CITY OF NORWALK
LAND USE AND BUILDING MANAGEMENT COMMITTEE
REGULAR MEETING
OCTOBER 4, 2023

ATTENDANCE: Barbara Smyth, Interim-Chair; Nicole Ayers, Greg Burnett, Jim Frayer, Brian Meek

OTHERS: Alan Lo, Building Management Director; JoAnn Acquarulo, Robert Cavello, Westview Group; Patsy Brescia, Lockwood Mathews Mansion Board Vice Chair; Vanessa Valadares, Chief of Operations and Public Works

CALL TO ORDER

Ms. Smyth called the meeting to order at 7:03 p.m. She introduced the members of the Committee. A quorum was present.

PUBLIC PARTICIPATION

There was no one from the public who wished to address the Committee at this time.

MINUTES OF THE PREVIOUS MEETING

- **September 6, 2023**

**** MR. BURNETT MOVED THE MINUTES OF THE SEPTEMBER 6, 2023 MEETING.**
**** THE MOTION TO ACCEPT THE MINUTES OF THE SEPTEMBER 6, 2023 MEETING AS SUBMITTED PASSED WITH THREE (3) IN FAVOR (BURNETT, FRAYER AND MEEK) AND ONE (1) ABSTENTION (AYERS).**

Ms. Smyth said that the next Land Use and Building Management Committee meeting was scheduled for November 1st, which is also when the Norwalk Public Schools would be holding a major kick off meeting about "The Right to Read". Due to this, the meeting date will be changed to Monday, October 30th. Notices will be posted.

OLD BUSINESS

A. Review request for technical correction of previously approval for security enhancements at various schools and refer the following to the Common Council for approval:

"Authorize the Technical Correction of Common Council action on August 8, 2023 Item VII. D. 3 to include the missing costs for Ponus, Roton, Rowayton and West Rocks Schools for an amount of $148,897.25 in addition to the approved amount of $196,581.00 for a revised total of $345,478.25. The revised action shall be as follows:

"Authorize the Purchasing Agent to issue a purchase order to Integrated Systems Services, LLC for the Enhancement to School Security – Access Control Improvements at Fox Run, Marvin, Naramake, Nathan Hale, NECC, Ponus, Roton, Rowayton and West Rocks Schools for a total not to exceed $345,478.25. Account #0921/23/245010 5777 C0537"

**** MR. FRAYER MOVED THE FOLLOWING ITEM:**

"AUTHORIZE THE TECHNICAL CORRECTION OF COMMON COUNCIL ACTION ON AUGUST 8, 2023 ITEM VII. D. 3 TO INCLUDE THE MISSING COSTS FOR PONUS, ROTON, ROWAYTON AND WEST ROCKS SCHOOLS FOR AN AMOUNT OF $148,897.25 IN ADDITION TO THE APPROVED AMOUNT OF $196,581.00 FOR A REVISED TOTAL OF $345,478.25. THE REVISED ACTION SHALL BE AS FOLLOWS:

"AUTHORIZE THE PURCHASING AGENT TO ISSUE A PURCHASE ORDER TO INTEGRATED SYSTEMS SERVICES, LLC FOR THE ENHANCEMENT TO SCHOOL SECURITY – ACCESS CONTROL IMPROVEMENTS AT FOX RUN, MARVIN, NARAMAKE, NATHAN HALE, NECC, PONUS, ROTON, ROWAYTON AND WEST ROCKS SCHOOLS FOR A TOTAL NOT TO EXCEED $345,478.25. ACCOUNT #0921/23/245010 5777 C0537"

Mr. Lo recognized another speaker who explained that the quotes were included and the pricing was listed. However, the last four schools were accidently omitted from the Excel tabulation.

**** THE MOTION TO APPROVE THE ITEM PASSED WITH FOUR (4) IN FAVOR (AYERS, BURNETT, FRAYER AND SMYTH) AND ONE (1) OPPOSED (MEEK).**

NEW BUSINESS

A. Lockwood Mathews Mansion Museum improvement project update.

Mr. Lo said that the Lockwood Mathew Mansion was currently closed because it was under construction. The project total is approximately $14 million dollars and the State is contributing approximately $8.8 million to the project. Mr. Lo said that he was the financial fiduciary for the project. The project is very complex for a National Historic Registered Building and includes the fire suppression system. It should take about a year and a half and be finished up by December of 2024.

Ms. Brescia said that Mr. Doug Hempstead is now Chairman of the Board and she was Vice Chairman and also overseeing the project. Mr. Cavello is the project administrator on behalf of LMMM for the project. There is $14,750,000 in funding currently available. The project is strictly mechanical. She reviewed the details with the Committee members.

All of the items including some building fragments have been removed from the mansion and have been placed in storage.

A number of photographs were then displayed on screen. Mr. Cavello then provided narration about the various scenes and the costs associated with the various stages.

Ms. Brescia then spoke about the potential use of the basement area for programming, storage and a second ADA compliant egress. There have been some moisture challenges in this area.

Mr. Meek noted that Ms. Brescia's name was included on the current Norwalk High School plaque as a member of the Construction Committee. He thanked her for her five plus decades of service to the City. Ms. Smyth thanked Ms. Brescia. (no action was required for this item) Discussion followed.

Ms. Smyth said that Ms. Vanessa Valadares was present at the meeting, so she requested that the Committee consider Item G next. This was agreeable to all.

G. Review bids for improvement of fuel dispensing island at DPW Center and refer the following to the Common Council for action:

> **"a. Authorize the Mayor, Harry W. Rilling, to execute an agreement with ETT Environmental Services Inc., for DPW Center – Fuel Island Improvement Project For a total not to exceed $346,600.00. Acct. #09247100 5777 C0119.**
>
> **b. Authorize the Office of Building Management to issue change orders on the contract for a total not to exceed $34,600.00. Acct. #09247100 5777 C0119**."

**** MR. FRAYER MOVED THE FOLLOWING ITEM**:

> **"A. AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE AN AGREEMENT WITH ETT ENVIRONMENTAL SERVICES INC., FOR DPW CENTER – FUEL ISLAND IMPROVEMENT PROJECT FOR A TOTAL NOT TO EXCEED $346,600.00. ACCT. #09247100 5777 C0119.**
>
> **B. AUTHORIZE THE OFFICE OF BUILDING MANAGEMENT TO ISSUE CHANGE ORDERS ON THE CONTRACT FOR A TOTAL NOT TO EXCEED $34,600.00. ACCT. #09247100 5777 C0119**."

** **MS. SMYTH MOVED TO AMEND THE ITEM TO INCLUDE THE UPDATED FIGURES AS FOLLOWS**:

> **“A. AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE AN AGREEMENT WITH ETT ENVIRONMENTAL SERVICES INC. FOR DPW CENTER – FUEL ISLAND IMPROVEMENT PROJECT FOR A TOTAL NOT TO EXCEED $423,000.00. ACCT. #09247100 5777 C0119.**
>
> **B. AUTHORIZE THE OFFICE OF BUILDING MANAGEMENT TO ISSUE CHANGE ORDERS ON THE CONTRACT FOR A TOTAL NOT TO EXCEED $84,600.00. ACCT. #09247100 5777 C0119**.”

**** THE MOTION TO AMEND PASSED UNANIMOUSLY**.

Ms. Valadares explained that they need to replace the fuel pumps at the DPW Center. There has been some soil settlement in the area since the pumps were installed. This resulted in the pumps not working properly all the time. Also, the funding allocations did not include the fire suppression system for the pumps. The additional funding for the fire suppression system has been identified and the resolution has been updated.

The diesel fuel pump has not been working well and a temporary pump had to be installed. If the pumps continue to fail, the fleet will have to use a regular gas station and that will result in higher fuel costs.

Mr. Frayer had some questions about the original estimates and the increase of the contingent amount from 10% to 20%. Ms. Valadares reviewed the details with him. Due to the way the pumps are connected, if the primary pump goes down, the successive pumps become inoperable. Discussion followed about the base contract and the use of contingency funding.

The discussion then moved to the inclusion of the fire suppression system. Ms. Valadares said that while it was not an OSHA requirement, it is a safety issue.

Mr. Meek asked how old the canopy was. Ms. Valadares said that she believed that Mr. Meek was correct that the canopy was done in the 1990’s. It has been inspected and is in good condition. The soil settlement also interrupted the electrical power to the area. She said that they would like to have cameras on the fuel pumps so that they can tie the license plate readers to them. Theft is not a problem, but the new technologies include a license plate reader.

**** THE MOTION AS AMENDED PASSED UNANIMOUSLY.**

B. School Construction Project Update

Mr. Lo gave an update on the projects that were underway.

• Cranbury School is now open. There are still some punch list items that need to be addressed and the heavy rainstorm last week revealed a few roof leaks. The building construction team is working on this and the work is being done after hours. The old school is gone and the site development has begun. Landscaping will happen in the spring. The project is on schedule and also within budget. No Grand Opening has been scheduled.

• Norwalk High School – There was a meeting with the State earlier in the day for presenting the project. The school construction documents have been well received. Once the State approves the package with any of their suggested changes, the City will have to go out to bid. Due to the size of the project and the location in Fairfield County, the bids will be high. The total construction period is five years and there is much still to be done before the project goes out for bids. He gave a tentative timeline for the bid release, and contractor selection. He said that there might be a special meeting needed and noted that there would be an election held in November which complicated the scheduling of meetings.

Mr. Burnett noted that there was a BOE ribbon cutting at Cranbury School scheduled for October 12th.

Mr. Meek said that the solar carport was not included in the NHS drawings that the press was releasing. Mr. Lo said that they had to get a Special Permit for this project and the Planning and Zoning strongly encouraged the inclusion of carport solar as part of the Special Permit, however it is challenging to design. Mr. Lo said that he had comprised by including two or three rows leaving the first row without carport solar. The actual incorporation of carport solar will be subject to cost and financial limitations which will be determined about two years from now. The carports involve cantilever arms and large foundations. Eversource has also decreased their incentives for these types of projects.

Discussion followed about details for maintenance of the carport. Mr. Lo said that the vendor must do the maintenance or they don’t get paid. Today’s solar panels supposedly can last 25 to 35 years, but there is no one who knows what kind of technology will be available in 25 years. He outlined the differences between rooftop systems and carport systems. The system’s cost will not be evident for two more years because of the various changes over time.

Mr. Meek said that he would like to see the renderings for the carport. Mr. Lo said that he would send them along. He cautioned people that the Federal Tax Credit reimbursement limits the amount of aesthetics. Having the carports in front of the building is more challenging in terms of design appeal than if the carports are in the back of a building. A discussion followed about the number of potential charging stations for EVs.

C. Review school HVAC improvement needs in response to the current State HVAC grant application process and provide recommendation to initiate Special Appropriation process to allocate the City's share (40%) of these projects in order to comply with grant application requirements.

**** MR. FRAYER MOVED THE FOLLOWING ITEM:**

> **REVIEW SCHOOL HVAC IMPROVEMENT NEEDS IN RESPONSE TO THE CURRENT STATE HVAC GRANT APPLICATION PROCESS AND PROVIDE RECOMMENDATION TO INITIATE SPECIAL APPROPRIATION PROCESS TO ALLOCATE THE CITY'S SHARE (40%) OF THESE PROJECTS IN ORDER TO COMPLY WITH GRANT APPLICATION REQUIREMENTS**.

Mr. Lo then presented the item to the Committee. He outlined the differences in financing categories for projects NHS and Cranbury and smaller projects between $1.5 million or $2 million dollars. It is important to estimate how often the City can afford to undertake a $50 million dollar project because it affects the City's bonding ability. He said that each year, he expected some mid-range projects and the State will not provide reimbursement for repair or replacement of some items. Replacing HVAC systems or chillers are not reimbursable.

Mr. Lo then gave an overview of a grant application that had very strict requirements. Due to this, there were few applications and since then, the government reissued a new round of applications. The requirements include that the City have a design, professional estimates, and a 40% City funding allocation.

The City has designs for Brien McMahon, Brookside, Marvin and Silvermine as HVAC upgrade projects and Naramake and Rowayton as new air conditioning projects. These would be considered mid-sized projects. The cost estimate is approximately $35 million dollars. Mr. Lo said that the City needs to have 40% allocated funding approved. He will go for a Special Appropriation request and noted that this would be happening around the upcoming election and potential of Special Meetings may be required.Discussion followed.

Mr. Burnett said that while it sounds like a great idea, he had some concerns about the bonding amounts and tying up capital funding, so he would be abstaining from the vote at this time.

Mr. Lo said that this was a BOE issue and that they were looking at future expenditures. He said that his strategy was they would be reducing the potential BOE annual capital budget requests and allocations.

Mr. Frayer said that they were not actually allocating funding because Mr. Dachowitz would be determining what the financial implications would be. Mr. Burnett said that it would be a Special Allocation request and not part of the Capital Budget discussion.

Mr. Lo said that this Committee presentation was for information rather than approval. He then outlined the steps that the request would be required to follow for approval. Additional discussion followed about the details.

**** THE MOTION PASSED WITH THREE (3) IN FAVOR (AYERS, FRAYER AND SMYTH), ONE (1) OPPOSED (MEEK) AND ONE (1) ABSTENTION (BURNETT)**.

D. Review request to adjust property lines between Norwalk High School and Naramake School and refer the following to the Common Council for action:

> **"Authorize the Mayor, Harry W. Rilling, to execute the Boundary Line Agreement and all other documents necessary to effectuate the adjustment of the property lines between Norwalk High School and Naramake School**."

**** MS. AYERS MOVED THE FOLLOWING ITEM:**

> **"AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE THE BOUNDARY LINE AGREEMENT AND ALL OTHER DOCUMENTS NECESSARY TO EFFECTUATE THE ADJUSTMENT OF THE PROPERTY LINES BETWEEN NORWALK HIGH SCHOOL AND NARAMAKE SCHOOL**."

Mr. Lo presented the details. He said they had been working on both Norwalk High School and Naramake. Currently, the property line cuts right through the football field. There are setback requirement for Naramake and the need to maximize the reimbursement eligibility area. The new line will capture all of NHS property and the line will go through the little softball field next to Naramake. He said this proposal would be the best zoning and financial opportunity they have. Both properties are owned by the City but the State requires the land records reflect this and the Mayor will be executing a land agreement. This is why they are bringing it to the Council for approval.

Mr. Meek had some questions about the exact location of the line. Mr. Lo said that they had rotated the field for maximum usage.

Mr. Meek said that they had allocated funding for a school in South Norwalk but it was denied by the State because the parcel was a half-acre short of the requirement. This is moving a property line that would reduce the Naramake property to less than the Ely School site.

Ms. Ayers asked who was requiring the adjustment of the property lines. Mr. Lo said that when the City acquired the land for NHS, the property line wasn't an issue, but now the location of the property line has become an issue. The State is not requiring it, but this is needed to make everything align properly to clearly identify the NHS property.

Ms. Ayers asked if they could reclaim any acreage towards Strawberry Hill Avenue. Mr. Lo said that Naramake will continue to use the areas that they currently using. Ms. Ayers said her concern was for the students having room for recess. Mr. Lo said that having the half-court basketball area was important for the Naramake students. The parents wanted a paved area, hence the half basketball court. Additionally, working with Naramake principal, a small paved area was installed by the Naramake School playground in August of this year. Discussion followed.

**** THE MOTION TO APPROVE THE ITEM PASSED WITH FOUR (4) IN FAVOR (AYERS, BURNETT, FRAYER AND SMYTH) AND ONE (1) OPPOSED (MEEK).**

E. Review bids for roof replacement at Roosevelt Center and refer the following to the Common Council for action:

> **"a. Authorize the Mayor, Harry W. Rilling, to execute an agreement with Silktown Roofing Inc, for the partial roof replacement at Roosevelt Center for a total not to exceed $370,700.00 Account 390247100 5777 C0683."**
>
> **b. Authorize Building Management to execute change orders on Contract for a total not to exceed $37,070.00. Acct. #09247100 5777 C0683**."

**** MR. BURNETT MOVED THE FOLLOWING ITEM:**

> **"A. AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE AN AGREEMENT WITH SILKTOWN ROOFING INC, FOR THE PARTIAL ROOF REPLACEMENT AT ROOSEVELT CENTER FOR A TOTAL NOT TO EXCEED $370,700.00 ACCOUNT 390247100 5777 C0683."**
>
> **B. AUTHORIZE BUILDING MANAGEMENT TO EXECUTE CHANGE ORDERS ON CONTRACT FOR A TOTAL NOT TO EXCEED $37,070.00. ACCT. #09247100 5777 C0683.**"

Mr. Lo said that the Roosevelt Center was on Allen Road and the home of the Norwalk Senior Center and the Early Childhood Education Center along with some of the Recreational programing. The roof has been leaking for the last three years. The Council approved funding recently and they are moving forward with the repairs. There are multiple roofs on this building.

Mr. Meek asked for clarification on the overall property. He asked about a proposed playground that he had heard about. Mr. Lo said that it was on the right outfield of the Little League field. Mr. Lo reminded everyone that the younger children grow out of the smaller equipment too quickly. Now they work on designing the playgrounds for a wider age range.

Mr. Meek said that he would like to see a comprehensive plan. He noted that the fence by Allen Road was in need of replacement. Mr. Lo said that he had recent discussion regarding the removal of the old fencing and whether there is a need for this fence. He said that he would follow up the following day.

**** THE MOTION PASSED UNANIMOUSLY**.

Review the needs for security monitoring services contract for the Belden Main Library and refer the following to the Common Council for action:

> **"Authorize the Mayor, Harry W. Rilling, to execute a three year agreement with one – two renewal option with Security Solutions Incorporation to provide security monitoring services for Belden Main Library for a total not to exceed $990.00 per year (annual increases no more than 3% per year). Funds are available from operating account # 016210 5296**".

** **MS. AYERS MOVED THE FOLLOWING ITEM**:

> **"AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE A THREE YEAR AGREEMENT WITH ONE – TWO RENEWAL OPTION WITH SECURITY SOLUTIONS INCORPORATION TO PROVIDE SECURITY MONITORING SERVICES FOR BELDEN MAIN LIBRARY FOR A TOTAL NOT TO EXCEED $990.00 PER YEAR (ANNUAL INCREASES NO MORE THAN 3% PER YEAR). FUNDS ARE AVAILABLE FROM OPERATING ACCOUNT # 016210 5296**".

Mr. Lo said that while this item rarely comes to the Common Council, the security alarm company is requiring a contract in lieu of a Purchase Order. The Law Department will work out the terms.

Ms. Smyth said that they were a reputable company.

**** THE MOTION PASSED UNANIMOUSLY.**

MISCELLANEOUS/DISCUSSION ITEMS.

There were no items to consider at this time.

ADJOURNMENT

**** MS. AYERS MOVED TO ADJOURN.**
**** THE MOTION PASSED UNANIMOUSLY.**

The meeting adjourned at 9:05 p.m.

Respectfully submitted,

Telesco Secretarial Services.