

Susan Marcinek

From: Elizabeth Stocker [Elizabeth.Stocker@Newtown-CT.Gov]
Sent: Monday, November 02, 2009 3:46 PM
To: joe.borst@newtown-ct.gov
Cc: 'Bob Rau'; 'Bob Tait'; maryjane.mcnamara@newtown-ct.gov; 'Susan Marcinek'; 'Fred Hurley'
Subject: Grant Report for November 2009

Dear Joe,

The following is my progress update on active and pending grants.

Newtown Tech Park – (\$500,000 STEAP) Fifty percent of the funds (\$250,000) were transferred for construction work at Fairfield Hills was approved. All funds have been requested from the state. A revised contract (for use of funds for Fairfield Hills) and the grant period was extended through June 30, 2010.

There is approximately \$25,000 left in the STEAP grant for the Tech Park. This balance was combined with encumbered EDC operating funds to permit us to move forward with the engineering services necessary for an Inland Wetland Commission and Army Corp. of Engineers permits for a driveway to serve the property. The engineering work was suspended for a couple of months but was recently started again.

The site is being actively marketed for sale and the EDC hopes to attract a new business to Newtown.

The marketing strategy specifically targets high technology businesses including biotechnology. I am working with the EDC to reach out to architects, developers, businesses and others in the field who may have connections to this specific sector. The approach will be to spread the net wide and far to attract one or two businesses who will develop and occupy the site. We understand that the technology companies that we are targeting will require substantial square footage within a single building on multiple levels however the plan that shows several smaller buildings is an alternative. The site is sloping and therefore one or two larger buildings should be compatible.

The Municipal Development Plan (MDP) continues to be on hold.

Nunnawauk Meadows – (Small Cities CDBG) The work on the alarm system and the kitchen rehabilitation work is completed. Work on repaving is proceeding and nearly completed. This grant should be closed out within the next several weeks. An extension on our budget from Sept. 2009 to December 2009 was approved.

I attended a DECD sponsored Small Cities Application Workshop on 2/19/09. Our current grant (2006) must be expended by the May deadline in order to be eligible to apply for a new project. A memorandum concerning the Stimulus money was received on 4/3/09. I followed up with DECD (V. Hunter) and learned that the \$3.6 Million is earmarked for the neighborhood stabilization communities. Small Cities communities must meet the spending threshold set by DECD in order to be eligible for the additional Stimulus funds. This requirement puts us out of the game.

In March/April 2009 I updated several Town policies pertaining to Civil Rights, ADA, Affirmative Action and Fair Housing and delivered them to your office for execution and distribution to the human resources office where the new policies should have been updated, posted and distributed to all existing employees. The Human Resources office recently updated the materials and distributed them to employees. It is required that the policies are distributed to the employees on an annual basis. A memo from the HR dept. with the distribution is needed for the Small Cities record files as we will be monitored.

I will want to meet with the new administration immediately following the election to determine whether there is interest in pursuing another Small Cities Grant in the next round. If so, an RFP for consultants to make application and administer the grant will be issued. A public hearing to solicit ideas and comment would be scheduled by March or April 2010.

Fairfield Hills

Parking & Streetscape – A STEAP grant was approved in April 2008 for \$300,000. The BOS (07/07/08) authorized the First Selectman to enter into an agreement with the State and execute the documents. The executed documents are in place and work has commenced. The funds have been received and work is progressing. The semi annual report was filed with the State of Ct in July.

Asbestos Removal (EPA \$200,000) – The Board of Selectmen passed a resolution (10/20/08) authorizing the First Selectman to accept the grant. A Cooperative Agreement was signed and sent in to EPA. The Stratford building and if there are enough funds one duplex will benefit from the clean up. R.W. Bartley & Associates have been selected for the Licensed Environmental Professional (LEP) for the project. The Community Relations Plan (CRP) has been approved by EPA. I have been identified in the CRP as the spokesperson for the grant project and the record will be maintained in my office at 28 Trades Lane. The record is open and available to the public. The project to clean up Stratford building received a sign off from the

State Historic Preservation Office. A notice to inform the public that the record is open and that we are moving forward with the project was published in the Newtown Bee. Documents have been posted to the Town web site and to the Fairfield Hills web site. The public comment period will remain in effect throughout the clean up process. The Board of Selectmen held a public information meeting on Monday, October 5th at 7 pm to allow for public comment on the clean up plan. Russell Bartley and I attended to provide a brief introduction, to listen to public comments and to answer questions. The next step is for Russell Bartley to prepare and submit a State-required remedial design and engineering document and to provide written comments or approval from DEP to the EPA and to prepare a quality assurance project plan (QAPP) for EPA's approval.

A \$40,000 cost share is required by EPA. All marketing efforts that have been and continue to be taken to attract private investment to the campus can be used toward the cost share. I registered the campus site with the Transaction Forum for EPA's Brownfields 2009 conference which will take place in New Orleans from November 16 to 18th. I am maintaining an account for the staff time and advertising expenses for the project to be applied as in-kind services for the cost share.

A kick off meeting with our EPA rep was held on June 4 2009. Soon afterwards a map showing the various buildings on the campus was sent to EPA to see if the staff will support applications for each building as independent projects. If they determine that we can proceed with an application for each building then we can apply for a \$200,000 assessment grant per building and a \$200,000 clean up grant per building. I spoke to the staff in October before the deadline for this year's applications and learned that an answer would not be forthcoming before the deadline for applications this year.

Environmental Assessment Grant (EPA \$200,000) - An application for an environmental assessment grant to undertake an environmental assessment of the remaining buildings at the Fairfield Hills campus was submitted to the Environmental Protection Agency (EPA). A decision will be made in the spring of 2010.

Infrastructure (tunnel removals) (\$125,000 STEAP) A resolution to accept the grant was passed by the Board of Selectmen on 1/20/09. The Assistance Agreement has been executed and was received on April 16th, 2009. The funds have been received and have been spent. This grant should be closed out and I am awaiting confirmation from DECD to this affect.

Infrastructure (EDA) - Our project continues to rank #3 in the Naugatuck Valley Corridor Economic Development Strategy Board (NVC CEDS). I made a presentation to the board on May 7th 2009 to provide them with an update on our project. Our current request is for \$1.5 million infrastructure grant to permit us to underground the utilities. I spoke with Congressman Chris Murphy's staff in June to provide an update. We are in a position to make an application directly to EDA at this time and I will proceed with the application. (Note that an application needs to be filed)

Kevin's Community Center (KCC) - (\$500,000 Neighborhood Facilities Program, Ct Dept. of Social Services Grant for construction at Newtown Hall Building on Fairfield Hills Campus) - Your request to use a duplex in lieu of Newtown Hall at Fairfield Hills was received by Mary Plaskonka at the CT Dept. of Social Services. The request was approved by the State Bond Commission (SBC) on September 25, 2009. The \$500,000 grant to the Town of Newtown will be forgiven over a ten year period or \$50,000 per year. Should the clinic cease to operate before the ten year period expires, the Town will be required to pay back an amount equivalent to the time that remains. A planning meeting was held on 10/5/2009 with FHA/KCC/TON staff.

Stimulus Funding - A preapplication request for a \$200,000 clean up grant for three duplexes was submitted to the Valley Council of Governments (VCOG).

Animal Control Facility - (STEAP \$100,000) The grant was approved by the CT Bond Commission on Sept. 25th OPM sent out the award letter and the Dept. of Economic and Community Development (DECD) will administer the grant. Cowlis Andrews, (DECD) contacted me mid October and will be delivering a document that you must sign to move forward with an assistance agreement. The deed and Mylar for the former hospital sewer treatment plant are in my office. They have not been recorded due to Counsel's (David Grogins) recommendation that we explore any contamination issues before we process the transfer of land. Russell Bartley submitted a proposal for services that involve testing the water from the existing monitoring wells, installing a new monitoring well where an UST was removed and then quarterly tests for one year. I spoke with Cowlis Andrews at DECD regarding the environmental review and cost (approx. \$40,000) and he indicated that the work would be eligible for reimbursement from the STEAP grant.

Batchelder HUD - no change in status. James Maloney, CT Institute for Communities, Inc. (CIFIC) is administering the grant on behalf of the Town of Newtown. The Town of Newtown continues to have an outstanding SCPRIF loan in the amount of \$45,000 which is accruing interest at 3% per year. As of February 2008 we owed approximately \$54,860 on the loan. A request to forgive the loan was sent to DECD by First Selectman Borst on 4/22/08. No official word has been given yet however I had a conversation with Ned Moore at DECD on Nov. 25th 2008, again in June 2009 and as recent as Sept. 2009. The Town of Newtown paid the legal expenses (\$35,000) to bring the property out of the Bankruptcy Court in 2007 with the understanding that a reimbursement would be paid by CIFIC out of the grant. The Town was never paid and the amount is still listed as a receivable.

Farmer's Market Promotion Program (FMPP) – A grant application for the FMPP was filed with the US Dept. of Agriculture (USDA) on April 27, 2009 for purposes of promoting the Newtown (Sandy Hook) Farmer's Markets. The grant amount requested is for \$45,350 plus in kind services (grant management) in the amount of \$20,000. The grant will provide funds for advertising, signage and training to increase market awareness and to improve site readiness (wood chips and a potty). EDC member Wes Thompson was instrumental in pulling the information together on a short notice and coordinated with Mary Fellows and Mike Porco who operate the Sandy Hook markets. Awards were to be announced in late September 2009. Wes Thompson recently checked the USDA web site and did not see Newtown listed to receive the 2009 grant.

Sincerely,
Elizabeth Stocker, AICP
Director of Economic and Community Development
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Newtown, CT 06470
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FAX: 203-270-4205
email: elizabeth.stocker@newtown-ct.gov
www.newtown-ct.gov
www.newtown.org
www.FairfieldHills.org

V. **ANIMAL CONTROL VOLUNTEER REQUIREMENTS**

(New A. under requirements and re-letter the rest, or as a preamble after *guidelines*.)

- A. Individuals who volunteer to interact with animals at the Animal Control Facility must be members of an organization or organizations. Such organizations shall submit rosters of volunteers and all forms required by this policy, signed by the volunteers, to the MACO. The MACO shall submit copies of said rosters and forms to the Office of the First Selectman. All such organizations shall have liability insurance of an amount required by the Financial Director and shall submit a Certificate of Insurance to the MACO naming the Town of Newtown as an additional insured. The MACO shall submit said Certificate of Insurance to the Office of the Financial Director and a copy to the Office of the First Selectman.

NEWTOWN MUNICIPAL CENTER
3 PRIMROSE STREET
NEWTOWN, CONNECTICUT 06470
TEL. (203) 270-4246
FAX (203) 270-4205
Email carole.ross@newtown-ct.gov



TOWN OF NEWTOWN
OFFICE OF HUMAN RESOURCES

Att. C

Carole M. Ross
Human Resources Administrator

Memorandum

To: Carolee Mason
Chief Kehoe
From: Carole Ross
Date: November 2, 2009
Re: Policy & Procedure – Adoption and Volunteers

.....
I enclose the recently signed Policy & Procedures for adoption and Volunteers at the
Newtown Animal Control Facility.

Please implement immediately.

POLICY AND PROCEDURES
ADOPTING ANIMALS

PURPOSE:

The purpose of this policy is to establish a procedure for adopting out impounded animals at the Newtown Animal Control Facility and to recognize the importance and concern that it entails.

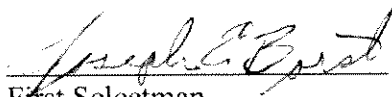
POLICY:

It is the responsibility of the Newtown Animal Control to investigate potential homes and persons so that each animal up for adoption gets a responsible and caring home.

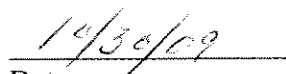
PROCEDURES:

- A. Each person or family interested in adopting an animal from Newtown Animal control needs to do the following:
1. Come to the pound to meet the dog or cat. If they are interested, they should thoroughly fill out an adoption form and
 2. They must meet with the Municipal Animal Control Officer "MACO" to see if they are a suitable match and
 3. They will be required to pay a 5 dollar adoption fee. If a dog is adopted, the new owner will be required to license the dog.
- B. The MACO must review the adoption form and investigate the information shown on the form. The MACO must follow-up on the references that were given on the form. The MACO may also conduct a house visit to determine the animal's suitability for adoption at that location.

The MACO will contact the adopter to let them know if they were accepted in adopting the animal. If a dog is adopted, the MACO will investigate to ensure that the dog was properly licensed.



First Selectman



Date

POLICY AND PROCEDURE
NEWTOWN ANIMAL CONTROL FACILITY
AND VOLUNTEERS

I. **PURPOSE**

To establish a policy and procedure for citizens to perform services on a volunteer basis at the Town's Animal Control Facility for the Town of Newtown.

II. **DISCUSSION**

Consistent with the philosophy of community involvement, the Town of Newtown agrees to allow volunteer's access to the Animal Control Facility. The volunteers will experience the joys of helping people and/or animals under the procedures set forth.

III **POLICY**

It is the policy of the Town of Newtown to allow appropriate volunteers to work in the Animal Control Facility and to handle and walk dogs as requested and necessary, and to allow volunteers to improve the buildings and grounds through general maintenance and upkeep. This is accomplished through relationships with community organizations whose membership is interested in improving the health and safety of dogs within Newtown, and through community service volunteers. The Municipal Animal Control Officer "MACO" will maintain an updated file on all volunteers to include medical information on rabies inoculations or a volunteer's option-out, a signed animal volunteer agreement, a signed release agreement and covenant not to sue, an Animal Control Facility volunteer application and a signed volunteer proof of medical insurance form. If a private concern or organization is providing any of the volunteer functions listed below through services or personnel, then in addition to the individual volunteer requirements, the organization must provide current liability insurance which indemnifies the Town of Newtown.

IV. **USE OF VOLUNTEERS**

The Town of Newtown will use volunteer assistance, under the direction of the MACO and Pound Keeper, at the Newtown Animal Control Facility. The nature of work any volunteer is allowed to do will be determined by the MACO. The following is a non-inclusive list of available volunteer duties:

- A. To advertising animals on approved web sites for adoption
- B. To visit approved dogs on a regular basis with the approval of the MACO between 10:00am and 12:00pm to provide additional human companionship and interaction.
- C. To enhance or maintain a dog's adaptability and adoptability.
- D. To walk those dogs assessed by the MACO and Pound Keeper as appropriate to be taken on leashes outside of the facility.

- E. To assist the MACO in providing appropriate and approved information to potential adopters concerning individual dogs eligible for adoption.
- F. To handle other duties as assigned and authorized by the MACO and Pound Keeper.
- G. To perform general light maintenance and upkeep of the grounds and building.

V. **ANIMAL CONTROL VOLUNTEER REQUIREMENTS**

The volunteer program is an opportunity for individuals to experience the joy of helping people and animals in conjunction with the MACO and the Town of Newtown. Newtown desires to create an environment that is conducive with the volunteers' individual interests and needs as well as those of the Town. To that end, the Town seeks to fill these non-compensated positions with the most appropriate volunteers and establishes the following minimum requirements and guidelines:

- A. That all volunteers accept the guidelines and decisions of the First Selectman, Chief of Police, Police Supervisors, MACO, or Pound Keeper (for example):
 - 1. Keeping within the physical boundaries for walking dogs
 - 2. Signing the sign-in book when volunteering
 - 3. Washing up after interaction with the dogs and
 - 4. When walking a dog, volunteers will insist on non-volunteers signing the book when they have come in contact with a dog at the Animal Control Facility
- B. Be at least 18 years of age.
- C. Obtain and maintain medical and automobile insurance.
- D. Be present for scheduled hours and carry out duties promptly and reliably.
- E. Respect the function of the paid staff; maintain a smooth working relationship them and stay within the bounds of volunteer responsibility.
- F. Execute the appropriate release agreement and covenant not to sue.
- G. Complete an application for volunteer work.
- H. Have rabies inoculations and maintain booster shots or sign an option-out form. All volunteers must give to the MACO a medical copy of their rabies inoculation.


 First Selectman

10/29/09
 Date

Animal Control Facility Volunteer Agreement

The Newtown Animal Control Volunteer Agrees:

1. Accept the guidelines and decisions of the First Selectman, Chief of Police, Police Supervisors, Municipal Animal Control Officer, or Kennel Keeper.
2. Be at least 18 years of age.
3. Obtain and maintain medical and automobile insurance.
4. Be present for scheduled hours and to carry out duties promptly and reliably.
5. Respect the function of the paid staff, maintain a smooth working relationship with them and stay within the bounds of volunteer responsibility.
6. Execute the appropriate release agreement and covenant not to sue.
7. Complete an application for volunteer work that will be kept in accordance with State Law.

I have read the above stated requirements and agree to abide by the requirements.

Volunteer Signature

Date

08/09

Town of Newtown
RELEASE AGREEMENT AND COVENANT NOT TO SUE

This release and covenant not to sue is executed and delivered by the undersigned volunteer (hereinafter "volunteer") to and in favor of the Town of Newtown.

WHEREAS, the Town of Newtown operates an Animal Control Facility in accordance with State of Connecticut Laws, and;

WHEREAS, the undersigned volunteer wishes to perform services on a voluntary basis for and at the facilities of the Town of Newtown, and assumes the risk of damage and injury to property or person (or to the volunteer).

NOW, THEREFORE, the undersigned volunteer, in consideration of being allowed to perform volunteer services for the Town of Newtown, promises, agrees, and covenants as follows:

The Volunteer will never institute any action or suit at law or in equity against the Town of Newtown, nor institute, prosecute or in any way aid, assist or participate, directly or indirectly, in the institution or prosecution of any claim, demand, action or cause of action for damages, costs, loss of services, expenses, or compensation for or on account of any damage, loss or injury either to person or property, or both, resulting or to result, known or unknown, past, present or future, arising out of the condition or operation of the Town of Newtown and their facilities (including but not limited to any damage, loss or injury either to person or property, or both, resulting from contact with or the actions or conduct of any animal located at or in the custody or control of or in connection with the Town of Newtown). The undersigned volunteer further hereby releases, demises, and discharges the Town of Newtown and covenants and agrees to defend, indemnify and hold the Town of Newtown harmless of and from any and all of the foregoing, including but not limited to actions, causes of action, claims, demands, damages, suits, cost or expenses said volunteer has, had or may have for any reason or which may occur or arise by reason of volunteer's association, activity or work now, heretofore or hereafter at or with the Town of Newtown.

This covenant and release shall insure to and is for the benefit of the Town of Newtown, themselves and related organizations, officers, agents, directors, employees, (other) volunteers and representatives; and shall bind the undersigned volunteer, volunteer's successors and assigns, spouse, heirs, executors, administrators and representatives.

The undersigned volunteer executes and delivers this release and covenant not to sue agreement and instrument in order to induce the Town of Newtown to permit volunteer to perform service and work as an unpaid volunteer.

The undersigned volunteer has carefully read and understands the foregoing and has the right and wishes to execute this instrument, and so acknowledges.

IN WITNESS WHEREOF, undersigned volunteer executes and seals this instrument, the day and year noted below.

Volunteer signature _____ Date _____

Acknowledged and witnessed before me this _____ day of _____, 200_.

Witness signature _____

**Newtown Police Department
Animal Control Facility Volunteer Application**

Personal Information (Please Print)

Name _____ Date _____ Birthdate _____

Address _____

Telephone Number (H) _____ (W) _____ (E-Mail) _____

Employer: _____ Job title or description: _____

Are you with a volunteer organization: _____

Volunteer Signature _____ **Date** _____

Volunteer Proof of Medical/Insurance Information

The following information is a requirement of the Town of Newtown. All volunteers must provide proof of medical insurance in order to volunteer at the Animal Control Facility.

Medical Insurance Provider: _____

Medical Insurance Card Number: _____

All volunteers that will be utilizing their vehicle to transport animals to and from the Animal Control Facility must provide a valid Driver's License and proof of automobile insurance.

Driver's License Number: _____ **Expiration**

Date: _____ **State:** _____

Automobile Insurance Carrier: _____

Automobile Insurance Card Number: _____

To the best of my knowledge, the information provided above is current and accurate. If there are any changes in the future, I will notify the Town in writing immediately.

Volunteer Signature

Date

08/09

Newtown Department of Police Services
Rabies Vaccination Form

This form is to be completed and returned to the Newtown Police Operations Captain as soon as possible.

- () Please check this box if you are going to receive the Rabies Vaccination.
- () Please check this box if you have already begun or ended the series of vaccinations. Please provide the Medical Forms with the dates of injections for the Rabies Vaccination series.
- () Please check this box if you decline the Rabies Vaccination. If you decline, please Read the declination statement carefully.

DECLINATION STATEMENT: I understand that due to potential exposure to wild and domestic animals, I may be at risk of acquiring Rabies infection. I have been given the opportunity to be vaccinated with the Rabies Vaccine. However, I decline the Rabies Vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring Rabies, a serious disease. If in the future, I continue to have exposure to wild or domestic animals and I want to be vaccinated with Rabies Vaccine, I will contact the Newtown Police Operations Captain and inform him of such. By signing said form, I also have received information provided by the Town of Newtown regarding rabies and the risks of acquiring a rabies infection.

Signature

Date

Print Name

Signature of Town Employee issuing Rabies Information.

Date Information given

10/09