CITY OF NORWALK
LAND USE & BUILDING MANAGEMENT COMMITTEE
REGULAR MEETING
MARCH 1, 2023

ATTENDANCE: Tom Livingston, Chairman; Heidi Alterman; Barbara Smyth; Nicol Ayers

STAFF: Michael Faenza; Alan Lo, Buildings and Facilities Manager

OTHER: Ryan Harold, Safety and Security Supervisor for Norwalk Public Schools; Jerri Toni; Sean Cahill; Brad Park; Karen Gottlieb; Sherelle Harris; Eddie Widofsky; Dan Philips; David Kimani; Council Member Diana Revolus; Council Member Darlene Young; Moina Noor; Amanda Cleveland

ROLL CALL

Chairman Livingston called the meeting to order at 7:18 P.M. There was a quorum present.

PUBLIC PARTICIPATION

There was no Public Participation at this time.

MINUTES OF PREVIOUS MEETING(S)

JANUARY 4, 2023

**** MS. SMYTH MOVED TO APPROVE THE MINUTES OF JANUARY 4, 2023 AS SUBMITTED.**
**** THE MOTION PASSED WITH THREE (3) IN FAVOR (LIVINGSTON, ALTERMAN, SMYTH) AND ONE (1) ABSTENTION (AYERS).**

OLD BUSINESS

There was no old business at this time.

NEW BUSINESS

REVIEW NORWALK SEAPORT ASSOCIATION'S REQUEST TO EXTEND THE LEASE FOR THE CITY TO PROVIDE ACCESS TO THE HOPE DOCK AT NORTH WATER STREET PARKING LOT AND REFER THE FOLLOWING TO THE COUNCIL FOR ACTION: "AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE AN EXTENSION TO THE AGREEMENT WITH NORWALK SEAPORT ASSOCIATION, INC. FOR THE CITY TO PROVIDE THE ASSOCIATION AND THEIR PATRONS WITH ACCESS TO THE HOPE DOCK AT NORTH WATER STREET PARKING LOT FROM APRIL 1, 2023 TO MARCH 31, 2024. ALL REMAINING TERMS OF THE AGREEMENT TO REMAIN UNCHANGED."

**** MS. ALTERMAN MOVED TO APPROVE ITEM REVIEW NORWALK SEAPORT ASSOCIATION'S REQUEST TO EXTEND THE LEASE FOR THE CITY TO PROVIDE ACCESS TO THE HOPE DOCK AT NORTH WATER**

STREET PARKING LOT AND REFER THE FOLLOWING TO THE COUNCIL FOR ACTION: "AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE AN EXTENSION TO THE AGREEMENT WITH NORWALK SEAPORT ASSOCIATION, INC. FOR THE CITY TO PROVIDE THE ASSOCIATION AND THEIR PATRONS WITH ACCESS TO THE HOPE DOCK AT NORTH WATER STREET PARKING LOT FROM APRIL 1, 2023 TO MARCH 31, 2024. ALL REMAINING TERMS OF THE AGREEMENT TO REMAIN UNCHANGED." AS SUBMITTED.

Mr. Lo came forward to discuss this item. This item comes up every year for the past several years. He provided a brief overview of the item. They have already talked to the D.O.T. and there is no impact on the access.

**** THE MOTION PASSED UNANIMOUSLY.**

This item will go to Common Council on March 14^{th}.

<u>REVIEW REQUEST TO EXTEND GRASSROOTS TENNIS' LEASE AT NATHANIEL ELY CENTER AND REFER THE FOLLOWING TO THE COUNCIL FOR ACTION: "AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE AN AMENDMENT TO THE LEASE AGREEMENT WITH NORWALK/STAMFORD GRASSROOTS TENNIS AND EDUCATION, INC. (AKA NORWALK GRASSROOTS TENNIS, INC.) FOR THE USE OF THE PORTABLE CLASSROOMS AT NATHANIEL ELY CENTER TO EXTEND THE LEASE PERIOD TO DECEMBER 31, 2028 AT $1 PER YEAR. GRASSROOTS SHALL CONTINUE TO HAVE FULL OPERATING AND CAPITAL IMPROVEMENT FINANCIAL RESPONSIBILITIES OVER THE LEASED PREMISES."</u>

**** MR. LIVINGSTON MOVED TO APPROVE REVIEW REQUEST TO EXTEND GRASSROOTS TENNIS' LEASE AT NATHANIEL ELY CENTER AND REFER THE FOLLOWING TO THE COUNCIL FOR ACTION: "AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE AN AMENDMENT TO THE LEASE AGREEMENT WITH NORWALK/STAMFORD GRASSROOTS TENNIS AND EDUCATION, INC. (AKA NORWALK GRASSROOTS TENNIS, INC.) FOR THE USE OF THE PORTABLE CLASSROOMS AT NATHANIEL ELY CENTER TO EXTEND THE LEASE PERIOD TO DECEMBER 31, 2028 AT $1 PER YEAR. GRASSROOTS SHALL CONTINUE TO HAVE FULL OPERATING AND CAPITAL IMPROVEMENT FINANCIAL RESPONSIBILITIES OVER THE LEASED PREMISES." AS SUBMITTED.**

Mr. Lo came forward to discuss this item. He reviewed the history of the property for those present. The money that they have collected from the rent is intended for the demolition of the old portable classrooms. The relationship between the City and Grassroot is that they will use the building for the first five years and pay the City and the City has no responsibility on repairing, maintaining, utility costs or similar things. He reviewed the rest of the details for those present. They have been through the initial 5 years and the council has approved two 2-year extension. They are looking to extend it for a further 5 years with a termination clause. There is no financial responsibility on the City's part.

Mr. Cahill came forward to discuss this item. He reviewed the history of Grassroots Tennis. The building is strategically located to the children.

Mr. Kimani came forward to discuss this item. He provided an overview of Grassroots Tennis and their current operations. He said that the six rooms at the location were vital to what they consider their core services. He then discussed how important the building was to their operations. He hoped that the lease extension would provide Grassroots with sufficient time to develop a new facility.

Ms. Ayers said that she was a big fan of Grassroots Tennis and recounted her history with the group. She hoped that they would come up with a plan to ensure that they get a structure to help their work.

Ms. Smyth also voiced her support for the organization and thanked them for the work they had done with the kids.

**** THE MOTION PASSED UNANIMOUSLY.**

REVIEW RECOMMENDATION FOR SHORT TERM LEASE WITH AMERICARE AT 98 SOUTH MAIN STREET AND REFER THE FOLLOWING TO THE COUNCIL FOR APPROVAL: "AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE A SHORT-TERM LEASE AGREEMENT WITH AMERICARES FREE CLINICS, INC., AN AFFILIATE OF AMERICARE FOUNDATION, INC. FOR THE CONTINUED USE OF A PORTION OF 98 SOUTH MAIN STREET TO PROVIDE MEDICAL RELATED SERVICES TO THE COMMUNITY. TERMS OF THE AGREEMENT SHALL BE AS OUTLINED IN ALAN LO'S MEMO DATED FEBRUARY 24, 2023."

**** CHAIRMAN LIVINGSTON MOVED TO APPROVE ITEM REVIEW RECOMMENDATION FOR SHORT TERM LEASE WITH AMERICARE AT 98 SOUTH MAIN STREET AND REFER THE FOLLOWING TO THE COUNCIL FOR APPROVAL: "AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE A SHORT-TERM LEASE AGREEMENT WITH AMERICARES FREE CLINICS, INC., AN AFFILIATE OF AMERICARE FOUNDATION, INC. FOR THE CONTINUED USE OF A PORTION OF 98 SOUTH MAIN STREET TO PROVIDE MEDICAL RELATED SERVICES TO THE COMMUNITY. TERMS OF THE AGREEMENT SHALL BE AS OUTLINED IN ALAN LO'S MEMO DATED FEBRUARY 24, 2023." AS SUBMITTED.**

Mr. Lo came forward to discuss this item. They are still working on the property regarding development, strategy, and plan. He noted that Americare had been on the property for a long time. He provided an overview of the property history. They are currently paying $8,000 a year. Mr. Lo feels now is the time to do a short-term lease with them with a 90-day termination clause for both sides. Further discussion followed.

Ms. Gottlieb came forward to discuss this item. She thanked the City for allowing them to function since 1994. She reviewed what they have done since then.

Ms. Ayers asked if they were vacating the properties which was why people were looking for other locations.

Mr. Lo said that they did not know what the future use of the building would be and they were looking around to see what other facilities were available to them. They are also looking to improve their facility. Further discussion followed regarding the services that Americare offered and the demographics that they have helped.

**** THE MOTION PASSED UNANIMOUSLY.**

REVIEW RECOMMENDATION FOR SECURITY ACCESS ENHANCEMENT AND REFER THE FOLLOWING TO THE COUNCIL FOR ACTION: "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 BROOKSIDE, KENDALL, SILVERMINE, TRACEY AND WOLFPIT ELEMENTARY SCHOOLS FOR A TOTAL NOT TO EXCEED $157,205.00. ACCT #09235010-5777-C0537"

**** CHAIRMAN LIVINGSTON MOVED TO APPROVE ITEM REVIEW RECOMMENDATION FOR SECURITY ACCESS ENHANCEMENT AND REFER THE FOLLOWING TO THE COUNCIL FOR ACTION: "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 BROOKSIDE, KENDALL, SILVERMINE, TRACEY AND WOLFPIT ELEMENTARY SCHOOLS FOR A TOTAL NOT TO EXCEED $157,205.00. ACCT #09235010-5777-C0537" AS SUBMITTED.**

Mr. Harold came forward to discuss this item. This project is part of their capital requests for 2022. They are looking to add wireless door contacts to the elementary school doors in the district. They plan to do all the schools as soon as they get approval for the funding. Each job is anticipated to last between 4-5 business days. He reviewed the installation process and how it would affect them upgrading doors in other schools. Further discussion followed regarding the doors. The funding for this project was part of their capital budget request with an allotment of $600,000.

**** THE MOTION PASSED UNANIMOUSLY.**

REVIEW RECOMMENDATION FOR SECURITY CAMERA IMPROVEMENTS AND REFER THE FOLLOWING TO THE COUNCIL FOR ACTION: "AUTHORIZE THE PURCHASING AGENT TO ISSUE A PURCHASE ORDER TO OMNI DATE LLC FOR WIRELESS ACCESS POINTS AT BRIEN MCMAHON AND NORWALK HIGH SCHOOLS FOR A TOTAL NOT TO EXCEED $80,000.00. ACCT #092350105777 C0537."

**** CHAIRMAN LIVINGSTON MOVED TO APPROVE ITEM REVIEW RECOMMENDATION FOR SECURITY CAMERA IMPROVEMENTS AND REFER THE FOLLOWING TO THE COUNCIL FOR ACTION: "AUTHORIZE THE PURCHASING AGENT TO ISSUE A PURCHASE ORDER TO OMNI DATE LLC FOR CAMERA ENHANCEMENTS AT BRIEN MCMAHON AND NORWALK HIGH SCHOOLS FOR A TOTAL NOT TO EXCEED $80,000.00. ACCT #092350105777 C0537." AS SUBMITTED.**

Mr. Harold clarified that this was 'Omni Data LLC' instead of 'Omni Date' and that they were attempting to purchase 'Camera Enhancements' instead of 'Wireless Access Points'.

Chairman Livingston withdrew his amendment.

**** CHAIRMAN LIVINGSTON MOVED TO APPROVE ITEM REVIEW RECOMMENDATION FOR SECURITY CAMERA IMPROVEMENTS AND REFER THE FOLLOWING TO THE COUNCIL FOR ACTION: "AUTHORIZE THE PURCHASING AGENT TO ISSUE A PURCHASE ORDER TO OMNI DATA LLC FOR CAMERA ENHANCEMENTS AT BRIEN MCMAHON AND NORWALK HIGH SCHOOLS FOR A TOTAL NOT TO EXCEED $80,000.00. ACCT #092350105777 C0537." AS CORRECTED.**

Mr. Harold reviewed the enhancements that would be performed including:

- Replacing all analog and outdated cameras.
- Replacing broken cameras.

- Enhancing current single-lens cameras to duel or quad lenses.
- Adding external cameras and cameras to blind spots.

**** THE MOTION PASSED UNANIMOUSLY.**

REVIEW BIDS FOR IMPROVEMENTS AT SOUTH NORWALK LIBRARY AND REFER THE FOLLOWING TO THE COUNCIL FOR ACTION: "1. AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE AN AGREEMENT WITH TITAN ENTERPRISES, INC. FOR THE RENOVATION OF THE SOUTH NORWALK LIBRARY FOR A TOTAL NOT TO EXCEED $423,615.00. ACCT. #_____

2. AUTHORIZE THE LIBRARY DIRECTOR TO ISSUE CHANGE ORDERS ON CONTRACT FOR A TOTAL NOT TO EXCEED $42,361.00."

Ms. Harris, Ms. Noor, and Ms. Cleveland came forward to discuss this project. She reviewed the history of the library, including its renovations, for those present. They have noticed a large number of elderly coming in over the Pandemic period. She reviewed their current renovation process. They have almost finished the renovations. Further discussion followed.

Mr. Lo noted that there was no account number and said that needed to be filled in. Also, when the item originally requested as part of the agenda, there was no request for contingency, and he had taken the liberty to include a contingency as Item B.

Ms. Cleveland reviewed the timeline for those present. Ideally, they will get an award recommendation letter out to Titan Enterprises by the end of March. Further discussion followed.

Ms. Harris provided design photos for those present. Discussion followed regarding the suggested designs. The Committee provided their opinions on which design options looked desirable.

**** THE MOTION PASSED UNANIMOUSLY.**

REVIEW RECOMMENDATION FOR SMOKE DETECTOR REPLACEMENT AT POLICE HEADQUARTERS AND REFER THE FOLLOWING TO THE COUNCIL FOR ACTION: "A. AUTHORIZE THE PURCHASE AGENT TO ISSUE A PURCHASE ORDER WITH SILENT WATCHMAN SECURITY SERVICES LLC. TO PROVIDE SMOKE DETECTOR HEAD REPLACEMENT AT POLICE HEADQUARTERS FOR A TOTAL NOT TO EXCEED $25,860.00 ACCT #09237100 5777 C0137

B. AUTHORIZE A CONTINGENCY ALLOWANCE FOR A TOTAL NOT TO EXCEED $2,586.00."

This item was handled out of order.

**** MR. LIVINGSTON MOVED TO APPROVE ITEM REVIEW RECOMMENDATION FOR SMOKE DETECTOR REPLACEMENT AT POLICE HEADQUARTERS AND REFER THE FOLLOWING TO THE COUNCIL FOR ACTION: "A. AUTHORIZE THE PURCHASE AGENT TO ISSUE A PURCHASE ORDER WITH SILENT WATCHMAN SECURITY SERVICES LLC. TO PROVIDE SMOKE DETECTOR HEAD REPLACEMENT AT POLICE**

HEADQUARTERS FOR A TOTAL NOT TO EXCEED $25,860.00 ACCT #09237100 5777 C0137 B. AUTHORIZE A CONTINGENCY ALLOWANCE FOR A TOTAL NOT TO EXCEED $2,586.00." AS SUBMITTED.

Mr. Lo came forward to discuss this item. The current smoke detectors are starting to fail and trigger false alarms and need to be replaced.

**** THE MOTION PASSED UNANIMOUSLY.**

SCHOOL CONSTRUCTION PROJECTS

SOUTH NORWALK SCHOOL - OVERVIEW OF ENERGY EFFICIENCY STRATEGIES

Mr. Lo said that they required the consulting team to provide an energy evaluation to make the building as energy efficient as possible. He provided further details on the energy evaluation.

Mr. Park came forward to discuss this item. He provided a slide show for those present with the following highlights:

- The HVAC system and the key factors involved in it.
- Criteria specific to the South Norwalk School such as the availability of natural gas.
- An overview of the ventilation system.
- Variable Refrigerant Flow and the associated benefits and considerations.
- An overview of the HVAC systems including its base operations, mostly electric, and all electric variations. This includes drawbacks and benefits and a discussion about the water heaters.
- The Conceptual Life Cycle Cost Comparison for the three options and if a cost could be attached to the three options for proper comparison.
- The Photovoltaic information including the offset to the building energy use and the potential for a ground-mounted system.
- Questions and concerns regarding the handling of blackouts, especially when the temperatures are freezing, and potential air quality issues.

UPDATE OF SCHOOL CONSTRUCTION PROJECTS

Mr. Lo and Mr. Philips came forward to discuss this item. Mr. Philips provided a PowerPoint presentation for those present containing the following highlights for Cranbury Elementary School:

- The Norwalk School Construction Program Master Construction Program Schedule.
- The status of Cranbury Elementary School including:
    - The construction of all the exterior walls.
    - The concrete masonry units being up.
- The efforts of Newfield construction to have the school completed on-time and the benefits that will provide for work.
- When they will be able to start demolition on the existing building.
- The delay of the generator for the school.
- The status of IT equipment.
- The installation of windows and storefronts.

- The start of work on sheetrock.
- The progress of construction of the roof.
- The installation of ceramic tile in the bathrooms.
- A review of the currently planned schedule.

Mr. Philips came forward to provide the following overview for Norwalk High School.

- The status of the special permit application.
- The status of construction documents.
- The updated project budget estimate.
- The construction schedule.

Mr. Philips came forward to provide the following overview for South Norwalk Elementary School:

- The schematic design phase was completed in January.
- The completion of a project estimates and them bringing the project back into budget range.
- Meetings with Planning & Zoning, Traffic, Mobility, and Parking, and the Department of Public Works to review the initial plans.
- A meeting with the State Office of School Construction Grants and Review for a schematic design review of the project.
- A review of the proposed layout of the school.
- The possibility of changing the orientation of the school layout.
- Conversations regarding drop-offs for students and buses.

MISCELLANOUS/DISCUSSION ITEMS

There were no Miscellaneous/Discussion items at this time.

ADJOURNMENT

**** MR. HEUVELMAN MOVED TO ADJOURN.**
**** THE MOTION PASSED UNANIMOUSLY.**

The meeting adjourned at 9:21 P.M.

Respectfully Submitted
Ian A. Soltes
Telesco Secretarial Services