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# CITY OF DANBURY

OFFICE OF THE MAYOR  
DANBURY, CONNECTICUT 06810

MARK D. BOUGHTON  
MAYOR

(203) 797-4511  
FAX (203) 796-1666

May 28, 2008

Honorable Members of the Common Council  
City of Danbury, Connecticut

Dear Common Council Members:

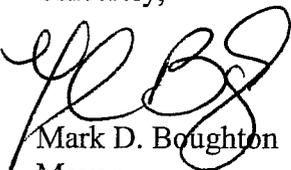
The City of Danbury and the Stanley Lasker Richter Memorial Park Authority have identified a grant opportunity from the Connecticut Commission on Culture & Tourism to assist us in assessing the potential restoration of the Richter House. The Authority is completing their Master Plan process and the reports obtained from the professionals hired through this grant will allow informed decisions.

As you know, I am supporting a \$50,000 appropriation for Richter House's immediate restoration needs. We potentially have State Bond funds available for restoration of the building but the Governor's Office has indicated we must conduct a thorough historical assessment before such funds will be available.

Attached you will find a copy of the grant application and I am writing to ask for your authorization to proceed. We anticipate a quick review of our application by the Commission at their next meeting in June.

Thank you for your attention to this matter.

Sincerely,



Mark D. Boughton  
Mayor

MDB/mm  
Attachment

**APPLICATION COVER SHEET**

**APPLICANT INFORMATION**

Federal Employer ID Number \_\_\_\_\_  
 Applicant Organization Official Name \_\_\_\_\_  
 - or -  
 Municipality Name City of Danbury  
 Street Address 155 Deer Hill Avenue  
 Mailing Address (if different) \_\_\_\_\_  
 City/State/Zip Danbury, CT 06810  
 Daytime Telephone 203-797-4511 Fax Number 203-796-1666  
 Web Address www.Danbury-CT.gov  
 Application Contact Person Michael McLachlan  
 Phone or Extension 203-797-4511 E-mail m.mclachlan@ci.danbury.ct.us

**PROJECT INFORMATION**

Is this a new initiative?  Yes  No  
 Is this the expansion of a current project/program?  Yes  No

**LEGISLATIVE INFORMATION (OBTAIN FROM TOWN CLERK OR WWW.VOTESMART.ORG)**

U.S. Representative's Name Christopher Murphy District # 5  
 State Senator's Name David J. Cappiello District # 24  
 State Representative's Name Janice Giegler District # 138

**PROJECT SUMMARY**

Use one sentence to describe your project/program in the space allotted here:  
 Richter House, at the Stanley Lasker Richter Memorial Park, is the home to the Richter Association of the Arts and Musicals at Richter and is in need of extensive preservation efforts.

**GRANT REQUEST**

\$ 20,000.00 (Up to \$20,000) Start Date: July 1, 2008 End Date: June 30,2009

**SIGNATURE**

Signature of Authorized Official \_\_\_\_\_  
 Title Mayor Date \_\_\_\_\_

**FOR OFFICE USE ONLY:**

App# \_\_\_\_\_

**BUDGET FORM**

Expense (Description)	S&P Grant Fund	In-Kind	Federal Funding	Private Funding	Expense Total
Personal Salary	\$ _____	\$ <u>1,100.00</u>	\$ _____	\$ _____	\$ <u>1,100.00</u>
Consulting Fees	\$ <u>20,000.00</u>	\$ _____	\$ _____	\$ _____	\$ <u>20,000.00</u>
	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Supplies	\$ _____	\$ _____	\$ _____	\$ <u>300.00</u>	\$ <u>300.00</u>
	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Postage	\$ _____	\$ _____	\$ _____	\$ <u>100.00</u>	\$ <u>100.00</u>
Telephone	\$ _____	\$ _____	\$ _____	\$ <u>100.00</u>	\$ <u>100.00</u>
Printing	\$ _____	\$ _____	\$ _____	\$ <u>300.00</u>	\$ <u>300.00</u>
Promotion	\$ _____	\$ _____	\$ _____	\$ <u>500.00</u>	\$ <u>500.00</u>
Legal notices	\$ _____	\$ _____	\$ _____	\$ <u>400.00</u>	\$ <u>400.00</u>
Other	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
Overall Total(s)	\$ <u>20,000.00</u>	\$ <u>1,100.00</u>	\$ <u>0.00</u>	\$ <u>1,700.00</u>	\$ <u>23,800.00</u>

The Stanley Lasker Richter Memorial Park Authority was created on August 6, 1968 by the City of Danbury to manage the new properties acquired from the Richter Family. The Richter House was the focal point of the property prior to the construction of a golf course, hiking trails and tennis center. Richter House (ca. 1918) was transformed into an arts center for performing and visual arts in partnership with the newly created Stanley L. Richter Association for the Arts, Inc., a 501(c)3 organization dedicated to bringing arts to the new park.

Stanley Lasker Richter Memorial Park is governed by a board of members appointed by the Mayor and confirmed by the Common Council of the City of Danbury. The Authority is charged with management of the park assets and operations. The city provided startup funding for the park for the first several years and once the golf course opened it has remained self-sufficient.

In 2004, Mayor Mark Boughton proposed reinvigorating arts at Richter by offering to propose a citywide bond referendum to fund a new performing and visual arts center on the property. With mixed reaction to the idea, the Mayor subsequently included funding in the city's annual budget for the creation of a Stanley Lasker Richter Memorial Park Master Plan to determine the future direction of the park. A draft master plan was presented by the consultant to the Authority earlier this year.

One of the alternate proposals for future expansion of the park was the replacement of the existing Richter House with a new arts and community center. Initial assessments of the Richter House indicated a difficult transition from the exiting facility into a larger arts center subject to new building codes and space requirements. Some members of the community objected to this alternate proposal and encouraged the Stanley Lasker Richter Memorial Park and the City of Danbury to rehabilitate the existing Richter House and restore it to its former glory.

The Authority engaged the City of Danbury Building Inspector, Fire Marshall, Superintendent of Public Buildings and the Director of Public Works to provide a cursory review of the building. A general contractor, asbestos abatement contractor and exterminator subsequently conducted thorough assessments of the Richter House to provide clearer estimates of potential immediate and long-term restoration needs. The building is in generally poor condition although many preservationists believe it can be restored.

A new over-sized boiler was installed in 1994 and an electric water heater appears to have been installed at the same time. The electrical panel was upgraded to 450 amps two years ago to service musical performances on the property. The septic system was replaced two years ago.

Assessments indicate serious problems with the building envelope including a failing asphalt shingle roof improperly installed over cedar shingles, lack of insulation, significant leaks around single-pane windows and doors and aging cedar shake siding. There is notable water damage throughout the building. Termite damage appears to be

localized though extensive. Asbestos abatement must be conducted in the basement surrounding heating pipes and joist insulation.

Rough estimates of immediate repairs are as follows:

Asbestos abatement	\$51,815
Termite extermination	<u>\$ 2,000</u>
	\$53,815

Potential costs for roof replacement, water damage repairs and proper winterization of the building, including insulation, windows and doors **EXCEED \$400,000.**

The City of Danbury is requesting a survey and planning grant to hire consultants for historical property and restoration architectural reviews of the Richter House. The results of these studies will allow us to prepare a long-term capital improvement plan for Richter House.

**SAMPLE SIGNATORY AUTHORIZING RESOLUTION**

I, \_\_\_\_\_, the duly qualified and acting Clerk of the  
 \_\_\_\_\_ of \_\_\_\_\_, Connecticut, do hereby certify that  
*(Town/city/organization)*  
 the following resolution was adopted at a \_\_\_\_\_ meeting of the  
*(regular/special)*  
 \_\_\_\_\_, held on \_\_\_\_\_, and is on file and of record,  
*(town/city governing body)* *(date)*  
 and that said resolution has not been altered, amended or revoked and is in full force and effect.

RESOLVED:

That the \_\_\_\_\_ is authorized and  
*(First Selectman, Mayor, City Manager, Town Manager, Executive Director)*  
 directed to file an application on forms prescribed by the Connecticut Commission on Culture and Tourism for  
 financial assistance in accordance with the provisions of Public Act 03-06 of the Connecticut General Assembly, in  
 an amount not to exceed \$ \_\_\_\_\_, and upon approval said request to enter into and execute a funding  
 agreement with the state for such financial assistance to this municipality  
 for \_\_\_\_\_.  
*(grant project)*

\_\_\_\_\_  
*(Signature of clerk)*

\_\_\_\_\_  
*(date)*

**STATE OF CONNECTICUT  
EMPLOYER OF COMPLIANCE STAFF  
LABOR DEPARTMENT**

Department \_\_\_\_\_  Approved  Pending Investigation  
Compliance Officer \_\_\_\_\_  Disapproved  Investigation Requested  
Date \_\_\_\_\_

This form should reflect the number of permanent employees on your payroll on date of submission.

Name of Contracting Firm \_\_\_\_\_  
Type of Report \_\_\_\_\_  Prime Contractor  Subcontractor

**EMPLOYEE INFORMATION**

Does your firm have a collective bargaining agreement or other contract or understanding with a labor organization or employment agency for the recruitment of labor?  Yes\*  No\*

\* If yes, list the name and address of the agency or organization.

Name \_\_\_\_\_  
Address/City/State/Zip \_\_\_\_\_

\* If no, indicate the usual methods of recruitment.

- Connecticut State Employment Service  Private Employment Agency  Newspaper Advertisement
- Walk-In  Other (specify) \_\_\_\_\_

**SIGNATURE**

The signer certifies that its practices and policies, including but not limited to matters concerning personnel, training, apprenticeship, membership, grievance and representation, and upgrading, do not discriminate on grounds of race, color, religious creed, age, sex, or national origin, or ancestry of any individual, and that the signer agrees it will affirmatively cooperate in the implementation of the policy and provisions of Executive order Number Three, and consent and agreement is made that recruitment, employment and the terms and conditions of employment under the contract shall be in accordance with the purpose and provisions of Executive Order Number Three.

Is firm in minority ownership? (51% of assets in control of minorities)  Yes  No

**I certify that the above is correct to the best of my knowledge.**

Employer \_\_\_\_\_  
Business Name \_\_\_\_\_ Date \_\_\_\_\_  
Signature \_\_\_\_\_  
Title \_\_\_\_\_

**AFFIRMATIVE ACTION AND AMERICANS WITH DISABILITIES COMPLIANCE FORM**

The Commission has adopted a policy stating that no application for state funds through the Connecticut Commission on Culture & Tourism by any organization shall be complete nor will funds be voted without the submission of affirmative action and ADA information approved by the applicant/organization's governing body. Your organization should not discriminate on the basis of disability in admission to, access to, or operation of its programs, services, or activities and should not discriminate on the basis of disability in its hiring or employment practices as provided by Title II of the Americans with Disabilities Act of 1990.

**AFFIRMATIVE ACTION STATEMENT**

I. Name of Organization \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

II. Please list the date (or dates) when your organization's Board of Directors approved an Affirmative Action Plan or Statement of Policy and an American's for Disabilities Act (ADA) Compliance or plan. Statements of Compliance may be requested as needed by the Commission on Culture & Tourism, the State Attorney General's Office or the State Commission on Human Rights and Opportunities Office.

Dates: Affirmative Action \_\_\_\_\_ ADA: \_\_\_\_\_

III. Annual statistical report of employees and board as of last year of fiscal activity.

**TOTAL MALE**

Employees	White	Black	Hispanic	American Indian	Asian or Pacific Islander	General <i>If none of the others apply</i>	Disabled
Full Time							
Part Time							
Contracted							
TOTAL							
Board of Directors							

Indicate Year \_\_\_\_\_

**TOTAL FEMALE**

Employees	White	Black	Hispanic	American Indian	Asian or Pacific Islander	General <i>If none of the others apply</i>	Disabled
Full Time							
Part Time							
Contracted							
TOTAL							
Board of Directors							

Indicate year: \_\_\_\_\_

**AFFIRMATIVE ACTION & AMERICANS WITH DISABILITIES COMPLIANCE FORM (CON'TD)**

IV. Please list new employees hired during the past 12 months. Title Minority, Disabled or Non-Minority (specify) Date of Employment V. Please list new appointments that have been made to the Board during the past 12 months: Position Minority, Disabled or Non-Minority (specify) Date of Appointment

V. COMPLIANCE AGREEMENT The applicant/organization agrees to comply with all governmental regulations concerning Affirmative Action compliance and Title II of the Americans with Disabilities Act of 1990. The Connecticut Commission on Culture & Tourism is available to assist any organization with information on compliance and requirements as mandated by Congress.

Authorized Organization Official Title \_\_\_\_\_

Name of Organization \_\_\_\_\_ Date \_\_\_\_\_