

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by the Council of the City of Norwich at a meeting held on March 2, 2015, and that the same has not been amended or rescinded:

**WHEREAS**, the Council of the City of Norwich, by resolution adopted November 3, 2014, accepted the recommendation of the 105 and 122 Chestnut Street Committee of Sale and designated Wiese Construction, Inc. as the preferred developer for 105 and 122 Chestnut Street; and

**WHEREAS**, a development agreement has been prepared, a copy of which is attached hereto as Exhibit A and the Wiese Construction Inc. has reviewed the development agreement and is prepared to execute said agreement upon Council approval; and

**NOW THEREFORE BE IT RESOLVED BY THE COUNCIL OF THE CITY OF NORWICH** that Acting City Manager John Bilda, following execution of the development agreement by the Wiese Construction Inc., be and hereby is authorized and directed to execute the development agreement on behalf of the City of Norwich and to deliver an executed copy of the same to Wiese Construction Inc.; and

**BE IT FURTHER RESOLVED BY THE COUNCIL OF THE CITY OF NORWICH** that the 105 and 122 Chestnut Street Committee of Sale is authorized and requested to monitor the ongoing work on the parcels; to serve as a liaison between the Council and Wiese Construction LLC, and to provide a report on the progress of the project at or before the first Council meeting in August, 2015.

# SCHEDULE A

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**CITY OF NORWICH**  
**105 Chestnut Street Committee of Sale**

**RFP NO. 15-01**

**Request for Proposals for Development of the Parcels  
at 105 Chestnut Street  
and 122 Chestnut Street**

Issued: August 15, 2014  
Responses Due: October 17, 2014

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## **1 INTRODUCTION**

This Request for Proposals ("RFP") is issued by the 105 Chestnut Street Committee of Sale (hereafter "the Committee") on behalf of the City of Norwich. The RFP is offered for the purpose of recruiting private sector developers or individuals to renovate, partially demolish or totally demolish the existing structure at 105 Chestnut Street, dedicate the new structure to commercial use, and incorporate a parcel for parking at 122 Chestnut Street as set forth more specifically herein. With this RFP, the City of Norwich is actively soliciting Proposals - the timing, form and substance of which are described in Section 2. below – from individuals and / or firms ("Respondents") that wish to participate in the ongoing redevelopment of the City of Norwich. The RFP involves two (2) parcels constituting one project: 105 Chestnut Street and 122 Chestnut Street. The successful bidder must agree to dedicate the 122 Chestnut Street parcel to parking for the commercial use established at 105 Chestnut Street.

### ***1.1 OVERVIEW***

The 105 Chestnut Street Committee of Sale was established pursuant to Resolution adopted by the Council of the City of Norwich on March 4, 2014. Its first purpose is to determine, pursuant to guidelines for disposition it creates, whether the property should be auctioned off or offered through a Request for Proposals. The Resolution further provides that if the Committee determines that the guidelines it has established are best achieved through the Request for Proposal process, the Committee will make recommendations for the disposition, development, and reuse of 105 Chestnut Street and 122 Chestnut Street in a report it shall submit to the Norwich City Council upon the completion of the selection process. The Committee submitted a report to the Council for the City of Norwich on May 20, 2014 recommending that the Committee be authorized to issue a Request for Proposals for the renovation, partial demolition, or total demolition of the existing structure at 105 Chestnut Street, dedicate the parcel to commercial use, and offer parking on the parcel at 122 Chestnut Street to support the commercial use at 105 Chestnut Street as part of the City of Norwich's effort to revitalize properties which are considered blighted and/or abandoned. The Committee will recommend a Selected Respondent and proposal for development to the City Council. The Committee reserves the right to accept, modify, or reject any proposal in selecting a development and proposal for submission to the City Council. Likewise, the Council may accept or reject the Committee's recommendation in whole or in part reserving the right to amend or modify the terms of any proposed development. If awarded the project, the City will execute an agreement to sell the property to the successful bidder for one dollar with the successful bidder having the obligation to complete demolition and all necessary improvements within one year from the date the contract of sale is signed. The property will remain owned by the City of Norwich until work is completed on both parcels at which time all titles will be transferred. During the one-year period, the City and the successful bidder will agree to make efforts to be mutually supportive when necessary in completing the demolition and improvements to the subject parcel.

The Committee is to report its recommendations to the Council by its second meeting in November, 2014.

### ***1.2 MINIMUM QUALIFICATION CRITERIA***

- Respondent cannot be a previous owner of property successfully taken through the foreclosure process;
- Respondent must be current on all City of Norwich taxes, assessments and fees;
- Respondent must provide proof of and possess financial wherewithal to complete the work proposed;
- Respondent must furnish a \$5,000 performance bond, letter of credit, or passbook savings account payable to the City of Norwich;

### ***1.3 CRITERIA***

The 105 Chestnut Street Committee of Sale will conduct a selection process and thereafter issue a recommendation for a proposed developer to the Norwich City Council that will focus on the following criteria:

- Adherence to minimum qualification criteria; only applications that evidence compliance with the minimum criteria will be given further consideration by the Committee;
- The specificity of the proposed work plan including architectural drawings and site plans incorporating both parcels where applicable;
- The depth and nature of the Respondent's past proven success on similar projects;
- The Respondent's financial capabilities;
- The Respondent's ability to work cooperatively with the City of Norwich, its staff and Commissions;
- The Respondent's ability to perform on time and on goal;
- The Respondent's adherence applicable, approved municipal plans for development
- Preference will be given to the proposal that most greatly increases the value of the properties.

### ***1.4 SELECTION PREFERENCES (listed in order of preference as a-c)***

- a. Developer renovating into owner-occupied commercial units.
- b. Developer renovating into rental units.
- c. Developer renovation and selling property.

### ***1.5 SELECTION PROCESS AND PROJECT SCHEDULE***

In general, the selection process is as follows: (1) selection of "Qualified Respondent(s)" based on responses to the RFP; (2) review, clarification and evaluation of Proposals from Qualified Respondents by the Committee with assistance from city administrative staff as assigned by the city manager; (3) preliminary negotiation of Development Agreements with Qualified Respondents by the Committee; (4) selection of, and negotiations with, the "Selected Respondent" by the Committee resulting in a proposed agreement; and (5) the proposed agreement with the "Selected Respondent" will be forwarded to the Norwich City Council for further action. The City of Norwich through the City Council reserves the right

to accept or reject the Committee recommendation for a proposed developer for any reason reserving the right to itself to amend or modify the terms of any proposal or to refer the RFP back to the Committee for further review based upon the criteria identified in the RFP or by the City Council.

Proposals will be evaluated through the selection process to determine if the Respondents meet the Minimum Qualification Criteria set forth in Section 1.2 herein. The Committee and / or the Norwich City Council reserve the right to enter negotiations with any and all Respondents.

Any Respondent designated as a Qualified Respondent shall be a party financially, technically and administratively capable to undertaking the commercial development, design, construction, management, financing, marketing, leasing and operation of the properties at 105 Chestnut Street with a supporting parking area at 122 Chestnut Street. It should be noted at the outset of this process that the final evaluation of responses to the RFP from the Respondents is expected to take into account several factors including, but not limited to, construction expertise, cost, degree of contractual risk assumed, guarantees, and ability to provide financial assurances. The City of Norwich is seeking Respondents willing to make a professional and financial commitment to the development project that will support long-term commercial use.

The following schedule identifies major activities and anticipated dates in the selection process.

RFP Issued: August 15, 2014  
Proposals Due: October 17, 2014

Following receipt of Respondent's Qualification Statement, the Committee, with the assistance of city administrative staff when necessary, will screen applications pursuant to the Minimum Qualification Criteria outlined in Section 1.2. Thereafter, it will schedule interviews with Qualified Respondents at the parties' mutual convenience and initiate the interview process. Upon completion of the selection of a candidate as proposed developer, it will forward its recommendation, including supporting documentation, to the Norwich City Council for additional investigation, approval, or rejection in accordance with the Resolution adopted by the Council for the City of Norwich on May 20, 2014.

## **2 SUBMISSION OF RESPONSES**

### **2.1 INQUIRIES**

All inquiries regarding the RFP should be directed via e-mail to the 105 Chestnut Street Committee of Sale Chairman H. Tucker Braddock Jr. at [htuckerbraddock@gmail.com](mailto:htuckerbraddock@gmail.com).

**2.2 DEADLINE**

*Qualification Statements are due on October 17, 2014, and must be received by 4:30 p.m. on that date. Documents should be sent to:*

Committee Chair H, Tucker Braddock Jr  
C/o Bill Hathaway  
City Hall  
100 Broadway  
Norwich, CT 06360

Late Proposals may result in not being evaluated under this RFP. They may be considered as unsolicited proposals, subsequent to the RFP process.

**2.3 FORMAT**

**Respondents are asked to submit three (3) copies of their Proposals; one of these copies should be unbound and ready for duplication.** Submissions should be tabbed for easy reference, and, to the extent possible, cross-referencing should be avoided.

**2.4 CONTENTS**

Respondents are asked to conform their Proposals to the Table of Contents including all specified criteria identified in the RFP. All requested information shall be provided.

**2.4.1 Letter of Qualification**

The letter of Qualification provided at Appendix A of this RFP shall be executed and returned to Committee Chair H. Tucker Braddock Jr., c/o of Bill Hathaway, City Hall, 100 Broadway, Norwich, CT 06360. It shall be prepared on Respondent's letterhead. The City will not accept modifications to the language in this letter.

**2.4.2 Letter of Intent**

The Letter of Intent provided at Appendix B of this RFP shall be executed and returned to Committee Chair H. Tucker Braddock Jr c/o Bill Hathaway, 100 Broadway, Norwich, CT 06360. It shall be prepared on Respondent's letterhead. The City will not accept modifications to the language in the letter.

**2.4.3 Background Information/Business Qualifications**

The City of Norwich requests, with respect to both parcels identified:

- a. A statement of Respondent's willingness to assume overall responsibility for implementation of the project;

- b. A statement that, if selected, Respondent will make provision for meaningful performance and completion guarantees;
- c. A statement that, if selected, Respondent will design and construct the project(s) in accordance with the terms and specifications agreed to by the City and Respondent.
- d. A statement that, if selected, Respondent will pay damages in the event that the project(s) are not completed on the timelines memorialized in the Agreement;
- e. A statement that, if selected, Respondent will maintain appropriate insurance policies at levels specified in the Agreement, will name the City of Norwich as an additional insured, and will indemnify the City of Norwich.
- f. A statement that indicates the approximate percentage or amount of equity that Respondent would invest in each project indicated.

In addition, the City of Norwich requests:

- g. Evidence that Respondent has an acceptable record of business dealings, including compliance with municipal ordinances, labor and environmental laws;
- h. Any additional information that Respondent wishes to provide, including description of Respondent's business approach.

#### **2.4.4 Relevant Experience**

- A. Respondent shall demonstrate the ability to perform on time, on budget and on goal.
- B. Respondent shall demonstrate the ability to demolish, refurbish, renovate, and rehabilitate the subject premises for commercial use in accordance with CT Building Code and industry standards of workmanship.
- C. Respondent shall provide certain information with respect to at least three reference projects similar in scope and nature to the subject of this RFP including reports as to rental income for at least two years. Respondent must provide evidence that the reference projects were developed consistent with all contractual requirements, including without limitation, financing commitments and without extraordinary delays. The following information shall be provided for each reference project utilizing the same alphanumeric notation:
  - 1. Name and location of project;
  - 2. Names and telephone numbers of municipal officials responsible for oversight of project;
  - 3. A reasonably detailed description of the building, including design, construction and financing structure;
  - 4. Total development costs;
  - 5. The Respondent's role in project development, design, permitting, financing, construction, rehabilitation (if any), operation, maintenance and marketing;
  - 6. Development timeline, including construction start and completion dates;
  - 7. Any claims, litigation, judgments, notices of violations, or administrative enforcement actions arising out of the construction and / or operation of the project; and

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**3 AFFIRMATIVE ACTION STATEMENT**

The City of Norwich is an Affirmative Action / Equal Opportunity Organization. Minority / Women's Business Enterprises are encouraged to submit Qualification Statements.

**4 CONDITIONS**

By Responding to this RFP, each Respondent will be deemed to acknowledge and consent to the following conditions relative to the qualification process and the selection of Qualified Respondents:

- All inquiries regarding this RFP shall be directed via e-mail to [htuckerbraddock@gmail.com](mailto:htuckerbraddock@gmail.com). Questions regarding building specifications should be directed to Jim Troeger, City of Norwich Building Official at 860.823.3745. Except as otherwise noted herein, Respondent(s) are discouraged from contacting any city official, board member, or city employee of the City of Norwich regarding the activities addressed in this RFP;
- All costs incurred in connection with responding to this RFP will be borne solely by the Respondent;
- The City reserves the right to reject, for any reason, any and all responses and to eliminate any and all Respondents responding to this RFP from further consideration for this procurement;
- The City reserves the right to eliminate any Respondent who submits incomplete, inadequate responses or is not responsive to the requirements of this RFP;
- The City may qualify Respondents whose responses contain immaterial deviations from the Minimum Qualification Criteria;
- The City reserves the right, without prior notice, to supplement, amend, or otherwise modify this RFP, or otherwise request additional information, or to withdraw this RFP at any time;
- The City may, at its discretion, waive any provision herein as it deems in the best interests of the projects and /or Corporation;
- All Proposals become the property of the City and will not be returned and may be made available to the public, with the exception of confidential financial information;
- All contracts relating to the projects will be governed by the laws of the State of Connecticut and/or the City of Norwich;

- Any and all Proposals not received by 4:30 p.m. Eastern Standard Time on October 17, 2014 may be rejected, unless Respondent requests that they be considered as an unsolicited proposal;
- The Respondent will answer written questions and attend an interview with the 105 Chestnut Street committee of Sale and the Norwich City Council, if so requested;
- The formation of a joint venture after qualification, and any change in a prequalified joint venture, will be subject to the written approval of the City and may be denied if:  
(i) partners withdraw from the joint venture and the remaining partners do not meet the qualifying requirements, or (ii) the new partners to a joint venture are not qualified, individually or as another joint venture;
- The City reserves the right to permit a Respondent or Principal Company to remain in the procurement process as long as it is able to demonstrate that it meets the Minimum Qualification Criteria set forth in section 1.2 above.

**FORM 1: RESPONDENT BACKGROUND INFORMATION**

1. \_\_\_\_\_ (Respondent Name).

2. Principal Place of Business (Company headquarters)

\_\_\_\_\_

\_\_\_\_\_

3. Type of Business Entity (corporation, partnership, business trust, etc.)

\_\_\_\_\_

4. Names of Company Officers:

President \_\_\_\_\_

Agent for Service \_\_\_\_\_

\_\_\_\_\_

5. Summarize the Company's (or the Individual's) principal line(s) of business.

\_\_\_\_\_

\_\_\_\_\_

**APPENDIX A: LETTER OF QUALIFICATIONS**

**(Note: To be prepared on Respondent's Letterhead. The City will not accept modifications to the language in this letter.)**

Dear Chairman Braddock:

The undersigned have reviewed our Proposal submitted in response to the Request for Proposals (RFP) issued by the City of Norwich on August 15, 2014 for the properties at 105 and 122 Chestnut Street, Norwich, CT.

We affirm that the contents of our Proposal, which is incorporated herein by reference, are accurate, factual and complete to the best of our knowledge and belief and are made in good faith upon express understanding that any false statement may result in the disqualification of (Name of Respondent).

(Respondent shall sign and complete the spaces provided below. If a joint venture, appropriate officers of each company shall sign.)

\_\_\_\_\_  
(Signature of Individual)

\_\_\_\_\_  
(Signature of Authorized Officer\*)

\_\_\_\_\_  
(Type Name and Title)

\_\_\_\_\_  
(Type Name and Title)

\_\_\_\_\_  
Dated:

\_\_\_\_\_  
Dated:

*\* If a joint venture, partnership or other formal organization of firms is (are) submitting a Qualification Statement, each participant shall execute and submit this Letter of Qualifications.*

APPENDIX B: LETTER OF INTENT

**(Note: To be prepared on Principal Company's Letterhead. The City will not accept modifications to the language in this letter.)**

Dear Chairman Braddock:

(Name of Respondent) has submitted the attached Proposal in response to a Request for Proposals (RFP), issued by the City of Norwich in accordance with the provisions contained therein.

(Name of Respondent) states that the contents of the Proposal contains accurate, factual and complete information,

(Name of Respondent) acknowledges that all costs incurred by it in connection with this submission or any negotiation which results therefrom shall be borne exclusively by the (Name of Respondent).

(Name of Respondent) agrees that it will assume overall responsibility for the performance of its team in implementing the project and is prepared to offer the types of financial guarantees of its performance as indicated in Section of this RFP.

(Name of Respondent) declares, represents and warrants that they have no legal claims or actions of any kind (other than property tax challenges) pending or threatened against the City of Norwich and hereby waives and releases any right to assert any such claims now or in the future.

(Name of Respondent) hereby declares that the only persons participating in this Proposal as principals are named herein and that no person other than herein mentioned has any participation in the Proposal or in the Agreement to be entered into. Additional persons may subsequently be included as participating principals only if acceptable to the City.

(Name of Respondent) declares that this Proposal is made without connection with any other person, firm, or party who has submitted a Proposal, except as follows: \_\_\_\_\_ and that it has been prepared and submitted in good faith and without collusion or fraud.

\_\_\_\_\_  
(Signature of Authorized Individual)

\_\_\_\_\_  
(Typed Name and Title)

\_\_\_\_\_  
(Name of Respondent)

APPENDIX C: COMMITMENT TO NEGOTIATE

(Note: To be prepared on Principal Company's Letterhead. The City will not accept modifications to the language in this letter.)

Dear Chairman Braddock:

(Name of Respondent) has submitted the attached Proposal in response to a Request for Proposals (RFP), issued by the City of Norwich on August 15, 2014.

(Name of Respondent) states that the content of the Proposal contains accurate, factual and complete information.

(Name of Respondent) understands that the City reserves the right to proceed directly to negotiation of an Agreement. If the City Council selects the Respondent to engage in negotiation of an Agreement on the project in which the Respondents has expressed interest as noted on Form 2 attached to the RFP, this is to confirm that the Respondent is committed to negotiate in good faith the terms and condition of such Development Agreement(s) with the City through the Board in a timely fashion.

(Name of Respondent) agrees that it will not request assistance from the State of Connecticut for implementation of the project without written consent of the City.

(Name of Respondent) acknowledges that all costs incurred by it in connection with this submission or any negotiation which results therefrom shall be borne exclusively by the (Name of Respondent).

RESPONDENT:

By: \_\_\_\_\_  
(Signature of Authorized Individual)

\_\_\_\_\_  
(Printed Name)

CITY OF NORWICH:

By: \_\_\_\_\_  
(Signature of Authorized Individual)

\_\_\_\_\_  
(Printed Name)



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# SCHEDULE B

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Mel A. Wiese  
282 Franklin Street, Norwich, CT 06360  
Phone: (860) 889-4973 Fax: (860) 889-5035

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To:

Committee Chair H, Tucker Braddock Jr.  
C/o Bill Hathaway  
City Hall  
100 Broadway  
Norwich, CT 06360

Regarding:

CITY OF NORWICH  
105 Chestnut Street Committee of Sale

RFP NO. 15-01

Request for Proposals for Development of the Parcels  
At 105 Chestnut Street  
& 122 Chestnut Street

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Mel A. Wiese  
282 Franklin Street, Norwich, CT 06360  
Phone: (860) 889-4973 Fax: (860) 889-5035

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**RFP No. 15-01**  
**105 Chestnut Street & 122 Chestnut Street**

**Development Proposal**

October 17, 2014

Dear Chairman Braddock:

I, Mel A. Wiese, as developer, would like to submit this proposal for development, rehabilitation, and revitalization of the properties located at 105 Chestnut Street and 122 Chestnut Street, Norwich, CT. This proposal consists of two development phases, one for each of the subject properties. The completion of the two development phases will result in one final project. The final completed project will consist of a commercial retail space at 105 Chestnut Street and with a dedicated parking area located at 122 Chestnut Street as outlined in the City of Norwich's RFP.

Phase 1 - 105 Chestnut Street

The first phase of my proposal entails improvements to the building located at 105 Chestnut Street. I will renovate this building with plans to facilitate a commercial retail establishment. This establishment would provide buying, selling, and restoration of antiques and unique objects. The renovation and rehabilitation to improve this building in order to meet the needs of a commercial retail space would proceed as follows: The existing 83' x 16' wood frame portion of the structure would be demolished. The demolition debris would be disposed of and this portion of the property cleaned up. The remaining 40' x 42' concrete block structure (**See Architect's plan EX1 included with this proposal**) will remain. The interior of the remaining structure would get updated with new electrical and mechanicals, painted, insulated, and dry-walled. The exterior would be completely patched and painted with new EIFS material applied. The front of the exterior will have a new entrance door and a new garage door installed. Further, an 18' x 19' addition would be built in the area of the former wood frame structure. This section will serve as office space complete with a restroom. The exterior to this addition would be coated with EIFS material and will match the updated original structure (**See Architect's plan CP1 included with this proposal**). This phase will be completed within one year of the date the contract of sale is signed. The budgeted costs for this phase are estimated to be at \$100,000 and within my capabilities as approved developer.

#### Phase 2 – 122 Chestnut Street

The second phase of this proposal involves the development of the land located at 122 Chestnut Street. This property sits across the street from 105 Chestnut Street and consists of a .31 acre lot. The lot will be cleared of all weeds and vegetative growth. The lot will then be leveled, graded, paved, and marked off with pavement lines to provide parking for the Phase 1 development. The parking area will be completed in accordance with the City of Norwich's Public Works Department requirements. The budgeted costs for this phase are estimated at \$10,000 and are within my capabilities as the approved developer.

#### Summary of of Development Phases

Phase 1 – 105 Chestnut Street rehabilitation/revitalization including:

1. Demolition of 83' x 16' wood frame structure
2. Rehabilitation of remaining 40' x 42' concrete block structure
3. New electrical, mechanical, insulation, paint, drywall
4. New 18' x 19' office space addition on south side of building including restroom
5. Exterior improvements including cleanup, patch and repair work, new EIFS material application to remaining structure and new addition.
6. Budgeted cost of \$100,000
7. Phase will be completed within one year of date of contract sale signing
8. See Architect plan EX1 for existing conditions
9. See Architect plan CP1 for Concept of completed proposal

Phase 2 – 122 Chestnut Street land:

1. Clear and grub .31 acre lot of weeds and vegetation
2. Lot to be leveled, graded, paved, and marked with pavement lines
3. Completed use to be parking for 105 Chestnut Street
4. Budgeted cost of \$10,000
5. Phase will be completed within one year of date of contract sale signing

#### Qualification Criteria

As Respondent, I, Mel A. Wiese state that I meet the qualification criteria as outlined in the RFP by Item No. 1.2 and Item No. 1.3. I state that I have funding in place and will provide evidence of funding upon notice of award.

As Respondent, I, Mel A. Wiese am proposing to develop the properties as outlined in the RFP Item No. 1.4 by proposing to renovate the property into an owner-occupied commercial unit.

As Respondent, I, Mel A. Wiese am willing to work with the City of Norwich through the selection process as outlined in the RFP Item No. 1.5.

Mel A. Wiese  
282 Franklin Street, Norwich, CT 06360  
Phone: (860) 889-4973 Fax: (860) 889-5035

RFP No. 15-01  
105 Chestnut Street & 122 Chestnut Street

**Item No. 2.4.3 Background Information / Business Qualifications**

Dear Chairman Braddock:

The following statements are provided as part of my Proposal to the City of Norwich's RFP No. 15-01, Item No. 2.4.3 Background Information / Business Qualifications for the above referenced project.

Item No. 2.4.3.a. As the Respondent, I, Mel A. Wiese state that I am willing to assume overall responsibility for implementation of the project.

Item No. 2.4.3.b. As Respondent, I, Mel A. Wiese, state that I will make meaningful performance and completion guarantees on the project.

Item No. 2.4.3.c. As Respondent, I, Mel A. Wiese, state that I will design and construct the project(s) in accordance with the terms and specifications agreed to by the City and myself on the project.

Item No. 2.4.3.d. As Respondent, I, Mel A. Wiese, state that I will pay damages in the event that the project(s) are not completed on the timelines memorialized in the Agreement for this project.

Item No. 2.4.3.e. As Respondent, I, Mel A. Wiese, state that I will maintain appropriate insurance policies at levels specified in the Agreement, will name the City of Norwich as an additional insured, and will indemnify the City of Norwich on this project.

Item No. 2.4.3.f. As Respondent, I, Mel A. Wiese, state that I will provide 100% of the equity necessary for the development and completion of this project.

Item No. 2.4.3.g. As Respondent, I, Mel A. Wiese maintain that I have an acceptable record of business dealings, including compliance with municipal ordinances, labor and environmental laws. This is evidenced by my having been in business in Norwich since 1995. In so doing I have had many business interactions with the City of Norwich. In that time I have complied with all labor and environmental laws as well as City of Norwich regulations.

Mel A. Wiese  
282 Franklin Street, Norwich, CT 06360  
Phone: (860) 889-4973 Fax: (860) 889-5035

**RFP No. 15-01**  
**105 Chestnut Street & 122 Chestnut Street**

**Item No. 2.4.4 Relevant Experience**

Dear Chairman Braddock:

As Respondent, I, Mel A. Wiese state that I have the Relevant Experience to develop and complete the project outlined in my Proposal to the City of Norwich's RFP No. 15-01, Item No. 2.4.4.

Item No. 2.4.4.A. As the Respondent, I, Mel A. Wiese provide the projects listed below as my ability to perform and complete the development phases of the project on time, on budget and on goal in accordance with my Agreement with the City of Norwich.

Item No. 2.4.4.B. As the Respondent, I, Mel A. Wiese state that I have the ability to demolish, refurbish, renovate, and rehabilitate the subject premises for commercial use in accordance with CT Building Code and industry standards or workmanship. My demonstration of this statement is through past dealings with the City of Norwich and various municipalities throughout the State of Connecticut. My business specialty is in the construction industry providing demolition, sitework, and rehabilitation services in particular. In order to support these services I maintain licenses with the State of CT for Asbestos Abatement, Demolition, and Home Improvement. Additionally, the reference projects I am providing in Item No. 2.4.4.C below all involved demolition, site development and building development of properties that were either in disrepair or did not formerly exist. All developments listed below resulted in a more revitalized and greatly increased value for each reference property.

Item No. 2.4.4.C. As the Respondent, I, Mel A. Wiese provide the reference projects listed below which are similar in scope and nature to the subject matter of the City of Norwich's RFP No. 15-01, for Development of the Parcels at 105 Chestnut Street and 122 Chestnut Street. Please see pages 2, 3, and 4 of this section.



\_\_\_\_\_  
(Signature of Individual)

Mel A. Wiese  
\_\_\_\_\_  
(Typed Name)

10/17/14  
\_\_\_\_\_  
Dated

**Mel A. Wiese**  
 282 Franklin Street, Norwich, CT 06360  
 Phone: (860) 889-4973 Fax: (860) 889-5055

2.4.4.C.	1. Name & location of project:	Residential structure 22 West Thames Street Norwich, CT 06360
2.	Names & telephone numbers of municipal officials responsible for oversight of project:	Jim Troeger, Building Official, City of Norwich, CT Phone: (860) 823-3775
3.	Description of the building, including design, construction and financing structure:	Multi-family residential house. Original brick shell of the house was built in 1900. Purchased by Mel Wiese in 1997, the house was in much need of rehabilitation and repair. Mel obtained a bank construction loan to assist in financing the repairs. Repairs and improvements were made by Mel Wiese. Technical trades such as electrical and mechanical were completed by tradesmen hired from those respected trades.
4.	Total development costs:	\$180,000
5.	Respondent's role in project development, design, permitting, financing, construction, rehabilitation, operation, maintenance and marketing:	Mel Wiese was responsible for project development, design, permitting, financing, construction, rehabilitation, operation, maintenance, and marketing.  Residential units have been rented for the last two years.
6.	Development timeline, including construction start and completion dates:	1 calendar year
7.	Any Claims, litigation, judgements, notices, of violations, or administrative enforcement actions arising out of construction and / or operation of the project:	None

**Mel A. Wiese**

282 Franklin Street, Norwich, CT 06360  
 Phone: (860) 889-4973 Fax: (860) 889-5035

2.4.4.C.	1.	Name & location of project:	12 Unit Condominium / Rental Project 190 South Thames Street Norwich, CT 06360
	2.	Names & telephone numbers of municipal officials responsible for oversight of project:	Jim Troeger, Building Official, City of Norwich, CT Phone: (860) 823-3775
	3.	Description of the building, including design, construction and financing structure:	Townhouse style condominiums with waterfront access and amenities. Development financed by bank construction loan.
	4.	Total development costs:	\$1,500,000
	5.	Respondent's role in project development, design, permitting, financing, construction, rehabilitation, operation, maintenance and marketing:	Mel Wiese (Respondent) was responsible for coordinating the project development, design, permitting, financing, construction, rehabilitation, operation, maintenance and marketing. Respondent hired 3 <sup>rd</sup> parties as needed to carry out the project. Professional services such as Architects/Engineers were needed in the design phase. Tradesmen were needed for specialty trades such as electrical and mechanical. Project was general contracted and managed by Mel Wiese.  4 units were sold to individual homeowners. 8 units are rented out at an average of \$1,200/month. The 8 units rented have been occupied for the last two years with very little vacancy.
	6.	Development timeline, including construction start and completion dates:	Completed project
	7.	Any Claims, litigation, judgements, notices, of violations, or administrative enforcement actions arising out of construction and / or operation of the project:	None

**Mel A. Wiese**  
 282 Franklin Street, Norwich, CT 06360  
 Phone: (860) 889-4973 Fax: (860) 889-5035

2.4.4.C.	1. Name & location of project:	Commercial Building 282 Franklin Street Norwich, CT 06360
	2. Names & telephone numbers of municipal officials responsible for oversight of project:	Jim Troeger; Building Official, City of Norwich, CT Phone: (860) 823-3775
	3. Description of the building, including design, construction and financing structure:	Building was owned and operated by the former Troy Laundromat Company. Existing building is a brick and timber construction. Rehabilitation design was provided by Fred Marzec, Architect. Construction on the building has been carried out by Mel Wiese.
	4. Total development costs:	\$400,000
	5. Respondent's role in project development, design, permitting, financing, construction, rehabilitation, operation, maintenance and marketing:	Mel Wiese (Respondent) was responsible for coordinating the project development, design, permitting, financing, construction, rehabilitation, operation, maintenance and marketing. Respondent hired 3 <sup>rd</sup> parties as needed to carry out the project. Professional services such as Architects/Engineers were needed for various design phases. Tradesmen were needed for specialty trades such as electrical and mechanical. Project was general contracted and managed by Mel Wiese.  4 units on the main floor have been rented for the last two years for an average rental of \$1,200/month.
	6. Development timeline, including construction start and completion dates:	Development is ongoing. Units have been rented for several years. Completion of most recent phase of improvements (top floor) will be in December 2014.
	7. Any Claims, litigation, judgements, notices, of violations, or administrative enforcement actions arising out of construction and / or operation of the project:	None

Mel A. Wiese  
282 Franklin Street, Norwich, CT 06360  
Phone: (860) 889-4973 Fax: (860) 889-5035

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**FORM 1: RESPONDENT BACKGROUND INFORMATION**

1. Mel A. Wiese \_\_\_\_\_ (Respondent Name).
  
2. Principal Place of Business (Company headquarters)  
282 Franklin Street  
\_\_\_\_\_  
Norwich, CT 06360  
\_\_\_\_\_
  
3. Type of Business Entity (corporation, partnership, business trust, etc.)  
Individual developer. LLC to be determined upon acceptance of RFP.  
\_\_\_\_\_
  
4. Names of Company Officers:  
President Mel A. Wiese – Individual submitting RFP  
Agent for Service Mel A. Wiese  
\_\_\_\_\_  
282 Franklin Street, Norwich, CT 06360  
\_\_\_\_\_
  
5. Summarize the Company's (or the Individual's) principal line(s) of business.  
Mel A. Wiese's (Individual) principal line of business is in the construction industry.  
\_\_\_\_\_  
Specializes in building demolition, renovation, sitework, and general building trades and  
\_\_\_\_\_  
development.



Mel A. Wiese  
282 Franklin Street  
Norwich, CT 06360  
Phone: (860) 889-4973 Fax: (860) 889-5035

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**APPENDIX B: LETTER OF INTENT**

Dear Chairman Braddock:

Mel A. Wiese has submitted the attached Proposal in response to a Request for Proposals (RFP), issued by the City of Norwich in accordance with the provisions contained therein.

Mel A. Wiese states that the contents of the Proposal contains accurate, factual and complete information,

Mel A. Wiese acknowledges that all costs incurred by it in connection with this submission or any negotiation which results therefrom shall be borne exclusively by the (Name of Respondent).

Mel A. Wiese agrees that it will assume overall responsibility for the performance of its team in implementing the project and is prepared to offer the types of financial guarantees of its performance as indicated in Section of this RFP.

Mel A. Wiese declares, represents and warrants that they have no legal claims or actions of any kind (other than property tax challenges) pending or threatened against the City of Norwich and hereby waives and releases any right to assert any such claims now or in the future.

Mel A. Wiese hereby declares that the only persons participating in this Proposal as principals are named herein and that no person other than herein mentioned has any participation in the Proposal or in the Agreement to be entered into. Additional persons may subsequently be included as participating principals only if acceptable to the City.

Mel A. Wiese declares that this Proposal is made without connection with any other person, firm, or party who has submitted a Proposal, except as follows: N/A and that it has been prepared and submitted in good faith and without collusion or fraud.

Mel A. Wiese - 10/17/14

(Signature of Authorized Individual)

Mel A. Wiese - Individual

(Typed Name and Title)

Mel A. Wiese - Individual

(Name of Respondent)

Mel A. Wiese  
282 Franklin Street, Norwich, CT 06360  
Phone: (860) 889-4973 Fax: (860) 889-5035

**APPENDIX C: COMMITMENT TO NEGOTIATE**

Dear Chairman Braddock:

Mel A. Wiese has submitted the attached Proposal in response to a Request for Proposals (RFP), issued by the City of Norwich on August 15, 2014.

Mel A. Wiese states that the content of the Proposal contains accurate, factual and complete information.

Mel A. Wiese understands that the City reserves the right to proceed directly to negotiation of an Agreement. If the City Council selects the Respondent to engage in negotiation of an Agreement on the project in which the Respondents has expressed interest as noted on Form 2 attached to the RFP, this is to confirm that the Respondent is committed to negotiate in good faith the terms and condition of such Development Agreement(s) with the City through the Board in a timely fashion.

Mel A. Wiese agrees that it will not request assistance from the State of Connecticut for implementation of the project without written consent of the City.

Mel A. Wiese acknowledges that all costs incurred by it in connection with this submission or any negotiation which results therefrom shall be borne exclusively by the (Name of Respondent), Mel A. Wiese.

RESPONDENT:

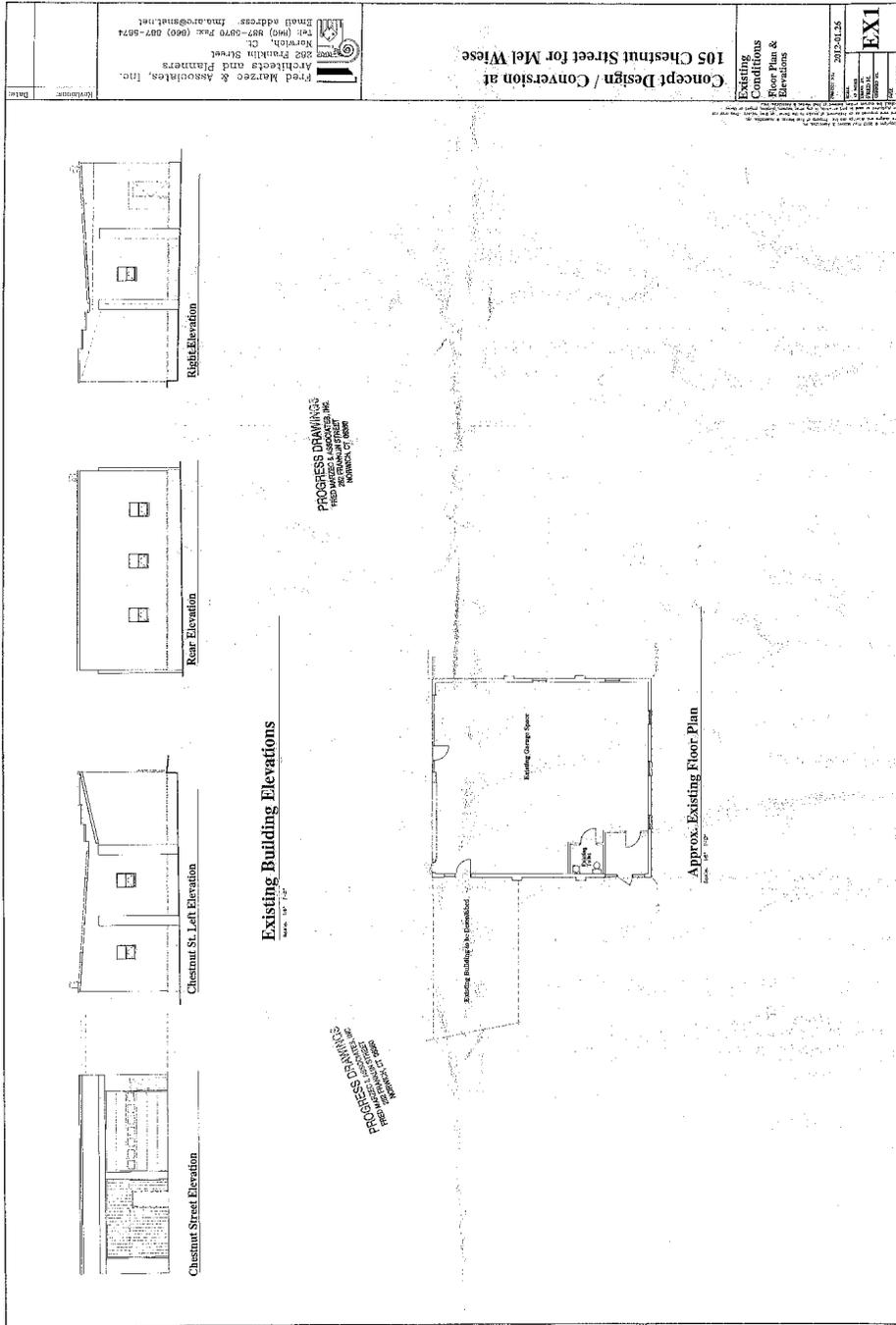
By: Mel A Wiese - 10/17/14  
(Signature of Authorized Individual)

Mel A. Wiese - Individual  
(Printed Name)

CITY OF NORWICH:

By: \_\_\_\_\_  
(Signature of Authorized Individual)

\_\_\_\_\_  
(Printed Name)

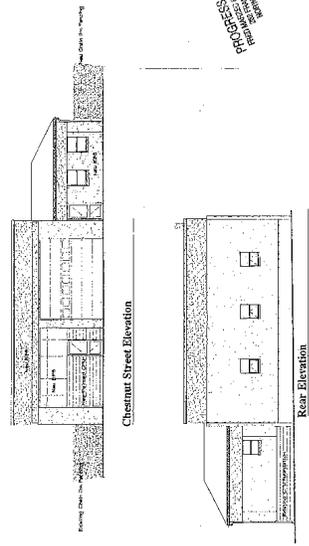
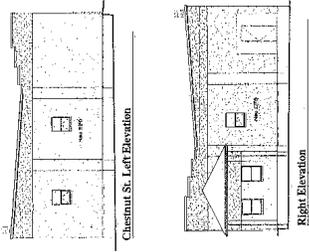


**Fred Mazee & Associates, Inc.**  
 202 French Street  
 Norwich, CT 06250  
 Tel: (860) 897-5878 Fax: (860) 897-5874  
 Email address: fma@rcanet.net

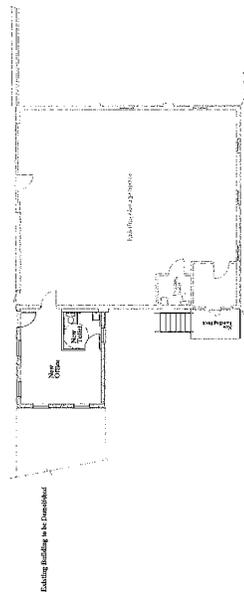
**105 Chestnut Street for Mel Wiese**  
 Concept Design / Conversion at

Project No. 2012-241-136	
Date	08/10/09
Scale	AS SHOWN
Sheet No.	EX-1
Existing Conditions Floor Plan & Elevations	

DATE: 08/10/09



**Revised / New Concept Elevations**



PROPOSED CONVERSION OF EXISTING BUILDING TO NEW CONCEPT DESIGN FOR MEL WIESE





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# SCHEDULE C

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 3, 2014, and that the same has not been amended or rescinded:

**WHEREAS**, the Chestnut Street Committee of Sale was appointed by the Council of the City of Norwich to issue a Request for Proposals for the development of parcels at 105 Chestnut Street and 122 Chestnut Street and to recommend a developer to the Council; and

**WHEREAS**, the Chestnut Street Committee of Sale has issued a Request for Proposals and has completed its selection process identifying a developer to recommend to the Council of the City of Norwich; and

**WHEREAS**, the Chestnut Street Committee of Sale has reported to the Council of the City of Norwich that it recommends Mel A. Weise as its choice to develop said properties

**NOW THEREFORE BE IT RESOLVED BY THE COUNCIL OF THE CITY OF NORWICH** that Mel A. Weise be and hereby is designated as the preferred developer of the properties at 105 and 122 Chestnut Street subject to Mel A. Weise reaching a draft development agreement with the City of Norwich within 100 days of the date hereof; and

**BE IT FURTHER RESOLVED BY THE COUNCIL OF THE CITY OF NORWICH** that City Manager Alan H. Bergren be and hereby is authorized and directed by the Council of the City of Norwich to negotiate a development agreement satisfactory to him with Mel A. Weise and to present the same to the Council for its consideration and approval on or before the first meeting of the Council in March 2015.

Dated at Norwich, Connecticut this 4th day of November 2014.

ATTEST:   
Betsy M. Barrett  
City Clerk

Dated at Norwich, Connecticut this 3rd day of March 2015.

ATTEST:   
Roseanne Muscarella  
Assistant City Clerk

THIS IS TO CERTIFY that the following is a true and attested copy of a resolution adopted by the Council of the City of Norwich at a meeting held on March 2, 2015, and that the same has not been amended or rescinded:

**WHEREAS**, the Council of the City of Norwich, by resolution adopted November 3, 2014, accepted the recommendation of the Fountain Street Committee of Sale and designated Gil and Barbara Jordan as the preferred developers at 3-5, 9, and 9 1/2 Fountain Street; and

**WHEREAS**, the development agreement has been endorsed by representatives of the Fountain Street Committee of Sale and the committee recommends that the Council of the City of Norwich approve the agreement in substantially its current form; and

**WHEREAS**, the preferred developers are reviewing the development agreement for future signing pending approval by the Council of the City of Norwich; and

**WHEREAS**, the development agreement provides that the preferred developers will carry out the terms of the agreement and perform work on the subject parcels over the next eighteen months; and

**NOW THEREFORE BE IT RESOLVED BY THE COUNCIL OF THE CITY OF NORWICH** that the development agreement in its current form, including minor changes not of a substantial nature, is accepted and approved; and

**BE IT FURTHER RESOLVED BY THE COUNCIL OF THE CITY OF NORWICH** that Acting City Manager John Bilda be and is hereby requested, empowered, authorized and directed to execute the development agreement in its current form with minor changes, if necessary; and

**BE IT FURTHER RESOLVED BY THE COUNCIL OF THE CITY OF NORWICH** that the Fountain Street Committee of Sale is authorized to monitor the ongoing work on the parcels and serve as a liaison between the Council and the preferred developer, and shall provide a report on the progress of work on or before the first Council meeting in August, 2015.

Dated at Norwich, Connecticut this 3rd day of March 2015.

ATTEST:   
Betsy M. Barrett  
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 March 2, 2015, and that the same has not been amended or rescinded:

**WHEREAS**, the City of Norwich acquired the properties at 59 and 61 School Street through a tax foreclosure; and

**WHEREAS**, the Council of the City of Norwich held a public hearing to receive comments and recommendations concerning the disposition of the property at 59 School Street, the former home of James L. Smith; and

**WHEREAS**, the Council established a committee to be known as the 59 and 61 School Street Committee to review the condition of the properties, and to recommend an appropriate disposition or development of the same; and

**WHEREAS**, the Council, by resolution adopted October 6, 2014 authorized the 59 and 61 School Street Committee to put out separate Request for Proposals for each property, 59 School Street and 61 School Street, and to report its recommendations to the Council on or before the first Council meeting in March 2015; and

**WHEREAS**, the issuance of said Request for Proposals has been delayed.

**NOW THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF NORWICH** that Acting City Manager John Bilda, on behalf of the 59 and 61 School Street Committee, with such assistance as he may require, is authorized and directed to arrange the issuance of two Request for Proposals on behalf of the 59 and 61 School Street Committee of Sale for the properties at 59 School Street and 61 School Street which Requests for Proposals are to permit responses for the development of each parcel separately or as one development project. -The Committee is to make its report and recommendations for a preferred developer or a preferred development to the Council of the City of Norwich on or before the first council meeting in August of 2015.

Dated at Norwich, Connecticut this 3rd day of March 2015.

ATTEST:   
Betsy M. Barrett  
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 March 2, 2015, and that the same has not been amended or rescinded:

**WHEREAS**, the Ponemah Villa Estates LLC proposed to develop certain property located at 153 Hunters Road, Norwich, CT; and

**WHEREAS**, in considering approvals for this proposal the Norwich Inland Wetlands, Watercourses and Conservation Commission, to mitigate resource impacts on the site should the development occur, required Ponemah Villa Estates, LLC grant a Conservation Easement in favor of the City of Norwich pertaining to said property; and

**WHEREAS**, the Ponemah Villa Estates LLC acting through its managing partner, Kevin McMahan, on January 12, 2010 executed a Declaration and Grant of Private Conservation Easement in Favor of the City of Norwich recorded in the land records of the City of Norwich on January 15, 2010 at volume 2595, page 278; and

**WHEREAS**, said easement contains a provision stating:

“The conservation restriction described herein shall run with the land in perpetuity and shall be binding upon the grantor, its successors and assigns, from the date of this document unless and until an instrument signed by the city manager of the City of Norwich (or successor to said office) terminating or modifying said restriction has been filed in the Norwich Land Records; and

**WHEREAS**, Ponemah Villa Estates LLC has discontinued its proposed development, surrendered the approvals, and has requested a return of the site development bond; and

**WHEREAS**, Ponemah Villa Estates LLC has also requested a termination of the Private Conservation Easement through the Norwich Inland Wetlands, Watercourses and Conservation Commission, which request the Inland Wetlands, Watercourses and Conservation Commission approved at its meeting on February 5, 2015 voting unanimously to recommend to the City Council that the City release the Conservation Easement as all approvals have been surrendered and no site work initiated such that there have been no resource impacts which must be mitigated; and

**WHEREAS**, the Council finds that the Private Conservation Easement is no longer necessary to mitigate resource impacts which might have occurred had the proposed development of the property proceeded and as it may otherwise inhibit appropriate further uses of the property.

**THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF NORWICH** that, Acting City Manager John Bilda be and hereby is authorized and directed to enter into and execute a quitclaim deed or other instrument or instruments as necessary to terminate the Private Conservation Easement, provided such deed or instrument are satisfactory to him and to the corporation counsel, and to convey such Conservation Easements to Ponemah Villa Estates LLC and/or to Joseph and Kevin McMahon or to either of them.

Dated at Norwich, Connecticut this 3rd day of March 2015.

ATTEST:   
Betsy M. Barrett  
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 March 2, 2015, and that the same has not been amended or rescinded:

**WHEREAS**, Norwich Public Utilities Utility Operations Assistant General Manager Chris LaRose identified a potential problem for reoccurring damage to emergency communications equipment at the East Great Plain fire station, Occum fire station, Recreation office, and Taftville fire station due to excessive heat build-up during warm weather; and

**WHEREAS**, Norwich Public Utilities determined that it is more cost-effective to move the communications equipment currently located at the Recreation office to the Senior Center; and

**WHEREAS**, Norwich Public Utilities estimates that the cost to install adequate environmental control equipment at all locations and to move the communications equipment currently located at the Recreation office to the Senior Center to be \$17,800.

**NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF NORWICH**, that \$17,800 from the 2014-15 Capital Budget Contingency Account 10215-88000 be and hereby is appropriated to acquire and install air conditioning equipment at the East Great Plain and Taftville fire stations, a thermostat controlled exhaust fan at the Occum fire station as well as move the communication equipment currently located at the Recreation office to the Senior Center.

Dated at Norwich, Connecticut this 3rd day of March 2015.

ATTEST:



Betsy M. Barrett  
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 March 2, 2015, and that the same has not been amended or rescinded:

**WHEREAS**, the Council of the City of Norwich, by resolution adopted October 6, 2014 directed the City Manager to execute and deliver in the name of the City of Norwich an application, all documents, reports, plans and other materials necessary to make a grant application for a project to make repairs and replacements to flooring in city hall; and

**WHEREAS**, the State of Connecticut acting by the Department of Economic and Community Development, has acted upon such application and has agreed to provide financial assistance to Norwich for the Project in the form of a Historic Restoration Fund Grant in an amount not to exceed \$90,000; and

**WHEREAS**, the City of Norwich must enter into an Assistance Agreement by and between the State of Connecticut acting by the Department of Economic and Community Development and the City of Norwich to receive such grant.

**NOW THEREFORE BE IT RESOLVED BY THE COUNCIL OF THE CITY OF NORWICH** that Acting City Manager John Bilda be and hereby is authorized, empowered and directed to execute and deliver to Catherine Smith, Commissioner of the Department of Economic and Community Development of the State of Connecticut, in the name of the City of Norwich, the Assistance Agreement between the State of Connecticut and the City of Norwich described herein together with a Certificate of Authority to be prepared by the city clerk and such other documents and materials as are necessary to be provided pursuant to the terms of the Assistance Agreement.

Dated at Norwich, Connecticut this 3rd day of March 2015.

ATTEST:   
Betsy M. Barrett  
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 March 2, 2015, and that the same has not been amended or rescinded:

**WHEREAS**, on February 2, 2015 Alan H. Bergren resigned as city manager by submitting his written resignation; and

**WHEREAS**, the Council of the City of Norwich, by resolution adopted February 2, 2015 recognized that Alan H. Bergren was entitled to severance benefits pursuant to his employment agreement, that Alan H. Bergren had deferred certain increases to his base annual salary during his tenure with the city of Norwich, and directed that a severance agreement be negotiated on behalf of the city of Norwich to be presented to the council for its approval on or before its first meeting in March 2015; and

**WHEREAS**, the city of Norwich has negotiated a Separation Agreement and Release with Alan H. Bergren concerning his employment with the city of Norwich as city manager and his resignation from said position.

**NOW THEREFORE, BE IT RESOLVED, BY THE COUNCIL OF THE CITY OF NORWICH** that Acting City Manager, John Bilda be and hereby is authorized and directed to execute duplicate copies of a Separation Agreement and Release on behalf of the city of Norwich with Alan H. Bergren which Separation Agreement and Release shall provide for payments to Alan H. Bergren as follows:

- 1) \$51,781.55 payable on or behalf March 31, 2015;
- 2) \$52,000 payable on or before July 31, 2015; and
- 3) \$48,560.81 payable on or before January 31, 2016.

and shall further provide that Alan H. Bergren shall receive individual medical and dental health benefits, equivalent with regard to the terms and conditions of coverage as are then offered to non-union department heads of the city of Norwich, which benefits will be continuously maintained for the benefit of Alan H. Bergren by the city of Norwich at its sole expense and without contribution from him until: a) his securing employment and eligibility for substantially similar benefits; or b) June 30, 2016, whichever occurs sooner, together with such other terms and conditions in the Separation Agreement and Release as are recommended to John Bilda by the comptroller and the corporation counsel; the payments called for in this resolution to taken from the city manager's account for the March 31, 2015 payment and through June 30, 2015, with further payments to be included in the 2015/2016 fiscal year budget.

Dated at Norwich, Connecticut this 3rd day of March 2015.

ATTEST: 

Betsy M. Barrett  
City Clerk