

**CITY OF NORWALK
LAND USE & BUILDING MANAGEMENT COMMITTEE
REGULAR MEETING
OCTOBER 2, 2024**

ATTENDANCE: Barbara Smyth, Chairman; Greg Burnett; Nicole Eaddy; Nichol Ayers

OTHER: JoAnn Acquarulo; Robert Pennington; Bill Hodel; Alan Lo; Kathryn Mease; Matt Rescsanszky; Diane Lauricella; Jill Crest; Joe Delallo

CALL TO ORDER

Chairman Smyth called the meeting to order at 7:03 P.M.

ROLL CALL

A Roll Call of those present was performed.

PUBLIC PARTICIPATION

Ms. Lauricella came forward for Public Participation. She wished voice her support for the renaming of the walking track in memory of Mary Roman. She also wished to comment on the purchase of a truck for the Public Schools. She wished to know why the truck was not electric. She voiced her issues with gas-powered and her desire for the truck to be electric. She also expressed concerns over off-gassing from the proposed rugs and chairs.

MINUTES OF PREVIOUS MEETING(S)

APPROVE MINUTES OF SEPTEMBER 4, 2024

Chairman Smyth said that page 1 was missing and needed to be tabled as a result.

**** CHAIRMAN SMYTH MOVED TO TABLE THE APPROVAL OF THE MINUTES OF SEPTEMBER 4, 2024 UNTIL THE NOVEMBER MEETING.**

**** THE MOTION PASSED UNANIMOUSLY.**

OLD BUSINESS

A. REVIEW REQUEST FOR THE NAMING OF THE WALKING TRACK AT MALMQUIST FIELD IN MEMORY OF MS. MARY ROMAN AND VOTE TO SCHEDULE A PUBLIC HEARING.

Chairman Smyth said they had voted on this item and moved it to the Recreation and Parks Committee. They do still need to have a public hearing.

**** MR. BURNETT MOVED TO APPROVE THE REQUEST FOR THE NAMING OF THE WALKING TRACK AT MALMQUIST FIELD IN MEMORY OF MS. MARY ROMAN AND VOTE TO SCHEDULE A PUBLIC HEARING.**

**** THE MOTION PASSED UNANIMOUSLY.**

NEW BUSINESS

A. BOARD OF EDUCATION

REVIEW PROPOSAL FOR THE PURCHASE OF A REFRIGERATED BOX TRUCK FOR NORWALK PUBLIC SCHOOLS AND REFER THE FOLLOWING TO THE COMMON COUNCIL FOR ACTION: “AUTHORIZE THE PURCHASING AGENT TO ISSUE A PURCHASE ORDER TO GABRIELLI TRUCK SALES OF MILFORD AS A SOLE SOURCE VENDOR FOR A 2024 F-450 REFRIGERATED BOX TRUCK FOR A TOTAL NOT TO EXCEED \$135,000.00. ACCT. #09255010-5777-C0623”

**** MR. BURNETT MOVED TO APPROVE THE PROPOSAL FOR THE PURCHASE OF A REFRIGERATED BOX TRUCK FOR NORWALK PUBLIC SCHOOLS AND REFER THE FOLLOWING TO THE COMMON COUNCIL FOR ACTION: “AUTHORIZE THE PURCHASING AGENT TO ISSUE A PURCHASE ORDER TO GABRIELLI TRUCK SALES OF MILFORD AS A SOLE SOURCE VENDOR FOR A 2024 F-450 REFRIGERATED BOX TRUCK FOR A TOTAL NOT TO EXCEED \$135,000.00.**

Ms. Crest came forward to discuss this item. She said a refrigerated box truck required the diesel engine for the refrigeration devices involved. Further discussion followed regarding what was required of the truck. It was noted that the current truck was unlikely to last much longer. If acquired, the current truck will likely be repurposed elsewhere in the district.

**** THE MOTION PASSED UNANIMOUSLY.**

REVIEW BIDS FOR STRING INSTRUMENTS OF MIDDLE AND HIGH SCHOOLS AND REFER THE FOLLOWING TO THE COMMON COUNCIL FOR ACTION: “AUTHORIZE THE PURCHASING AGENT TO ISSUE A PURCHASE ORDER TO SOUTHWESTERN STRINGED INSTRUMENTS, INC. (PROJECT #4394 NEW STRING INSTRUMENTS FOR NORWALK MIDDLE AND HIGH SCHOOLS) IN THE AMOUNT OF \$302,268.85. ACCT #09255010-5777-C0685.”

**** MS. EADDY MOVED TO APPROVE THE REVIEW OF THE BIDS FOR STRING INSTRUMENTS OF MIDDLE AND HIGH SCHOOLS AND REFER THE FOLLOWING TO THE COMMON COUNCIL FOR ACTION: “AUTHORIZE THE PURCHASING AGENT TO ISSUE A PURCHASE ORDER TO SOUTHWESTERN STRINGED**

INSTRUMENTS, INC. (PROJECT #4394 NEW STRING INSTRUMENTS FOR NORWALK MIDDLE AND HIGH SCHOOLS) IN THE AMOUNT OF \$302,268.85.

Mr. Pennington came forward to discuss this item. He reviewed the status and achievements of the orchestra. Over time the instruments have worn down and are in need of replacement. Discussion followed regarding how the instruments that will be replaced will be used following replacement.

**** THE MOTION PASSED UNANIMOUSLY.**

REVIEW SOLE SOURCE RECOMMENDATION FOR THE REPLACEMENT OF STAGE DIVIDER AT MARVIN SCHOOL AND REFER THE FOLLOWING TO THE COMMON COUNCIL FOR ACTION: “AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE AN AGREEMENT WITH TRI-STATE FOLDING PARTITIONS, INC. AS A SOLE SOURCE VENDOR FOR THE REPLACEMENT OF THE STAGE DIVIDER AT MARVIN ELEMENTARY SCHOOL FOR A TOTAL NOT TO EXCEED \$69,975.00. ACCT. #09245010 5777 C0687.”

**** MR. BURNETT MOVED TO APPROVE ITEM REVIEW SOLE SOURCE RECOMMENDATION FOR THE REPLACEMENT OF STAGE DIVIDER AT MARVIN SCHOOL AND REFER THE FOLLOWING TO THE COMMON COUNCIL FOR ACTION: “AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE AN AGREEMENT WITH TRI-STATE FOLDING PARTITIONS, INC. AS A SOLE SOURCE VENDOR FOR THE REPLACEMENT OF THE STAGE DIVIDER AT MARVIN ELEMENTARY SCHOOL FOR A TOTAL NOT TO EXCEED \$69,975.00.**

It was noted that this was more of a gymnasium divider. Mr. Hodel came forward to discuss this item. He noted that the current divider is original to the building and has become a safety issue due to how much it has been opened and closed. They have gone out to get prices and Tri-State Folding Partitions to do the repairs.

**** THE MOTION PASSED UNANIMOUSLY.**

B. BUILDING MANAGEMENT

REVIEW RECOMMENDATION TO DESIGNATE SECURITY SPECIALISTS AS THE SOLE SOURCE VENDOR FOR BUILDING SECURITY EQUIPMENT IMPROVEMENTS AND REFER FOLLOWING RECOMMENDATION TO THE COMMON COUNCIL FOR ACTION: “AUTHORIZE SECURITY SPECIALISTS, A DIVISION OF ALERT SYSTEMS LLC, AS OUR AUTHORIZED SERVICE AND INSTALLATION REPRESENTATIVE FOR SECURITY ACCESS AND CCTV AT THE VARIOUS MUNICIPAL PROPERTIES TO INCLUDE, BUT NOT LIMITED TO, NORWALK CITY HALL, NORWALK POLICE DEPARTMENT AND NORWALK HEALTH DEPARTMENT.”

**** MS AYERS MOVED TO APPROVE ITEM REVIEW RECOMMENDATION TO DESIGNATE SECURITY SPECIALISTS AS THE SOLE SOURCE VENDOR FOR BUILDING SECURITY EQUIPMENT IMPROVEMENTS AND REFER FOLLOWING RECOMMENDATION TO THE COMMON COUNCIL FOR ACTION: “AUTHORIZE SECURITY SPECIALISTS, A DIVISION OF ALERT SYSTEMS LLC, AS OUR AUTHORIZED SERVICE AND INSTALLATION REPRESENTATIVE FOR SECURITY ACCESS AND CCTV AT THE VARIOUS MUNICIPAL PROPERTIES TO INCLUDE, BUT NOT LIMITED TO, NORWALK CITY HALL, NORWALK POLICE DEPARTMENT AND NORWALK HEALTH DEPARTMENT.”**

Mr. Lo came forward to discuss this item. He said this would help to expedite their processes.

Mr. Burnett asked if there was an associated dollar amount. Discussion followed regarding how pricing was being handled.

Ms. Ayers asked if there was an ordinance or procedure in place that an expenditure of under \$10,000 does not need to come before the committee. Mr. Burnett clarified the circumstances in which an item would need to come before the committee for her.

**** THE MOTION PASSED UNANIMOUSLY.**

C. SCHOOL CONSTRUCTION

REVIEW AND APPROVE FF&E AND TECHNOLOGY PACKAGE FOR SUBMISSION TO THE STATE (LAND USE AND BUILDING MANAGEMENT COMMITTEE IS THE RECOGNIZED SCHOOL BUILDING COMMITTEE BY THE STATE. COMMON COUNCIL APPROVAL IS NOT REQUIRED.) “AUTHORIZE THE CHAIRMAN OF THE LAND USE & BUILDING MANAGEMENT COMMITTEE ACTING AS THE DESIGNATED NORWALK SCHOOL BUILDING COMMITTEE TO CERTIFY THE CITY OF NORWALK, LAND USE & BUILDING MANAGEMENT COMMITTEE’S APPROVAL OF FINAL PLANS, SPECIFICATIONS AND COST ESTIMATE FOR STATE PROJECT 103-0264N-SOUTH NORWALK ELEMENTARY SCHOOL FF&E AND TECHNOLOGY (PHASE 2 OF 2).”

**** MR. BURNETT MOVED TO APPROVE THE ITEM REVIEW AND APPROVE FF&E AND TECHNOLOGY PACKAGE FOR SUBMISSION TO THE STATE (LAND USE AND BUILDING MANAGEMENT COMMITTEE IS THE RECOGNIZED SCHOOL BUILDING COMMITTEE BY THE STATE. COMMON COUNCIL APPROVAL IS NOT REQUIRED.) “AUTHORIZE THE CHAIRMAN OF THE LAND USE & BUILDING MANAGEMENT COMMITTEE ACTING AS THE DESIGNATED NORWALK SCHOOL BUILDING COMMITTEE TO CERTIFY THE CITY OF NORWALK, LAND USE & BUILDING MANAGEMENT COMMITTEE’S APPROVAL OF FINAL PLANS, SPECIFICATIONS AND COST ESTIMATE FOR STATE PROJECT**

103-0264N-SOUTH NORWALK ELEMENTARY SCHOOL FF&E AND TECHNOLOGY (PHASE 2 OF 2).”

Chairman Smyth noted that this was common procedure. Mr. Lo came forward to discuss this item. He explained why this was a two-phase project, including furniture arriving later and technology being updated. He went into further detail regarding the status of the furniture and technology.

Ms. Mease came forward to discuss this item. She wished to address questions regarding the budget. She noted that the numbers were, effectively, a professional estimate. Further discussion followed regarding the furniture and its status. She provided images of the selected furniture and the proposed layout of furniture for the various rooms for the Committee.

Mr. Burnett asked what flexibility was present especially as the population numbers shift. Ms. Mease said there was flexibility between kindergarten and pre-school as well as the upper grades. She went into how this was being done including using different colored seats for the various grades.

**** THE MOTION PASSED UNANIMOUSLY.**

SCHOOL CONSTRUCTION PROJECTS UPDATE

SOUTH NORWALK ELEMENTARY SCHOOL

NORWALK HIGH SCHOOL

These updates were provided at the same time. Ms. Acquarulo provided photos for those present.

Mr. Lo came forward to discuss this item. He said they were scheduled for a steel topping ceremony on October 8th. They are looking at the pricing for the demolition and construction in certain areas and are estimating it to cost ~\$2,000,000. He has made a request to the State to request the consideration to include the construction cost of the properties for reimbursement. He reviewed another property that they were looking to acquire. He also reviewed the current progress of the soil remediation and the costs of the work. He is expecting to spend 2.1 million dollars and the Common Council has authorized 2.5 million dollars for contingency. He reviewed the expected timeframe for the submissions and said that the reimbursement rate would be 60%.

HVAC IMPROVEMENT PROJECTS

Mr. Lo said that, two months ago, they had approved someone to manage the project and the engineers to design it. They have met and started the design phase. Further review followed.

MISCELLANEOUS/DISCUSSION ITEMS

A. NORWALK COMMUNITY RECREATION CENTER INDOOR FLOOR PLANS

Ms. Acquarulo provided the floor plan for review. Mr. Lo clarified the location of the gym on the blueprints. The second floor was reviewed as well including the various rooms such as the art room. Ms. Eaddy asked if there would be opportunities for events. Ms. Acquarulo said they would and reviewed some of the potential classes. Mr. Burnett asked for more information regarding how the rooms were connected. Discussion followed involving the blueprints, especially focused on the hallways and courts. Mr. Burnett asked for an update on the parking situation. Mr. Lo said that the City still needed to approach the church about parking issues.

ADJOURNMENT

**** MR. BURNETT MOVED TO ADJOURN.**
**** MS. EADDY SECONDED THE MOTION.**
**** THE MOTION PASSED UNANIMOUSLY.**

The meeting adjourned at 8:43 P.M.

Respectfully Submitted,
Ian A. Soltes
Telesco Secretarial Services