

**CITY OF NORWALK
ADA TRANSITION COMMITTEE
REGULAR MEETING MINUTES - FEBRUARY 4, 2026
ROOM 231 AND ZOOM VIRTUAL MEETING**

ATTENDEES: Keenan McMahon, Mr. Clark, Jan Degenshein, Derek DeMarsh, Suzanne Giannitti, Brett Davis, Daisy Franklin, James McClellan.

STAFF: William Hnatuk.

I. CALL TO ORDER

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

II. ROLL CALL

Mr. Hnatuk conducted roll call and confirmed the presence of a quorum with seven members attending in person or via Zoom.

III. ACCEPTANCE OF MINUTES

A. Regular Meeting: December 3, 2025

Mr. Hnatuk noted one correction to the December 3, 2025, minutes under New Business regarding the ADA capital budget submittal. The total amount of \$480,000 was correct, but the allocation breakdown required adjustment as follows: \$250,000 to the Gallagher Mansion elevator project, \$150,000 to the Norwalk Senior Center at 11 Allen Road for an ADA ramp and door upgrades leading to the reconstructed courtyard, and \$80,000 to ADA improvements at the Benjamin Franklin Community Center for space utilized by the Family and Children’s Agency.

**** MS. FRANKLIN MOVED TO APPROVE THE MINUTES OF THE DECEMBER 3, 2025, REGULAR MEETING AS CORRECTED.**

**** MR. CLARK SECONDED THE MOTION.**

**** THE MOTION PASSED UNANIMOUSLY.**

The minutes were approved as amended.

IV. OLD BUSINESS

A. On-going Projects

Mr. Hnatuk provided updates on the following projects:

South Norwalk Railroad Station door upgrades – The project remains delayed pending delivery of parts from the manufacturer. Mr. Hnatuk reported ongoing communication with the contractor and stated that if delivery is not forthcoming soon, he may exercise the option to proceed with the second bidder. He noted that the same contractor successfully completed installation of a power door opener at the single-user ADA bathroom at the Norwalk Senior

Center using ADA capital budget funds from two years prior. Additional wiring and a compliant electronic locking system were required at the Senior Center; the contractor absorbed the cost of the lock upgrade, and the city covered the electrician's extra wiring expense. A new lock set is currently being ordered.

City Hall Drive curb ramp project – Mr. Hnatuk briefly recapped prior discussions involving coordination between the Department of Public Works and the Transportation, Mobility, and Parking Department. Earlier proposals included raised crossings for traffic calming, but drainage and engineering complexities increased costs significantly. The discussion on this item was not completed in detail during this portion of the meeting.

Concert Hall Restroom Renovation – The bid process is expected to begin within the next one to two weeks, with construction targeted to start at the end of the school year (late June or early July) when the Concert Hall sees minimal use.

Customer Service Counter Upgrades – Work continues with Gill and Gill Architects on final drawings for the City Hall security desk/booth, which will include an enclosed space for the security guard, a lower counter height to meet ADA standards, and improved security for the atrium. Renderings are still awaited before final approval and bidding. Drawings for the Tax Collector's office counter have undergone multiple revisions following site visits and consultations with department staff to accommodate workflow and security needs (cash, credit card, and check handling). This project is likely to be the most expensive of the counter upgrades. The total approved allocation for all customer service counter upgrades is \$300,000. Ms. Franklin asked about the timeline for the South Norwalk Railroad Station door contractor and whether current tariffs might be contributing to the delay. Mr. Hnatuk stated that the contract allows 4–6 weeks for parts delivery and that the timeframe is now approximately at that point. He was uncertain of the exact cause of the delay but noted that custom-ordered openers for double doors from the garage to the station are part of the hold-up. He intends to avoid multiple service visits by waiting until all required openers are available. Ms. Franklin also requested to see the proposed drawings for the City Hall security desk. Mr. Hnatuk agreed to share them with the committee but noted that final design aesthetic approval will likely rest with the mayor's office.

V. NEW BUSINESS

A. ADA Capital Budget Submittal FY 2026-27

Mr. Hnatuk reported that the originally proposed ADA capital budget amount of \$480,000 for FY 2026-27 has been reduced by 30% per direction from the Chief Financial Officer (related to the City's bond rating and overall borrowing levels; the reduction applies across departments). The revised request will therefore be **\$336,000**.

Ms. Franklin and others expressed concern about further reductions and sought clarification on whether the \$336,000 figure already reflects the 30% cut or whether an additional reduction might still be applied. Mr. Hnatuk confirmed that the \$336,000 is the amount to be submitted after the 30% reduction from the original \$480,000 request.

Discussion also touched on the Benjamin Franklin Community Center improvements previously allocated \$80,000. Priorities identified include replacement of non-compliant grab bars in the three ADA single-user restrooms (highest priority due to safety concerns), insulation of exposed hot water pipes under sinks, and installation of power door openers where feasible. Non-compliant signage was considered lower priority given the building's size and typical supervised use. Mr. Hnatuk indicated he would proceed first with grab bars and pipe insulation, then evaluate remaining funds for power door openers.

VI. DISCUSSION

Ms. Giannitti raised a question about whether an attendance policy for committee members had ever been finalized. Mr. Hnatuk stated that he had drafted language but did not move forward with it after discussion with the chair, as attendance issues had not proven problematic. The availability of hybrid (in-person and zoom) meetings and the current committee size have helped maintain quorum even when a few members are absent.

Ms. Franklin inquired whether any event or staff training is planned for the 36th anniversary of the ADA (2026), noting that a larger event and staff training occurred for the 35th anniversary. Mr. Hnatuk confirmed no comparable event is currently planned for this year. He noted that annual mandatory ADA staff training is not required but is provided periodically as part of the ADA Coordinator's responsibilities. Recent or upcoming trainings include sessions for the Health Department on service animals, specialized sidewalk/curb ramp standards for DPW, and planned training for the mayor's office on effective communication requirements (including social media and public meeting accommodations such as sign language interpreters).

Mr. Hnatuk recommended two resources for ADA information and training: the U.S. Access Board website (access-board.gov) and the Great Plains ADA Center (including recorded webinars from Accessibility Online).

Mr. Hnatuk also noted that Ms. Giannitti would forward information to members regarding strategies for advocating to maintain the \$336,000 budget request through the approval process.

VII. ADJOURNMENT

- ** MS. FRANKLIN MOVED TO ADJOURN THE MEETING.**
- ** MR. MCCLELLAN SECONDED THE MOTION.**
- ** THE MOTION PASSED UNANIMOUSLY.**

The meeting adjourned around 10:30AM.

The next regular meeting is scheduled for Wednesday, April 1, 2026, at 10:00 a.m. in Room 231 and via Zoom.

Respectfully Submitted,
Courtney Baldwin,

Recording Secretary