

THIS IS TO CERTIFY that the following is a true and attested copy of a resolution adopted by the Council of the City of Norwich at a meeting held on July 18, 2022, and that the same has not been amended or rescinded:

WHEREAS, on July 2, 2012 the Norwich City Council created the process for appointments to Boards, Commissions, Committees, Authorities, and Agencies that established the use of an application; and

WHEREAS, in February of 2016 the City of Norwich launched an online application through the City's website; and

WHEREAS, the Appointment & Reappointment Sub-Committee of the Council, consisting of three alderpersons of the Norwich City Council, serves as the vetting and advisory body for various appointments; and

WHEREAS, all appointments and reappointments to Boards, Commissions, Committees, Authorities, or any representation on behalf of the City are subject to approval or acknowledgement by the Council; and

WHEREAS, establishing a common and standardized process that is both inclusive and fair for all appointments and reappointments to Boards, Commissions, Committees, Authorities, and Agencies in the city of Norwich serves the best interests of the City;

NOW THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF NORWICH that, the following protocols and procedures are hereby established for the Appointment & Reappointment Sub-Committee of the Norwich City Council:

1. All applications will be directly received by the Mayor's Office and City Manager's Office.
2. All applicants will be interviewed if they meet minimum requirements for consideration.
3. All interviews for Council appointments and reappointments will be scheduled by the Mayor's office.
4. The Chairperson of the Appoint & Reappoint Sub-Committee of the Council will set the agenda.

Dated at Norwich, Connecticut this 18th day of July 2022.

ATTEST: 
Roseanne Muscarella
Assistant City Clerk

THIS IS TO CERTIFY that the following is a true and attested copy of a resolution adopted by the Council of the City of Norwich at a meeting held on July 18, 2022, and that the same has not been amended or rescinded:

RESOLVED, that action on the following American Rescue Plan Act allocation tentatively adopted on May 2, 2022, and as amended on May 16, 2022, again as amended on June 6, 2022, again as amended on July 5, 2022, be amended as follows:

Round 2 ARPA Funding

<u>Category of request</u>	<u>Brief Description</u>	<u>Entity</u>	<u>Funding Description</u>	<u>Tentatively adopt by Council</u>
Wage request	Human Service Manger	Human Services Dept	Wages & fringe for 18 months	\$180,593

Dated at Norwich, Connecticut this 18th day of July 2022.

ATTEST: 
Roseanne Muscarella
Assistant City Clerk

THIS IS TO CERTIFY that the following is a true and attested copy of a resolution adopted by the Council of the City of Norwich at a meeting held on July 18, 2022, and that the same has not been amended or rescinded:

WHEREAS, The City of Norwich, on April 24, 2017, entered into a Development Agreement with the Women's Institute Realty of Connecticut, Inc. (hereinafter "Women's Institute") whereby the City agreed to convey to the Women's Institute the property at 193-201 Main Street, subject to a number of terms and conditions, including the obligation of the Women's Institute to obtain the necessary funds to stabilize the Reid and Hughes building; and

WHEREAS, by Resolutions adopted on March 19, 2018 and April 2, 2018, the Council agreed to provide funding of \$150,000.00 to the Women's Institute if a satisfactory amendment to the Development Agreement between the City and the Women's Institute could be reached and if the funds were necessary to, would be spent on, and would result in, the stabilization of the Reid and Hughes building; and

WHEREAS, by its Resolution of April 2, 2018, the Council approved a proposed amendment to the Development Agreement pursuant to which the City funds were used in leveraging other funds and in the stabilization of the Reid and Hughes building, with the debt secured by a mortgage recorded at Vol. 3080, Pg. 307 of the Norwich Land Records on July 30, 2018; and

WHEREAS, despite the use of the City funds and other monies for the stabilization of the Reid and Hughes building, the Women's Institute will not be able to complete its development of the property as contemplated and it has entered into a Purchase and Sales Agreement with Heritage Housing, Inc., subject to various funding commitments which entity proposes to develop the property, and which purchase is expected to result in a payment of outstanding real estate taxes due on the Reid and Hughes building but will require the City to forego re-payment of the \$150,000.00 used in the stabilization of the structure; and

WHEREAS, the Council finds that the completion of a development of the Reid and Hughes building is in the best interest of the City of Norwich, that the \$150,000.00 in funding advanced by the City was used for stabilization of the building, the purpose for which it was intended, and foregoing re-payment of the same to the City of Norwich will assist in the proposed development of the Reid and Hughes building, and is required as part of the financing of the proposed development;

NOW THEREFORE BE IT RESOLVED BY THE COUNCIL OF THE CITY OF NORWICH, that City Manager John Salomone be and hereby is authorized and directed on behalf of the City of Norwich, to sign a Discharge of Mortgage, a copy of which is attached as Exhibit A, and to deliver to same once executed, to the attorney representing the Women's Institute under such terms and conditions that City Manager John Salomone believes to be necessary and prudent with respect to the use of the Discharge of Mortgage by the Women's Institute.

THIS IS TO CERTIFY that the following is a true and attested copy of a resolution adopted by the Council of the City of Norwich at a meeting held on July 18, 2022, and that the same has not been amended or rescinded:

WHEREAS, the City of Norwich has received the sum of \$28,838,730 under the American Rescue Plan Act; and

WHEREAS, Council by resolution has authorized the expenditure of \$23,217,996 to date; and

WHEREAS, these funds must be obligated by December 31, 2024; and

WHEREAS the Council of the City of Norwich finds that community engagement is critical to effective decision-making and plan-making, is consistent with the plan objectives of the American Rescue Plan; and is critical to enhance within the time allotted; and will promote uses permitted under the appropriate categories of the American Rescue Plan; and it will be in the best interest of the City of Norwich to appropriate \$20,000 to be used by it in acquiring the services and technology to enhance the public voice through web-based community engagement in support of the effective use of obligated American Rescue Plan funds, and also to be used when public engagement is required or sought by the city, such as in the development of the Plan of Conservation and Development as well evaluating other forms of project applications.

NOW THEREFORE BE IT RESOLVED BY THE COUNCIL OF THE CITY OF NORWICH, that the sum of \$20,000 be appropriated from American Rescue Plan funds to be used in connection with the acquisition of technology services and software that benefits the both the government and the public in regard to community engagement.

Dated at Norwich, Connecticut this 18th day of July 2022.

ATTEST: 
Roseanne Muscarella
Assistant City Clerk

THIS IS TO CERTIFY that the following is a true and attested copy of a resolution adopted by the Council of the City of Norwich at a meeting held on July 18, 2022, and that the same has not been amended or rescinded:

WHEREAS the City of Norwich promotes safe streets through design, education and enforcement of all of its transportation network; and

WHEREAS, Complete Streets are part of a transportation network that is planned, designed, constructed, operated and maintained in such a way as to enable safe, comfortable and convenient access throughout the City by users of all ages and abilities, including but not limited to, pedestrians, bicyclists, transit riders, motorists, emergency, freight and commercial vehicle operators; and

WHEREAS, Complete Streets may include facilities and amenities, including but not limited to, pavement markings and signs; sidewalks and pedestrian safety improvements such as medians, curb extensions and crosswalks; ADA (Americans with Disabilities Act) accessible curb ramps and accessible pedestrian signals; transit shelters and signage and improved pedestrian and bicycle access to transit stops and stations; bicycle detection at intersections and wide travel lanes, bike lanes, or shared use lanes; bicycle parking facilities; street trees, landscaping, street lighting, street furniture; and adequate drainage facilities, including opportunities for storm water quality treatment facilities; and

WHEREAS, the Public Works Capital Improvement Committee and Commission on the City Plan have reviewed and endorsed the policy; and

WHEREAS, the City's Plan of Conservation and Development seeks to establish and maintain a balanced transportation system with a specific strategy to "Seek to transform existing streets to "complete streets" with greater provision for pedestrians, cyclists, street trees, on-street parking (where appropriate), and transit/bus shelters in order to provide safe access for all users, regardless of age or ability (as per Public Act 09-154)"; and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF NORWICH that the attached Complete Streets Policy is adopted and shall be applicable to the planning and design of all new transportation and Complete Streets Improvements initiated after the adoption hereof.

COMPLETE STREETS POLICY – CITY OF NORWICH

1. INTRODUCTION

Complete Streets are necessary to promote a comprehensive, integrated and balanced transportation network that allows for safe and convenient travel along and across all streets for all users, including pedestrians, bicyclists, persons with disabilities, motorists, emergency responders, users and operators of public transportation, seniors, youth, and families. Complete Streets strive to provide the best possible blend of service, mobility, and convenience, and safety while reinforcing a positive social, economic, and environmental influence on Norwich.

Complete Streets are a vital component of the City’s transportation network and contribute directly to the health, safety, economic vitality and quality of life in the Norwich Community. Through implementation of Complete Streets principles, the transportation network in Norwich will be safe, accessible, comfortable and convenient for all transportation users.

2. VISION & PURPOSE

The City of Norwich has created a Complete Streets Policy that shall direct the design, construction, use, and maintenance of city roadways, pathways, and sidewalks in order to create a comprehensive, integrated transportation network that is safe, accessible, comfortable, accommodating, and welcoming to all users. This shall include people of all ages, race, ethnicity, income, and physical ability. In addition, all modes of transportation including pedestrians, people with mobility challenges, cyclists, motorists, commercial vehicles, and emergency vehicles. This policy directs decision makers to consistently plan, design, and construct streets to accommodate all anticipated users. A Complete Streets approach will encourage non-motorized modes of transportation and a culture shift that promotes an interconnected community, healthy living, and a thriving city.

Benefits:

- Provides for safer and more inviting city streets by increasing the capacity for various modes of transportation while decreasing the potential for accidents involving bicyclists, pedestrians, and vehicles;
- Enables healthier lifestyle choices by providing a variety of convenient and safe alternative mobility options;
- Encourages private sector economic development that will benefit from, and also contribute to, a healthier, more vibrant and livable Norwich;
- Creates the opportunity to expand the network of safe walking and bicycling routes to schools, parks, and other community destinations;
- Helps the City address a wide variety of challenges related to sustainability: pollution, climate change, traffic congestion, social isolation, and obesity, health and physical activity.

3. CORE COMMITMENT

A. Definition

Complete Streets are streets that are designed and operated to provide safety and accessibility for all users of roadways, trails, and transit systems, including pedestrians, bicyclists, transit riders, motorists, commercial vehicles, and emergency vehicles and for people of all ages and of all abilities. Furthermore, Complete Streets principles contribute toward the safety, health, economic vitality, and quality of life in a community by providing accessible and efficient connections between home, school, work, recreation, and commercial destinations by improving the pedestrian and vehicular environments throughout communities.

B. Scope of Applicability

1. All city owned transportation facilities in the public right of way including, but not limited to, streets, bridges, and all other connecting pathways shall be designed, constructed, operated and maintained to support the concept of Complete Streets so that users of all ages and abilities can travel safely and independently.
2. The City of Norwich recognizes that every transportation improvement and project phase are opportunities to apply Complete Streets design principles. These phases include, but are not limited to: planning, programming, design, right-of-way acquisition, construction, construction engineering, reconstruction, operation and maintenance. The City Engineer shall consult with the Department of Planning and Neighborhood Services regarding the feasibility of applying Complete Streets principles for routine roadway maintenance and projects prior to doing the work and use the exception criteria outlined under Section C.
3. Complete Streets design recommendations shall be incorporated into all publicly and privately funded projects, as appropriate. All transportation infrastructure and street design projects requiring funding or approval by the City of Norwich, as well as projects funded by the state and federal government, such as LOTCIP funds, STP funds, Community Connectivity Grants, Transportation Alternatives Program funds, Community Development Block Grants (CDBG), and other state and federal funds for street and infrastructure design shall adhere to (comply with) the City of Norwich Complete Streets Policy. Private development and related street design components or corresponding street-related components shall adhere to (comply with) the Complete Streets Policy. In addition, to the extent practical, state-owned roadways will comply with the Complete Streets Policy, including the design, construction, and maintenance of such roadways within City limits.
4. Periodic maintenance activities, such as re-stripping, re-surfacing, and re-milling, which allow for no or low cost Complete Streets improvements, e.g. "road diets" that narrow the vehicle travel lanes and provide space for the addition, or widening of bike and pedestrian lanes, shall be considered. This will allow for the development of a network over time through routine and smaller projects, not just larger construction and reconstruction projects, which will create a much friendlier and safer environment for everyone.
5. Transportation and roadway improvement projects, such as road widening and intersection improvements, shall be considered most thoroughly for Complete Streets improvements and are subject to the exception criteria outlined in Section C.
6. Special attention should be given to projects which enhance the overall transportation system and its connectivity. Specifically, high priority should be given to:
 - a. Corridors providing primary access to one or more significant destinations such as parks or recreation areas, schools, shopping/commercial areas, public transportation, employment centers, or medical centers.
 - b. Corridors providing important continuity or connectivity links to existing local or regional bicycle or pedestrian networks.

C. Exceptions

Transportation infrastructure may be excluded from application of Complete Streets elements upon approval by the City Engineer, in consultation with the Planning and Neighborhood Services Department, when:

1. The existing right-of-way does not allow for the accommodation of all users. In this case alternatives may be explored such as obtaining additional right-of-way, use of revised travel lane configurations, paved shoulders, or signage. However, exclusion of certain users on particular ROWs shall not exempt projects from accommodating other permitted users;
2. The activities are ordinary maintenance activities designed to keep assets in serviceable condition (i.e. mowing, cleaning, sweeping, spot repair, concrete joint repair, pothole filling, electric/gas/water/sewer and drainage or other utility installation or repairs taking place without any other tangible improvements) However, to the maximum extent possible, provisions for safe access shall be made for all modes of transportation during maintenance activities;
3. The construction is not practically feasible or cost effective because of unreasonable adverse impacts on the environment or on neighboring land uses;
4. The cost or impacts of accommodation is excessively disproportionate to the need or probable use or probable future use;
5. The application of Complete Streets principles is unnecessary or inappropriate because it would be contrary to public safety and increase risk of injury or death;
6. The roadway is a rural road, or is privately owned.

Requested exceptions shall be evaluated initially by the City Engineer in consultation with the Planning Department, and then presented at a regularly scheduled meeting of the Commission on the City Plan. A determination for exception will conform to one or more of the allowable exceptions listed above.

D. Jurisdiction

This Complete Streets Policy shall apply to all City owned streets and land within public right-of-ways. All Complete Streets improvements must be coordinated between all relevant City of Norwich departments such as Public Works, Planning & Neighborhood Services, Police, Emergency Management, and Human Services.

All new private development projects, which propose improvements within the public right-of-way, shall comply with this Complete Streets Policy. Approval of necessary permits is contingent upon meeting the Complete Streets requirements. Private development projects proposing privately owned right-of-ways shall be reviewed for consistency with the Complete Streets Policy as part of the approval process.

Owners of private streets and ways shall also be encouraged to adhere to this policy.

The State of Connecticut controls several major transportation corridors that traverse the City of Norwich. The City shall work cooperatively with the Connecticut Department of Transportation and the Southeastern Connecticut Council of Governments to plan and implement Complete Streets improvements within these corridors.

Norwich Public Utilities and other telecommunications companies operate within City and State Right-of-Ways. Their planning, construction, and major maintenance can create both opportunities and barriers to Complete Streets implementation. The City shall coordinate with NPU and other telecommunications companies to ensure that utility projects and Complete Streets improvements are coordinated whenever possible.

The City of Norwich shall also coordinate Complete Streets planning and construction with Southeast Area Transit (SEAT), the Southeastern Connecticut Council of Governments (SCCOG), and adjacent municipalities to facilitate effective application of resources.

Public Act PA 09-154 and the CTDOT Complete Streets Policy shall be applied to all planning, design, construction, and major maintenance within State of Connecticut controlled Right-of-Ways.

CT COMPLETE STREETS POLICY

http://www.ct.gov/dot/lib/dot/plng_plans/bikepedplan/cs-exo31-signed.pdf

PUBLIC ACT PA 09-154

<https://www.cga.ct.gov/2009/ACT/Pa/pdf/2009PA-00154-R00SB-00735-PA.pdf>

E. Goals

The goal of the Complete Streets Policy is to ensure City roadways complement and enhance the surrounding land use and neighborhood character and accommodate all users, including drivers, people who bike and/or walk, transit patrons, older residents, children and persons with mobility impairments. The specific goals are:

- To protect and preserve the environment of the City of Norwich by reducing the emission of greenhouse gases, and reducing the consumption of non-renewable energy resources.
- To ensure the neighborhoods of Norwich remain vibrant and livable.
- To expand opportunities for people who bike and walk throughout the City.
- To make the roadway and street environment safer and more inviting by reducing the frequency and severity of vehicular, bicycle and pedestrian-related accidents.
- To ensure safe pedestrian and bicycle routes for children to get to school.
- To improve and enhance the health and physical fitness of the City's residents by providing more safe and convenient opportunities for bicycling and walking in Norwich.
- To improve the City's quality of life and local economy by providing high quality recreational and multi-modal transportation facilities and providing non-motorized means of transportation.

F. Land Use & Context Sensitivity

Land use context and flexibility shall be considered relative to potential Complete Streets improvements. The overall goal of this approach is to preserve and enhance scenic, aesthetic, historical, and environmental resources while improving or maintaining safety, mobility, and infrastructure conditions;

It is the intent of this policy that the Planning and Neighborhood Services Department, through the Commission on the City Plan and City Council, will endeavor to incorporate Complete Streets policies into the Zoning Regulations, Subdivision Regulations, the City's Plan of Conservation and Development, and all other relevant planning and regulatory documents to help support the City's Complete Streets vision. Additionally, The Commission on the City Plan is encouraged to review all private development proposals with the goal of helping facilitate the community's Complete Streets vision.

All City projects have land use considerations, such as school location decisions, property acquisition, park planning, etc., shall consider how such actions may impact the City's Complete Streets vision. Where feasible, biking and walking to municipally-owned facilities shall be encouraged and facilitated.

The implementation of Complete Streets will require cooperation and collaboration between many stakeholders on a regular basis. As such, the City will take the following steps to facilitate the process:

- The Department of Planning and Neighborhood Services shall review and propose revisions to all appropriate land use ordinances, policies and regulations to support the implementation of Complete Streets.
- The Department of Planning and Neighborhood Services and City Engineer shall review, revise or

recommend changes to all policies, procedures and design standards associated with site plan and other requirements for public and private development to ensure best practices are utilized to support Complete Streets.

- The City shall continue to identify regional, state and federal funds to implement Complete Streets Improvements to supplement the City's Capital Improvement Program.
- The City shall promote collaboration and coordination between City departments and other transportation and planning agencies, including the Connecticut Department of Transportation and Southeastern Connecticut Council of Governments that work within the Right-of-Way and utilize the transportation network for programmatic purposes in order to make the most efficient use of limited financial resources.
- The City Engineer / Director of Public Works shall establish necessary procedures to ensure the application of Complete Streets principles at the earliest design stage.
- The City shall encourage staff professional development in the area of Complete Streets through attendance at seminars, conferences and workshops.
- The City shall actively promote public information and education and solicit feedback about Complete Streets to Norwich stakeholders including but not limited to, Boards and Commissions, residents, community groups and leaders, the business community, and the private development community.

4. Best Practice – Design Guidance

All Complete Streets improvements within public Right-of-Ways shall conform to the following standards. Of the following list, AASHTO and MUTCD are considered the definitive design guides for changes within the State of Connecticut Right-of-Way. Because Complete Streets design is an evolving field, the latest edition of these standards shall be referenced for design guidance: The City will follow accepted or adopted design standards and use the best and latest design standards available, including the following:

- American Association of State Highway and Transportation Officials (AASHTO)
 - A Policy on Geometric Design of Highways and Streets
 - Guide for the Development of Bicycle Facilities
 - Guide for the Planning, Design and Operations of Pedestrian Facilities
- American Planning Association (APA)
 - Complete Streets: Best Policy and Implementation Practices
 - U.S. Traffic Calming Manual
- Federal Highway Administration (FHWA)
 - Manual of Uniform Traffic Control Devices (MUTCD)
 - PEDSAFE: Pedestrian Safety Guide and Countermeasures Selection System
- Institute of Transportation Engineers (ITE)
 - Designing Walkable Urban Thoroughfares: A Context Sensitive Approach
(2010)
- National Association of City Transportation Officials (NACTO)
 - Urban Bikeway Design Guide
 - Urban Street Design Guide
- U.S. Architectural and Transportation Barriers Compliance Board
 - Accessible Rights-of-Way: Design Guide

This section of the Complete Streets Policy shall be reviewed and updated at a minimum of every three years by the City Engineer in coordination with Planning & Neighborhood Services staff to ensure that the listing of design standards is current.

5. Performance Measurement

The application of this Complete Streets Policy will be a process that requires regular evaluation to determine progress and effectiveness. To facilitate that regular evaluation, by way of coordination between Planning and Neighborhood Services Staff and the Department of Public Works, the City Manager shall provide a written report to the City Council on an annual basis on the progress and effectiveness of the Complete Streets policy, and any exceptions granted from the Complete Streets policy.

Within the Annual Report from the City Manager to the City Council, the performance measures that will be evaluated include, but are not limited, to the following:

- Funding: Total dollar amount spent on Complete Streets Improvements
 - Town Funds
 - Grant Funds
 - Other Funds
- Sidewalks/Pedestrian/Transit Improvements
 - Linear Feet of sidewalks and other pedestrian accommodations built or improved
 - Within ½ mile of a school
 - Outside ½ mile of a school
 - Number/Description of Crosswalks Installed/Improved
 - Number/Description of Americans with Disabilities Act (ADA) accommodations installed or improved (i.e. Curb Ramps)
 - Number/Description of public or private transit accessibility improvements installed or improved by type and number
- Bicycling Improvements
 - Linear feet of bicycle lanes, routes, or trails built by width and type
 - Number/Description of bicycle parking or repair facilities installed
- Traffic Calming
 - Number/Description of traffic calming measures implemented
 - Number of New traffic control signs/signals/roundabouts installed to assist with the City's Complete Streets Policy
- Maintenance Activities
 - Description of Maintenance Activities of Existing Complete Streets Facilities
- User and Crash Data
 - Bicycle and Pedestrian Counts
 - Motor Vehicle, Bicycle, and Pedestrian Accident Data
- Exceptions
 - Number of Exceptions requested and approved, including dates and committee member(s) involved

6. Project Selection Criteria

When there is conflicting need among system users and modes of transportation, the following prioritization will apply:

1. Safety is the highest priority, followed by mobility;
2. Among modes, people who walk and bike shall receive priority, followed by the next most vulnerable user in each case;
3. Strive for balance among all modes involved in each case. It is recognized that all modes cannot receive state of the art accommodation within every right-of-way, but the overall goal is that all users of all abilities can safely and conveniently use the transportation network.

7. Implementation

The City of Norwich will make Complete Streets practices a routine part of everyday operations, shall approach every transportation project and program as an opportunity to improve streets and the transportation network for all users, and shall work in coordination with other departments, agencies, and jurisdictions to achieve Complete Streets.

The City of Norwich will implement the Complete Streets Policy through the following means:

1. A Complete Streets Committee of relevant stakeholders designated by the City Council will be created to implement this initiative that will include the City Manager, a member of the Commission on the City Plan, the Department of Planning and Neighborhood Services, the Building Inspector, a member of the Recreation Advisory Board, the Director of Public Works, the City Engineer, and other members deemed appropriate. The focus of the committee will be ensuring the implementation of the Complete Streets Policy and, where necessary, will review and recommend proposed revisions to all appropriate planning documents, zoning and subdivision codes, by-laws, procedures, rules, and regulations.
2. When available, the City will encourage staff to attend professional development and training on non-motorized transportation issues through attending conferences, classes, seminars, and workshops;
3. The City will utilize inter-departmental coordination to promote the most responsible and efficient use of resources for activities within the public way;
4. The Town will seek out appropriate sources of funding and grants for implementation of Complete Streets Policy initiatives.

The City of Norwich recognizes that "Complete Streets" may be achieved through single elements incorporated into a particular project or incrementally through a series of smaller improvements or maintenance activities over time.

Dated at Norwich, Connecticut this 18th day of July 2022.

ATTEST: 

Roseanne Muscarella
Assistant City Clerk