

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by the Council of the City of Norwich at a meeting held on November 17, 2025, and that the same has not been amended or rescinded:

**WHEREAS**, the property owners listed below want to participate in the curb reimbursement program with the City of Norwich to construct concrete sidewalks along their property; and

**WHEREAS**, the City of Norwich wants to improve sidewalks throughout the City.

**NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF NORWICH** that: Property owners will construct a concrete sidewalk with granite curb on the following properties and the City of Norwich will reimburse them \$50.00 per linear foot of concrete sidewalk installed.

Name	Address	Estimate
Dellfield Laundry LLC	440 North Main Street	\$4,150.00

**BE IT FURTHER RESOLVED** that the cost of this project be funded from the existing capital budget line item for sidewalks, Capital Improvement Fund #3602 and the Sidewalk Fund, #2858.

The estimated city's cost for curbing and miscellaneous construction items is \$4,340.00

Dated at Norwich, Connecticut this 18<sup>th</sup>, day of November, 2025

ATTEST:   
Roseanne Muscarella  
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by the Council of the City of Norwich at a meeting held on November 17, 2025, and that the same has not been amended or rescinded:

Relative to an amendment to a September 2, 2025 resolution authorizing the Purchasing Agent to issue a request for proposals for several parcels in the Lafayette Street and Bishop Street area.

WHEREAS, at its meeting on September 2, 2025, the Council of the City of Norwich authorized and directed the Purchasing Agent to sell by request for proposals (RFP) the properties described in the table herein; and

Location	M/B/L	Book/Page	Date	Type of Transaction	Approx. Acres
1 Byron St	063/001/044	3483/188	2/8/2024	Certificate of Foreclosure	0.32
13 McKay St	071/002/011	3483/187	2/8/2024	Certificate of Foreclosure	0.14
16 Kent St	071/002/013	3143/148	10/1/2019	Certificate of Foreclosure	1.23
22 Yorkshire St	071/002/014	3483/202	2/8/2024	Certificate of Foreclosure	0.64
12 Yorkshire St	071/002/016	3483/200	2/8/2024	Certificate of Foreclosure	0.17
Lafayette St	071/002/018	3483/192	2/8/2024	Certificate of Foreclosure	1.01
10 Lafayette St	071/002/022	3483/196	2/8/2024	Certificate of Foreclosure	1.58
Lafayette St (Benham)	071/002/023	3483/194	2/8/2024	Certificate of Foreclosure	0.68
16 Lafayette St	071/002/024	3483/198	2/8/2024	Certificate of Foreclosure	1.56
1 Bishop St	071/002/027	3483/179	2/8/2024	Certificate of Foreclosure	0.16
5 Bishop St	071/002/028	3483/181	2/8/2024	Certificate of Foreclosure	1.18
11 Bishop St	071/002/029	3483/184	2/8/2024	Certificate of Foreclosure	0.29
13 Bishop St	071/002/030	3483/185	2/8/2024	Certificate of Foreclosure	0.29
15 Bishop St	071/002/031	3088/6	9/13/2018	Certificate of Foreclosure	0.15
17 Bishop St	071/002/032	3483/186	2/8/2024	Certificate of Foreclosure	0.37
30 Adair St	071/002/034	3483/177	2/8/2024	Certificate of Foreclosure	0.36
25 Elijah St	071/002/063	3483/190	2/8/2024	Certificate of Foreclosure	1.46

WHEREAS, said properties are unimproved parcels located in a Multi-Family zone; and

WHEREAS, at its October 20, 2025 meeting, the Public Works & Capital Improvements Committee recommended to the Council of the City of Norwich to attempt to dispose four additional properties in this area together with those approved on September 2, 2025 by merging them and then requesting proposals from qualified developers.

Location	M/B/L	Book/Page	Date	Type of Transaction	Approx. Acres
14 Kent St	71/2/12	3583/945	11/4/2025	Certificate of Foreclosure	0.14
16 Yorkshire St	71/2/15	3583/939	11/4/2025	Certificate of Foreclosure	0.12
44 Adair St	71/2/33	3583/941	11/4/2025	Certificate of Foreclosure	0.44
70 Lorenzo	71/2/38	3583/943	11/4/2025	Certificate of Foreclosure	0.89

NOW THEREFORE BE IT RESOLVED BY THE COUNCIL OF THE CITY OF NORWICH, that the Purchasing Agent of the City of Norwich be and hereby is authorized and directed to sell the properties listed herein through a request for proposals process.

Dated at Norwich, Connecticut this 18<sup>th</sup>, day of November, 2025

ATTEST:   
Roseanne Muscarella  
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 November 17, 2025, and that the same has not been amended or rescinded:

Relative to authorizing the City Manager to enter into a real estate listing agreements for multiple City-owned parcels.

WHEREAS, City departments reviewed the parcels owned by the City of Norwich in maps 56 through 84 of its land records during August and September and forwarded recommendations for disposal to the Public Works & Capital Improvements Committee; and

WHEREAS, at its October 20, 2025 meeting, the Public Works & Capital Improvements Committee recommended to the Council of the City of Norwich to attempt to sell the following properties through realtor

Location	M/B/L	Book/ Page	Date City Acquired	How Acquir ed	Appro x. Acres	Zoning	Conditions on Sale/ Notes
22 Julian Ter Rear	76/2/12	2863/87	6/30/2014	Tax collector 's deed	0.75	R20/ R40	
687-725 North Main St	79/1/56	2928/23 1	10/6/2015	Deed in lieu of foreclos ure	3.00	GC	
Zepher St	84/2/73	2010/177	11/10/2004	Quit claim	0.16	NC	Merge 3 Zepher lots and list with realtor
Zepher St	84/2/74	2010/177	11/10/2004	Quit claim	0.14	NC	Merge 3 Zepher lots and list with realtor
Zepher St	84/2/75	2010/177	11/10/2004	Quit claim	0.11	NC	Merge 3 Zepher lots and list with realtor

; and

WHEREAS, the City of Norwich is in the process of seeking proposals from realtor firms through RFP 26-30.

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 enter into an individual real estate listing agreement satisfactory to him with the selected realtor offering to sell the properties listed herein at a proposed sale price recommended by the selected realtor.

BE IT FURTHER RESOLVED BY THE COUNCIL OF THE CITY OF NORWICH, that City Manager John Salomone be and hereby is authorized and directed to enter into a Purchase and Sales Agreement on behalf of the City of Norwich to sell said property at a price satisfactory to him pursuant to the terms of said Purchase and Sales Agreement and, upon timely tender of the purchase price subject to standard adjustments, to execute and deliver a deed of conveyance to the purchaser or his/her designee for the property and to execute, deliver, and receive such other documents as are necessary to complete the transfer of title in keeping with the terms and conditions of the Purchase and Sales Agreement.

Dated at Norwich, Connecticut this 18<sup>th</sup>, day of November, 2025

ATTEST:   
Roseanne Muscarella  
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 November 17, 2025, and that the same has not been amended or rescinded:

Relative to authorizing the Tax Collector to offer properties to abutting property owners.

WHEREAS, City departments reviewed the parcels owned by the City of Norwich in maps 56 through 84 of its land records during September and October and forwarded recommendations for disposal to the Public Works & Capital Improvements Committee; and

WHEREAS, at its October 20, 2025 meeting, the Public Works & Capital Improvements Committee recommended to the Council of the City of Norwich to attempt to dispose of the following properties by offering to sell them to abutting property owners:

Location	Map/Block/Lot	Land Records Book/Page	Date City Acquired	How Acquired	Approx . Acres	Zoning	Minimum Bid	Conditions of Sale
Bolduc Lane	63/1/38	547/333	12/24/1980	Quit claim	0.18	GC	\$1000	Merge with purchaser's property
49 Sturtevant St	67/3/14	3444/46	8/1/2023	Quit claim	0.64	R20	\$3000	Merge with purchaser's property
Knollcrest Rd	72/1/31	353/761	6/3/1969	Quit claim	0.21	R20	\$1000	Merge with purchaser's property. Require driveway easements
Wawecus St Rear	74/1/3	1016/202	5/21/1991	Warranty deed	3.65	R80	\$7,000	Merge with purchaser's property
42 Mohegan Rd	76/2/9	145/506	12/1/1915	Warranty deed	0.6	R40	\$3000	Merge with purchaser's property
20 Mohegan Rd	76/2/17	154/112	1/1/1919	Warranty deed	1.01	R40	\$3000	Merge with purchaser's property
20 Julian St Rear	76/2/57	2863/84	6/30/2014	Tax collector's deed	0.5	R20/R40	\$2000	Merge with purchaser's property
27 Mohegan Rd	76/3/17	145/506	12/1/1915	Warranty deed	0.84	R40	\$4000	Merge with 90 Beech Dr with 27 Mohegan Rd and merge with purchaser's property
90 Beech Dr	76/3/18	3252/277	5/14/2021	Quit claim	1.4	R40		
50 Reynolds Rd Rear	77/1/7	1977/342	8/27/2004	Tax collector's deed	0.02	R40	\$500	Merge with purchaser's property
38 Reynolds Rd	77/1/11	2686/189	7/22/2011	Quit claim	0.01	R40	\$250	Merge with purchaser's property
33 Curtis St	78/1/47	1934/201	5/20/2004	Quit claim	0.63	R20	\$3000	Merge with 8 Nathaniel with 33 Curtis St and merge with purchaser's property
8 Nathaniel St	78/1/49	1934/203	5/20/2004	Quit claim	0.53	R20		
48o Asylum St	83/1/54	1514/170	8/16/2000	Warranty deed	0.67	R20	\$1000	Merge with purchaser's property
New London Tpke	83/1/54	412/46	9/13/1974	Certificate of Foreclosure	1.43	R40	\$3000	Merge with purchaser's property
32 Lafayette St	84/1/63	1090/345	12/9/1992	Quit claim	0.63	R20	\$2500	Merge with purchaser's property
West Main St	101/3/31	760/77	1/13/1987	Quit claim	0.17	GC	\$3500	Merge with purchaser's property and require easements for NPU

NOW THEREFORE BE IT RESOLVED BY THE COUNCIL OF THE CITY OF NORWICH, that the Tax Collector of the City of Norwich be and hereby is authorized and directed to

sell the properties listed herein, being limited to receiving bids from the owners or agents of those properties immediately abutting the properties listed herein, subject to the requirements established for such sales, the offer to take place in such manner and under such terms and at a time and place to be set by the Tax Collector, including the acceptance of bids by mail to the Tax Collector by a specified date. It shall be a specific requirement as a term of the offer that any successful bidder must agree to combine the property with that of the bidder's existing abutting property and do so within 90 days of the date of offer.

BE IT FURTHER RESOLVED BY THE COUNCIL OF THE CITY OF NORWICH, that City Manager John Salomone be and hereby is authorized to accept no less than the minimum bid for each property from the successful bidder and upon timely tender of the purchase price subject to standard adjustments, to execute and deliver a deed of conveyance to the winning bidder or their designee for each property and to execute, deliver, and receive such other documents as are necessary to complete the transfer of title and to facilitate the merger of each property into the property of the winning bidder.

Dated at Norwich, Connecticut this 18<sup>th</sup>, day of November, 2025

ATTEST:   
Roseanne Muscarella  
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 November 17, 2025, and that the same has not been amended or rescinded:

Relative to the sale of 20R Huntington Lane to an abutting property owner.

WHEREAS, the City of Norwich became the owner of property located at 20R Huntington Lane (Map 60, Block 1, Lot 17) in 2024 by Quit Claim recorded in volume 3527, page 248 of the Norwich Land Records; and

WHEREAS, said property is an undeveloped and unimproved parcel of approximately 5.10 acres located in an R40 zone; and

WHEREAS, at its July 21, 2025 meeting, the Public Works & Capital Improvements Committee recommended to the Council of the City of Norwich to attempt to dispose of this property by offering it to abutting property owners; and

WHEREAS, at its August 4, 2025 meeting, the Council of the City of Norwich authorized the Tax Collector to offer this property to abutting property owners; and

WHEREAS, on September 12, 2025, Tax Collector Karlene Deal received a winning bid of \$52,000 from Nancy and David Burnett, owners of abutting property located at 22 Huntington Lane (MBL 60/1/19), for this property; and

WHEREAS, on October 27, 2025, David Burnett rescinded this bid for 20R Huntington Lane; and

WHEREAS, the next highest bid of \$17,500 for 20R Huntington Lane was submitted by C. Scott Learned, owner of abutting property located at 51 Gulliver Circle (MBL 60/1/15).

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 to sell said property at a price of \$17,500 to C. Scott Learned, upon timely tender of the purchase price subject to standard adjustments, to execute and deliver a deed of conveyance to C. Scott Learned or their designee for the property known as 20R Huntington Lane and to execute, deliver, and receive such other documents as are necessary to complete the transfer of title and to facilitate the merger of 20R Huntington Lane into 51 Gulliver Circle.

Dated at Norwich, Connecticut this 18<sup>th</sup>, day of November, 2025

ATTEST:   
Roseanne Muscarella  
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 November 17, 2025, and that the same has not been amended or rescinded:

**WHEREAS**, the Council of the City of Norwich, by resolution adopted December 4, 2023, authorized the completion and filing of a Round #4 Community Investment Fund Grant Application by the City of Norwich and the Norwich Community Development Corporation for the Norwich Waterfront Revitalization Project, with a funding request to CIF not to exceed \$8,139,500.00; and

**WHEREAS**, the Council of the City of Norwich, by resolution adopted June 17, 2024, authorized the completion and filing of a Round #5 Community Investment Fund Grant Application by the Norwich Community Development Corporation for the Norwich Waterfront Revitalization Project, with a funding request to CIF not to exceed \$12,702,306.00; and

**WHEREAS**, the Connecticut Department of Economic and Community Development, has awarded and submitted to the City of Norwich and Norwich Community Development Corporation a proposal for assistance to support the Norwich Waterfront Revitalization Project as more particularly described in a letter dated October 29, 2025 together with an Assistance Proposal both of which are attached hereto as Exhibit A; and

**WHEREAS**, pursuant to this proposal the City of Norwich and Norwich Community Development Corporation will receive \$6,550,000.00 in grant funds to be used by it to create walkable connections to areas of cultural and economic focus within the City of Norwich, complete a dock replacement project, add public bathroom facilities, a permanent stage, and a combination splash pad ice rink at the Howard T. Brown Park; and

**WHEREAS**, the Council of the City of Norwich finds it will be in the best interest of the City of Norwich to accept these grant funds to be used as required and agreed to by the City, Norwich Community Development Corporation and the State of Connecticut for the Waterfront Revitalization Project.

**NOW THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF NORWICH**, that City Manager John Salomone and Kevin Brown, President of Norwich Community Development Corporation be and hereby are authorized and directed on behalf of the City of Norwich and Norwich Community Development Corporation to sign the letter described herein sent to them by Deputy Commissioner Matthew J. Pugliese and return the same to the Deputy Commissioner; and

**BE IT FURTHER RESOLVED BY THE COUNCIL OF THE CITY OF NORWICH** that City and Town Clerk Roseanne Muscarella be and hereby is authorized and directed to prepare a certified resolution of this action of the Council of the City of Norwich to return to Deputy Commissioner Matthew Pugliese with the signed letter.

(Financial Assistance Proposal attached – 26 pages)

Dated at Norwich, Connecticut this 18<sup>th</sup>, day of November, 2025

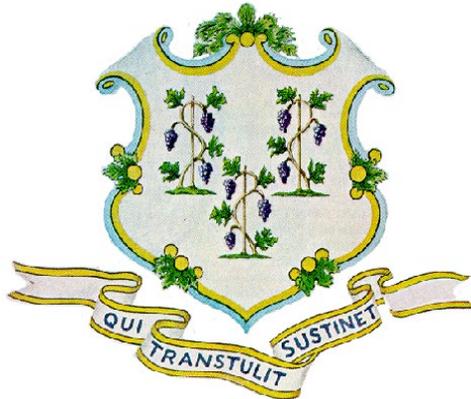
ATTEST:   
Roseanne Muscarella  
City Clerk

# **State of Connecticut**

Governor Ned Lamont

## **Department of Economic and Community Development**

Commissioner Daniel O'Keefe



### **Financial Assistance Proposal**

**To**

**City of Norwich &  
The Norwich Community Development Corporation**

**For  
Waterfront Revitalization Project**

**Community Investment Fund 2030 Rounds 4-5**

**October 2025**

October 29, 2025

Mr. Peter Nystrom  
Mayor, City of Norwich  
100 Broadway Street  
Norwich, CT 06360

Mr. Kevin Brown  
President, The Norwich Community Development Corporation  
66 Franklin Street  
Norwich, CT 06360

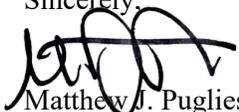
Dear Mayor Nystrom & Mr. Brown,

The Department of Economic and Community Development is pleased to submit a proposal for assistance in support of the City of Norwich's and The Norwich Community Development Corporation's plans to create walkable connections to areas of cultural and economic focus within the city, complete a dock replacement project, and add public bathroom facilities, a permanent stage, and a combination splash pad ice rink at the Howard T. Brown Park. The following pages contain a project description and supporting details of a financial assistance package developed jointly between your staff and ours.

This proposal represents Governor Lamont's continuing commitment to support organizations such as yours and we are pleased to have an opportunity to work with you on this project. The success of your project is important to us.

Our staff will continue to be available to you and your staff throughout the duration of the project. If you have any questions concerning this proposal, please contact Ryan Acosta, your Project Manager, at 860.500.2392.

Sincerely,



Matthew J. Pugliese  
Deputy Commissioner

**Agreed and Accepted By:**

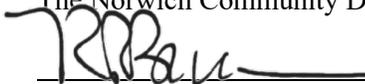
City of Norwich

\_\_\_\_\_  
John Salomone

City Manager, Norwich  
\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

The Norwich Community Development Corporation



\_\_\_\_\_  
Kevin Brown

President, NCDC  
\_\_\_\_\_  
Title

11.04.2025  
\_\_\_\_\_  
Date

## TABLE OF CONTENTS

BACKGROUND .....	1
PROJECT START/END DATE .....	2
SOURCE AND USE OF FUNDS .....	2
FINANCIAL ASSISTANCE PROPOSAL .....	3
CONNECTICUT RESIDENCY REQUIREMENT .....	3
COLLATERAL .....	4
PROPERTY RESTRICTIONS .....	4
OTHER TERMS AND CONDITIONS .....	5
ENVIRONMENTAL COMPLIANCE .....	6
CONSTRUCTION COMPLIANCE .....	7
PROJECT ADMINISTRATION AND MONITORING PLAN .....	7
EMPLOYMENT .....	7
INSURANCE .....	8
REPORTING .....	8
REQUIRED DOCUMENTS .....	10
EXPIRATION .....	10
INSTANCES OF DEFAULT .....	10
CLOSING AND TRANSACTION COSTS .....	10
LABOR COMPLIANCE .....	10
WITHDRAWAL OF FINANCIAL ASSISTANCE PROPOSAL .....	12
ADDITIONAL TERMS AND CONDITIONS .....	13
DECD CONTACTS .....	14
CLIENT OBLIGATION CHECKLIST .....	15
NEXT STEPS .....	16
SCHEDULE A .....	17
SCHEDULE B .....	18
SCHEDULE C .....	20
SCHEDULE D .....	22

## **BACKGROUND**

**Applicants Description:** There are two applicants, the City of Norwich (hereinafter, also referred to as “Applicant 1”) and the Norwich Community Development Corporation (“Applicant 2” or “NCDC”).

The city of Norwich is in New London County, Connecticut, United States. The Yantic, Shetucket, and Quinebaug Rivers flow into the city and form its harbor, from which the Thames River flows south to Long Island Sound. The city is part of the Southeastern Connecticut Planning Region and has a population of 40,125 (2020 US Census).

The Norwich Community Development Corporation is a non-stock Connecticut Corporation founded in 1963, with non-profit 501(c)(3) status, with the goal of bringing economic development and prosperity to the City and assisting with the creation of opportunities for jobs and investment in the community. NCDC serves the City of Norwich receiving funding from the City of Norwich and Norwich Public Utilities. NCDC is governed by an all-volunteer Board of Directors consisting of municipal leaders, elected officials, and local business owners, whose members represent Norwich’s diverse community.

**Project Description:** On June 7, 2024, the State Bond Commission approved a \$2,000,000 Community Investment Fund 2030 Round 4 Grant to Applicant 1 for “Waterfront Revitalization – funds for public improvements at Howard T. Brown Park.”

On October 22, 2024, the State Bond Commission approved a \$4,550,000 Community Investment Fund 2030 Round 5 Grant to Applicant 2 for “Norwich Waterfront Improvement Project – improvements to Howard T. Brown Park, improvement and extension of Heritage Walk from Brown Park to Yantic Falls, environmental site assessment at 46 Main Street, and Marina Towers planning and development.”

The City of Norwich and The Norwich Community Development Corporation have formed a collaborative partnership to execute the waterfront revitalization activities as part of this grant project. The City of Norwich will have overall responsibility for procurement, certification of completion, funding, and seeking reimbursement. NCDC will oversee the coordinated efforts of all project stakeholders including public engagement, master planning, reporting, and overall administration of the effort.

This project is aimed at creating a path for economic development and community access through the city’s downtown waterfront district by creating walkable connections to areas of cultural and economic focus within the city (the “Project”). The Project has four focus areas:

1. American Wharf Marina- Installation of above ground fuel tanks and a modern dispensing system. Rehabilitation of fuel dock piling sleeves and removal of vertical I-beams attached to the docks.
2. Heritage Walk Improvements- Improving several sections of the trail, as well as adding lighting, amenities, and public signage.

3. Howard T. Brown Park- Installation of a combination splash pad / ice rink, event stage, public restrooms, outdoor lighting, landscaping, bike racks, and benches.
4. Marina Towers Demolition and Limited Redevelopment- Demolition of the Marina Towers Building at 74-78 West Main Street and limited site improvements to support redevelopment activities.

**Project Property Description and Access Details:** The following parcels are all located within the City of Norwich and constitute the “Project Property” – Applicant 1’s project property: Howard T. Brown Memorial Park (100 Chelsea Harbor Drive); Applicant 2’s project properties: 46 West Main Street, 38 West Main Street, 74-78 West Main Street, 150 Chelsea Harbor Drive, Howard T. Brown Memorial Park (100 Chelsea Harbor Drive), Heritage Trail (100 Chelsea Harbor Drive to 196-200 Yantic St).

The Project Property is currently owned by:

46 West Main Street – City of Norwich

38 West Main Street – Patten Marina Holdings LLC

74-78 West Main Street – City of Norwich / Patten Marina Holdings LLC

150 Chelsea Harbor Drive – Patten Marina Holdings LLC / City of Norwich

Heritage Trail - (100 Chelsea Harbor Drive to 196-200 Yantic St) – City of Norwich / Various Rights of Way

Howard T. Brown Park (100 Chelsea Harbor Drive) – City of Norwich

<b>PROJECT START/END DATE</b>
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For purposes of this proposal, the Project will have a start date of June 7, 2024, and any eligible Applicants Project Expenditures after that date will be permitted as part of the Project. The end date of the Project will be determined by the most recently approved Project Financing Plan and Budget.

<b>SOURCE AND USE OF FUNDS</b>
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**Sources of Funds**

Norwich Municipal Funds	\$120,000
Private Investment (PMH)	\$224,640
DECD – Community Investment Fund 2030 Round 4	\$2,000,000
Other - SHIPP Grant	\$878,509
Other - ARPA	\$682,682
DECD – Community Investment Fund 2030 Round 5	\$4,550,000
<b>Total</b>	<b>\$ 8,455,831</b>

**Use of Funds**

Administration	\$336,820
Engineering	\$804,790
Construction / Demolition	\$6,864,221
Contingency	\$450,000
<b>Total</b>	<b>\$8,455,831</b>

*\* The figures above may be amended from time to time through requests for revisions to the Project Financing Plan and Budget, as approved by the Department of Economic and Community Development.*

**FINANCIAL ASSISTANCE PROPOSAL**

This financial assistance proposal (“Proposal”) is based upon the commitment of the Applicants to implement the Project as described herein. The State of Connecticut, acting through the Department of Economic and Community Development (hereinafter, “DECD” or the “State”) and under the provisions of the Connecticut General Statutes (“C.G.S.”) §32-285a – Community Investment Fund 2030, proposes a financial assistance package consisting of two grants totaling \$6,550,000 (“State Funding”). DECD State Funding shall not exceed \$6,550,000 of the Total Project Cost as described in this Proposal and as set forth in the most recently approved Project Financing Plan and Budget. The components of this State Funding are outlined below:

<b>Applicant:</b>	City of Norwich & Norwich Community Development Corporation
<b>DECD Financing:</b>	\$6,550,000 Community Investment Fund 2030
<b>Amount and Use of DECD CIF Funds:</b>	\$336,820 Administration \$708,240 Engineering \$54,940 Environmental/Investigation \$148,700 Demolition \$4,851,300 Construction <u>\$450,000 Contingency</u> <b>\$6,550,000 TOTAL CIF Funds</b>

**CONNECTICUT RESIDENCY REQUIREMENT**

Applicant 2 shall not relocate any of its operations outside of the State for ten (10) years after the date upon which the Project’s Assistance Agreement (“Agreement”) is fully executed. If Applicant 2 relocates within the State during the ten (10) year period, it shall offer employment at the new location to its employees from the original location if such employment is available.

If Applicant 2, or its successors or assigns, relocates any of its applicable operations outside of Connecticut during the non-relocation period, the full amount of the State Funding received from the State shall become immediately due and payable, plus a one-time interest rate charge of 5% (five percent) on the original amount of the State Funding provided.

Applicant 2 shall provide written notification to the DECD Commissioner of its proposed relocation prior to any public announcement.

## **COLLATERAL**

All legal matters in connection with the State Funding and any required security therefor shall be acceptable to DECD and its legal counsel. The terms of the Agreement supersede any language included under this section of the Proposal.

### **Mortgage Lien/Assignment**

Applicant 1 shall provide a non-recourse mortgage (the “Mortgage”) of its property located at 46 West Main Street, 74-78 West Main Street, 150 Chelsea Harbor Drive, 100 Chelsea Harbor Drive (the “Mortgaged Property”) as security for the Applicants’ obligations of completing the Project. DECD shall release the Mortgage when DECD has determined in its sole judgment that the Applicants have completed the Project within three (3) years of the Project Start Date. If the Project is not completed, DECD may foreclose the Mortgage but not seek a deficiency judgment. The Mortgage may be subordinated to the lien of a lender or other entities providing financing for the development of the Project Property referred to in the Proposal. Completion of the Project shall be demonstrated by the issuance of a Substantial Completion Certificate to each property of the Mortgage Property, completion of the environmental assessment of 46 Main Street, and the completion of the Heritage Walk from Brown Park to Yantic Falls.

Applicant 1 shall provide to DECD copies of any and all environmental site assessment reports that have been obtained concerning the Mortgaged Property, as applicable. Applicant 1 shall also provide satisfactory evidence to DECD that all required remediation work on the Mortgaged Property has been properly completed, if applicable. An environmental indemnification agreement executed by Applicant 1 in favor of the DECD shall be required.

The Mortgage may be assumed by a new party with the DECD Commissioner’s approval. An assumption of this interest does not release the Applicants from their responsibilities for performance of their duties under this Proposal.

## **PROPERTY RESTRICTIONS**

All legal matters in connection with the State Funding and any required security therefor shall be acceptable to DECD and its legal counsel. The terms of the Agreement supersede any language included under this section of the Proposal.

### **Negative Pledge**

Applicant 1 agrees that it will execute a Negative Pledge and Agreement (“Negative Pledge”) in a form acceptable to the DECD Commissioner, which Negative Pledge shall provide that the Applicant shall not sell, lease, transfer, assign, or in any way encumber or otherwise dispose of the Project Property, located at 46 West Main Street, 74-78 West Main Street, 150 Chelsea Harbor Drive, 100 Chelsea Harbor Drive, in whole or in part, without first obtaining the written consent of the DECD Commissioner, for ten (10) years. The Negative Pledge shall be recorded on the land records of the City of Norwich.

### **Use Restriction**

Applicant 1 covenants and agrees that the Project Property, located at 46 West Main Street, 74-78 West Main Street, 150 Chelsea Harbor Drive, shall be used as a marina for ten (10) years.

Applicant 1 covenants and agrees that the Project Property, located at 100 Chelsea Harbor Drive, shall be used as a park for ten (10) years. Applicant 1 agrees that it shall execute Declaration of Restrictive Covenants (“the Covenants”) in a form acceptable to the DECD Commissioner, which shall be filed on the land records of the City of Norwich. The Covenants shall be enforceable by the State and shall provide that any conveyance of the Project Property shall be subject to the terms of the Covenant.

## **OTHER TERMS AND CONDITIONS**

### **Community Engagement Process**

The Applicants will hold at least two (2) public community meetings to provide information on the project to interested parties and to listen to input from the community. Public meetings will be held in public spaces and advertised at least fourteen (14) days prior to taking place. The meetings must follow City open meetings guidelines should be noticed on the Applicants’ websites and in The Day (New London). Invitations will be extended to Community Investment Fund 2030 staff, the Connecticut General Assembly members that represent the district in which the project is taking place, the chief executive municipal official, and any other relevant municipal employees.

### **Community Investment Fund 2030 Acknowledgement**

The Applicants will recognize in all press releases, signage, and other official communication that funding was provided through the Community Investment Fund 2030 Rounds 4 and 5. The Applicants will provide the Project Manager and Director of Community Development with two (2) weeks of advance notification of any ribbon-cutting or other public event to signal the kick-off or completion of the Project in order to allow the Governor, Community Investment Fund Board members, and DECD’s Commissioner, Deputy Commissioner, and Director of Community Development the ability to attend.

### **Retainage**

DECD will hold back the last ten percent (10%) of State Funding until all required construction closeout documentation in accordance with the DECD Bidding, Contracting, and Construction Guidelines is submitted. This includes proof of completion of remediation work funded by the State Funding including, but not limited to, a Remediation Action Report, Verification Report, a recorded copy of the Environmental Land Use Restriction (“ELUR”), EPA Reports, DEEP Audit, abatement report, demolition report, or any other reports requested by the DECD Commissioner.

### **Grant Award Project Change Request Procedures**

The Applicants will provide in writing to DECD any request for a change to the Project. The written description of the proposed changes shall address how the following are affected, if at all:

- Project Scope – i.e., location, elements, activities
- Outcomes – i.e., service capacity, units, job creation, size of facility
- Budget – i.e., cost of the Project
- Leveraged funds - i.e., non-CIF funds committed to the Project.

The Applicants will submit a new application to a future CIF competitive funding round for any request for additional CIF funds.

For requests that do not require additional CIF funding, DECD will either review the request internally or bring the request for CIF Board approval, depending on whether the change is a Substantial Change.

A Substantial Change is defined as:

1. A change that results in a 20% reduction in any of the following:
  - i. Project Scope – i.e., location, elements, activities
  - ii. Outcomes – i.e., service capacity, units, job creation, size of facility
  - iii. Leveraged Funds - i.e., non-CIF funds committed to the Project

OR

2. A change that results in a portion of the Project being unfunded, i.e., creating a “funding gap.”

Any change in a project that is inconsistent with the description of the project as approved by the State Bond Commission will need to go back to the CIF Board and State Bond Commission for approval regardless of whether the change is a Substantial Change.

The Applicants will need to demonstrate availability of funds to meet any funding gap created by a requested change in the Project. Funding gaps in the capital stack will be allowed a six-month cure period. Requests for additional CIF funds towards a funding gap in the project budget will go through a normal CIF competitive application and award process.

## **ENVIRONMENTAL COMPLIANCE**

### **Connecticut Environmental Policy Act**

Disbursement of state funds may be subject to the completion of the appropriate Connecticut Environmental Policy Act (“CEPA”) review of project activities. If project analysis and review under the provisions of CEPA is necessary, then DECD will contract a professional engineering/planning firm experienced in preparing CEPA documents, using funds appropriated to the Project. Said firm shall work at the direction of the DECD in assessing the Project’s activities in accordance with CEPA (C.G.S. § 22a-1 and Regulations of Connecticut State Agencies §§ 22a-1a-1 to 22a-1a-12).

### **Environmental Condition of the Real Property**

As determined by DECD, the environmental site assessments, survey, reports, and remedial action plans will be prepared for real property subject to the Project’s activities. A professional firm licensed to practice in the State of Connecticut shall prepare the reports. The scope of investigations and report shall conform to the applicable DEEP laws and regulations, and the applicable American Standards for Testing Materials document standards. Copies of all reports shall be made available to DECD.

If the Applicants and/or other parties for the subject properties within the Project area have conducted Environmental Site Assessments, copies of such documents must be submitted to DECD.

### **CONSTRUCTION COMPLIANCE**

DECD requires submission of project design documents, specifications, construction bid documents and cost estimates, and other documents outlined in Schedule A. All submissions are subject to review, comment, and/or approval by DECD's Office of Community Development and/or the DECD Commissioner. Unless notified by DECD, the Applicant will be required to certify that the project is in compliance with the DECD design, bidding, contracting, and construction monitoring requirements. In these cases, it will be the responsibility of the Applicants to certify and submit the appropriate documentation during the pre-bid phase, construction phase and close-out phase of the project.

The Applicants shall submit for review and comment the following construction-related documents which need to comply with the DECD design, bidding, contracting, and construction monitoring requirements: a) bid package(s), including procedures for bidding; b) bid selection process and results; c) bonding and insurance requirements; d) copies of contracts; e) schedule of values; and f) payment requisitions and change orders.

DECD requirements for approval of the release of funds for construction include review of construction documents, latest updated budget, submittal of bidding process, project schedule and cash flow updates, monthly reports, and any appropriate back up materials as may be needed for review, such as application and certificate of payment (AIA Document G702) approved by the architect and/or engineer, appropriate invoices, etc.

### **PROJECT ADMINISTRATION AND MONITORING PLAN**

The Applicants shall be required to submit to DECD a project administration and monitoring plan, acceptable to DECD, that describes how they will document and monitor the financial and construction oversight of the State Funding as required by the Agreement and as approved in the Project Financing Plan and Budget. The purpose of the plan is to assure the completion of the Project within the approved Project Financing Plan and Budget and the appropriate use of State Funding. The plan should address how State Funding will be disbursed in conjunction and in accordance with all contractual agreements. The plan should include the process the Applicants will undertake to approve payment requisitions and project construction change orders.

### **EMPLOYMENT**

#### **Department of Labor Employment Number Access Agreement:**

Applicant 2 agrees that DECD may obtain directly from the Connecticut Department of Labor and disclose, as part of its reporting requirements to the Connecticut State Legislature and Auditors of Public Accounts, information pertaining to employment levels at its operation. It is acknowledged and agreed that the information so obtained and disclosed may include employer name, address, and number of employees, by facility location, for the purpose of fulfilling DECD's reporting requirements in accordance with C.G.S. § 32-1m, as may be amended or modified. In addition, this employment information may be utilized for purposes of performing employment reviews and research related activities conducted by DECD.

Applicant 2 also agrees that it will complete DECD's annual job survey that is needed to assist in the completion of DECD's annual jobs report as required under C.G.S. § 32-1m, as may be amended or modified.

The Authorization Form has been attached as Schedule D.

## **INSURANCE**

Applicant 2 shall maintain all required insurance in amounts, form, substance, and quality acceptable to DECD, as described more fully in Schedule C, attached to this Proposal. A certificate evidencing such insurance shall be delivered to the DECD Commissioner at the time of execution of the Agreement, and annually thereafter for the duration of the Project Financing Plan and Budget. Annual submissions should be sent to DECD, Attn: Office of Financial Review, 450 Columbus Boulevard, Hartford, CT 06103-1843.

## **REPORTING**

### **Project Audit**

Each Applicant subject to a federal and/or state single audit must have an audit of its accounts performed annually (see Schedule B). The audit shall be in accordance with the DECD Audit Guide (located at [Manuals Guides and Forms \(ct.gov\)](#)) and the requirements established by federal law and state statute. All Applicants not subject to a federal and/or state single audit shall be subject to a Project-specific audit of its accounts within ninety (90) days of the completion of the Project or at such times as required by the DECD Commissioner. Such audit shall be in accordance with the DECD Audit Guide. An independent public accountant as defined by generally accepted government-auditing standards (GAGAS) shall conduct the audits. At the discretion and with the approval of the DECD Commissioner, examiners from DECD may conduct Project-specific audits.

The completion of the Project will be determined by the end date of the most recently approved Project Financing Plan and Budget.

### **Project Financial Statements**

The Applicants shall provide a cumulative Statement of Program Cost and a Detailed Schedule of Expenditures to the Commissioner in the approved DECD project statement format as outlined in the most current Accounting Manual located at [Manuals Guides and Forms \(ct.gov\)](#). This information will be required to be provided upon request, within ninety (90) days after the expiration date of the approved Project Financing Plan and Budget period or earlier as determined by the DECD Commissioner. Further information, such as supporting documentation (i.e., copies of invoices, cancelled checks, contracts, etc.) for the expenditures charged may be requested from the Applicants, as necessary.

### **Project Progress Reporting**

Upon request, the Applicants shall submit progress reports acceptable to DECD. These reports shall delineate progress in the construction of the Project. The quarterly reports will be due April 30, July 31, October 31, and January 31 and will be required to be provided until the expiration of the Project Financing Plan and Budget.

## **Data Reporting**

The Applicants acknowledge that the Community Investment Fund 2030 will continue to require annual reporting data from the Applicants after the completion and close-out of the Project for five (5) years in order to evaluate the impact of the Project and the Community Investment Fund 2030 program for accountability and annual reporting as required in the authorizing statute (C.G.S. § 32-285a). Annual reporting will be due on July 31.

*On an annual basis, the Applicants will provide the Program Manager with the following measurements, as laid out in their Community Investment Fund 2030 Round 4 and 5 Applications:*

### **Goals as negotiated with Applicant**

- 1. Acquisition and clean up of blighted properties along major community amenity (river/waterfront)
- 2. Heritage Trail Extension
- 3. Improvement to the public dock/marina facilities
- 4. Assessment and clean up of possible contaminated facilities/parcels
- 5. Estimate creation of 40-50 service jobs over the next 5 years.
- 6. Increase in public amenities
- 7. Increases in public events

*On an annual basis, the Applicants will provide the Program Manager with the following data based on either the Applicants' municipal level, or where available, neighborhood level data:*

1. Public Investment Community Measures:
  - a. per capita income;
  - b. adjusted equalized net grand list per capita;
  - c. mill rate;
  - d. per capita aid to children receiving Temporary Family Assistance benefits; and
  - e. unemployment rate
2. Alliance District Measures:
  - a. academic growth over time
  - b. attendance
  - c. chronic absenteeism
  - d. postsecondary education and career readiness
  - e. enrollment in institutions of higher education and postsecondary education programs
  - f. graduation from institutions of higher education and postsecondary education programs
  - g. civics and arts education
  - h. physical fitness
3. ALICE (Asset Limited Income Constrained Employed) and poverty levels

## **Lien and Claim Reporting**

If applicable, the Applicants shall disclose in writing to DECD, no later than ten (10) calendar days after becoming aware of or after the Applicants should have become aware of, to the best of

the Applicants' knowledge, any actions, suits, claims, demands, investigations, liens, and proceedings of any kind, open, pending, or threatened, whether mature, un-matured, contingent, at law or in equity in any forum, involving the Applicants that might reasonably be expected to materially adversely affect their businesses, operations, assets, properties, financial stability, business prospects or ability to perform the Project as described in this Proposal.

#### **REQUIRED DOCUMENTS**

The Applicants must provide the following required documents prior to closing the Agreement. The Agreement will not be signed by DECD until all required documents have been received, which include the following:

- Certificate of Legal Existence (Applicant 2)
- Environmental Reports (Applicant 1 and 2)
- Good Standing Letters from the Department of Labor (Applicants 1 and 2), Revenue Services and Secretary of the State (Applicant 2)
- Department of Labor Letter of Determination for Prevailing Wage (Applicants 1 and 2)
- Project Financing Plan & Budget (Applicants 1 and 2)
- Project Administration and Monitoring Plan (Applicants 1 and 2)
- Campaign Contribution Certification (Applicant 2)

#### **EXPIRATION**

The Applicants must accept this Proposal no later than thirty (30) calendar days after the date of proposal. In the event DECD does not receive the acceptance of this Proposal by the aforementioned date, the offer will be considered null and void and withdrawn.

#### **INSTANCES OF DEFAULT**

If funding for the Project is approved, the Agreement between DECD and the Applicants may be subject, but not limited to the following default provisions: breach of agreement, misrepresentation, receivership or bankruptcy, condemnation or seizure, lack of adequate security, violation of terms in other project documents. In addition to repayment in full of the State Funding, DECD's remedies may include, but not be limited to, the ability to collect an additional five percent (5%) in liquidated damages on the total amount of State Funding, and to charge a fifteen percent (15%) per annum rate of interest on State Funding provided.

#### **CLOSING AND TRANSACTION COSTS**

The Applicants shall be responsible for the payment of all necessary and appropriate costs associated with this transaction, whether or not a closing takes place, including but not limited to the State's attorney's fees and other such costs incurred by the State or associated with securing the State Funding. Such costs may also include reasonable attorney fees, appraisal costs, and other possible fees and costs related to the closing. No State Funding will be provided until the Applicants have paid DECD's legal fees.

#### **LABOR COMPLIANCE**

##### **Nondiscrimination**

The Applicants will comply with C.G.S. § 4a-60, as may be amended, which prohibits the Applicants from discriminating or permitting discrimination against any person or group of

persons on the grounds of race, color, religious creed, age, marital status, national origin, ancestry, sex, gender identity or expression, status as a veteran, status as a victim of domestic violence, intellectual disability, mental disability or physical disability, including, but not limited to, blindness, unless it is shown by such contractor that such disability prevents performance of the work involved, in any manner prohibited by the laws of the United States or of the state of Connecticut.

The Applicants will comply with C.G.S. § 4a-60a, as may be amended, which prohibits the Applicants from discriminating or permitting discrimination against any person or group of persons on the grounds of sexual orientation.

### **Affirmative Action**

The Applicants will comply with C.G.S. § 4a-60, which prohibits the Applicants from engaging in or permitting discrimination in the performance of the work involved as well as requires that the company take affirmative action to ensure that all job applicants with job related qualifications are employed and that employees are, when employed, treated in a nondiscriminatory manner.

### **Prevailing Wages**

The following provision may be required to be contained in any contract for construction, remodeling, refinishing, refurbishing, rehabilitation, alteration or repair entered into by Applicant 1 for the Project in accordance with C.G.S. § 31-53:

“The wages paid on an hourly basis to any person performing the work of any mechanic, laborer or worker on the work herein contracted to be done and the amount of payment or contribution paid or payable on behalf of each such person to any employee welfare fund, as defined in subsection (i) of Section 31-53, shall be at a rate equal to the rate customary or prevailing for the same work in the same trade or occupation in the town in which such public works project is being constructed. Any contractor who is not obligated by agreement to make payment or contribution on behalf of such persons to any such employee welfare fund shall pay to each mechanic, laborer, or worker as part of such person’s wages the amount of payment or contribution for such person’s classification on each pay day.”

Further, Applicant 1 shall keep records satisfactory to DECD and hold DECD harmless in any disputes regarding C.G.S. § 31-53.

The following provision may be required to be contained in any contract for construction, remodeling, refinishing, refurbishing, rehabilitation, alteration or repair entered into by Applicant 2 for the Project in accordance with C.G.S. § 31-53c:

“The wages paid on an hourly basis to any person performing the work of any mechanic, laborer or worker on the work herein contracted to be done and the amount of payment or contribution paid or payable on behalf of each such person to any employee welfare fund, as defined in subsection (i) of Section 31-53, shall

be at a rate equal to the rate customary or prevailing for the same work in the same trade or occupation in the town in which construction, remodeling, refinishing, refurbishing, rehabilitation, alteration or repair project is being undertaken. Any contractor who is not obligated by agreement to make payment or contribution on behalf of such persons to any such employee welfare fund shall pay to each mechanic, laborer, or worker as part of such person's wages the amount of payment or contribution for such person's classification on each pay day."

Further, Applicant 2 shall keep records satisfactory to DECD and hold DECD harmless in any disputes regarding C.G.S. § 31-53c.

### **Executive Orders and Other Enactments**

All references in the Agreement to any Federal, State, or local law, statute, public or special act, executive order, ordinance, regulation, or code (collectively, "Enactments") shall mean Enactments that apply to the Agreement at any time during its term, or that may be made applicable during the term of the Agreement. The Agreement shall always be read and interpreted in accordance with the latest applicable wording and requirements of the Enactments. At the Applicants' request, DECD shall provide a copy of these Enactments to the Applicant. Unless otherwise provided by Enactments, the Applicants are not relieved of their obligations to perform under the Agreement if they choose to contest the applicability of the Enactments or DECD'S authority to require compliance with the Enactments.

The Agreement is subject to the provisions of Executive Order No. Three of Governor Thomas J. Meskill, promulgated June 16, 1971, concerning labor employment practices, Executive Order No. Seventeen of Governor Thomas J. Meskill, promulgated February 15, 1973, concerning the listing of employment openings and Executive Order No. Sixteen of Governor John G. Rowland promulgated August 4, 1999, concerning violence in the workplace, all of which are incorporated into and are made a part of the Agreement as if they had been fully set forth in it.

The Agreement may be subject to (1) Executive Order No. 14 of Governor M. Jodi Rell, promulgated April 17, 2006, concerning procurement of cleaning products and services; (2) Executive Order No. 61 of Governor Dannel P. Malloy promulgated December 13, 2017 concerning the Policy for the Management of State Information Technology Projects, as issued by the Office of Policy and Management, Policy ID IT-SDLC-17-04; and (3) Executive Order Nos. 13F and 13G of Governor Ned Lamont, promulgated September 3, 2021 and September 10, 2021, respectively, concerning protection of public health and safety during COVID-19 pandemic, as extended by Executive Order No. 14A of Governor Ned Lamont, promulgated September 30, 2021.

If any of the Executive Orders referenced in this subsection is applicable, it is deemed to be incorporated into and made a part of the Agreement as if fully set forth in it.

### **WITHDRAWAL OF FINANCIAL ASSISTANCE PROPOSAL**

Notwithstanding any other provisions of this Proposal, the State, in its discretion, may elect to withdraw this Proposal and withhold payment of State Funding if:

- The Applicants shall have made to the State any material misrepresentation in the project data supporting the funding request, in the application or any supplement thereto or amendment thereof, or thereafter in the Agreement, or with respect to any document furnished in connection with the Project; or
- The Applicants shall have abandoned or terminated the Project, made or sustained any material adverse change in their financial stability and structure, or otherwise breached any condition or covenant, material or not, in this Proposal and/or thereafter in the Agreement.

#### **ADDITIONAL TERMS AND CONDITIONS**

Applicant 2 and its principals will comply with C.G.S. § 9-612, which requires that on and after January 1, 2011, no principal of a state contractor or prospective state contractor shall make a contribution to, or solicit contributions on behalf of (i) an exploratory committee or candidate committee established by a candidate for nomination or election to the office of Governor, Lieutenant Governor, Attorney General, State Comptroller, Secretary of the State or State Treasurer, (ii) a political committee authorized to make contributions or expenditures to or for the benefit of such candidates, or (iii) a party committee. A violation of this statute could void any existing contracts with the State of Connecticut and could prevent any future contracts from being awarded for up to one (1) year after the election for which such contribution is made or solicited.

The Applicants acknowledge that the obligation of DECD to provide the State Funding set forth herein is subject to the normal State approval process, including but not limited to approval by the State Bond Commission, and may be subject to review and approval of any documentation by the Attorney General as to form and substance.

The State Funding will be subject to the standard terms and conditions established by DECD for financial assistance under C.G.S. § 32-285a (Community Investment Fund 2030). The Applicants will enter into an assistance agreement with the State of Connecticut, acting through DECD, which will contain but not be limited to provisions of this Proposal and set forth the terms and conditions of the State Funding, and will execute and/or deliver such other documents, agreements, and instruments as DECD may require in connection with the State Funding or any required security.

This Proposal is not a contract by the State of Connecticut or the Applicants. The State shall not be bound until a contract has all approvals required by law and is executed in accordance with all applicable State procedures.

## DECD CONTACTS

**Project Manager:** Your Project Manager is responsible for coordinating all aspects of the Project as it moves forward. Please consider the Project Manager as your main point of contact throughout the life of the Project.

**Contact: Ryan Acosta**  
**Email: [Ryan.Acosta@ct.gov](mailto:Ryan.Acosta@ct.gov)**

**Phone #: 860.500.2392**

**Director of Community Development:** The Director of Community Development is also available to you at any time for issues pertaining to the Project.

**Contact: Melinda Wilson**  
**Email: [Melinda.Wilson@ct.gov](mailto:Melinda.Wilson@ct.gov)**

**Phone #: 959.895.5517**

**Deputy Commissioner:** The Deputy Commissioner is also available to you at any time for issues pertaining to the Project.

**Contact: Matthew Pugliese**

**Phone #: 860.280.8710**

**CLIENT OBLIGATION CHECKLIST**

The following is a brief outline of the documents that will be required to be provided by the Applicants over the life of the Agreement. This is not an attempt to define all of the terms and conditions as outlined in this Proposal, but to provide a snapshot of the requirements.

General Requirement	Comment	Y E A R S										Status	
		1	2	3	4	5	6	7	8	9	10		
State Single Audit (if applicable for non-profits/municipalities) – See Schedule B	Due within 180 days of FYE	X	X	X									
Project Audit (includes non-profits if they don't qualify for state single audit)	Due upon request, within 90 days after the expiration date of the Project Budget Period or whenever all project funds are expended	X	X	X									
Unaudited balance sheet and Cumulative Statement of Program costs	Due upon request, within 90 days after the expiration date of the Project Budget Period or whenever all project funds are expended	X	X	X									
Special Reports	Due every quarter and annually after project completion	X	X	X	X	X	X	X	X				
Insurance Certificate	Due prior to expiration	X	X	X									

\_\_\_\_\_  
Applicant 1 Initials      Date

\_\_\_\_\_  
Applicant 2 Initials      Date

## **NEXT STEPS**

The following documents must be completed and returned to DECD by the Applicants within thirty (30) calendar days of acceptance of this Proposal.

- \* Corporate Resolution
- \* Project Financing Plan and Budget
- \* Project Administration and Monitoring Plan
- \* Confirmation of Additional Sources of Funding

Please return the signed acceptance letter and initialed Client Obligation Checklist via email to your Project Manager or via mail to:

Department of Economic and Community Development  
Office of Community Development  
450 Columbus Boulevard  
Hartford, CT 06103-1843

Attn: **Ryan Acosta, Suite 5**

## **SCHEDULE A**

### **Schedule of Submissions and Approvals required for State Assistance**

DECD will require the Applicants to provide certain documents prior to the start of construction and through the completion of the Project. In addition, DECD will require certain reviews and opportunities for comment during design and construction, through the completion of the Project. The following outlines some of these documents and some of the anticipated DECD approvals:

#### **Submissions to DECD – Start of Project to Construction Completion:**

- Schematic Design Plans
- Consultant Contracts
- Consultant Engineering Reports (including civil/site, environmental, geotechnical, and structural).
- C.G.S. § 25-68(d) Floodplain Certification Submission (if applicable)
- Appraisal Reports
- Historic and Archeological Surveys, Reports, and Mitigation Deliverables (if applicable)
- Affirmative Action Compliance Reports
- Applicant Bylaws
- Applicant Conflict of Interest Policy
- Cumulative Statement of Program Cost and Project Balance Sheet
- Applicant Single Audit Act Reports
- Third Party Special Inspection Reports
- Monthly Progress Reports by Applicant (format to be approved by DECD)
- Meeting Minutes and Correspondence (between owner, architect, and/or contractor)
- State Historic Preservation Office (SHPO) Determination Letter

**DECD Site Development Involvement:** DECD requires on and off-site project access on regular basis for review of design and construction developments.

#### **Submissions to DECD Upon Completion of Construction:**

- Annual Audit & Management Reports
- Cumulative Statement of Project Cost and Project Balance Sheet
- Certificate of Occupancy (where applicable)
- Record documents (As-Builts)
- Certificate of Substantial Completion (AIA form G704)
- Contractor's Affidavit of Payment of Debts and Claims (AIA form G706)
- Contractor's Affidavit of Release of Liens (AIA form G706A)
- Subcontractors and Suppliers Release or Waiver of Liens
- Consent of Surety Company to Final Payment (AIA G707)
- Consent of Surety to a Reduction in or Partial Release of Retainage at 50% project completion, if applicable: (AIA form G707A) Requires DECD concurrence.
- Final Application and Certificate for Payment (AIA form G702, and continuation sheet G703)

If the contractor has provided Contractor's Affidavit of Release of Liens (AIA form G706A) and lien waivers from major subcontractors and suppliers, a contractor may request the balance of retainage. If these documents are not provided, retainage cannot be paid until ninety-one (91) days after the date on the Certificate of Substantial Completion.

## SCHEDULE B

**TO:** Municipal or Nonprofit Agency Grantee – DECD Program  
**FROM:** Office of Financial Review  
**SUBJECT:** DECD and State Single Audit Submission Requirements

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Pursuant to Sections 4-230 through 4-236, as amended, of the Connecticut General Statutes, each municipality, audited agency, tourism district and not-for-profit organization that expends state financial assistance equal to or in excess of three hundred thousand dollars in any fiscal year of such non-state entity beginning on or after July 1, 2009, shall have a single audit made for such fiscal year in accordance with the provisions of the above-referenced General Statutes. The financial audit reports and State Single Audit reports are required to be filed with the Office of Policy and Management (OPM) within six-months of the auditee's fiscal year end and must be uploaded to the Office of Policy and Management's (OPM) Electronic Audit Report System (EARS) website. If total state financial assistance expended for the fiscal year is for a single state program, a program-specific audit may be conducted in lieu of a single audit.

The Office of Policy and Management is the cognizant agency for municipalities, tourism districts, other quasi-governmental entities and nonprofit organizations under the State Single Audit Act. Any extension for filing an audit report past the statutory deadline must be approved by OPM. In order for such an extension to be considered, an Audit Submission Extension Request Form must be submitted to the cognizant agency no later than 30 days prior to the required filing date. Both the independent auditor and the Chief executive officer of the audited entity must sign the request. If the reason for the extension relates to deficiencies in the entity's accounting system, a corrective action plan must accompany the request. The request may be faxed to the cognizant agency as indicated on the request form obtained from the OPM State Single Audit webpage <https://portal.ct.gov/-/media/OPM/2018ComplianceSupplementLastRevised10218pdf.pdf?la=en>.

The following is a list of the required components of a complete audited financial report package that must be filed by the deadline with your cognizant agency:

1. The Audit Report on the Financial Statements of the auditee
2. State Single Audit Report or program-specific audit report (if applicable)
3. Federal Single Audit Report (if applicable)
4. Municipal Audit Questionnaire (Municipalities & Audited Agencies)
5. Management Letter (if applicable)
6. Corrective Action Plan (if applicable)
7. Report on Compliance and on Internal Control over Financial Reporting Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards

If a program-specific audit is to be performed, the DECD *Consolidated Audit Guide for DECD Programs* must be followed [https://portal.ct.gov/DECD/Content/About\\_DECD/Audit-and-Compliance/Manuals-Guides-and-Forms](https://portal.ct.gov/DECD/Content/About_DECD/Audit-and-Compliance/Manuals-Guides-and-Forms).

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State Single Audit Regulation Sec. 4-236-28, states, “In cases of continued inability or unwillingness to have a proper audit conducted of a program in accordance with these regulations, **state agencies** shall consider appropriate sanctions concerning the program including but not limited to:

- (a) withholding a percentage of awards until the audit is completed satisfactorily;
- (b) withholding or disallowing overhead costs; or
- (c) suspending state awards until the audit is completed”.

Any non-state entity, which fails to have the audit report filed on its behalf within six months after the end of its fiscal year or within the time granted by the cognizant agency, may be assessed a civil penalty of not less than \$1,000 but not more than \$10,000.

While these are strong measures and in most instances not needed, they define the measures that state agencies and OPM may take to ensure that those grantees receiving state financial assistance submit timely and appropriate audit reports.

In summary, as a grantee of a DECD program, please file the following documents as applicable with DECD and OPM by the dates indicated:

**File the following with the state grantor agency – DECD, Office of Financial Review, 450 Columbus Boulevard Suite 5, Hartford, CT 06103:**

- *Complete Audit Reporting Package if your entity is subject to filing a State Single Audit (must be submitted within 30 days of completion but no later than the filing period deadline)*
- OR
- *State Single Audit Exemption Notification Form if your entity is exempt from filing a State Single Audit (submit as soon as possible after fiscal year end but no later than six months after your fiscal year end)*

**File the following with your cognizant agency – OPM, Intergovernmental Policy Division, Municipal Finance Services, 450 Capitol Avenue - MS-54MFS, Hartford, CT 06106:**

- *Auditor Notification Form (submit no later than thirty days before the end of the fiscal year of the entity to be audited)*
- *Extension Request For Filing Financial and State Single Audits if the audit cannot be filed by the due date (submit at least 30 days prior to the end of the six-month filing period)*
- *Complete Audit Reporting Package if subject to filing State Single Audit (submit within 30 days of completion but no later than the filing period deadline),*
- *State Single Audit Exemption Notification Form (submit as soon as possible after fiscal year end if you determine that your organization was not subject to the State Single Audit Act but no later than six months after your fiscal year end)*

If you have any questions, please contact Kristina Neborsky of DECD at (860) 500-2321.

Thank you for your attention to these matters.

## SCHEDULE C

### Insurance Requirements

(A) The Applicant shall procure and maintain for the duration of the Project Financing Plan and Budget (as specified within the Proposal) the following types of insurance, in amounts no less than the stated limits, against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder; provided however, that if the Project is (i) financial assistance of less than \$100,000, (ii) a planning grant, or (iii) a predevelopment loan, only items 1 and 2 as set forth herein shall apply:

- 1) Commercial General Liability: \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage. Coverage shall include Premises and Operation, Independent Contractors, Product and Completed Operations and Contractual Liability. If a general aggregate is used, the general aggregate limit shall apply separately to the Agreement or the general aggregate limit shall be twice the occurrence limit.
- 2) Workers' Compensation and Employer's Liability: Statutory coverage in compliance with compensation laws of the State of Connecticut. Coverage shall include Employer's Liability with a minimum limit of \$100,000 each accident, and \$500,000 Disease – Policy limit, \$100,000 each employee.
- 3) Automobile Liability: \$1,000,000 combined single limit per accident for bodily injury. Coverage extends to owned, hired and non-owned automobiles. If the vendor/contractor does not own an automobile, but one is used in the execution of the contract, then only hired and non-owned coverage is required. If a vehicle is not used in the execution of the contract then automobile coverage is not required.
- 4) Directors and Officers Liability: \$1,000,000 per occurrence limit of liability; provided, however, that Directors and Officers Liability insurance shall not be required for limited liability corporations or limited partnerships.
- 5) Comprehensive Crime Insurance: \$100,000 limit for each of the following coverages: Employee Dishonesty (Form O), Forgery/Alteration (Form B), and money and securities coverage for theft, burglary, robbery, disappearance, and destruction.
- 6) Builders Risk: (Construction Phase) With respect to any work involving the construction of real property during the construction project, if DECD is taking a collateral position in the property, the Applicant shall maintain Builder's Risk insurance providing coverage for the entire work at the project site. Coverage shall be on a Completed Value form basis in an amount equal to the projected value of the project. The Applicant agrees to endorse the State of Connecticut as a Loss Payee.
- 7) Property Insurance: (Post Construction) If DECD is taking a collateral position in the property, the Applicant shall maintain insurance covering all risks of direct physical loss, damage or destruction to real and personal property and improvements and betterments

(including flood insurance if property is within a duly designated Flood Hazard Area as shown on Flood Insurance Rate Maps (FIRM) set forth by the Federal Emergency Management Agency (FEMA)) at 100% of Replacement Value for such real and personal property, improvements and betterments or the maximum amount available under the National Flood Insurance Program. The State of Connecticut shall be listed as a Loss Payee.

(B) Additional Insurance Provisions

1. The State of Connecticut Department of Economic and Community Development, its officials and employees shall be named as an Additional Insured on the Commercial General Liability policy. Additional Insured status is not required for items (A)2 through (A)7 above.
2. Described insurance shall be primary coverage and the Applicant and the Applicant's insurer shall have no right of subrogation recovery or subrogation against the State of Connecticut.
3. The Applicant shall assume any and all deductibles in the described insurance policies.
4. Without limiting the Applicant's obligation to procure and maintain insurance for the duration identified in (A) above, each insurance policy shall not be suspended, voided, cancelled or reduced except after thirty (30) days prior written notice by certified mail has been given to the State of Connecticut, with the exception that a ten (10) day prior written notice by certified mail for non-payment of premium is acceptable.
5. Each policy shall be issued by an Insurance Company licensed to do business by the Connecticut Department of Insurance and having a Best Rating of A-, VII, or equivalent or as otherwise approved by DECD.

**SCHEDULE D**

**AUTHORIZATION FOR THE RELEASE OF APPLICANT INFORMATION**

I, \_\_\_\_\_, agree that the Connecticut Department Labor may disclose information pertaining to \_\_\_\_\_ (the Applicant), such as employer name, address, and number of employees, by facility location, to the Connecticut Department of Economic and Community Development (DECD). This authorization pertains to the following locations and their related Unemployment Insurance Number (UI #). Attach additional sheets, if necessary:

<u>Company Name</u>	<u>Location</u>	<u>UI #</u>
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I further agree that DECD may, in turn, disclose such information to the Connecticut General Assembly and Auditors of Public Accounts as part of its reporting requirements pursuant to C.G.S. § 32-1m, as may be amended or modified. In addition, I understand that this information may be utilized for purposes of performing employment reviews and research related activities conducted by DECD.

I understand that this authorization may be revoked at any time, except to the extent that action has already been taken in reliance on it. However, I understand that revocation of this authorization may result in default under my financial assistance contract with DECD. This authorization will expire upon the Applicant fulfillment of its contractual obligations with DECD and DECD's fulfillment of its reporting requirements pursuant to C.G.S. § 32-1m, as may be amended or modified.

\_\_\_\_\_  
Name (Print or Type)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



**EXTENSION REQUEST -----PAGE 2**

<b>Item / Issue</b>	<b>Information or Action Needed</b>	<b>Name of Person Responsible / Title</b>	<b>Planned Completion Date</b>	<b>Comments / Explanation</b>



STATE SINGLE AUDIT  
FILING EXEMPTION NOTIFICATION

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

Municipal Finance Services  
Office of Policy and Management  
[OPM.mfsforms@ct.gov](mailto:OPM.mfsforms@ct.gov)

To whom it may concern,

This letter is to inform the Office of Policy and Management that for our fiscal year ended / / , the total expenditures of State financial assistance were less than \$300,000. Total expenditures of State financial assistance awards for all programs were \$ \_\_\_\_\_.

Based on the guidelines established in C.G.S. 4-231(b), we are exempt from filing a State Single Audit for this fiscal period. If you have any questions please contact:

Contact Person and Title: \_\_\_\_\_

Name of Nonprofit/Government: \_\_\_\_\_

\*Federal Employer Identification Number (FEIN): \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: ( \_\_\_\_\_ ) \_\_\_\_\_ Email: \_\_\_\_\_

Very truly yours,

\_\_\_\_\_  
\*Chief Executive Officer

\_\_\_\_\_  
\*Chief Financial Officer

\* This form will not be accepted without a complete and accurate federal employer identification number and the appropriate signatures.

**Complete and return this form to OPM by email to [OPM.mfsforms@ct.gov](mailto:OPM.mfsforms@ct.gov).**

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 November 17, 2025, and that the same has not been amended or rescinded:

**Resolution of Norwich City Council  
Supporting NCDC Grant Application to CIF for Occum Industrial Center**

**WHEREAS**, Connecticut General Statutes Section 32-285a authorizes the State Bond Commission to issue bonds in the amount of eight hundred and seventy-five million dollars (\$875M) per year for each fiscal year ending June 30, 2023 through 2027, for the purpose of funding the Community Investment Fund (“CIF”) for distribution of discretionary grants to eligible Public Investment Communities and Alliance Districts, and

**WHEREAS**, CIF 2030 provides an opportunity, if awarded, for Norwich Development Corporation (“NCDC”) and the City of Norwich (“City” or “Norwich”), a designated Public Investment Community and Alliance District, to further site and infrastructure improvements at Occum Industrial Center f/k/a Business Park North (“OIC”) and promote additional economic and community development, and

**WHEREAS**, OIC is a 384-acre vacant and underutilized site in the Occum neighborhood of Norwich that has the potential to be redeveloped into 12 building areas, ranging from 9,000 to 500,000 SF, and

**WHEREAS**, NCDC, the City’s designated economic and community development non-profit organization, has been charged with overseeing the development of OIC, and

**WHEREAS**, additional road and utility improvements at OIC (the “Occum Way Road and Utility Project”) would facilitate the redevelopment of this site into industrial, logistic, or manufacturing end uses; spurring job creation, increasing the grand list, promoting equity for historically disadvantaged communities, and increasing the tax base, and

**WHEREAS**, the grant application to the CIF program for the Occum Way Road and Utility Project would leverage an aggregate of \$5,175,000 of local dollars at the site, and

**WHEREAS**, it is desirable and in the public interest that the City and NCDC make an application to the State for \$6,955,000 in order to undertake the Occum Way Road and Utility Project; and

**WHEREAS**, pursuant to Connecticut General Statutes Section 32-285a, the Connecticut Department of Economic and Community Development is authorized to extend financial assistance for economic development projects, and

**WHEREAS**, pursuant to the City of Norwich’s Charter and Code of Ordinances, the legislative power and authority of the City is vested in the City Council.

**NOW THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF NORWICH**, that it approves the completion and filing of a Round #8 CIF Grant Application by the Norwich Community Development Corporation and the City for the

Occum Way Road and Utility Project with an estimated project total of \$12,130,000 and a grant request to CIF not exceeding \$6,955,000; and

**BE IT FURTHER RESOLVED**, that the City of Norwich is cognizant of the conditions and prerequisites for the state financial assistance imposed by Connecticut General Statutes Section 32-285a; and

**BE IT FURTHER RESOLVED**, that City Manager John Salomone is directed to execute and file such CIF Grant Application with the Connecticut Department of Economic and Community Development, to provide such additional information, to execute such other documents as may be required, to execute an Assistance Agreement with the State of Connecticut for State financial assistance if such an agreement is offered, to execute any amendments, decisions, and revisions thereto, and to act as the authorized representative of the City of Norwich.

Dated at Norwich, Connecticut this 18<sup>th</sup>, day of November, 2025

ATTEST: 

Roseanne Muscarella  
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 November 17, 2025, and that the same has not been amended or rescinded:

**WHEREAS**, the Council of the City of Norwich, by resolution adopted June 3, 2025, authorized the completion and filing of a Round 7 Community Investment Fund (“CIF”) Grant Application by the City of Norwich for the Historic Lower Broadway Revitalization Project, with a funding request to CIF not to exceed \$8,082,033; and

**WHEREAS**, the City of Norwich did make an application to the State of Connecticut Department of Economic and Community Development for funding of \$8,082,033 and was awarded \$2,500,000.00; and

**WHEREAS**, the City of Norwich intends to re-apply to the State of Connecticut Department of Economic and Community Development for additional funding under the Community Investment Fund 2030 for the Historic Lower Broadway Revitalization Project; and

**WHEREAS**, the additional funding that will be sought is \$4,236,745; and

**WHEREAS**, pursuant to the City of Norwich’s Code of Ordinances, the legislative power and authority of the City of Norwich is vested in the Council which consists of the mayor and six (6) council members with the city manager serving as the chief executive officer of the City of Norwich.

**NOW THEREFORE BE IT RESOLVED BY THE COUNCIL OF THE CITY OF NORWICH**, that the City of Norwich re-apply for financial assistance to be provided by the State of Connecticut’s Community Investment Fund for no greater than \$4,236,745 (Four Million Two Hundred Thirty-Six Thousand Seven Hundred Forty-Five Dollars) in order to undertake the Historic Lower Broadway Revitalization Project; and that the City Manager John L. Salomone be and is authorized to execute an Assistance Agreement with the Department of Economic and Community Development and such other documents as are required to receive said financial assistance.

Dated at Norwich, Connecticut this 18<sup>th</sup>, day of November, 2025

ATTEST:   
Roseanne Muscarella  
City Clerk

DEPARTMENT OF ECONOMIC AND COMMUNITY DEVELOPMENT  
STATE OF CONNECTICUT  
(AN EQUAL OPPORTUNITY EMPLOYER)  
**CERTIFIED RESOLUTION OF THE GOVERNING BODY**

I, Roseanne Muscarella , City Clerk , certify that below is a true and correct copy of a  
(Name of Official) (Title of Official)

resolution duly adopted by the City of Norwich  
(Name of the Applicant)

at a meeting of its City Council  
(Governing Body)

duly convened on November 17, 2025 and which has not been rescinded or modified in  
(Meeting Date)

any way whatsoever and is at present in full force and effect.

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature and Title of Official)

**SEAL**

**WHEREAS**, pursuant to State Statute 32-285a ,  
(State Statutory Reference)

the Connecticut Department of Economic and Community Development is authorized to extend financial assistance for economic development projects; and **WHEREAS**, it is desirable and in the public interest that the City of Norwich

(Applicant)  
\$ 4,236,745 in order to undertake the Historic Lower Broadway Revitalization Project  
(Name and Phase of Project)

and to execute an Assistance Agreement.

NOW, THEREFORE, BE IT RESOLVED BY THE

City of Norwich City Council

(Governing Body)

1. That it is cognizant of the conditions and prerequisites for the state financial assistance imposed by  
State Statute 32-285a  
(State Statutory Reference)

2. That the filing of an application for State financial assistance by  
City of Norwich  
(Applicant)  
in an amount not to exceed \$ 4,236,745 is hereby approved and that

Roseanne Muscarella, City Clerk

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(Title and Name of Authorized Official)

is directed to execute and file such application with the Connecticut Department of Economic and Community Development, to provide such additional information, to execute such other documents as may be required, to execute an Assistance Agreement with the State of Connecticut for State financial assistance if such an agreement is offered, to execute any amendments, decisions, and revisions thereto, and to act as the authorized representative of  
City of Norwich

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(Name of Applicant)

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 November 17, 2025, and that the same has not been amended or rescinded:

**WHEREAS**, an agreement between the City of Norwich and the Norwich Golf Course Authority entered into at the time of the acquisition of the golf course by the City provided that the Norwich Golf Course Authority might not expend more than \$100,000 in any one year without the approval of the Council of the City of Norwich; and

**WHEREAS**, the Norwich Golf Course Authority has annually advised the Council of the City of Norwich of its expected revenues and expenses for the upcoming calendar year; and

**WHEREAS**, the Norwich Golf Course Authority will need to expend more than \$100,000 during the calendar year 2026 to meet operating and capital improvement expenses; and

**WHEREAS**, the adopted operational and capital budget of the Norwich Golf Course Authority for 2026 anticipates receiving revenue of \$1,541,744.00 from operations during 2026 and having budgeted expenditures of \$1,588,207.50; including non-cash expenses for depreciation of facilities and equipment.

**NOW THEREFORE BE IT RESOLVED BY THE COUNCIL OF THE CITY OF NORWICH** that the Norwich Golf Course Authority be and hereby is authorized to expend up to \$1,588,207.50 during calendar year 2026 utilizing revenues received from operations and other available funds.

Dated at Norwich, Connecticut this 18<sup>th</sup>, day of November, 2025

ATTEST: 

Roseanne Muscarella  
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 November 17, 2025, and that the same has not been amended or rescinded:

**BE IT RESOLVED**, that the following be, and hereby, reappointed as regular member to the Personnel & Pension Board for a term to expire March 1, 2027 or until a successor is appointed:

Paul Schroder (R)

Dated at Norwich, Connecticut this 18<sup>th</sup>, day of November, 2025

ATTEST:   
Roseanne Muscarella  
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 November 17, 2025, and that the same has not been amended or rescinded:

**BE IT RESOLVED** that the below named be reappointed as a regular members to the Commission for Persons with Disabilities, with a term to expire on March 16, 2027 or until a successor is appointed:

Wendy Fenner        (D)  
Mark Marcy         (D)

Dated at Norwich, Connecticut this 18<sup>th</sup>, day of November, 2025

ATTEST:   
Roseanne Muscarella  
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 November 17, 2025, and that the same has not been amended or rescinded:

**BE IT RESOLVED** that the below named be reappointed as regular members to the Senior Affairs Commission with a term to expire on September 1, 2027 or until a successor is appointed:

Rebecca Melucci (U)  
Patricia DiBattista (D)  
Laurieann Messoro (R)

Dated at Norwich, Connecticut this 18<sup>th</sup>, day of November, 2025

ATTEST:   
Roseanne Muscarella  
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 November 17, 2025, and that the same has not been amended or rescinded:

**BE IT RESOLVED** that the below named be appointed as a Citizen Regular Member to the Fair Rent Commission with a term to expire on July 17, 2027:

Laurieann Messoro (R)

Dated at Norwich, Connecticut this 18<sup>th</sup>, day of November, 2025

ATTEST:   
Roseanne Muscarella  
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 November 17, 2025, and that the same has not been amended or rescinded:

**BE IT RESOLVED** that the below named be reappointed as a regular member of the Commission on the City Plan with a term to expire on February 28, 2027 or until a successor is appointed:

Ella C. Myles (D)

**BE IT RESOLVED** that the below named people be appointed as alternate members of the Commission on the City Plan with a term to expire on February 28, 2027 or until a successor is appointed:

Dennis Jenkins (D)  
Jason Bugbee (R)  
Regan Miner (U)

Dated at Norwich, Connecticut this 18<sup>th</sup>, day of November, 2025

ATTEST:   
Roseanne Muscarella  
City Clerk