CITY OF NORWALK
LAND USE AND BUILDING MANAGEMENT COMMITTEE
REGULAR MEETING
SEPTEMBER 4, 2024

ATTENDANCE: Barbara Smyth, Chairman; Greg Burnett; Heather Dunn; Nicole Eaddy; James Frayer; Nicol Ayers; Dajuan Wiggins

OTHER: JoAnn Acquarulo; Bill Hodel; Joe Madaffari; David Westmoreland; Ryan Harold; Vladimir Mariano; Kiran Samaya; Lisa Miller; Roland Peck; Dan Phillips; Ms. Young; Jess Vonashek; Darin Callahan; Robert Stowers

ROLL CALL

Chairman Smyth called the meeting to order at 7:00. There was a quorum present.

PUBLIC PARTICIPATION

Mr. Westmoreland came forward for Public Participation. He wished to speak on the proposal to purchase 6 Butler Street. He noted that, previously, the Redevelopment Agency and the Historical Commission jointly funded an effort to develop a new site plan for Matthews Park. All the constituencies were represented. The property would have made a massive difference in the things they could have done for the park. He is happy that it has reached this point as a result.

Mr. Madaffari came forward for Public Participation. He wished to voice his support for the renaming of the track to honor Mary Roman. He reviewed her history for those present.

Mr. Mariano came forward for Public Participation. He wished to speak regarding the license agreement for 3 Belden Ave. He runs the Fairfield County Makers Guild and wishes to bring up how they could help with the situation by including the tools that they could offer to help.

A member of the public came forward for Public Participation. She wished to comment on two issues. She wished to speak in favor of the renaming of the track to honor Ms. Roman. She also wished to speak on 6 Butler and wished to urge the City to move forward on the acquisition of the property.

Ms. Samaya came forward to speak for Public Participation. She wished to voice her support for Mr. Mariano's suggestions and how the Fairfield County Maker's Guild could help them. She proceeded to explain how they could help.

Mrs. Miller came forward to speak for Public Participation. She wished to voice her support for Mr. Mariano's suggestions and how the Fairfield County Maker's Guild could help them. She proceeded to explain how they could help.

Mr. Peck came forward to speak for Public Participation. He wished to voice his support for Mr. Mariano's suggestions and how the Fairfield County Maker's Guild could help them. He proceeded to explain how they could help.

MINUTES OF PREVIOUS MEETING(S)

APPROVE MINUTES OF AUGUST 7, 2024

**** MR. FRAYER MOVED TO APPROVE THE MINUTES OF AUGUST 7, 2024**

Please make the following changes:

- Page 6, Item 2. Last line. Please change '5 to 10' to '5-to-10-year plan'.

**** THE MOTION PASSED WITH SIX (6) IN FAVOR (SMYTH; BURNETT; DUNN; EADDY; FRAYER; WIGGINS) AND ONE (1) ABSTENTION (AYERS)**

OLD BUSINESS

A. REVIEW SCHOOLS' HAZARDOUS MATERIALS REMEDIATION STRATEGY/PLAN.

Mr. Hodel came forward to discuss this item. He said they had an asbestos management plan in place. He reviewed what the plan entailed and why it was needed. He detailed how they were currently handling the removal of asbestos at the end of the school year. Review of the plans and procedures followed. Fox Run is up for asbestos removal next summer. Chairman Smyth asked if there were currently floor tiles at Fox Run waiting for use. Mr. Hodel confirmed that. Chairman Smyth asked if they could change the scheduling if a school with a greater need for asbestos removal was found. Mr. Hodel confirmed this.

NEW BUSINESS

A. BOARD OF EDUCATION

1. SCHOOL CONSTRUCTION PROJECTS UPDATE- DAN PHILLIPS- CSG

Mr. Phillips came forward to discuss this item. He provided a PowerPoint presentation for those present.

A. SOUTH NORWALK ELEMENTARY SCHOOL

At South Norwalk Elementary School site development is currently ongoing. Mr. Phillips provided the budget numbers for those present. He reviewed the progress on the various construction projects at the school. Several properties on Oxford Street have been purchased and closed on. Photos of the site were provided as well as a timeline of the project. They are currently on schedule. Discussion followed regarding the future timeline of the project.

B. NORWALK HIGH SCHOOL

Mr. Phillips provided an update on the project scope and current budget. Photos of the current work were shown. Discussion followed regarding contaminated soil removal. Ms. Dunn complimented them on how they had not disrupted the students as much as she had feared. Mr. Phillips then reviewed the proposed timeline for the project.

2. AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE AN AGREEMENT WITH INTEGRATED SYSTEM SERVICES, LLC. FOR THE ENHANCEMENT TO SCHOOL SECURITY - ACCESS CONTROL IMPROVEMENTS AT BRIEN MCMAHON HIGH SCHOOL FOR A TOTAL NOT TO EXCEED $107,158.45. ACCT #0924/25 5010-5777-C0537

**** MS. EADDY MOVED TO APPROVE ITEM 2. AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE AN AGREEMENT WITH INTEGRATED SYSTEM SERVICES, LLC. FOR THE ENHANCEMENT TO SCHOOL SECURITY - ACCESS CONTROL IMPROVEMENTS AT BRIEN MCMAHON HIGH SCHOOL FOR A TOTAL NOT TO EXCEED $107,158.45.**
**** MR. FRAYER SECONDED THE MOTION.**

Some of the school enhancements have already been approved. Mr. Harold said that, when it came to school safety, it was impossible to eliminate all possible scenarios. He reviewed the current measures in place for security. He said this would be the final school that needed the measures.

**** THE MOTION PASSED UNANIMOUSLY.**

B. BUILDING MANAGEMENT

1.A. AUTHORIZE THE MAYOR, HARRY W. RILLING TO EXECUTE ANY AND ALL AGREEMENTS AND OTHER DOCUMENTS NECESSARY TO ACQUIRE 6 BUTLER ST. NORWALK, CT IN AN AMOUNT OF $1,400,000 PLUS STANDARD CLOSING COSTS. ACCOUNT NO. 140000-5796-ACMF1.

1.B. C.G.S. § 8-24 REFERRAL OF PROPOSED ACQUISITION OF 6 BUTLER STREET, NORWALK, CT TO PLANNING AND ZONING COMMISSION FOR REVIEW AND REPORT.

**** MR. BURNETT MOVED TO APPROVE ITEMS 1.A. AUTHORIZE THE MAYOR, HARRY W. RILLING TO EXECUTE ANY AND ALL AGREEMENTS AND OTHER DOCUMENTS NECESSARY TO ACQUIRE 6 BUTLER ST. NORWALK, CT IN AN**

AMOUNT OF $1,400,000 PLUS STANDARD CLOSING COSTS. AND 1.B. C.G.S. § 8-24 REFERRAL OF PROPOSED ACQUISITION OF 6 BUTLER STREET, NORWALK, CT TO PLANNING AND ZONING COMMISSION FOR REVIEW AND REPORT.
**** MS. EADDY SECONDED THE ITEM.**

Chairman Smyth said they had approved the ARPA funds. Ms. Vonashek came forward to discuss this item. She provided images and maps of the two sites for review. She provided a geographic overview of 6 Butler Street. They are hoping for approval to ensure they have enough time for their project. Chairman Smyth noted that approval would send the item to Planning & Zoning. She also voiced her support for the project and the positives she saw by acquiring the property.

Ms. Dunn asked for more details regarding the plans. Mr. Callahan reviewed the potential legal implications of the current plans. Further discussion followed regarding the site plans. They reviewed the anticipated cost and allocated funds.

**** THE MOTION PASSED UNANIMOUSLY.**

These items will move on to Planning & Zoning and, pending approval, to the Common Council.

2.A. AUTHORIZE THE MAYOR, HARRY W. RILLING TO EXECUTE A LICENSE AGREEMENT FOR USE OF TWO ROOMS (468 SQ. FT, 1ST FLOOR; 324 SQ. FT. BASEMENT) AT 3 BELDEN AVENUE, NORWALK, CT FOR 3 YEARS, WITH 2 OPTIONS TO EXTEND FOR A PERIOD OF 1 YEAR EACH FOR LICENSING FEE OF $4.50 PER SQ. FT.

2.B. C.G.S. § 8-24 REFERRAL OF PROPOSED A LICENSE AGREEMENT FOR USE OF TWO ROOMS (468 SQ. FT, 1ST FLOOR; 324 SQ. FT. BASEMENT) AT 3 BELDEN AVENUE, NORWALK, CT FOR 3 YEARS, WITH 2 OPTIONS TO EXTEND FOR A PERIOD OF 1 YEAR EACH TO PLANNING AND ZONING COMMISSION FOR REVIEW AND REPORT. VIA TELECONFERENCE 3

**** MS. DUNN MOVED TO APPROVE ITEM 2.A. AUTHORIZE THE MAYOR, HARRY W. RILLING TO EXECUTE A LICENSE AGREEMENT FOR USE OF TWO ROOMS (468 SQ. FT, 1ST FLOOR; 324 SQ. FT. BASEMENT) AT 3 BELDEN AVENUE, NORWALK, CT FOR 3 YEARS, WITH 2 OPTIONS TO EXTEND FOR A PERIOD OF 1 YEAR EACH FOR LICENSING FEE OF $4.50 PER SQ. FT. AND ITEM 2.B. C.G.S. § 8-24 REFERRAL OF PROPOSED A LICENSE AGREEMENT FOR USE OF TWO ROOMS (468 SQ. FT, 1ST FLOOR; 324 SQ. FT. BASEMENT) AT 3 BELDEN AVENUE, NORWALK, CT FOR 3 YEARS, WITH 2 OPTIONS TO EXTEND FOR A PERIOD OF 1 YEAR EACH TO PLANNING AND ZONING COMMISSION FOR REVIEW AND REPORT. VIA TELECONFERENCE 3.**
**** MS. EADDY SECONDED THE MOTION.**

Ms. Vonashek came forward to discuss this item. She provided maps and a slide show for those present. She noted that they had managed to purchase the site and had been approved for $20,000 extra for soft costs. She also reviewed why the Makers Guild was so interested in being involved in the project and their history with the Guild. They are currently working on developing an RFP that will update building facility plans. She reviewed what the plans would cover when completed. She also reviewed previous projects that the Makers Guild had worked on.

Mr. Burnett asked what the monthly cost would be for the Makers Guild. Mr. Callahan said they would be paying approximately $4.50 per square foot for a total of $3,564 per year. Mr. Burnett did not feel happy with the amount of money being earned from this. He also wanted to know why the numbers were not in the authorization. Discussion followed regarding the reasoning behind why the amount of $4.50 had been selected. Mr. Burnett said he approved of the guild and the services they were providing, however, he had hesitations regarding the authorization request. He did not want to give approval until he had seen information regarding costs to maintain and support the building. Discussion followed regarding the proposed charges. Support was voiced for having the non-profit guild in this space but there was need for policy review first. Questions were also raised as to how big a non-profit should be.

Mr. Livingston said they had, previously, examined City properties and come up with what they had deemed to be a fair charge per square foot. However, Mr. Lo and his team have been reviewing the City leases, but it was delayed for various reasons. He noted that there was value to having tenants in a building and it was better to not have an empty building.

**** CHAIRMAN SMYTH MOVED TO AMEND THE ACTIVE MOTION TO ADD THE FOLLOWING:**

- **THE LICENSING FEE SHALL BE $4.50 PER SQUARE FOOT FOR A TOTAL OF $3,564 PER YEAR.**

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

Mr. Burnett asked about the situation regarding parking and how the non-profit will impact the parking situation. Ms. Vonashek reviewed the current parking situation for him. She said there had been no complaints or issues related to the Makers Guild. Mr. Burnett asked if the Library Board was aware of what would happen with the Makers Guild if approved. Ms. Vonashek said they had not done so in a formal, official, capacity, however, they had talked to the Board and the leadership of the library about this proposed item. Chairman Smyth suggested that they ask the Makers Guild to use the Yankee Doodle Garage. Ms. Vonashek said this was possible and was willing to consider it. Discussion followed regarding parking possibilities.

Mr. Burnett asked if the approval was time sensitive as he wanted to ensure due diligence was done. He explained his reasoning for why he was having issues with the non-profit in the building. Discussion followed. Ms. Vonashek said she did not expect the influx of parking to reach a point where there would be no parking. Mr. Livingston pointed out that there were other solutions that could be discussed as well.

**** CHAIRMAN SMYTH CALLED FOR A VOTE ON ITEMS 2.A AND 2.B AS AMENDED.**

**** THE MOTION PASSED WITH FIVE (5) IN FAVOR (SMYTH, AYERS, DUNN, EADDY, AND FRAYER) AND ONE (1) ABSTENTION (BURNETT)**

4. NAMING OF TRACK OUTSIDE OF CITY HALL

APPROVE THE NAMING OF THE TRACK AT MALMQUIST FIELD, LOCATED AT 125 EAST AVENUE, ADJACENT TO THE NORWALK CITY HALL BUILDING, IN MEMORY OF MARY ROMAN, FORMER NORWALK CITY CLERK AND SENIOR OLYMPICS MEDAL WINNER.

This item was handled out of order.

**** MS. DUNN MOVED TO APPROVE THE NAMING OF THE TRACK AT MALMQUIST FIELD, LOCATED AT 125 EAST AVENUE, ADJACENT TO THE NORWALK CITY HALL BUILDING, IN MEMORY OF MARY ROMAN, FORMER NORWALK CITY CLERK AND SENIOR OLYMPICS MEDAL WINNER.**

Chairman Smyth said she felt everyone wanted to honor Ms. Roman. This item, if approved, will need to go through Park & Recs for approval.

Mr. Stowers came forward to discuss this item. He said he was impressed with what Ms. Roman had done. He has also asked the Mayor for money to refurbish the track. Chairman Smyth asked if the work would be done prior to the naming ceremony. Mr. Stowers said they were currently working on issuing an RFP for a contractor and he felt it could be done by the end of the year.

Mr. Burnett asked what improvements would be made to the track. Mr. Stowers reviewed what changes were planned. Mr. Burnett said he felt that it should be made into an actual track to honor her. Ms. Acquarulo said that Ms. Roman had always used this specific track. It was also suggested that the family had been involved in the selection of this specific track. Further discussion followed. If approved the final details will need to go through the Parks & Recreation Committee.

**** THE MOTION PASSED UNANIMOUSLY.**

3. CITY PROJECT UPDATES

A. NORWALK COMMUNITY RECREATION CENTER

B. GALLAHER MANSION/GARAGE RENOVATIONS

C. HVAC SCHOOL PROJECTS

Ms. Acquarulo came forward to provide her report on these three items. She provided images of the new rec center. She said they were 95% complete in the design phase and reviewed their current design plans. Discussion followed regarding the design plans. They reviewed the status of water fountains in the designs as well.

Ms. Acquarulo said that, for the mansion and Cranbury Park, the current garage was falling down. Half the project will be demolishing the garage and building a new one in the same footprint. It will be a $5,000,000 that the State will fully fund. The kitchen is currently antiquated, and the electricity needs upgrading. These will be part of the project as well.

For the HVAC projects they have a program manager and contractors that they have met with. The planning will be happening when they can get in the building. They will be asking for an extension due to time constraints.

MISCELLANOUS/DISCUSSION ITEMS

There were no Miscellaneous/Discussion items at this point.

ADJOURNMENT

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

The meeting adjourned at 9:30 P.M.

Respectfully Submitted,
Ian A. Soltes
Telesco Secretarial Services