

Members of the public may call in to participate. Callers will not be able to see the meeting participants. All participants will be muted upon entering the meeting. To speak, dial *9 on the phone and you will be called on by the host of the meeting during the public comment section.

All speakers must state their name and address. Comments must be on a topic on the agenda, and are limited to three minutes. Anyone disrupting the orderly conduct of the meeting, including by using threatening, hateful, or sexually-explicit language, will be removed. Please find the information using the link above.

Members of the public who wish to provide live comments; may also use the Zoom meeting platform. All participants will be muted upon entering the meeting. To speak, click the “raise your hand indicator” and you will be called by the host of the meeting during the public comment section. All speakers must state their name and address. Comments must be on a topic on the agenda, and are limited to three minutes. Anyone disrupting the orderly conduct of the meeting, including by using threatening, hateful, or sexually-explicit language, will be removed. Please find the information using the link above.

Members of the public who wish to provide public comment are encouraged to submit those via email in advance of the meeting. For these comments to be included into the record, they must be submitted by 12:00 p.m. the day of the meeting. Please email Alan Lo, Buildings and Facilities Manager at alo@norwalkct.gov with the subject line “Public Comment” to provide written public comment prior to the meeting.

**CITY OF NORWALK
LAND USE AND BUILDING MANAGEMENT COMMITTEE
VIA TELECONFERENCE
AUGUST 7, 2024**

ATTENDANCE: Barbara Smyth, Chair; Gregory Burnett; Heather Dunn; Nicole Eaddy; James Frayer

STAFF: Alan Lo, Building and Facilities Manager; Joanne Acquarulo, Assistant Building and Facilities Manager; Neil Rennie Property Manager

OTHERS: William Hodel, Director of Facilities and Maintenance, Board of Education; Dan Philips, Construction Consulting Group

Ms. Smyth called the meeting to order at 7:00 p.m.

I. ROLL CALL

Ms. Smyth called the Roll as indicated above.

II. PUBLIC PARTICIPATION

Public participation comments are not verbatim and represent a summarization of statements unless otherwise noted. Speakers are Norwalk residents unless otherwise noted.

Ms. Diane Lauricella asked where the hazardous materials remediation strategy plan could be found. She also addressed items related to program management at the schools. She questioned the reason for having a full-time construction manager for the HVAC programs and said that fiscal restraint seems to be lacking.

III. MINUTES OF PREVIOUS MEETING

Approve minutes of July 2, 2024

**** MR. FRAYER MOVED TO APPROVE THE MINUTES AS PRESENTED**
**** MOTION PASSED WITH TWO (2) ABSTENTIONS (MR. BURNETT AND MS. EADDY)**

IV. OLD BUSINESS

Review schools' hazardous material remediation strategy/plan

Ms. Smyth explained that Mr. Burnett asked for a monthly update.

Mr. Hodel said he was not at the point where he could provide a full assessment, but could provide a better assessment at a later date.

Mr. Burnett thanked Mr. Hodel for his e-mail and explained that the essence of his question was about focusing on how to capitalize on the opportunity to do work in the schools while they were closed for the summer. He said he supports the delay in seeing the plan. Mr. Hodel said he expects to be prepared to have a plan in September.

Ms. Smyth asked about the work in the floor tiles and how much of the school has to be closed and if other work could be done at the same time. Mr. Hodel described the process, noting that the State has to be notified 10 days in advance; anyone under the age of 18 is not permitted in the school and no one can enter the school unless they are properly suited up.

V. NEW BUSINESS

A. Building Management

1. Review sole source designation for the following building equipment servicing companies and refer recommendation to the Common Council for action:

**** MR. BURNETT MOVED TO APPROVE THE FOLLOWING ITEMS**

“A. APPROVE AUTOMATED BUILDING SYSTEMS, INC., AN AUTHORIZED SERVICE REPRESENTATIVE FOR ALERTON CONTROL SYSTEMS AS SOLE SOURCE VENDOR TO SERVICE ALERTON EQUIPMENT. THIS APPROVAL SHALL EXPIRE JULY 1, 2027.

B. APPROVE DAIKIN APPLIED AMERICAS INC., AN AUTHORIZED SERVICE REPRESENTATIVE AS SOLE SOURCE VENDOR TO SERVICE THE CITY HALL CHILLERS. THIS APPROVAL SHALL EXPIRE JULY 1, 2027.”

Mr. Rennie reviewed the items.

**** MOTION PASSED UNANIMOUSLY**

2. Discussion on Building Management’s municipal buildings capital improvement evaluation process

Mr. Lo provided information on how the department comes up with the capital budget. On the building management side, since 1997 they have contracted with Guardian Services, a professional firm to manage the facilities.

Mr. Rennie provided details on how the 15 City buildings are managed. In addition he noted that Guardian also manages security for those buildings. He explained that they earmark the age of every product in the building such as roofs, air conditioning and windows and use their analysis to determine what has to be done to maintain the building. Mr. Rennie said they also track all the utilities for each building. They put a lot into energy conservation and also look for incentives.

In response to Ms. Smyth’s question, Mr. Rennie explained there is a ‘cheat sheet’ for each building that helps them formulate the five – ten year plans. He said those sheets can be shared.

B. Board of Education

1. School construction projects update

Mr. Philips shared his screen and provided updates on the school construction projects. Cranbury Elementary School is essentially complete. The project came in under budget.

The South Norwalk Elementary School project is on going and there is a lot of activity at the site. The City continues to negotiate with the adjoining property owners. Mr. Philips provided an updated rendering of the building.

Materials are still being transported from the Norwalk High School site. Mr. Burnett asked if Norwalk was going to face the same situation going on with the Westhill High School construction, where they are significantly over budget. Mr. Lo explained they anticipate the Norwalk High School project to need an additional 4%, which is not unusual. He said they are comfortable with where they are. Mr. Burnett said he wanted to be sure Norwalk stays ahead of the curve.

Mr. Lo explained that one person is dedicated to address complaints from the neighbors. They are dedicated to cleaning King Street and watering the site to keep the dust down. They also use sensors to monitor the vibration from the construction.

Ms. Acquarulo reviewed the projects at Cranbury Park and Gallaher Mansion. She said they are doing renovations within the Mansion including doing a new septic, air conditioning on the first floor and enhancing the warming kitchen. The Garage will be demolished and a new one will be rebuilt within the same footprint.

The exterior of the South Norwalk recreation center is being finalized. They are working with Planning and Zoning on the gym. The inside of the building has been developed quite a bit.

Ms. Smyth asked to see updated plans at the next Committee meeting.

2. Review proposals for Program Management services for the 6 School HVAC improvement projects and refer the following to the Common Council for approval:

Ms. Acquarulo introduced the following items. She and Mr. Lo explained the importance of hiring a full time staff member to manage the following six projects.

**** MR. BURNETT MOVED TO APPROVE THE FOLLOWING ITEMS:**

“A. AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE AN AGREEMENT WITH CONSTRUCTION SOLUTIONS GROUP, LLC TO PROVIDE PROGRAM MANAGEMENT SERVICES FOR THE BRIEN MCMAHON HIGH SCHOOL HVAC IMPROVEMENT PROJECT (STATE PROJECT #103-002 HVACN) FOR 28 MONTHS FOR A TOTAL NOT TO EXCEED \$159,865.45 PLUS \$7,993.27 FOR REIMBURSABLE AND \$10,000 ALLOWANCE FOR ADDITIONAL SERVICES. ACCT. # 09245010 5777

C0839.

B. AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE AN AGREEMENT WITH CONSTRUCTION SOLUTIONS GROUP, LLC TO PROVIDE PROGRAM

MANAGEMENT SERVICES FOR THE BROOKSIDE ELEMENTARY SCHOOL HVAC IMPROVEMENT PROJECT (STATE PROJECT #103-005 HVACN) FOR 28 MONTHS FOR A TOTAL NOT TO EXCEED \$64,068.14 PLUS \$3203.41 FOR REIMBURSABLE AND \$10,000 ALLOWANCE FOR ADDITIONAL SERVICES. ACCT. # 09245010 5777

C0840.

C. AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE AN AGREEMENT WITH CONSTRUCTION SOLUTIONS GROUP, LLC TO PROVIDE PROGRAM MANAGEMENT SERVICES FOR THE MARVIN ELEMENTARY SCHOOL HVAC IMPROVEMENT PROJECT (STATE PROJECT #103-004 HVACN) FOR 28 MONTHS FOR A TOTAL NOT TO EXCEED \$79,433.31 PLUS \$3,971.67 FOR REIMBURSABLE AND \$10,000 ALLOWANCE FOR ADDITIONAL SERVICES. ACCT. # 09245010 5777 C0841.

D. AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE AN AGREEMENT WITH CONSTRUCTION SOLUTIONS GROUP, LLC TO PROVIDE PROGRAM MANAGEMENT SERVICES FOR THE SILVERMINE ELEMENTARY SCHOOL HVAC IMPROVEMENT PROJECT (STATE PROJECT #103-006 HVACN) FOR 28 MONTHS FOR A TOTAL NOT TO EXCEED \$58,258.04 PLUS \$2,912.90 FOR REIMBURSABLE AND \$10,000 ALLOWANCE FOR ADDITIONAL SERVICES. ACCT. # 09245010 5777 C0842.

E. AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE AN AGREEMENT WITH CONSTRUCTION SOLUTIONS GROUP, LLC TO PROVIDE PROGRAM MANAGEMENT SERVICES FOR THE ROWAYTON ELEMENTARY SCHOOL HVAC IMPROVEMENT PROJECT (STATE PROJECT #103-001 HVACN) FOR 28 MONTHS FOR A TOTAL NOT TO EXCEED \$205,237.77 PLUS \$10,261.89 FOR REIMBURSABLE AND \$10,000 ALLOWANCE FOR ADDITIONAL SERVICES. ACCT. # 09245010 5777 C0843.

F. AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE AN AGREEMENT WITH CONSTRUCTION SOLUTIONS GROUP, LLC TO PROVIDE PROGRAM MANAGEMENT SERVICES FOR THE NARAMAKE ELEMENTARY SCHOOL HVAC IMPROVEMENT PROJECT (STATE PROJECT #103-003 HVACN) FOR 28 MONTHS

FOR A TOTAL NOT TO EXCEED \$124,427.11 PLUS \$6,221.36 FOR REIMBURSABLE AND \$10,000 ALLOWANCE FOR ADDITIONAL SERVICES. ACCT. # 09245010 5777 C0844.”

Mr. Lo provided an overview of the six projects and fielded questions from the Committee members. He noted that the schedule given by the State is not rational and will be asking for an extension. Ms. Acquarulo will send details to the Committee providing an overview of what is being done at each location.

Mr. Lo reiterated the need to hire a full time staff member.

These six projects have been funded and are reimbursable at 60%.

**** MOTION PASSED UNANIMOUSLY**

3. Review proposals for engineering/architectural services for the 6 School HVAC improvement projects and refer the following to the Common Council for approval:

**** MR. FRAYER MOVED TO APPROVE THE FOLLOWING ITEMS:**

“A. AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE AN AGREEMENT WITH CONSULTING ENGINEERING SERVICES (CES) TO PROVIDE ENGINEERING/ARCHITECTURAL SERVICES FOR THE BRIEN MCMAHON HIGH SCHOOL HVAC IMPROVEMENT PROJECT (STATE PROJECT #103-002 HVACN) FOR A TOTAL NOT TO EXCEED \$290,200 PLUS \$29,020 FOR ALLOWANCE FOR ADDITIONAL SERVICES. ACCT. # 09245010 5777 C00839.

B. AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE AN AGREEMENT WITH CONSULTING ENGINEERING SERVICES (CES) TO PROVIDE ENGINEERING/ARCHITECTURAL SERVICES FOR THE BROOKSIDE ELEMENTARY SCHOOL HVAC IMPROVEMENT PROJECT (STATE PROJECT #103-005 HVACN) FOR A TOTAL NOT TO EXCEED \$136,300 PLUS \$13,630 FOR ALLOWANCE FOR ADDITIONAL SERVICES. ACCT. # 09245010 5777 C0840.

C. AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE AN AGREEMENT WITH CONSULTING ENGINEERING SERVICES (CES) TO PROVIDE ENGINEERING/ARCHITECTURAL SERVICES FOR THE MARVIN ELEMENTARY SCHOOL HVAC IMPROVEMENT PROJECT (STATE PROJECT #103-004 HVACN) FOR A TOTAL NOT TO EXCEED \$161,750 PLUS \$16,175 FOR ALLOWANCE FOR ADDITIONAL SERVICES. ACCT. #09245010 5777 C0841.

D. AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE AN AGREEMENT WITH CONSULTING ENGINEERING SERVICES (CES) TO PROVIDE ENGINEERING/ARCHITECTURAL SERVICES FOR THE SILVERMINE ELEMENTARY SCHOOL HVAC IMPROVEMENT PROJECT (STATE PROJECT #103-006 HVACN) FOR A TOTAL NOT TO EXCEED \$161,670 PLUS \$16,167 FOR ALLOWANCE FOR ADDITIONAL SERVICES. ACCT. 09245010 5777 C0842.

E. AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE AN AGREEMENT WITH SALAMONE & ASSOCIATES TO PROVIDE ENGINEERING/ARCHITECTURAL SERVICES FOR THE ROWAYTON ELEMENTARY SCHOOL HVAC IMPROVEMENT PROJECT (STATE PROJECT #103-001 HVACN) FOR A TOTAL NOT TO EXCEED \$440,000 PLUS \$44,400 FOR ALLOWANCE FOR ADDITIONAL SERVICES. ACCT. #09245010 5777 C0843.

F. AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE AN AGREEMENT WITH SALAMONE & ASSOCIATES TO PROVIDE ENGINEERING/ARCHITECTURAL SERVICES FOR THE NARAMAKE ELEMENTARY SCHOOL HVAC IMPROVEMENT PROJECT (STATE PROJECT #103-003 HVACN) FOR A TOTAL NOT TO EXCEED \$290,000 PLUS \$29,000 FOR ALLOWANCE FOR ADDITIONAL SERVICES. ACCT. #09245010 5777 C0844.”

Mr. Lo provided a brief overview.

**** MOTION PASSED UNANIMOUSLY**

VI. MISCELLANEOUS/DISCUSSION ITEMS

There was no further discussion.

**** MR. FRAYER MOVED TO ADJOURN**

**** MOTION PASSED UNANIMOUSLY**

There was no further business, and the meeting was unanimously adjourned at 9:05 p.m.

Respectfully submitted,

Rosemarie Lombardi
Telesco Secretarial Services

City of Norwalk
Land Use and Building Management Committee
Via Teleconference
August 7, 2024
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