



## REGULAR MEETING – ADA TRANSITION COMMITTEE AGENDA

JUNE 3, 2026, 10:00 AM

ROOM 231 AND ZOOM VIRTUAL MEETING

To allow public access, anyone may access a meeting by telephone and/or Zoom, or a recording in the City of Norwalk YouTube channel. Specific instructions and links can be found at [norwalkct.gov/meetings](https://norwalkct.gov/meetings).



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 William Hnatuk at [whnatuk@norwalkct.gov](mailto:whnatuk@norwalkct.gov) with the subject line "Public Comment" to provide written public comment prior to the meeting.

- I. **CALL TO ORDER**
- II. **ROLL CALL**
- III. **ACCEPTANCE OF MINUTES**
  - A.
    1. Regular Meeting: DATE 04-01-26
    2. Special Meeting: DATE 04-28-26
- IV. **PUBLIC PARTICIPATION**
- V. **OLD BUSINESS**
  - A. **On-going Projects:**

- City Hall Drive curb ramps
- Concert Hall Restroom Renovation
- Customer Service Counter Upgrades

**VI. NEW BUSINESS**

**A. Upcoming Events:**

- i. ADA Staff Training June 24th 10:00am
- ii. July- ADA Awareness Month Event

**B. Upcoming ADA Capital Improvement Project Priorities:**

1. Senior Center Ramp
2. Gallaher Mansion Elevator
3. Benjamin Franklin Center FCA Improvements

**VII. DISCUSSION**

**VIII. ADJOURNMENT**

**UPCOMING MEETINGS**

- A. Wednesday August 5th, 2026 10:00am, Room 231/Zoom**

**CITY OF NORWALK  
ADA TRANSITION COMMITTEE  
SPECIAL MEETING MINUTES - APRIL 28, 2026 at 11 AM  
VIA ZOOM VIRTUAL MEETING**

**ATTENDANCE:** Carol Frank, Chair (via telephone); Susanne Giannitti; Jan Degenshein; Beatrix Lane; Brett Davis (alternate – STAR, INC.); Daisy Franklin; Rev. Dr. Richard W. Clarke; Derick DeMarche (joined 11:02 AM – City of Norwalk Tax Assessor’s Office); James McClellan (joined 11:03 AM).

**STAFF:** Bill Hnatuk, ADA Coordinator.

**CALL TO ORDER**

Mr. Hnatuk called the meeting to order at 11:00 a.m. There was a quorum present.

**ROLL CALL**

Mr. Hnatuk conducted the roll call and acknowledged those present as noted above.

**NEW BUSINESS**

**A. ADA Capital Budget Allocations for Projects 1 and 2**

Project 1: City Hall Drive Curb Ramp Base Bid

Project 2: Concert Hall Restroom Bid Return

**DISCUSSION**

The Committee discussed the bids received and the reallocation of funds within the ADA capital budget to proceed with both projects.

**\*\*MS. FRANKLIN MOVED TO APPROVE THE REALLOCATION OF ADA CAPITAL BUDGET FUNDS FOR THE CITY HALL DRIVE CURB RAMP BASE BID PROJECT AND THE NORWALK CONCERT HALL RESTROOM RENOVATION PROJECT.**

**\*\*MR. DEGENSHEIN SECONDED THE MOTION.**

**\*\*MOTION PASSED UNANIMOUSLY.**

**ADJOURNMENT**

**\*\*MR. DEGENSHEIN MOVED TO ADJOURN.**

**\*\*MR. MCCLELLAN SECONDED THE MOTION.**

**\*\*MOTION PASSED UNANIMOUSLY.**

The meeting adjourned at approximately 11: 50 AM.

**Respectfully Submitted,  
Courtney Baldwin  
Recording Secretary**

**CITY OF NORWALK  
ADA TRANSITION COMMITTEE  
REGULAR MEETING MINUTES - APRIL 1, 2026  
ROOM 231 AND ZOOM VIRTUAL MEETING**

**ATTENDEES:** Carol Frank, Jan Degenshein, Derek DeMarche (City of Norwalk Tax Assessors Office), Suzanne Giannitti, Brett Davis (alternate- STAR, INC), Daisy Franklin, James McClellan, Beatrix Lane (Exec. Dir. Of the Norwalk Senior Center), Mike Scobo, Carol Frank.

**STAFF:** William Hnatuk (City of Norwalk ADA Coordinator).

**I. CALL TO ORDER**

The regular meeting of the ADA Transition Committee was called to order at 10:05 a.m. by Mr. Hnatuk.

**II. ROLL CALL**

Mr. Hnatuk conducted the roll call and noted the members present.

**III. ACCEPTANCE OF MINUTES**

A. Regular Meeting:  
1. 02-04-2026

**\*\*MS. GIANNITTI MOVED TO APPROVE THE MINUTES OF THE FEBRUARY 4, 2026, REGULAR MEETING.**

**\*\*MR. MCCLELLAN SECONDED THE MOTION.**

**\*\*THE MOTION PASSED. THE MINUTES WERE APPROVED AS PRESENTED (TWO ABSTENSTIONS INCLUDING MS. FRANK).**

**IV. PUBLIC PARTICIPATION**

There was no public participation.

**V. OLD BUSINESS**

A. On-going Projects:

Mr. Hnatuk reported that the SONO Railroad door upgrades project is now completed. The two door openers were installed at the garage entrance and are working fine. Bollards with paddles were installed and power is at one of the doors going to the platform at level 2. He noted that the project came in under budget and that leftover funds were used to accommodate the door installer at the new bathroom in the senior center. Mr. Hnatuk stated that issues remain with the senior center door going into sleep mode over the weekend and that Stanley Allegiant is scheduled to perform a service call. He explained the building code requirement for single-user restrooms to be able to lock and the need for an electronic locking system with extra buttons and wiring.

Mr. Hnatuk provided an update on the City Hall Drive curb ramps. The bid opening was held the previous Friday. The Department of Public Works is in the process of awarding the bid which will be finalized at the Public Works Committee meeting the following week. The base part of the project exceeded the one-hundred-thousand-dollar budget and the committee is proceeding with the first alternate which is the southern end of City Hall Drive from Eversley to the ball field. Mr. Hnatuk explained that costs were higher than expected because many existing sidewalks had non-compliant cross-slopes requiring removal and replacement of sidewalk panels in addition to the curb ramps. He shared his screen to illustrate the base bid area and the alternate area being constructed. Extensive discussion followed with questions and comments from Mr. Scobo, Ms. Frank, and Ms. Degenshein regarding the scope of work, sidewalk conditions, why the city is responsible for the sidewalks, departmental responsibilities for ADA compliance in their projects, the role of design professionals, and liability issues. Mr. Hnatuk responded to the discussion and explained his ongoing consultations with departments and the unique nature of Norwalk's ADA capital budget.

## **VI. NEW BUSINESS**

### **A. ADA Capital Budget Submittal FY 2026-27**

Mr. Hnatuk reported that the ADA capital budget submittal for fiscal year 2026-27 was zeroed out. The original request was four-hundred-eighty-thousand dollars with an additional one-hundred-fifty-thousand dollars phased for fiscal year 2027-28. The proposed allocations included eighty-thousand dollars for the Benjamin Franklin Community Center, one-hundred-fifty-thousand dollars for the Norwalk Senior Center, and four-hundred-thousand dollars for the Gallagher Mansion. The line item was deleted after a thirty-percent budget cut and reprioritization toward other projects including Cranberry Park trails and the sailing school boat launch at Calf Pasture Beach.

Mr. Hnatuk noted that the ongoing funded projects including the concert hall restroom renovation and the customer service counter upgrades still have their allocated funds. He stated that three-hundred-thousand dollars remains available for the concert hall bathrooms with some

amounts already spent on architectural and engineering work and three-hundred-thousand dollars remains available for the customer service counter upgrades. He presented drawings and renderings for the customer service counter upgrades including the security guard booth at the entrance and explained the priority order starting with the tax collector's office due to security needs followed by the assessor's office, town clerk, registrar's office, community services office, security guard, and building department. Mr. Hnatuk noted that the security guard booth design is currently in limbo pending a decision from the mayor's office on additional security measures such as turnstiles or ID checks.

Extensive discussion followed with input from Mr. Scobo regarding the booth design, size, visibility, potential bullet-resistant glass, and overall security considerations. Ms. Degenshein expressed frustration with the budget decision and thanked Mr. Hnatuk and those who submitted letters advocating for the projects. The committee discussed which project to prioritize if partial funding becomes available with Mr. Hnatuk stating that he would focus first on the ramp at the Norwalk Senior Center to coordinate with the new courtyard construction for accessibility and emergency egress reasons.

Ms. Lane provided input on the senior center courtyard doors and the safety issues for seniors using the area. The committee discussed preparing a letter advocating for one-hundred-fifty-thousand dollars for the senior center ramp and directing it to Economic and Community Development and City Council. Mr. Hnatuk advised on the process for submitting the letter.

## **VII. DISCUSSION**

Ms. Franklin shared that she had reported a non-functional handicap door button at the mall to security guards and that it was subsequently repaired.

## **VIII. ADJOURNMENT**

**\*\*MR. MCCLELLAN MOVED TO ADJOURN THE MEETING.**

**\*\*THE MOTION PASSED UNANIMOUSLY.**

## **UPCOMING MEETINGS**

A. Wednesday 06-03-2026

Respectfully Submitted,  
Courtney Baldwin  
Recording Secretary