV: 1/14/18	SONO CORPORATE CENTER WASHINGTON AND MAIN STREET SOUTH NORWALK, CT	<table border="1"> <thead> <tr> <th>NO.</th> <th>ISSUE</th> <th>DATE</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>MOU ATTACHMENTS</td> <td>0.00.18</td> </tr> <tr> <td>2</td> <td>PER SUBMISSION</td> <td>02.22.18</td> </tr> <tr> <td>3</td> <td></td> <td></td> </tr> <tr> <td>4</td> <td></td> <td></td> </tr> <tr> <td>5</td> <td></td> <td></td> </tr> </tbody> </table>	NO.	ISSUE	DATE	1	MOU ATTACHMENTS	0.00.18	2	PER SUBMISSION	02.22.18	3			4			5			erla eric rains landscape architects llc <small>550 West Street, Suite 200, New Haven, CT 06510</small>
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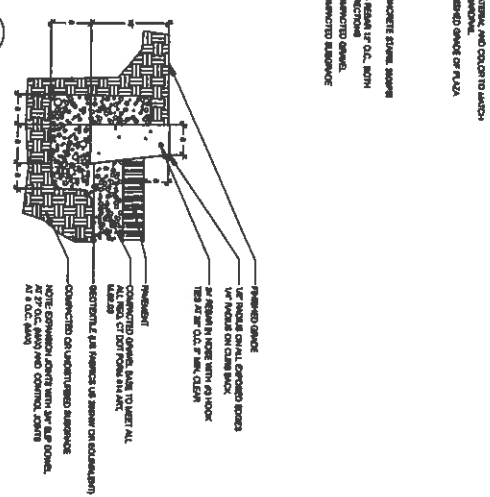


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3 STEPS WITH HANDRAIL - CONCRETE



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SONO CORPORATE CENTER	
WASHINGTON AND MAIN STREET SOUTH NORWALK, CT	
DATE:	M.A.T. 1.8
DRAWN BY:	AS NOTED



DEPARTMENT OF PUBLIC WORKS

MEMORANDUM

TO: Bruce J. Chimento, P.E. – Director of Public Works

FROM: Paul L. Sotnik, P.E. - Senior Civil Engineer, D.P.W. *P.L.S.*

CC: Lisa Burns, P.E. - Principal Engineer, Department of Public Works

REF: Caryn's Way Street Name - Request For Review/Approval From Public Works Committee of the Common Council

DATE: November 23, 2015

I have one item that I would like to request to have included on the agenda for the November 30, 2015 Public Works Committee meeting. I have listed the item below.

1.) APPROVAL/AUTHORIZATION

Approve the use of the name of Caryn's Way for the street being constructed as part of the subdivision at 67 – 69 Aiken Street.

I am forwarding the request for review and approval of the name of Caryn's Way for the street being constructed as part of the subdivision at 67 – 69 Aiken Street by the Public Works Committee of the Common Council as required in Section 95-19 of Chapter 95 (Streets and Sidewalks) of the City Ordinances. When the original Subdivision was approved by the Planning Commission on March 10, 2015 and filed in the office of the Town Clerk on June 8, 2015 (Filed Map #13695), the street had a name of Silver Ledge Road. This name was not acceptable to the Department of Public Works because there is already a street within the City of Norwalk with the same name. Staff within the Department of Public Works has approved the use of Caryn's Way. The Planning Commission and the Zoning Commission have approved the use of Caryn's Way. I am providing the attached copy of the map for the Subdivision that was prepared by Dennis A. Deilus, L.S. Land Surveyors for Aiken Street Development LLC entitled "Subdivision Map Prepared For Aiken Street Development LLC, Norwalk, Connecticut," dated November 15, 2014, last revised June 30, 2015. I am also providing the attached copies of the approvals from the Planning Commission and the Zoning Commission.

If you have any questions, please do not hesitate to contact me.

**Norwalk Planning Commission
125 East Avenue
Norwalk, Connecticut**

MEMORANDUM

July 14, 2015

TO: Torgny Astrom – Chair
FROM: Land Use Committee – Frances DiMeglio, Chair
SUBJECT: 95-19 City Code – Naming of Streets – Review and approval to name a new street off of Aiken Street as “Caryns Way”

We have received a request from an individual applicant, Aiken Street Development, LLC to have the City name a new street that it intends to build to City standards and submit to the Department of Public Works for acceptance as a City (public) street.

By way of background, Commissioners may remember that this street was created as a part of a four (4) lot subdivision off of 69 Aiken Street (Subdivision #3635), which was approved by the Planning Commission on March 10, 2015.

The City Code provides, under §95-19, a means to approving street names:

§95-19 Responsibility for naming of streets and numbering of lots

All matters pertaining to the naming of public streets and the numbering of lots thereon shall be referred to the Public Works Committee of the Common Council. In connection with such matters, the Public Works Committee shall hear such persons and make such investigation as it may deem necessary and, after obtaining the approval of the Planning Commission and Zoning Commission, shall report the result of such investigation, together with its recommendations as to names of public streets and numbers of lots, to the Common Council.

It should be noted that no two City streets can have the same name from the perspective of public safety. When lives are on the line, first responders must not have any confusion regarding an address.

The applicant has chosen “Caryns Way” for the name of the new street off of Aiken Street. An engineer from the Department of Public Works has checked the name on their master street list and no other street name with “Caryns Way” exists in the City of Norwalk.

Once the Planning and Zoning Commission approves the name, it will be forwarded to the Common Council and be reviewed by the Public Works Committee.

Your committee has reviewed the proposal and recommends the following resolution:

*** RESOLUTION TO APPROVE ***

BE IT RESOLVED by the Norwalk Planning Commission that the of the naming of a new street called “Caryns Way” off of Aiken Street be **approved** ; and

BE IT FURTHER RESOLVED that notice of this action be forwarded to the Common Council.

4

**DRAFT
CITY OF NORWALK
PLANNING COMMISSION – Special Meeting
July 14, 2015**

PRESENT: Torgny Astrom, Chair; Frances DiMeglio; Joel Zaremby; Victor Cavallo;
Bill Dunne; Steven Ferguson

STAFF: Frank Strauch; Dori Wilson

I. CALL TO ORDER

Mr. Astrom called the meeting to order at 8:30 p.m.

II. ROLL CALL

Mr. Strauch called the roll.

**III. REPORT OF LAND USE COMMITTEE, Fran DiMeglio, Chair Referrals –
Report & recommendation**

**a) 95-19 City Code – Naming of Streets – Review and approval to name
a new street off of Aiken Street as “Caryns Way”**

Before the vote, there was further discussion about the name because there was
also a Karen Drive in Norwalk as well as whether this was in the possessive case.

**** MS. DIMEGLIO MOVED: BE IT RESOLVED** by the Norwalk Planning
Commission that the naming of a new street called “Caryns Way” off of Aiken Street be
APPROVED; and

BE IT FURTHER RESOLVED that notice of this action be forwarded to the Common
Council.

Mr. Zaremby seconded.

**Torgny Astrom, Frances DiMeglio; Joel Zaremby; Bill Dunne; Steve
Ferguson, in favor.**

Mr. Cavallo opposed.

No one abstained.

Ms. DiMeglio asked that it be noted by staff that the Planning Commission
questioned the process of naming a street.

**b) Zoning Commission - #1-15M – 25 Butler, LLC – 43 Harbor Ave/38
Orchard St//4 & 6 Quincy St - Proposed change to the Building Zone Map from D
Residence to Central Business Design District Subarea B (4 lots)**

Norwalk Zoning Commission
125 East Avenue
Norwalk Connecticut

MEMORANDUM

July 15, 2015

TO: Zoning Commission – Adam Blank, Vice Chair
FROM: Zoning Committee –Emily Wilson, Chair
SUBJECT: 95-19 City Code – Naming of Streets – Review and approval to name a new street off of Aiken Street as “Caryns Way”

We have received a request from an individual applicant, Aiken Street Development, LLC to have the City name a new street that it intends to build to City standards and submit to the Department of Public Works for acceptance as a City (public) street.

By way of background, Commissioners may remember that this street was created as a part of a four (4) lot subdivision off of 69 Aiken Street (Subdivision #3635)., which was approved by the Planning Commission on March 10, 2015.

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It should be noted that no two City streets can have the same name from the perspective of public safety. When lives are on the line, first responders must not have any confusion regarding an address.

The applicant has chosen “Caryns Way” for the name of the new street off of Aiken Street. An engineer from the Department of Public Works has checked the name on their master street list and no other street name with “Caryns Way” exists in the City of Norwalk.

Once the Planning and Zoning Commission approves the name, it will be forwarded to the Common Council and be reviewed by the Public Works Committee.

Your committee has reviewed the proposal and recommends the following resolution:

*** RESOLUTION TO APPROVE ***

BE IT RESOLVED by the Norwalk Zoning Commission that the of the naming of a new street called “Caryns Way” off of Aiken Street be **approved**; and

BE IT FURTHER RESOLVED that notice of this action be forwarded to the Common Council.

**CITY OF NORWALK
ZONING COMMISSION
July 15, 2015**

PRESENT: Adam Blank, Chair; Jill Jacobson; Nate Sumpter; Linda Kruk
STAFF: Michael Greene; Dori Wilson
OTHERS: Atty Liz Suchy; Myrtle Knight; Donna and Brian Benz, Farhan Mehmet

I. CALL TO ORDER

Mr. Blank called the meeting to order at 7:30 p.m.

II. ROLL CALL

Mr. Greene called the roll.

III. PUBLIC HEARINGS

Before the public hearings began, Mr. Blank announced that there were some public hearings that would not be going forward at this meeting.

a. # 1-15M – 25 Butler , LLC – 38 Orchard St/ 6 Quincy St – Proposed change to the Building Zone Map from D Residence to Central Business Design District Subarea B (2 lots)

Mr. Blank opened the public hearing. Atty Suchy began the presentation by handing in the certified, return receipt cards, evidencing notice of the public hearing. She then oriented the commissioners as to the location of the property on an aerial map and explained that the proposed amendments would re-zone the property from D Residential to Central Business Design District ("CBDD"). She gave the commissioners a description of the property. She explained that the proposed change was originally 4 lots but now it was 2 lots. She then explained the purpose of the zone change.

Myrtle Knight, 39 Orchard St., had questions about the zone change.

Ms. Kruk read the referrals from the Planning Commission and CAM into the record.

Atty Suchy answered Ms. Knight's questions. The public hearing was closed.

b. #5-15R – Zoning Commission – Proposed amendments to Articles 30 regarding farm stands in AA and AAA Residence zones

Mr. Blank opened the public hearing. Ms. Wilson began the presentation by explaining the procedure which was similar to outdoor dining permits. Currently, there are no farm stands allowed in any zones. There are similar regulations in neighboring towns except for Darien where they are not allowed.

Ms. Kruk read the referrals from the Planning Commission, which recommended denial of the proposed amendments, as well as the CAM referral. The Chair asked if anyone wished to speak on the proposed amendments.

Donna and Brian Benz, of the Bucciarelli Farm, spoke in support of the proposed amendments. She gave a brief history of their farm. They also had problems with signage for the farm. Mr. Blank explained that they would not be able to help them with their problems at this hearing. They should make an appointment with either the Mayor or the Zoning Department staff.

1) To implement the Plan of Conservation and Development to "Examine and modify existing zoning where necessary to achieve the goals of this plan" (F.2.1, p. 42);

BE IT FURTHER RESOLVED that the effective date of this action be July 24, 2015.

Mr. Sumpter seconded.

Adam Blank; Linda Kruk; Jill Jacobson and Nate Sumpter voted in favor.

No one opposed.

No one abstained.

ii. **#7-15R - Zoning Commission – Proposed amendments to Section 118-1450 to revise criteria for Special Permits, to add a new subsection D. Special Standards for Non-residential uses in residence zones and related technical amendments**

**** MS. KRUK MOVED:** this application should be sent back to the Zoning Committee

Ms. Jacobson seconded.

Adam Blank; Linda Kruk; Jill Jacobson and Nate Sumpter voted in favor.

No one opposed.

No one abstained.

iv. **#5-15R – Zoning Commission – Proposed amendments to Articles 30 regarding farm stands in AA and AAA Residence zones**

**** MS. KRUK MOVED:** this application should be sent back to the Zoning Committee

Ms. Jacobson seconded.

Adam Blank; Linda Kruk; Jill Jacobson and Nate Sumpter voted in favor.

No one opposed.

No one abstained.

b. **95-19 City Code – Naming of Streets – Review and approval to name a new street off of Aiken Street as Caryns Way – Report & recommended action**

**** MS. KRUK MOVED: BE IT RESOLVED** by the Norwalk Zoning Commission that the of the naming of a new street called "Caryns Way" off of Aiken Street be **APPROVED**; and

BE IT FURTHER RESOLVED that notice of this action be forwarded to the Common Council.

Mr. Sumpter seconded.

Adam Blank; Linda Kruk; Jill Jacobson and Nate Sumpter voted in favor.

No one opposed.

No one abstained.

VI. APPROVAL OF MINUTES: June 17, 2015

Mr. Blank moved to approve the minutes

Mr. Sumpter seconded.

Adam Blank; Linda Kruk; Jill Jacobson and Nate Sumpter voted in favor.

No one opposed.

No one abstained.

VII. COMMENTS OF DIRECTOR



VILBI

DEPARTMENT OF PUBLIC WORKS

TO : MEMBERS OF LAND USE AND BUILDING MANAGEMENT COMMITTEE

FROM: ALAN LO, BUILDINGS AND FACILITIES MANAGER *AL*

RE : NORWALK SOLAR CHALLENGE

DATE: OCTOBER 22, 2015

As part of the goals for the Mayor’s Energy Task Force, the Task Force is developing a strategy to increase public awareness of the benefits of solar energy and to encourage the installation of photovoltaic systems by Norwalk homeowners and small businesses. To achieve this goal, Councilman Kydes, as Chairman of the Energy Task Force, reached out to our Purchasing Department to develop a Request for Proposals (RFP) for solar installation companies to collaborate with the City on the marketing of solar panel installation.

On October 6, 2015, the Purchasing Department received four (4) proposals from solar companies. A review committee was formed consisting of Councilman Kydes and Mr. Bob Eydt from the Energy Task Force, Councilman Bonenfant as Chairman of Land Use and Building Management Committee, Gerald Foley and myself. The Committee interviewed all four (4) firms and is hereby recommending to collaborate with Direct Energy Solar for the Norwalk Solar Challenge. Direct Energy Solar has partnered with the following communities on similar programs: Fairfield, Bridgeport, Cheshire, Glastonbury, Newtown, Stamford and Torrington.

The City’s responsibilities are limited to supporting Direct Energy Solar marketing efforts and in return, the City will receive up to a 5 kW photovoltaic system to be installed at a City facility. Homeowners and small businesses will receive the following benefits as part of the consolidated purchasing efforts:

- Competitive installation pricing at \$3.30 per watt. A typical home would support a system between 5,000 watt (5 kw) to 7,000 watt (5 kw);
- First 20 homeowners will receive an additional \$500 discount;

- A free Nest Thermostat for everyone who signs a contract;
- Every system comes with a 90% production guarantee and a 120-day install guarantee;
- Every system comes with a 10 year workmanship warranty and free online performance monitoring.
- Quality equipment:
 - Solar modules – 25 years warranty
 - Inverter – 10 years warranty
 - Roof racking – 10 years warranty
 - Monitoring - 2 to 5 years depending on equipment

Homeowners interested in solar system will contact Direct Energy Solar through contact information provided. Direct Energy Solar will provide initial remote site assessment based on satellite image and followed by an on site visit with the homeowner. The representative will confirm the solar quality of the home and provide the homeowner with detailed description of the equipment, process, available incentives, funding options and end cost to the homeowner. Direct Energy Solar will provide information regarding third party energy lease and loan programs available as they are not funding provider.

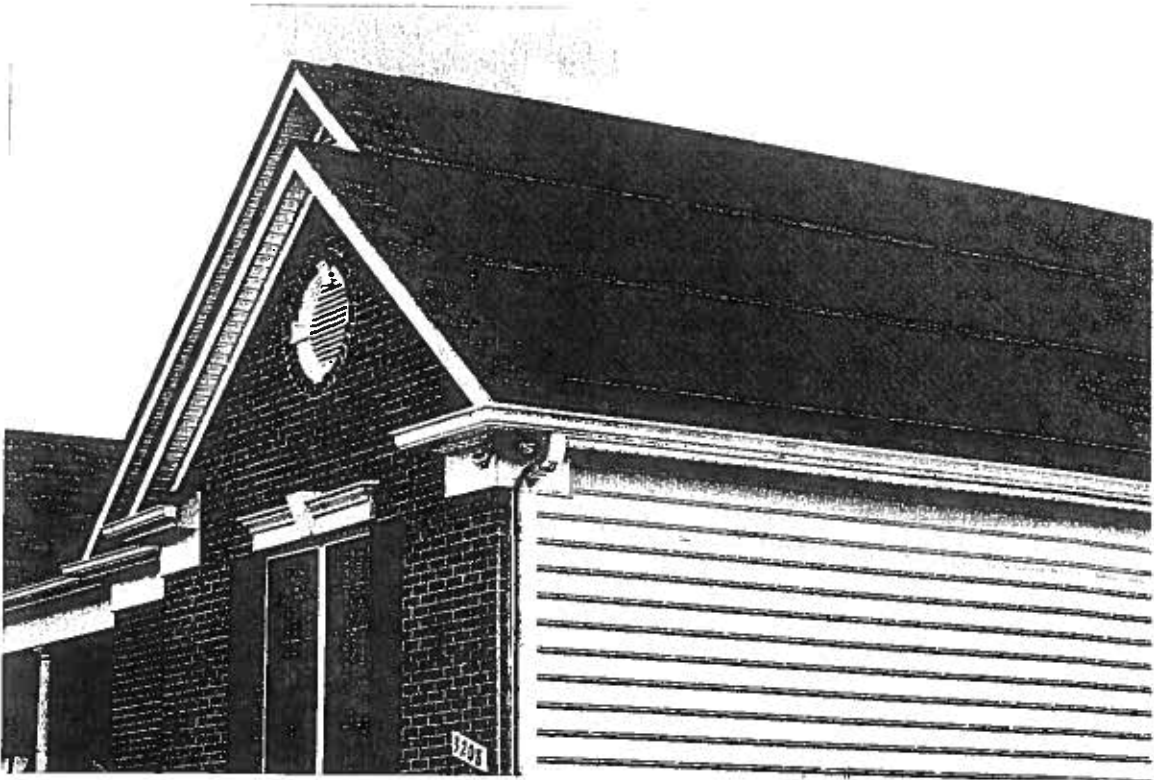
The City will NOT be receiving any financial benefits from each homeowner who signs up with Direct Energy Solar. On the other hand, the City will NOT be providing any financial incentive to this program. The City's role is to help market solar energy with a company which has gone through the City's proposal/review process and thereafter, the City has determined that Direct Energy Solar offers a quality product and competitive pricing. The decision to purchase and the method of financing the purchase of a solar system rest solely on the individual homeowner.

Attached is excerpt from Direct Energy Solar's proposal. At this time, the review committee is requesting the Land Use and Building Management Committee and the Common Council approval of the following action:

Authorize the Mayor, Harry W. Rilling, to execute an agreement with Astrum Solar, LLC d/b/a Direct Energy Solar to promote the installation of solar energy systems 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). Agreement period shall be for one year.



YOUR SUN. YOUR POWER. YOUR WAY.™



Solarize Norwalk RFP #3615

October 2015



Direct Energy Solar proudly submits the following RFP response to the Solarize Norwalk Campaign. We are excited that the Mayor and the Mayor's Energy Task Force Committee (ETFC) have provided this opportunity and hope to be a part of a successful solar partnership that provides Norwalk residents and small businesses with the opportunity to realize the economic benefits of solar electricity. Direct Energy Solar is headquartered in Columbia, Maryland. We opened our local CT office, located at 54 Tuttle Place, Middletown, CT in 2013. Direct Energy Solar's federal tax identification number is 27-1427044. This proposal is valid for 90 calendar days upon receipt by City of Norwalk.

Solarizing Norwalk presents both challenges and incredible opportunities. The town's rich history, its growing popularity as an arts, farm to table and small business destination, as well as its diverse outdoor venues provide a diversity of people who would be attracted to doing something good for the environment by going solar. Direct Energy Solar offers homeowners the opportunity to purchase, finance or lease their panels – whatever is best for the customer. This gives the most Norwalk residents the opportunity to save money by going solar – a reason we find most predominant among our customers. Nevertheless, any installer partner must have that local knowledge as well as the staff capacity and experience to respond to the increased level of interest a Solarize program drives during the short time frame. Direct Energy Solar offers this capacity and expertise.

Our complete system comes with highly reliable panels and panel-optimizing technology to minimize the effects of shade and increase the amount of energy generated by the system. Every system, lease or purchase, comes with a 90% production guarantee and a 120-day install guarantee – to our knowledge no other company offers either – and every system comes with a 10-year workmanship warranty (which can be extended to 20 years) and free online performance monitoring. Additionally, because we are not tied to any financing companies, we offer every customer a variety of financing options and work with each customer to find the option that works best for their financial situation.

Our local team of 75+ well-trained Solar Consultants, Project Leads, Installers and System Design Specialists based in Middletown, CT, is backed by experienced program managers, marketing professionals, and dedicated company leadership. Everyone who would work with the Norwalk campaign team is a Direct Energy Solar employee. NABCEP certified installers oversee every aspect of company management, filling essential roles throughout: John Teti, Director, Operations Support; NABCEP# 091110-224; Jeremiah Geib; Manager, Electrical; NABCEP# 032611-121; Stephen Lewis, Community Program Coordinator, NABCEP# PVT5042013-26.

Direct Energy Solar recognizes the tremendous community solar opportunity in CT and we are eager to bring our expertise in this field to Norwalk. Norwalk has a solid foundation for a successful solarize program. From committed volunteers to environmentally conscious political leaders, the factors that matter most to reaching Norwalk's solarize goal are already in place. Even so, the campaign deserves an installer partner with the capacity, extensive marketing tools and diverse financing options Direct Energy Solar can deliver. Brandon Hart is the authorized representative and he can be reached at (443) 960-0003; brandon.hart@directenergysolar.com. Additionally, David Goldberg, Manager, Community Business Development may be reached at (203) 464-0925. Thank you for the opportunity to partner with Solarize Norwalk.

Sincerely,

A handwritten signature in cursive script that reads "Jennifer S. Coken".

Jennifer Coken, Director, Community Programs, US

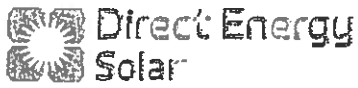
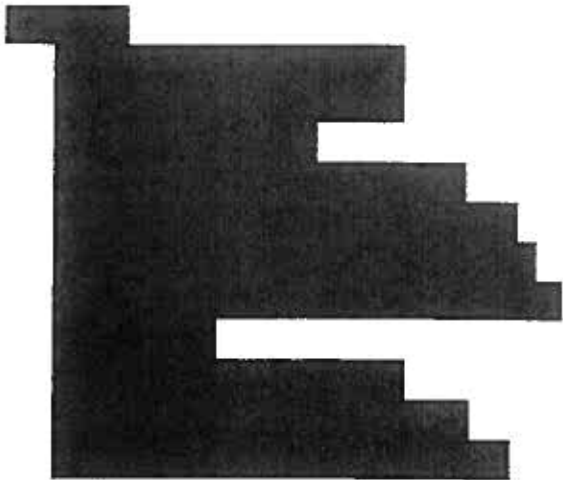


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III. Proposing Organization's Profile

History, Size and Organizational Structure

Direct Energy Solar has been in operation for more than seven years under the name of Astrum Solar, LLC growing into one of largest full-service residential solar installer headquartered on the East Coast. Creating memorable experiences for customers resulted in rapid growth of the company. Astrum Solar was a two-time member of the Inc. 500 list of fastest growing companies in the United States, and the company rapidly expanded throughout the Northeast and in early 2014, into California.

In 2014, we became a part of Direct Energy, North America's largest retail energy and home services provider, and on April 1, 2015 we renamed our brand to Direct Energy Solar. The Direct Energy family of companies has served more than six million homeowners across North America for over 15 years. Direct Energy has become the largest home services provider on the continent by providing professional, affordable and high-quality energy products and home services. As part of the Direct Energy family with over \$11 billion in revenue, Direct Energy Solar will continue to provide the same premier customer service and be here to support our customers' entire solar experience—before, during, and after their solar installations. Now more than ever, we are able to invest in and expand our community programs.

Since its inception, Direct Energy Solar has installed more than 5,000 residential and small commercial systems in 15 states. Our commitment to and relationship with Connecticut is strong and growing, as more than 600 of our completed installations are in the state. We currently employ more than 75 CT residents who are located in our Middletown office.

Financial Stability

Our parent company, Direct Energy is a wholly owned subsidiary of Centrica, plc. Centrica plc (www.centrica.co.uk) is based in Windsor, United Kingdom and operates as an integrated energy company in the UK, North America, Norway, and internationally. Centrica is financially strong and holds an A- credit rating from Standard and Poors; Centrica's stock is traded on the London Stock Exchange under the symbol CAN.

Our relationship with Direct Energy/Centrica has greatly enhanced our ability to negotiate favorable equipment contracts and expand our presence in states such as Connecticut with excellent solar potential. With the extensive resources available from Centrica, Direct Energy Solar expects to be a thriving business long after it fulfills its commitment to Norwalk.

Current Standing with Suppliers

Direct Energy Solar uses only safe and reliable equipment from reputable manufacturers. We have long-term, direct sourcing relationships with all our suppliers. This enables us to get products with more regularity and greater assurance (even in times of shortage) than smaller solar installers.

Capacity

When the Norwalk campaign kicks off, our CT operations will have the resources necessary to install 20 systems a week. We have established standard operating procedures and utilize the same materials



and methods company-wide. Because of this, crews from other Direct Energy Solar offices can seamlessly install in other regions.

We guarantee system installation within 120 days of contract barring any customer-caused delays or customer requests for a later installation. (The average industry installation time is six months or more.) Our installation teams are some of the most efficient in the country. Our average time between handoff to our Operations department and system installation in CT is less than 90 days for projects sold and installed in the last year, nearly a month less than the industry average.

Direct Energy Solar has successfully installed over 4000 residential and small commercial jobs in the past three years. Our average residential system size is 7.8kW.

Office location

Our Middletown, CT office is located at 54 Tuttle Place and is the home office to all of our employees in Connecticut. Many of the staff who would be working with the Norwalk campaign team live nearby and as such, their travel to Norwalk would be very convenient. We are confident our capacity out of the Middletown office is enough to handle Norwalk site assessments, solar consultations, and installations efficiently during the campaign.

Demonstrated Experience

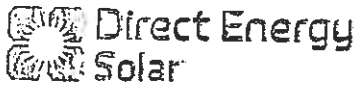
Direct Energy Solar also has recognized the tremendous opportunity presented by partnering with communities to drive significant solar adoption through extensive community-led outreach and very competitive installer pricing. To date, we have been the installer partner for 30+ community solar programs in the states of Connecticut, Massachusetts, New York, New Jersey and Maryland. Approximately 1,200 (25%) of our 5,000 installations are from community solar programs and we have proven our ability to handle high volumes of leads in short periods of time and generate a high number of sales from these leads.

We built our company with the express purpose of installing residential solar on the East Coast where obstacles include shade, older homes, diverse roof shapes, and ground-mount situations. To support our disciplined and information-intensive process, we use a sophisticated customer relationship management platform based on Salesforce software. All aspects of our turnkey operation are performed by well-trained and experienced company employees who receive strong management and oversight. This means that our experience is deeper than just numbers or panels on a roof.

This experience with solarize programs means we know the right questions to ask, the best ways to educate residents new to solar, and the staff capacity ready to help Norwalk reach its goals.

Corporate Safety

At Direct Energy Solar, safety is a top priority and our relationship with Direct Energy is further reinforcing this intent. Direct Energy's Health, Safety and Environment (HSE) department provides extensive safety training and we are in the process of having all of our field personnel obtain OSHA 10 certifications, if they do not already have them. Each of our offices has an HSE Safety Coordinator who



provides employee training, ensures that safety equipment is on hand as needed, and performs onsite safety audits.

References

Customer	ADDRESS	CONTACT #	LEASE/PURCHASE
Mark [REDACTED]	[REDACTED]	(860) [REDACTED]	L
Gary [REDACTED]	[REDACTED]	(585) [REDACTED]	L
Shane [REDACTED]	[REDACTED]	(203) [REDACTED]	L
James [REDACTED]	[REDACTED]	(203) [REDACTED]	P
Dave [REDACTED]	[REDACTED]	(203) [REDACTED]	L
Gary [REDACTED]	[REDACTED]	(860) [REDACTED]	L
Karl [REDACTED]	[REDACTED]	(860) [REDACTED]	P
Brian [REDACTED]	[REDACTED]	[REDACTED]	L
Amy [REDACTED]	[REDACTED]	(203) [REDACTED]	P
James [REDACTED]	[REDACTED]	(860) [REDACTED]	P

IV. Qualifications of the Project Team

The entire Direct Energy Solar team in CT along with key personnel from our central headquarters will be actively engaged in serving Norwalk homeowners and businesses. Many of our Sales and Operations leaders are NABCEP-Certified Solar PV Installers and we are constantly adding team members to our rolls of NABCEP-certified employees. A staff organizational chart, resumes, and licenses for the following partners and key Direct Energy Solar team members are in the Appendix.

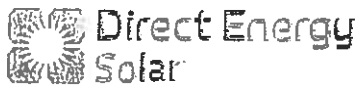
To maximize quality, Direct Energy Solar is a full-service installer – we handle everything from the initial contact with our Solar Qualification team to installation and ongoing support from our Customer Relationship staff once installed. We do not work with sub-contractors in CT and don't intend on doing so as part of this program. All staff working on the Norwalk campaign are direct employees of Direct Energy Solar.

Project Team

Fred Fields, Regional Sales Manager, Middletown, CT

Fred is one of Direct Energy Solar's most successful Solar Consultants. He has 20 years of sales experience and joined the company in 2011 to open the solar market up in Connecticut. Fred will take a lead role on community outreach and will of course bring as many homeowners to contract as possible.

Fred will oversee the activities of Direct Energy Solar's System Designers and Solar Consultants on this program, will ensure that the sales team is present at all outreach events, and will be available to handle any sales-related issues should they arise.



Michael Brooks – Primary Project Lead, Middletown, CT

A Connecticut native with experience in all rounds of Solarize Connecticut thus far, Michael has helped lead operations throughout the state. He will coordinate and manage quality control for installations in the state as well as manage the installation teams and electrical teams. Over 15 years of residential construction experience in Connecticut managing crews, communicating with homeowners and architects and performing construction. Michael is LEED AP Certified.

Steve Lewis, Community Program Coordinator

Steve joined the Community Programs department after being one of the first employees hired with our Inside Sales department. He has extensive experience in not only working with customers to qualify their homes, but overseeing the sales process and selling out in the field. Steve will oversee the activities of the Inside Sales department on lead intake and qualification for this program, ensure that the Solarize Norwalk salesforce system is updated in a timely and accurate manner, generate all reports, and handle day-to-day issues to ensure we are providing excellent service to every resident of the program.

David Goldberg, Business Development Manager, Community Programs

As a native of CT, David brings near 20 years of clean energy, policy and public relations experience to the team. On weekends David can often be found volunteering and coaching tomorrow's leaders. He will maintain program continuity and be the primary contact for the Mayor's ETFC. David not only develops relationships, but sustains them as well.

Brandon Hart, Community Program Manager, Maryland Headquarters

Brandon has a customer service background and worked in Direct Energy Solar's Customer Care department for over two years. For the past year, he has supported several Solarize programs in CT, MA, MD, and NJ. He will be responsible for developing and implementing the marketing strategy, and will monitor program progress and make adjustments as needed to ensure program success.

Jennifer Coken, Head of Community Programs, US

Jen oversees all of Direct Energy Solar's community-based solar programs with a focus on long-term growth and development as well as effective and efficient implementation. She has a background in community organizing and process improvement, and has launched several non-profit organizations focused on increasing the capacity of local communities. Jen will provide input to the marketing strategy and will play a quality assurance role for this program, ensuring that Direct Energy Solar's processes are aligned to serve the program communities in the best way possible.

Marketing Resources

We are excited to work directly with the Solarize team to implement marketing and outreach strategies that provide the best homeowner education and drive in the most leads. Direct Energy Solar has often offered creative design services, marketing tools, and strategic communications support to community solar programs. Below are several ideas and tactics we feel would best support and expand Solarize Norwalk's resources and staff. This past month we could be found at Norwalk Oyster Festival engaging with homeowners regarding the benefits of solar and all its potential.



- Marketing Support: Direct Energy Solar will contribute approximately \$10,000 in creative design services, advertising, marketing materials like postcards, door hangers, brochures, and lawn signs, as well as other program support costs. We have many tools to supplement those available in the community and would be happy to provide our version of a marketing tool kit to the Solarize Norwalk team.
- Traditional Media Support: Direct Energy Solar has a solid media team with reporter connections throughout Connecticut and we would be happy to help Solarize Norwalk use these connections in event advertising, press conferences, letter to the editor (LTE), op-ed placement, and TV news coverage. As mentioned in the RFP, Norwalk has numerous well-read publications. Raising the program's profile in these local newspapers and periodicals through LTEs and op-eds, would create an incredible echo chamber for Solarize Norwalk's message. Direct Energy Solar will help write and produce content for these traditional media outlets so our message to Norwalk residents stays consistent.
- Targeted Strategies for Key Groups: Through the Mayor's ETFC Norwalk has a natural coalition of community and environmental leaders focused on bringing residential solar to Norwalk. We would like to learn from these individuals by discussing group values, concerns, views of solar power, and the best ways reach interested property owners. Additionally, we would like to reach out to political and business leaders and learn from them how residential and commercial solar could strengthen Norwalk. From these conversations, we can construct messages that resonate well with targeted groups.
- Early and Sustained Momentum: An important driver of overall program success is demonstrating early momentum. With our current capacity, we can reach all leads within 24 hours or less and, subject to homeowner scheduling needs, conduct a sales visit within three to five calendar days of first point of contact. Our timely follow up results in a higher level of customers signing contracts. To motivate residents to go solar early, we're offering the first 20 people to sign contracts in the program an additional \$500 discount.
- Installation Demonstrations: We suggest that early adopters host Installation demonstrations and invite their friends, family and neighbors to witness the actual installation of the panels on the home. Direct Energy Solar will provide refreshments and have our staff on hand to answer questions and conduct real-time analysis of homes using satellite imagery. Our efficient installation process means these neighborhood events can show people that others in the area are moving forward with solar, thereby inspiring them to take action immediately.
- Social and Digital Media: We suggest using a heavy social media and online presence. We have a Social Media Manager who can work with the Solarize Norwalk team to define strategies. Social-media friendly images may include:
 - o A countdown clock hosted on a Norwalk-campaign specific sign-up site, showing how many days left to "go solar."



- Photos of Norwalk campaign installations with matching testimonials saying why the property owner chose solar.
- A diagram showing the community's carbon offset based upon the number of solar installations (see attached marketing materials for an example).

Additionally, Direct Energy Solar employees who help with community workshops and other events will have video cameras on hand to film presentations, resident testimonials, and install demos. By including multi-media content, we can creatively engage a wider audience and generate more leads. We look forward to collaborating with Solarize Norwalk on a marketing strategy that leads to a highly successful program.

Staffing Commitment

We believe Solarize Norwalk's installer staffing requirements are very manageable and we will provide at least two team members at all workshops, solar home tours, and live solar installations.

V. Sustainability Practices

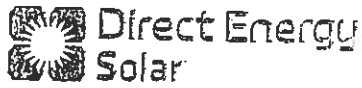
Sustainability is a motivating principle for Direct Energy Solar. Positively impacting the world was one of the reasons the founders began this company and the reason many of us work for it. As such, we try and operate the business in keeping with the principles of sustainability, ethical operating practices and being a good member of the communities we serve.

In addition to quality of product, our main suppliers all have excellent credentials. For instance, our most recently awarded community program uses solar panel suppliers Kyocera. Kyocera has a significant corporate commitment to environmental sustainability. Please see http://www.kyoceradocumentsolutions.com/company/csr/pdf/csr_report2014.pdf for more information.

Internally, Direct Energy Solar has taken steps to make our company more efficient and sustainable. Every office recycles both office and warehouse waste. We have spent many hours and thousands of dollars developing systems to minimize the amount of paper used in our day-to-day operations. Company representatives drive hybrid vehicles whenever possible and if a hybrid is not available, carbon offsets are purchased to neutralize the emissions the rest of the fleet. Additionally, we try and minimize travel by siting offices and hiring key personnel locally whenever possible, and having generous remote working policies.

VI. Employment Practices

Direct Energy Solar employees are integral to every aspect of our business. For this reason we strive to provide compensation and a workplace environment that not only encourages retention, but makes employees ambassadors to our customers and other potential team members. Across the board, we pay more than the industry-standard salary and provide industry-leading benefits. Listed below are the major roles that will be involved as well as the average salary for the position converted to a dollar-per-hour wage rate. Bonuses are based on such factors as customer service and efficiency and are typically [REDACTED] of base hourly wages.



Installers	Electricians	Project Leads	Solar Consultants	System Designers	Solar Engineers
\$█ / hr. +bonus & overtime	\$█ / hr. +bonus & overtime	\$█ /hr. + bonus	\$█ / hr. + commission	\$█ / hr. + bonus	\$█ / hr. + bonus

Our benefits are also generous. We cover █% of the employee cost of our standard health insurance plan and █% of the cost of dependents. Coverage is also available to same sex partners. These same cost-sharing numbers are standard on dental and vision insurance offered to all employees. Employees have multiple plan options to suit their needs and budgets. We also offer disability insurance and life and AD&D insurance for up to \$█ with the option to extend that to \$█. Employees have the ability to contribute to 401k plans to help them plan for retirement supported in part by a company match. Finally, employees can participate in an Employee Stock Purchase Program (ESPP) enabling them to buy stock in Centrica plc, Direct Energy’s parent company.

Employee Training

We are constantly endeavoring to assist our employees, our greatest assets, in gaining new skills. Every employee that joins Direct Energy Solar undergoes extensive training on the company’s mission and purpose, as well as practical details on solar and what products our company offers. Our in-house training is some of the best in the business when it comes to teaching people about the solar industry. Employees also have access to specific training within their expertise. Everyone who wants to take the NABCEP exam has access to internal training materials as well as guidance from our solar engineers. We also will cover the cost of the exam. Employees have access to a variety of training programs from computer skills enhancement to electrical training to OSHA-10 classes. We regularly train employees to move from installer to licensed, apprentice electrician. We recently trained our incentives team on compliance work in licensing and administration that can be generalized across jobs and industries. We intend to not only continue with these models, but to make constant enhancements and improvements.

VII. Scope of Services and Proposed Schedule

Lead Intake

Direct Energy Solar’s basic process is designed to be efficient and customer-focused. We make it easy for customers looking to go solar to start the process immediately. The outreach and lead generation efforts of Solarize Norwalk are integral to the success of this program and Direct Energy Solar is committed to moving these leads through our qualification process quickly.

To simplify lead intake, we provide a customized, co-branded submission form that can be linked to the official Solarize Norwalk Program site. We also provide an Online Partner Portal allowing key staff and volunteers to quickly enter new leads into our contact database and monitor leads through the entire qualification and sales process.

When lead information is entered via the submission form, it instantly goes into our Customer Relationship Management (CRM) database. We then verify the address, check for duplicates, and assign the person to a Solar Qualification team member. Within 24 hours, the team member calls the

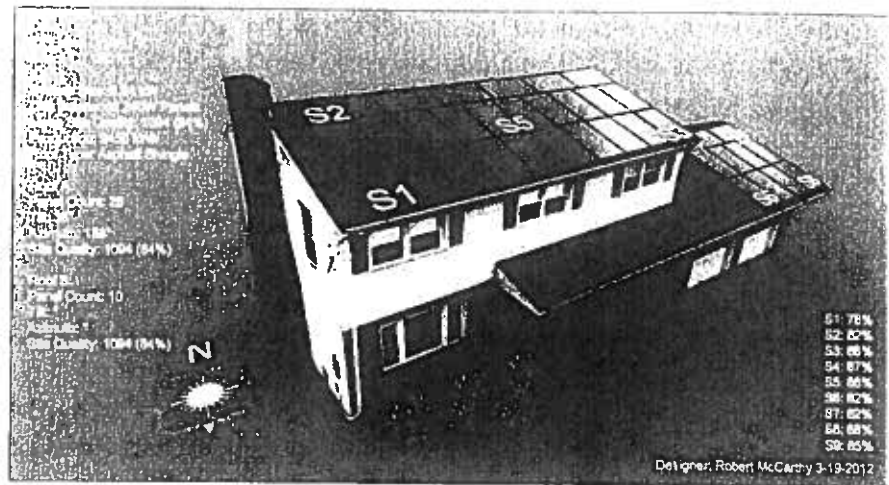


resident and determines the site’s solar potential. If the property qualifies, a no obligation site assessment and sales visit is scheduled within 5 days.

Solar Qualification team members staff our Call Center seven days a week and outside of normal business hours ensuring we reach interested residents. We use a regimented follow-up process multiple calls and/or emails so if the first attempt is unsuccessful, we keep trying. This responsiveness enhances the conversion rate from interested lead to customer, making the most of your outreach efforts.

No Obligation Site Assessment and Sales Process

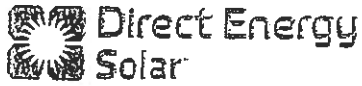
Before the sales visit, the assigned SD examines the property more closely using satellite imagery to determine whether the system can be designed remotely using a computer program called Aurora. Aurora uses software that evaluates thousands of points to determine the solar quality on each roof. The remote survey – done only if the SD has a high-quality satellite image, the home



is less than three stories tall and has fewer than four trees onsite – is a benefit to the homeowner because it shortens the time between initial interest shown and a consultant presenting a proposal to two days, instead of the average three to five days. If the property doesn’t meet this criteria than the System Designer does an on-site visit. Direct Energy Solar conducts these surveys prior to the homeowner meeting with a Solar Consultant so that the Solar Consultant can walk the homeowner through the proposed panel layout, the projected production and payback, and the cost to install the system.

Installation and Interconnection

Once a contract is signed, our Solar Consultant hands off the project to Project Lead. Project Leads are trained project managers, responsible for the customer’s experience from that point forward. They apply for all permits, HOA/historical approvals, structural reviews, and any special parts ordering while maintaining communication with the customer throughout the process. Our Project Leads are supported by a customized, robust software platform that assists them in managing projects and organizing documentation. Project Leads are accustomed to a variety of permit applications for many different municipalities making us an ideal installer for a multi-community program. All are Connecticut experts and have not only shepherded dozens of projects through to completion, but have worked within Solarize programs before.



We guarantee installation of your system within 120 days of the signature of the contract – most companies take six to eight months to install a system. The Project Lead kicks off the installation process with a Kickoff Meeting. At the meeting, the Project Leader explains the process to the customer, goes over a Welcome Binder that explains our Customer Roadmap in detail and reviews and collects any additional information as needed. On every project, this information is submitted to a structural engineer who reviews and certifies the roof or identifies additional support requirements. Both the analysis and any reasonable improvements necessary to make the roof structure suitable for solar are included in the base price.

Our focus on customer experience continues throughout the installation process. Install crews are led by an overall Team Leader who is responsible for the customer interaction during the installation. Quality Assurance also is the responsibility of the Installation Team Leaders and critical metrics are assessed on-site before the completion of each job. An average system requires one to two days to build. We respond to emergency customer issues within one business day. Given that our installers are long-term company employees and we operate off of referrals, it is in our utmost interest and part of our brand promise to perform the highest quality installations.

After the system passes inspection and is turned on, a member of our Customer Relationship Team takes over. These Direct Energy Solar employees monitor the system post installation and are available to assist should any issues arise. The post-installation relationship starts with a Customer Satisfaction Survey. We measure both the quality of the process and experience with our individual team members at every step of the way. Each time we ask if any Direct Energy Solar employees exceeded our customers' expectations. The results are shared broadly throughout the organization to help us continually improve our process, and are utilized extensively in our Performance Management Systems.

Customer Service

Providing an outstanding customer experience is the responsibility of every Direct Energy Solar employee. By prioritizing this service, we make sure that going solar is exciting and seamless, leaving customers free to enjoy the process of doing something good for the environment, their community, and their financial security. During both the design and installation process, customers will have direct contact through both email and by phone with the Direct Energy Solar manager responsible for their project's progress. All of these professionals are focused and attendant to customer service, making the Direct Energy Solar experience unparalleled. After installation, should anything arise, our dedicated Customer Relationship Department deals with the issues with the utmost care. The Customer Relationship Department consists of empowered, full-time Direct Energy Solar employees interacting directly with customers through email and over the phone.

Examples of Common Service Calls

Example 1:

Homeowner reaches out to Customer Relationship team after having solar for two months not understanding how to tell if utility is properly crediting their bill. We try to resolve this in the first conversation, but understand that utility bills can be difficult to understand aside from the amount

1 SOLARIZE NORWALK RFP #3615

2



due. Thus we ask the homeowner to email us a copy of their bill. We then are able to talk the homeowner through, line by line, educating as to where to find power pulled from the grid vs what was sent back to the grid.

Example 2:

Homeowner reaches out to Customer Relationship team after logging into their systems' online monitoring portal and noticed a panel(s) in their array that is/are under-producing. The Customer Relationship Advisor accesses the homeowner's system internally and runs reports to identify the issues. Advisors also have access to several photos of the installation to better understand potential factors. The Advisor is then able to determine if there is a shading issue affecting the panel(s) in question. If the panel is slightly under-producing for reasons unknown, we will have a technician come by and test the panel. If there is a problem, we will replace the panel on-site at no cost to the homeowner as part of the 25yr panel warranty.

Rebate App Better Submissions

Project Leads are supported in rebate application submissions by an in-house Incentives Team. The Incentives Team processes grant rebate and tax credit paperwork quickly and correctly and will provide appropriate parties with any required information. After approval and upon completion of the project, the Project Lead has the completion documents signed by the customer and the Incentives Department submits the final documentation to the appropriate parties. By centralizing the grant procedures in this way, applications are completed uniformly and submitted on-time. It also allows us to maintain a single point of contact with the state grant department so the resolution of any issues is streamlined.

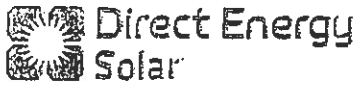
Quality Assurance

Quality controls are built in to our entire process. We want to give every customer an experience that is not just hassle-free, but makes them want to recommend that their friends and family go solar. Every installation is overseen by a Lead Installer, trained by us and dedicated to ensuring that the installation is of the highest quality. This team leader has a quality assurance process and is responsible for completing it on every job. These professionals are supported by additional Direct Energy Solar employees who have years of experience with solar installations and who know the technology and process intimately. Quality is one of the fundamental aspects of every Direct Energy Solar installation and we back this up with the production guarantee we mentioned earlier in this proposal.

Timeline

Direct Energy Solar guarantees that every system sold during the Norwalk program will be installed within 120 days of contract, barring customer-initiated delays or schedule preferences. Below is a timeline for the average customer experience from the time they express interest to system installation.

Action	Days for Completion
Homeowner expresses interest (lead entered into our system)	
Solar Qualification rep. calls homeowner and qualifies home	1 day



Site survey design completed and homeowner meets with Solar Consultant	5 days
Customer considers going solar and signs contract (possible panel layout redesign, additional pricing options, Q&A with Solar Consultant.)	1 month
Installation kickoff meeting with customer's Project Lead	2-3 weeks
System installation	2-3 months
Utility grants approval to interconnect and system is commissioned	5-8 weeks after installation

Once the system is installed, we contact the utility company to interconnect. From time to time there are delays with the utility company or the processing of permits or paperwork that are beyond our control. However because a Project Lead is assigned to each customer, their job is to follow that process and communicate with the customer throughout the process so that the homeowner is constantly informed.

Every project is an individual endeavor and many will proceed better than this timeline, just as others will provide unique challenges. Regardless, Direct Energy Solar is committed to a transparent installation process that prioritizes the customer experience. We deal with minor delays the same way we address site quality issues, with transparent and honest information. The Project Lead is responsible for informing the customer of the progress on their project. As milestones are reached, those are communicated to the customer as well as expected timelines. When delays happen, they are communicated to the customer and handled appropriately to minimize any negative impact on the installation schedule or the customer experience.

The following is a list of financing options available to Norwalk campaign customers.

- Hudson Clean Energy Loan: A leading global firm dedicated solely to investing in renewable power, alternative fuels, energy efficiency and storage. Hudson Clean Energy provides a 20-year unsecured solar loan at a low interest rate of 5.99% with an integrated 12-month 0%-interest bridge loan. This is a customized product built with Direct Energy Solar specifically to make solar ownership affordable while allowing customers to own their systems. Access this link for more information about Hudson Clean Energy's partnership with Astrum Solar (now Astrum Solar, Inc. d/b/a Direct Energy Solar) dated July 7, 2014: <http://www.hudsoncleanenergypartners.com/?q=media>
- EnerBank USA: A leading home improvement lender rated A+ by the BBB. EnerBank provides a 0%-interest 12-month bridge loan for the amount of federal and state tax credits. See www.enerbank.com for more information.
- Sungage Financial: A 15-yr loan offering made available to homeowners in CT. Learn more here: <http://www.sungagefinancial.com/>



- **Smart-E Loan:** A product of the CT Green Bank, the Smart-E Loans offer long-term, low-interest financing to help you upgrade your home’s energy performance. - See more at: <http://www.energizect.com/residents/programs/smart-e#sthash.U9FIACDn.dpuf>
- **Kilowatt Financial:** A leading clean energy consumer finance company that provides a 20-year solar equipment lease. See www.kilowattfinancial.com for more information.

Program Enhancements

- The first 20 homeowners will receive an additional \$500 off the price
- A Nest(TM) Thermostat at no cost -- everyone who signs a contract receives the NEST Thermostat.
- Every homeowner who meets with one of our Solar Consultants receives 6-months of complimentary HVAC services from our program partner One-Hour Heating & Air.
- Direct Energy Solar will donate and install up to a 5kW system of your choosing. We are happy to make this contribution to help your community go solar and help offset the costs of electricity for your neighborhood recreation center, municipal building, beach dwelling, or a local non-profit for example.
- Every system, lease or purchase, comes with a 90% production guarantee and a 120-day install guarantee
- Every system comes with a 10-year workmanship warranty and free online performance monitoring.

VIII. Pricing Overview

Standard Purchase Pricing

Direct Energy Solar is excited to offer the following pricing for the Solarize Norwalk campaign. This pricing includes micro-inverter technology, production guarantees for both leases and purchases, robust installer and manufacturer’s warranties, and many other benefits. Additionally, this price includes a structural inspection of a roof. As required by Solarize Norwalk, pricing for property owners begins at Tier #1.

	Tier #1 20-50 SYSTEMS	Tier #2 50-80 SYSTEMS	Tier #3 >80 SYSTEMS
Price /W	\$3.40	\$3.30	\$3.20

In our experience, one of the challenges with community solar programs is building a base of customers who have signed up to go solar and can then spread their experience to friends and family. To help jumpstart this momentum, we will offer an additional \$500 off to the first 20 people who sign contracts with us during the Norwalk campaign. We will also encourage person-to-person outreach by paying a \$200 referral fee to any customer who successfully recommends Direct Energy Solar thereby generating another sale for the program.



Attached is a sample proposal and sample contracts for an outright purchase, a purchase with the Hudson loan product, and a system lease through Kilowatt Financial.

Standard Equipment Details

Direct Energy Solar uses only safe and reliable equipment from reputable manufacturers that meet Solarize Norwalk’s set of equipment standards. We have long-term, direct-sourcing relationships with all of our suppliers enabling us to get products with more regularity and greater assurance, even in times of shortage, than smaller solar installers. Our current standard system offering is Kyocera 265-watt solar panels and the Enphase micro inverter system. Included in our proposal is the ability to upgrade to LG 300-watt all-black, mono-crystalline panels. Full spec sheets on this equipment can be found in the appendix.

	Panel	Inverter	Mounting	Monitoring	Warranty
Manufacturer and Model	Kyocera 265W, KD260GX-LFB2 or LG-300	Enphase M215, M250 Micro inverters	Unirac Solarmount	Locus LGate120 or Enphase IEMU-02	N/A
Rationale for Selection	Reliable performance and readily available	Reliable product and readily available	Industry-leading product and readily available	Industry-standard product and readily available	N/A
Manufacturer Warranty	25 years	10 years; Optional upgrade to 25 years	10 years	Locus 5 years, Enphase EMU – 2 years	N/A
Proposing Firm Warranty	N/A	N/A	N/A	N/A	N/A



Solar Modules

Direct Energy Solar has been successfully installing Kyocera panels on homes for two years. As a pioneer with four decades of experience in the development of photovoltaic systems, Kyocera is an industry leader with proven quality and reliability. Furthermore, Kyocera is one of the few module manufacturers who have tested and approved their product for “end-mounting”, a result of their panel’s more robust construction. Direct Energy Solar also offers higher wattage 300-watt mono-crystalline, LG panels for an additional cost (see our list of adders).

Enphase Microinverters

We provide customers with Enphase microinverters. Enphase microinverters provide the panel-level optimization without a central inverter so all of the electronics are on the roof and there is no central point of failure.



Rack Mounting

Our racking system is made by Unirac, headquartered in Albuquerque, New Mexico and the leading manufacturer of PV mounting systems in North America. Unirac racking is used for all sloped, asphalt shingle roofs. In the event that a ground-mounted system is requested, we use Schletter to provide the structure. Schletter is an industry leader in ground mounts and has a manufacturing plant in Arizona. Both products have 10-year manufacturer's warranties.

Monitoring

Enphase offers online monitoring as part of their base capacity. We also install revenue grade meters from either Enphase or GE as a part of the equipment required. The Enphase monitoring system is warranted for 10 years with an optional upgrade to 25 years, along with the rest of the system. The GE meter has a 3-year warranty.

Non-Viable Sites

Direct Energy Solar is able to make solar a reality for the most sites possible. Our solar consultants work diligently with potential customers to explore every option. However, if it is determined that solar is not a viable option, we would direct homeowners to visit <http://www.energizect.com/> - a great, local resource to learn more about energy efficiency, energy audits and partners in the area.

Conclusion

The City of Norwalk is an exciting choice for Solarize Norwalk's first campaign wave. Norwalk's environmentally conscious volunteers and political leaders make the city ideal for a successful solarize program. Our experience as an installer for more than 30 community programs gives us the background necessary to understand what factors matter most during these campaigns. We are confident that our capacity to install all systems contracted during the program, knowledgeable staff, and suite of diverse financing options, makes Direct Energy Solar an ideal choice for Solarize Norwalk's Norwalk campaign.

Memorandum

To: City of Norwalk, Members of the
Land Use and Building Management Committee

CC: Alan Lo

From: Craig Creller, Evelyn Russo, Tom Hamilton

Date: 11/16/15

Re: Norwalk Public Schools – Purchase of Textbooks

At its meeting of November 25, 2014, the common Council approved an order to Houghton Mifflin Harcourt for NPS K-5 math textbooks for a total amount not to exceed \$386,396 with a contingency of \$15,455. The Council also approved the purchase of textbooks for NPS K5 English Language Arts for a total of \$299,765 with a contingency of \$11,990. The orders were placed and the textbooks were received. These purchases were based on anticipated enrollment at the time.

Due to unexpected enrollment increases at the start of the 2015-2016 school year, additional textbooks were needed.

For K5 Math, a total of \$34,956.69 is needed.
And for English Language Arts, a total of \$23,809.57 is required.

Please let us know if you have any questions.

1. *Authorize the Purchasing Agent to issue a purchase order to Houghton Mifflin Harcourt for K-5 Math Textbooks in the amount of \$17,362.64 and an order to Follett for \$17,594.05. Account #09155010-5777-C0538, total of \$34,956.69.*
2. *Authorize the Purchasing Agent to issue a purchase order to Houghton Mifflin Harcourt for English Language Arts Textbooks in the amount of \$16,076.50 and to Pearson Education for \$7,733.07. Account #09155010-5777-C0538, for a total of \$23,809.57.*



Houghton Mifflin Harcourt

Cost Proposal
Prepared For
Silvermine School

157 Perry Ave
Norwalk CT 06850

Attention:
Craig Creller
crellerc@norwalkps.org

For the Purchase of:
HMH Go Math 2015 Spanish K-5

Prepared By
Julie Howell
julle.howell@hmhco.com
Coupon Code: HMHPB15Q41

PLEASE SUBMIT THIS PROPOSAL WITH YOUR PURCHASE ORDER.



Houghton Mifflin Harcourt

Coupon Code: HMHPB15Q41

Attention:
Craig Creller
crellerc@norwalkps.org

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Customer Service
9205 South Park Center Loop
Orlando, FL 32819
FAX: 800-269-5232
k12orders@hmhpub.com

Proposal for
Silvermine School

HMH Go Math 2015 Spanish K-5

ISBN	Title	Catalog Price	Discount	Sale Price	Quantity	Purchase Amount
Grade K						
Classroom Package						
1623945	9780544691629 GoMath! Spanish Hybrid Classroom PK SBAC 2VSE 3 Year Print/3 Year Digital Grade K	\$1,008.75	\$151.31	\$857.44	3	\$2,572.32
<i>Package Includes:</i> Spanish Student Edition Set, 3-Year Print Subscription Grade K (15) Online Spanish Interactive Student Edition (Includes Personal Math Trainer), 3-Year Grade K (15) Online Spanish Student Edition HTML5, 3-Year Grade K (15) Downloadable Spanish Student Resource Tool Grade K (15) Bilingual Mathboard Grade K (15) SBAC Test Prep Student Edition Grade K Spanish Teacher Edition with Spanish Planning Guide Bundle Grade K Spanish Teacher Digital Management Center, 3-Year Grade K Downloadable Spanish Teacher Resource Tool Grade K English Language Activity Guide, Teacher Edition Grades K-2 Spanish Strategic Intervention Teacher Activity Guide Grade K SBAC Test Prep Teacher Edition Blackline Master Grade K Spanish Chapter Resource Blackline Master Collection Grade K Spanish Grab And Go Differentiated Centers Kit Grade K						
SRP/TRP						
1623973	9780544691902 GoMath! Spanish Hybrid Student Resource PK 2VSE 3 Year Print/3 Year Digital Grade K 2015	\$49.45	\$7.42	\$42.03	5	\$210.15
<i>Package Includes:</i> Spanish Student Edition Set, 3-Year Print Subscription Grade K Online Spanish Interactive Student Edition (Includes Personal Math Trainer), 3-Year Grade K Online Spanish Student Edition HTML5, 3-Year Grade K Downloadable Spanish Student Resource Tool Grade K Bilingual Mathboard Grade K						
Total for Classroom Package						\$2,782.47
Total for Grade K						\$2,782.47



Houghton Mifflin Harcourt

Coupon Code: HMHPB16Q4t

9/17/2015 005348790 Sold:0000336040 Shlp:0000336018

Attention:
Craig Creffer
crefferc@norwalkps.org

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**Proposal for
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HMH Go Math 2015 Spanish K-5**

ISBN	Title	Catalog Price	Discount	Sale Price	Quantity	Purchase Amount
Grade 1						
Classroom Package						
1623946	9780544691636 GoMath! Spanish Hybrid Classroom PK SBAC 2VSE 3 Year Print/3 Year Digital Grade 1	\$1,008.75	\$151.31	\$857.44	3	\$2,572.32
<i>Package Includes:</i> Spanish Student Edition Set, 3-Year Print Subscription Grade 1 (15) Online Spanish Interactive Student Edition (Includes Personal Math Trainer), 3-Year Grade 1 (15) Online Spanish Student Edition HTML5, 3-Year Grade 1 (15) Downloadable Spanish Student Resource Tool Grade 1 (15) Bilingual Mathboard Grade 1 (15) SBAC Test Prep Student Edition Grade 1 Spanish Teacher Edition with Spanish Planning Guide Bundle Grade 1 Spanish Teacher Digital Management Center, 3-Year Grade 1 Downloadable Spanish Teacher Resource Tool Grade 1 English Language Activity Guide, Teacher Edition Grades K-2 Spanish Strategic Intervention Teacher Activity Guide Grade 1 SBAC Test Prep Teacher Edition Blackline Master Grade 1 Spanish Chapter Resource Blackline Master Collection Grade 1 Spanish Grab And Go Differentiated Centers Kit Grade 1						
SRP/TRP						
1623974	9780544691919 GoMath! Spanish Hybrid Student Resource PK 2VSE 3 Year Print/3 Year Digital Grade 1 2015	\$49.45	\$7.42	\$42.03	5	\$210.15
<i>Package Includes:</i> Spanish Student Edition Set, 3-Year Print Subscription Grade 1 Online Spanish Interactive Student Edition (Includes Personal Math Trainer), 3-Year Grade 1 Online Spanish Student Edition HTML5, 3-Year Grade 1 Downloadable Spanish Student Resource Tool Grade 1 Bilingual Mathboard Grade 1						
Total for Classroom Package						\$2,782.47
Total for Grade 1						\$2,782.47



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Proposal for
Silvermine School
HMH Go Math 2015 Spanish K-5

ISBN	Title	Catalog Price	Discount	Sale Price	Quantity	Purchase Amount
Grade 2						
Classroom Package						
1623947	9780544691643 GoMath! Spanish Hybrid Classroom PK SBAC 2VSE 3 Year Print/3 Year Digital Grade2	\$1,008.75	\$151.31	\$857.44	3	\$2,572.32
<i>Package Includes:</i> Spanish Student Edition Set, 3-Year Print Subscription Grade 2 (15) Online Spanish Interactive Student Edition (Includes Personal Math Trainer), 3-Year Grade 2 (15) Online Spanish Student Edition HTML5, 3-Year Grade 2 (15) Downloadable Spanish Student Resource Tool Grade 2 (15) Bilingual Mathboard Grade 2 (15) SBAC Test Prep Student Edition Grade 2 Spanish Teacher Edition with Spanish Planning Guide Bundle Grade 2 Spanish Teacher Digital Management Center, 3-Year Grade 2 Downloadable Spanish Teacher Resource Tool Grade 2 English Language Activity Guide, Teacher Edition Grades K-2 Spanish Strategic Intervention Teacher Activity Guide Grade 2 SBAC Test Prep Teacher Edition Blackline Master Grade 2 Spanish Chapter Resource Blackline Master Collection Grade 2 Spanish Grab And Go Differentiated Centers Kit Grade 2						
1623975	9790544691926 GoMath! Spanish Hybrid Student Resource PK 2VSE 3 Year Print/3 Year Digital Grade 2 2015	\$49.45	\$7.42	\$42.03	5	\$210.15
<i>Package Includes:</i> Spanish Student Edition Set, 3-Year Print Subscription Grade 2 Online Spanish Interactive Student Edition (Includes Personal Math Trainer), 3-Year Grade 2 Online Spanish Student Edition HTML5, 3-Year Grade 2 Downloadable Spanish Student Resource Tool Grade 2 Bilingual Mathboard Grade 2						
Total for Classroom Package						\$2,782.47
Total for Grade 2						\$2,782.47



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Proposal for
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ISBN	Title	Catalog Price	Discount	Sale Price	Quantity	Purchase Amount
Grade 3						
Classroom Package						
1623948 9780544691650	GoMath! Spanish Hybrid Classroom PK SBAC 2VSE 3 Year Print/3 Year Digital Grade 3	\$1,008.75	\$151.31	\$857.44	3	\$2,572.32
<i>Package Includes:</i> Spanish Student Edition Set, 3-Year Print Subscription Grade 3 (15) Online Spanish Interactive Student Edition (Includes Personal Math Trainer), 3-Year Grade 3 (15) Online Spanish Student Edition HTML5, 3-Year Grade 3 (15) Downloadable Spanish Student Resource Tool Grade 3 (15) Bilingual Mathboard Grade 3 (15) SBAC Test Prep Student Edition Grade 3 Spanish Teacher Edition with Spanish Planning Guide Bundle Grade 3 Spanish Teacher Digital Management Center, 3-Year Grade 3 Downloadable Spanish Teacher Resource Tool Grade 3 Spanish Strategic Intervention Teacher Activity Guide Grade 3 English Language Activity Guide, Teacher Edition Grades 3-6 SBAC Test Prep Teacher Edition Blackline Master Grade 3 Spanish Chapter Resource Blackline Master Collection Grade 3 Spanish Grab And Go Differentiated Centers Kit Grade 3						
1623978 9780544691933	GoMath! Spanish Hybrid Student Resource PK 2VSE 3 Year Print/3 Year Digital Grade 3 2015	\$49.45	\$7.42	\$42.03	5	\$210.15
<i>Package Includes:</i> Spanish Student Edition Set, 3-Year Print Subscription Grade 3 Online Spanish Interactive Student Edition (Includes Personal Math Trainer), 3-Year Grade 3 Online Spanish Student Edition HTML5, 3-Year Grade 3 Downloadable Spanish Student Resource Tool Grade 3 Bilingual Mathboard Grade 3						
Total for Classroom Package						\$2,782.47
Total for Grade 3						\$2,782.47



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Proposal for
Silvermine School
HMH Go Math 2015 Spanish K-5

Expiration Date: 11/16/2015

ISBN	Title	Catalog Price	Discount	Sale Price	Quantity	Purchase Amount
Grade 4						
Classroom Package						
1623949	9780544691667 GoMath! Spanish Hybrid Classroom PK SBAC 2VSE 3 Year Print/3 Year Digital Grade4	\$1,008.75	\$151.31	\$857.44	3	\$2,572.32
<i>Package Includes:</i> Spanish Student Edition Set, 3-Year Print Subscription Grade 4 (15) Online Spanish Interactive Student Edition (Includes Personal Math Trainer), 3-Year Grade 4 (15) Online Spanish Student Edition HTML5, 3-Year Grade 4 (15) Downloadable Spanish Student Resource Tool Grade 4 (15) Bilingual Mathboard Grade 4 (15) SBAC Test Prep Student Edition Grade 4 Spanish Teacher Edition with Spanish Planning Guide Bundle Grade 4 Spanish Teacher Digital Management Center, 3-Year Grade 4 Downloadable Spanish Teacher Resource Tool Grade 4 English Language Activity Guide, Teacher Edition Grades 3-6 Spanish Strategic Intervention Teacher Activity Guide Grade 4 SBAC Test Prep Teacher Edition Blackline Master Grade 4 Spanish Chapter Resource Blackline Master Collection Grade 4 Spanish Grab And Go Differentiated Centers Kit Grade 4						
SRP/TRP						
1623977	9780544691940 GoMath! Spanish Hybrid Student Resource PK 2VSE 3 Year Print/3 Year Digital Grade 4 2015	\$49.45	\$7.42	\$42.03	5	\$210.15
<i>Package Includes:</i> Spanish Student Edition Set, 3-Year Print Subscription Grade 4 Online Spanish Interactive Student Edition (Includes Personal Math Trainer), 3-Year Grade 4 Online Spanish Student Edition HTML5, 3-Year Grade 4 Downloadable Spanish Student Resource Tool Grade 4 Bilingual Mathboard Grade 4						
Total for Classroom Package						\$2,782.47
Total for Grade 4						\$2,782.47



Classroom Package 9/17/2015

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**Silvermine School
 HMH Go Math 2015 Spanish K-5**

ISBN	Title	Catalog Price	Discount	Sale Price	Quantity	Purchase Amount
Grade 5						
Classroom Package						
1623950	9780544691674 GoMath! Spanish Hybrid Classroom PK SBAC 2VSE 3 Year Print/3 Year Digital Grade5	\$1,006.75	\$151.30	\$857.45	3	\$2,572.35
<i>Package Includes:</i> Spanish Student Edition Set, 3-Year Print Subscription Grade 5 (15) Online Spanish Interactive Student Edition (Includes Personal Math Trainer), 3-Year Grade 5 (15) Online Spanish Student Edition HTML5, 3-Year Grade 5 (15) Downloadable Spanish Student Resource Tool Grade 5 (15) Bilingual Mathboard Grade 5-6 (15) SBAC Test Prep Student Edition Grade 5 Spanish Teacher Edition with Spanish Planning Guide Bundle Grade 5 Spanish Teacher Digital Management Center, 3-Year Grade 5 Downloadable Spanish Teacher Resource Tool Grade 5 English Language Activity Guide, Teacher Edition Grades 3-6 Spanish Strategic Intervention Teacher Activity Guide Grade 5 SBAC Test Prep Teacher Edition Blackline Master Grade 5 Spanish Chapter Resource Blackline Master Collection Grade 5 Spanish Grab And Go Differentiated Centers Kit Grade 5						
1623978	9780544691957 GoMath! Spanish Hybrid Student Resource PK 2VSE 3 Year Print/3 Year Digital Grade 5 2015	\$49.45	\$7.42	\$42.03	5	\$210.15
<i>Package Includes:</i> Spanish Student Edition Set, 3-Year Print Subscription Grade 5 Online Spanish Interactive Student Edition (Includes Personal Math Trainer), 3-Year Grade 5 Online Spanish Student Edition HTML5, 3-Year Grade 5 Downloadable Spanish Student Resource Tool Grade 5 Bilingual Mathboard Grade 5-6						
Total for Classroom Package						\$2,782.50
Total for Grade 5						\$2,782.50

Proposal Summary	
Total Discounts:	<u>\$2,946.14</u>
Subtotal Purchase Amount:	\$16,594.85
Shipping & Handling (4.00%):	\$667.79
Total Cost of Proposal (PO Amount):	<u>\$17,362.64</u>



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Proposal for
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Expiration Date: 11/16/2015

Total Cost of Proposal (PO Amount): \$ 17,362.64

This is a cost proposal only. Orders submitted under this proposal on or before the expiration date are subject to acceptance at Houghton Mifflin Harcourt's main office and are subject to the applicable terms in Houghton Mifflin Harcourt's Invoice issues for such order.

Date of Proposal: 9/17/2015

Proposal Expiration Date: 11/16/2015



Houghton Mifflin Harcourt

Prices: Prices quoted are wholesale school prices and do not include transportation charges unless otherwise stated in this proposal. These wholesale school prices apply to the educational customers of Houghton Mifflin Harcourt. Prices quoted are valid for orders submitted on or before the expiration date set forth in the proposal.

Educational customers are billed at wholesale school price, f.o.b. shipping point, with a prepaid transportation charge and, unless the customer specifically requests otherwise, a charge for our guarantee of delivery is added to the invoice when shipped via U.S. Postal service. For educational customers preferring f.o.b. destination billing, ten and a half percent (10.5%) of wholesale school price is added and we pay transportation charges and guarantee delivery. Prices do not include any sales tax. Applicable sales tax, if any, will be added to the invoice unless an appropriate tax exemption certificate has been furnished to Houghton Mifflin Harcourt.

Upon receipt of purchase order, gratis items will be shipped in direct proportion to pupil materials purchased. If purchases vary from those included in this proposal, gratis items will change accordingly. Gratis items may also change if purchase is other than a direct school district to publisher order, such as via a third-party vendor or jobber.



Houghton Mifflin Harcourt

Coupon Code: HMHPB15Q41

Attention:
Craig Creller
crellerc@norwalkps.org

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k12orders@hmnpub.com

9/17/2015 005346790 Sold:0000336040 Ship:0000336018

Page 8 of 8

Please submit this form with your purchase order.

Craig Creller

From: Chmielowicz, Kimberly <KChmielowicz@follett.com>
Sent: Friday, September 25, 2015 4:18 PM
To: Craig Creller
Subject: Follett Order 1894511A

Follett School Solutions
Order Status

ORDER ORDER
ORDER DATE MEDIA HELD BY ORDER STATUS

1894511A 09/25/15 PHONE KIMBERLYC HOLD FOR PO

FILE NO. 647
BILL 647841 SHIP NORWALK PUBLIC SCHOOLS
TO: NORWALK PUBLIC SCHOOLS TO: ATTN:CRAIG CRELLER
PO BOX 6001 125 EAST AVENUE
NORWALK, CT 06852-6001 NORWALK, CT 06852-6001
PO# NONE

Description	Qty Ordered	Qty	Status	FSS \$	Total \$
(1) HTMC 2014 BIG IDEAS MATH (GREEN) 6 ISBN: 1-60840-449-8 ISBN-13: 9781608404490 Book	114	114	READY TO SHIP	56.00	6,384.00
(2) HTMC 2014 BIG IDEAS MATH (BLUE) 8 ISBN: 1-60840-451-X ISBN-13: 9781608404513 Book	30	30	READY TO SHIP	56.00	1,680.00
(3) HTMC 2014 BIG IDEAS MATH (RED) 7 ISBN: 1-60840-450-1 ISBN-13: 9781608404506 Book	20	20	READY TO SHIP	56.00	1,120.00
(4) BIGI 2014 BIG IDEAS MATH ACCELERATED (RED) 7 ISBN: 1-60840-505-2 ISBN-13: 9781608405053 Book	50	28	READY TO SHIP	63.35	1,773.80
		10	READY TO SHIP (NEW)	74.50	745.00
		12	IN TRANSIT TO FSS (NEW)	74.50	894.00
(5) PREN 2004 ALGEBRA 1 (3RD PRINTING OR LATER) ISBN: 0-13-052316-X ISBN-13: 9780130523167 Book	85	47	READY TO SHIP	50.85	2,389.95
		38	IN TRANSIT TO FSS	50.85	1,932.30
(6) HEAT 1995 GEOMETRY AN INTEGRATED APPROACH ISBN: 0-669-31665-2 ISBN-13: 9780669316650	25	25	READY TO SHIP	27.00	675.00
(7) HEAT 1995 GEOMETRY AN INTEGRATED APPROACH (TEACHERS)	2	2	READY TO SHIP	0.00	0.00

PN 0-669-31667-9
ISBN-13: 9780669316674

TOTAL READY TO SHIP:	14,767.75
SALES TAX:	0.00
SHIPPING:	0.00
TOTAL ON ORDER / IN TRANSIT:	2,826.30
SALES TAX:	0.00
ESTIMATED SHIPPING:	0.00
TOTAL AVAILABLE:	17,594.05

Issue your PO for \$17,594.05 for all books expected to be available.

Ready to Ship: These books are currently in stock and "Ready to Ship" pending your approval. Allow 3-7 business days for delivery.

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Follett School Solutions
1340 Ridgeview Drive
McHenry, IL 60050-7048
Fax: 800-852-5458

**Houghton-Mifflin
9400 South Park Center Loop
Orlando, FL 32819**

Brookside	1011.15
Fox Run	399.26
Jefferson	5843.62
Kendall	3571.89
Marvin	3793.97
Naramake	889.35
Silvermine	438.48
Tracey	<u>128.78</u>
Total	\$16,076.50

**Pearson Education
P.O. Box 6820
Chandler, AZ 85246**

Roton	2577.69
West Rocks	<u>5155.38</u>
Total	\$7733.07

Grand Total **\$23809.57**

VII C I

**THE PLANNING COMMITTEE
OF THE COMMON COUNCIL
125 East Avenue
P.O. Box 5125
Norwalk, CT 06856**

TO: MEMBERS, NORWALK COMMON COUNCIL
FROM: TAMI STRAUSS, DIRECTOR OF COMMUNITY DEVELOPMENT PLANNING
DATE: DECEMBER 4, 2015
RE: FEDERAL CONFLICT OF INTEREST POLICY

The U.S. Department of Housing and Urban Development (HUD) upholds firm guidelines regarding conflicts of interest and the involvement of federal funding such as Community Development Block Grant (CDBG) funds.

Thank you for completing and returning the "Public Disclosure Form" (emailed to you on Tuesday, December 1, 2015) so that Redevelopment Agency staff may begin working with Corporation Counsel to submit any necessary waiver requests to HUD. In accordance with HUD's guidance, covered persons who do not return the Public Disclosure form will be unable to vote, as will those who have a conflict. Corporation Counsel previously reviewed and approved using the Public Disclosure Form to uphold HUD's guidelines.

At the December 8, 2015 Common Council meeting, those Council members who are considered to be "affected" will be asked to state their name, the name of the affected organization(s), and the specific nature of the conflict for the public record, so that a waiver request may be filed with HUD as quickly as possible.

Upon notice of affected Council members, Agency staff will work with Corporation Counsel and the affected person to determine if requesting an exception from HUD is warranted. HUD requires the waiver request package to include documentation indicating public disclosure of the conflict. The minutes from the December 8 meeting will serve this purpose.

If granted, an exception clears the affected organization for potential funding; however, the affected person must still refrain from participating in the decision making process in regards to that organization, to the extent of removing himself/herself from the room during such conversations and votes. Affected persons may participate in discussions and votes regarding non-affected organizations but may not participate in any final votes, if the affected organization is included.

Please contact Tami Strauss (tstrauss@norwalkct.org or 203-854-7810 x46787 with any questions.

ACTION REQUESTED:

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

