CITY OF NORWALK
LAND USE & BUILDING MANAGEMENT COMMITTEE
REGULAR MEETING
MAY 1, 2024

ATTENDANCE: Barbara Smyth, Chairman; Heather Dunn; Greg Burnett; Jim Frayer

OTHER: JoAnn Acquarulo; Alan Lo, Land Use & Building Management Director; Dan Phillips

CALL TO ORDER

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

ROLL CALL

A Roll Call of those present was performed.

PUBLIC PARTICIPATION

There was no Public Participation at this time.

MINUTES OF PREVIOUS MEETING(S)

APPROVE MINUTES OF APRIL 3, 2024

**** MR. BURNETT MOVED TO APPROVE THE MINUTES OF APRIL 3, 2024 AS SUBMITTED.**
**** MS. DUNN SECONDED THE MOTION.**
**** THE MOTION PASSED UNANIMOUSLY.**

OLD BUSINESS

REVIEW SCHOOLS HAZARDOUS MATERIALS REMEDIATION STRATEGY/PLAN

Chairman Smyth said they were expecting an update and presentation from Mr. Hodel around August as the Board of Education completes their summer work regarding this item and would not be discussing it at this time.

NEW BUSINESS

A. REVIEW UNIT PRICE BIDS FOR SOUTH NORWALK SCHOOL MATERIALS TESTING AND FIELD INSPECTION SERVICES AND REFER THE FOLLOWING TO THE COMMON COUNCIL FOR ACTION: "AUTHORIZE THE PURCHASING AGENT TO ISSUE A PURCHASE ORDER TO CONNECTICUT MATERIALS TESTING LABORATORY, INC. FOR MATERIALS TESTING AND FIELD INSPECTION SERVICES FOR THE SOUTH NORWALK ELEMENTARY SCHOOL FOR A TOTAL NOT TO EXCEED $104,665.00 PLUS A CONTINGENCY ALLOWANCE OF $30,000.00 TO COVER ACTUAL TESTING AND INSPECTION SERVICES PERFORMED. FUNDS ARE AVAILABLE IN ACCOUNT ACCT. #09225010 5777 C0808

**** MS. DUNN MOVED TO APPROVE ITEM A. REVIEW UNIT PRICE BIDS FOR SOUTH NORWALK SCHOOL MATERIALS TESTING AND FIELD INSPECTION SERVICES AND REFER THE FOLLOWING TO THE COMMON COUNCIL FOR ACTION: "AUTHORIZE THE PURCHASING AGENT TO ISSUE A PURCHASE ORDER TO CONNECTICUT MATERIALS TESTING LABORATORY, INC. FOR MATERIALS TESTING AND FIELD INSPECTION SERVICES FOR THE SOUTH NORWALK ELEMENTARY SCHOOL FOR A TOTAL NOT TO EXCEED $104,665.00 PLUS A CONTINGENCY ALLOWANCE OF $30,000.00 TO COVER ACTUAL TESTING AND INSPECTION SERVICES PERFORMED. FUNDS ARE AVAILABLE IN ACCOUNT ACCT. #09225010 5777 C0808. AS SUBMITTED.**
**** MR. FRAYER SECONDED THE MOTION.**

Mr. Lo came forward to discuss this item. He provided a quick recap for those present. Mr. Phillips came forward to discuss this item. He reviewed the current bids for this item. Five bids were received of which four were purchasing compliant. He reviewed the details of the bids and the review process for those present. He provided the estimated total values for discussion and provided his recommendation.

Chairman Smyth asked if they had worked with them on any prior school projects.

Mr. Lo said they had but couldn't recall which project.

Mr. Frayer asked if there was any way to improve testing coordination to further control costs. Discussion followed regarding this point. Mr. Phillips provided information regarding the expected frequency of inspections.

Ms. Dunn asked why the contingency money total was $30,000.00. Mr. Philips reviewed how they had arrived at that total.

**** THE MOTION PASSED UNANIMOUSLY.**

B. REVIEW UNIT PRICE BIDS FOR NORWALK HIGH SCHOOL MATERIALS TESTING AND FIELD INSPECTION SERVICES AND REFER THE FOLLOWING TO THE COMMON COUNCIL FOR ACTION: "AUTHORIZE THE PURCHASING AGEN TO ISSUE A PURCHASE ORDER TO CONNECTICUT MATERIALS TESTING LABORITY, INC. FOR MATERIALS TESTING AND FIELD INSPECTION SERVICES FOR THE NORWALK HIGH SCHOOL FOR A TOTAL NOT TO EXCEED $510,479.80 PLUS A CONTINGENCY ALLOWANCE OF $50,000. FUNDS ARE AVALIBLE ACCOUNT ACCT. #09215010 5777 C0787

**** MR. FRAYER MOVED TO APPROVE ITEM B. REVIEW UNIT PRICE BIDS FOR NORWALK HIGH SCHOOL MATERIALS TESTING AND FIELD INSPECTION SERVICES AND REFER THE FOLLOWING TO THE COMMON COUNCIL FOR ACTION: "AUTHORIZE THE PURCHASING AGEN TO ISSUE A PURCHASE ORDER TO CONNECTICUT MATERIALS TESTING LABORITY, INC. FOR MATERIALS TESTING AND FIELD INSPECTION SERVICES FOR THE NORWALK HIGH SCHOOL FOR A TOTAL NOT TO EXCEED $510,479.80 PLUS A CONTINGENCY ALLOWANCE OF $50,000. FUNDS ARE AVALIBLE ACCOUNT ACCT. #09215010 5777 C0787. AS SUBMITTED.**
**** MS. DUNN SECONDED THE MOTION.**

Mr. Phillips came forward to discuss this item. He provided a summary of the project. They received six bids for the project and it was determined that four were compliant. An attached spreadsheet contained the information regarding the bids was provided as part of the agenda back-up. He also reviewed their reasoning for the $50,000 contingency.

Mr. Burnett asked if the company is staffed to cover two projects at the same time. Mr. Phillips reviewed the project schedule with corresponding testing needs and how it would be handled and how they would accomplish both projects at the same time.

**** THE MOTION PASSED UNANIMOUSLY.**

C. REVIEW REQUEST TO SECURE HUD FUNDING FOR THE NORWALK COMMUNITY RECREATION CENTER AT 98 SOUTH MAIN STREET AND REFER THE FOLLOWING TO THE COMMON COUNCIL FOR ACTION: "AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE ANY AND ALL DOCUMENTS FOR THE APPLICATION, ACCEPTANCE, AND IMPLEMENTATION OF A GRANT FROM HUD – COMMUNITY PROJECT FUNDING FOR THE PROPOSED NORWALK COMMUNITY RECREATION CENTER AT 98 SOUTH MAIN STREET IN THE AMOUNT OF $20,000,000."

**** MR. BURNETT MOVED TO APPROVE ITEM C. REVIEW REQUEST TO SECURE HUD FUNDING FOR THE NORWALK COMMUNITY RECREATION CENTER AT 98 SOUTH MAIN STREET AND REFER THE FOLLOWING TO THE COMMON COUNCIL FOR ACTION: "AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE ANY AND ALL DOCUMENTS FOR THE APPLICATION, ACCEPTANCE, AND IMPLEMENTATION OF A GRANT FROM HUD – COMMUNITY PROJECT FUNDING FOR THE PROPOSED NORWALK COMMUNITY RECREATION CENTER AT 98 SOUTH MAIN STREET IN THE AMOUNT OF $20,000,000."**
**** MS. DUNN SECONDED THE MOTION.**

Chairman Smyth said they had approved the subgrant a few months ago.

Mr. Lo came forward to discuss this item. He reviewed why this item needed approval.

**** THE MOTION PASSED UNANIMOUSLY**.

D. BUILDING MANAGEMENT

1. REVIEW BIDS FOR THE NORWALK CONCERT HALL TERRACE/STAIR/RAMP IMPROVEMENT PROJECT AND REFER THE FOLLOWING TO THE COMMON COUNCIL FOR ACTION: "A. AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE AN AGREEMENT WITH TITAN ENTERPRISES, INC. FOR THE NORWALK CONCERT HALL TERRACE. STAIRS AND ADA RAMP IMPROVEMENT PROJECT FOR A TOTAL NOT TO EXCEED $308,500.00. FUNDS ARE AVAILABLE FROM ACCOUNT #0923/247100 5777 C0439, #0920/211000 5777 C0536, #0923/247100 5777 C0476. B. AUTHORIZE THE OFFICE OF BUILDING MANAGEMENT TO ISSUE CHANGE ORDERS ON THE CONTRACT FOR A TOTAL NOT TO EXCEED $30,850.00. ACCT. #0923/247100 5777 C0476"

**** MS. DUNN MOVED TO APPROVE ITEM 1. REVIEW BIDS FOR THE NORWALK CONCERT HALL TERRACE/STAIR/RAMP IMPROVEMENT PROJECT AND REFER THE**

FOLLOWING TO THE COMMON COUNCIL FOR ACTION: "A. AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE AN AGREEMENT WITH TITAN ENTERPRISES, INC. FOR THE NORWALK CONCERT HALL TERRACE. STAIRS AND ADA RAMP IMPROVEMENT PROJECT FOR A TOTAL NOT TO EXCEED $308,500.00. FUNDS ARE AVAILABLE FROM ACCOUNT #0923/247100 5777 C0439, #0920/211000 5777 C0536, #0923/247100 5777 C0476. B. AUTHORIZE THE OFFICE OF BUILDING MANAGEMENT TO ISSUE CHANGE ORDERS ON THE CONTRACT FOR A TOTAL NOT TO EXCEED $30,850.00. ACCT. #0923/247100 5777 C0476" AS SUBMITTED.
**** MR. BURNETT SECONDED THE MOTION.**

Chairman Smyth noted that they had approved a portion of this item previously.

Mr. Lo came forwards to review this item. He reviewed the bids that had been previously approved by the Council why the prior contractor had not worked out. Further review followed.

Chairman Smyth noted potential issues with emergency egress issues and noted her approval of the changes to help people escape in the event of an emergency.

Mr. Frayer asked if it would be cheaper to tear it down than to spend the money to fix it. Mr. Lo said it would likely be ~$150,000 to tear down. Discussion followed regarding the cost of tearing it down vs. the cost of replacing it. Chairman Smyth noted that it was a historic building and felt it would not be the right thing to do.

Mr. Burnett asked what they could do to get the patio at the cheapest possible price. Mr. Lo reviewed the methods they were taking to cut the costs for those present including pouring concrete instead of flagstone. He also noted that they had put this project out to bid multiple times and it was unlikely to get cheaper. Chairman Smyth noted that ADA requirements were also a large portion of the cost. Further discussion followed regarding ways to potentially reduce the cost of the project including potentially reducing the terrace by half. A lengthy discussion followed.

**** THE MOTION PASSED UNANIMOUSLY.**

2. REVIEW BIDS FOR EMERGENCY GENERATOR MAINTENANCE SERVICES FOR VARIOUS BUILDINGS AND REFER RECOMMENDATION TO THE COMMON COUNCIL FOR ACTION: "AUTHORIZE THE PURCHASING AGENT TO ISSUE A PURCHASE ORDER TO NORTHEAST GENERATOR COMPANY FOR EMERGENCY GENERATOR PREVENTIVE MAINTENANCE SERVICES FOR 3 YEARS AT CITY HALL, HEALTH DEPARTMENT, FIRE HEADQUARTERS, POLICE HEADQUARTERS, BELDEN MAIN LIBRARY, AND PUBLIC WORKS CENTER/GARAGE FOR A TOTAL NOT TO EXCEED $21,324. FUNDING IS NOT AVAILABLE IN VARIOUS BUILDING OPERATING ACCOUNTS."

**** MR. FRAYER MOVED ITEM 2. REVIEW BIDS FOR EMERGENCY GENERATOR MAINTENANCE SERVICES FOR VARIOUS BUILDINGS AND REFER RECOMMENDATION TO THE COMMON COUNCIL FOR ACTION: "AUTHORIZE THE PURCHASING AGENT TO ISSUE A PURCHASE ORDER TO NORTHEAST GENERATOR COMPANY FOR EMERGENCY GENERATOR PREVENTIVE MAINTENANCE SERVICES FOR 3 YEARS AT CITY HALL, HEALTH DEPARTMENT, FIRE HEADQUARTERS, POLICE HEADQUARTERS, BELDEN MAIN LIBRARY, AND PUBLIC WORKS CENTER/GARAGE**

FOR A TOTAL NOT TO EXCEED $21,324. FUNDING IS NOT AVAILABLE IN VARIOUS BUILDING OPERATING ACCOUNTS." AS SUBMITTED.
**** MS. DUNN SECONDED THE MOTION.**

Mr. Lo came forward to discuss this item. The contract is for 6-7 buildings and for 3 years. He explained the reasoning behind the amounts. He said that the reason for there not being an account was that no account has been established yet.

**** THE MOTION PASSED UNANIMOUSLY.**

MISCELLANOUS/DISCUSSION ITEMS

Mr. Lo said he wanted to talk about City leases. He noted that the City does not have a lot of buildings that were leased out and that there were issues with standardization. He reviewed the issues with standardization for those present. He said that the understanding the unique terms of each tenant relationshipis important as there were new leases coming up for approval or that had expired that would need renewal. Discussion followed. He also provided an overview of various levels of expenditure for the buildings. Mr. Burnett said it would be helpful to understand what the inventory is in relation to the buildings being leased. He also noted that some of the leases had a level of uniqueness that needed to be accounted for. He suggested that the Committee put together guiding principles in relation to leased property. Mr. Frayer said he agreed with Mr. Burnett. Discussion followed. Chairman Smyth said they would look into this issue.

ADJOURNMENT

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

The meeting adjourned at 8:30 P.M.

Respectfully Submitted
Ian A. Soltes
Telesco Secretarial Services