

**CITY OF NORWALK
ADA TRANSITION COMMITTEE
REGULAR MEETING MINUTES - DECEMBER 3, 2025
ROOM 231 AND ZOOM VIRTUAL MEETING**

MEMBERS PRESENT: Michael Sgobbo, Suzanne Giannitti, Reverend Richard Clark, Mary Grace Giuliano, Derick DeMarche, James McClellan, Beatrix Lane.

STAFF: William Hnatuk (ADA Coordinator)

I. CALL TO ORDER

Mr. Sgobbo, serving as acting chair in the absence of the chairperson, called the meeting to order at 10:06 a.m.

II. ROLL CALL

Mr. Hnatuk took the roll. A quorum was established.

III. ACCEPTANCE OF MINUTES

A. Regular Meeting – October 1, 2025

Mr. Sgobbo noted two minor corrections: the word “restroom” should be one word and Mr. DeMarche’s name was misspelled. No further changes were offered.

****MR. SGOBBO MOVED TO APPROVE THE MINUTES OF THE OCTOBER 1, 2025, REGULAR MEETING AS CORRECTED.**

****MS. GIANNITTI SECONDED THE MOTION.**

****THE MOTION PASSED UNANIMOUSLY.**

IV. OLD BUSINESS

A. On-going Projects

Mr. Hnatuk reported that Stanley Allegiant has been selected to install power door openers at the South Norwalk Railroad Station garage entrance on Level 1 and on the westbound platform on Level 2, with Vinci Electric awarded the electrical work. Parts are expected within four to six weeks, after which installation will be coordinated.

Regarding City Hall Drive curb ramps, Mr. Hnatuk stated that the Department of Public Works has finalized drawings for one raised crossing and four curb ramps expected to fall within the \$100,000 budget. Additional work will be added if bids allow. He explained that ADA capital funds are being used to initiate the project, with Transportation, Mobility, and Parking and Public Works committed to funding and completing the larger master-plan scope later. Discussion followed regarding coordination and whether the project could be transferred entirely to another department’s budget. Mr. Hnatuk confirmed that the current approach had been approved by Common Council and is the agreed-upon method to advance the work.

Mr. Hnatuk advised that the Concert Hall restroom renovation is scheduled to go out to bid in February or March 2026, with construction to occur June through September 2026 when the hall is typically closed.

Customer service counter upgrades are progressing. The security desk at City Hall is being replaced with an enclosed booth featuring lower counter height and amplified communication. Drawings are complete and 3-D renderings are forthcoming before bidding. An improved amplified communication device is also being funded for the existing customer service window.

The Tax Collector's office counter upgrade will be designed by an architect rather than by modifying only one station. Three architectural bids were received, an architect has been selected, and the project will proceed to bidding once drawings are complete.

V. NEW BUSINESS

A. ADA Capital Budget Submittal FY 2026-27

Mr. Hnatuk presented the proposed \$480,000 capital budget request, which includes approximately \$280,000–\$300,000 for the Lockwood-Mathews Mansion elevator installation, approximately \$150,000–\$180,000 for the Senior Center rear access ramp and doors, and contingency funds. Extensive discussion occurred regarding the mansion project, including the potential future need for a single-occupant ADA restroom on the second floor, the value of presenting total project costs and multi-year planning to Common Council, and coordination with the forthcoming city-wide ADA Transition Plan being prepared by the WT Group for WestCOG.

Mr. Hnatuk emphasized proceeding step-by-step while using ADA funds to leverage larger departmental investment. Ms. Lane confirmed that the Senior Center rear access project will address all barriers at that entrance and that remaining sidewalk work will be part of the separately funded courtyard project.

****MR. CLARK MOVED TO APPROVE SUBMITTAL OF THE FY 2026-27 ADA CAPITAL BUDGET REQUEST IN THE AMOUNT OF \$480,000.**

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

****THE MOTION PASSED UNANIMOUSLY.**

VI. DISCUSSION

No additional items were raised under separate discussion.

VII. ADJOURNMENT

The meeting adjourned at 11:12 a.m.

Respectfully submitted,
Courtney Baldwin
Recording Secretary