CITY OF NORWALK
ADA TRANSITION COMMITTEE
REGULAR MEETING
NOVEMBER 27, 2017

ATTENDANCE: Carol Frank, Chair; Mary Geake, Beatrice Winter; Jonathan Brown, Bancroft Daley (10:25 a.m.)

STAFF: Adam Bovilsky, Fair Rent/Human Relations Director; Darlene Young, Program Coordinator

OTHERS: None

CALL TO ORDER

Ms. Frank called the meeting to order at 10:06 a.m. A quorum was present.

UPDATES:

a. **Assisted Listening Devices**.

Assisted listening devices (ALD) have been installed in nine additional locations, including City Hall Room 231, various rooms in the Board of Education, the Senior Center, the Police Department, the Health Department, and variety of other locations. A final testing was done and Sound Associates has signed off.

Mr. Brown had several questions about the testing of the ALD system. Mr. Bovilsky said that the equipment will be stored at the security guard's desk. Users will have to request the equipment and submit a form of identification. Mr. Brown said that there are some rooms that are on infrared frequency and others on radio frequency. Mr. Bovilsky agreed and explained that the boxes are clearly marked for the individual rooms.

Ms. Winter said that at the Senior Center, they would have someone on the staff assigned to distributed the devices.

Mr. Brown asked how raising awareness regarding this system would be done. He pointed out that the sign in Room 231 had been removed. Mr. Bovilsky quickly located the sign and replaced it. Ms. Frank said that she felt that they should have an open house to demonstrate the system to people.

Discussion followed about possibly getting the information out via social media. Ms. Frank asked about placing an ad with the Chamber of Commerce. Mr. Brown asked if the secretaries who schedule the key meeting rooms could inform the various groups about the availability of the ALD devices.

Mr. Daley joined the meeting at 10:25 a.m.

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Mr. Brown asked if there was a standard logo that the City would use to represent ALD availability. A discussion about this followed along with the possibility of printing a handout.

INTRODUCTION OF NEW COMMITTEE MEMBER.

Ms. Young introduced Mr. Daley to those present. Ms. Frank asked all those present to introduce themselves. Ms. Young said that she had first gotten to know Mr. Daley during the Summer Youth Employment Program several years ago. Mr. Daley greeted everyone.

APPROVAL OF MEETING MINUTES: MAY 23, 2017

**** MS. WINTER MOVED THE MINUTES OF MAY 23, 2017.**
**** MS. GEAKE SECONDED.**
**** THE MOTION TO APPROVE THE MINUTES OF MAY 23, 2017 AS SUBMITTED PASSED UNANIMOUSLY**.

b. **Senior Center Bathroom Renovation**

Ms. Winter said that the men's restroom was 99% done. The women's room is 80% completed has the sheet rocking almost done. There have been various issues with the contractors, DPM. Discussion about the details then followed.

c. **Concert Hall**

Ms. Young stated that they had not made much progress on the project. She said that the original contractors had backed out of the job and now a new contractor has to be chosen. Ms. Young said that the department was working with Building Management. Mr. Bovilsky gave Mr. Daley a brief overview of the role that the Committee has in these various projects. Ms. Frank pointed out that while it is frustrating to have these type of delays, the amount of overall projects that the Committee had completed is significant.

d. **Norwalk High & Brien McMahon**

Ms. Young said that various renovation projects have gone out to bid through the Board of Education. Mr. Bovilsky explained that it has been difficult to work with the Board of Education due to the number of changes in the administration. However, he pointed out that when renovations are done at the schools, many of the ADA projects have been included and therefore completed.

Ms. Frank asked if the ramp at Norwalk High School would be done before the winter. Ms. Young said that she believe it would be.

e. **Open Captioning**.

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Ms. Young said that they had put out an RFP for the project and there were two candidates that had been tested. The first stage is for English and Spanish captioning for the recorded meetings, such as a Council meeting. The captioning will be added after the video is completed. Ms. Young said that the Department hopes to have this up by the beginning of the year. Mr. Bovilsky explained that this would be done as a contracting job and that they are considering hiring both individuals for a number of reasons.

NEW BUSINESS

a. **Approve ADA Staff Project Recommendation for 2017/18 Fiscal Year Capital Budget**

Ms. Young said that the Committee had completed a significant number of ADA projects and they should feel like they accomplished a great deal. This year, the Department is asking for $80,000 instead of $250,000.

Mr. Bovilsky reviewed the reasons for having the School Buildings included in the 2013 Compliance & Transition Plan.

The discussion moved to the issue of an accessible route between City Hall and the Health Department and an accessible route between the Health Department and East Avenue. Discussion followed.

Ms. Frank asked about the status of the library door openers at the South Norwalk Public Library. Ms. Young said that the project was completed.

**** MS. WINTER MOVED TO APPROVE THE 2018-19 WITH THE UNDERSTANDING THAT THERE MAY BE A LARGER ADDITIONAL PROJECT INCLUDED IN THE BUDGET AT A LATER DATE.**
**** MS. GEAKE SECONDED**.

Mr. Brown asked for clarification on the walkway between City Hall and the Health Department. Mr. Bovilsky said that they would be asking for a total of over $400,000 for that particular project. Mr. Bovilsky said that there had been an estimate of $500,000 for the accessibility path. Mr. Brown said that he had concerns about the fact that other smaller, City-wide projects would wait during that time.

**** THE MOTION TO APPROVE THE 2018-19 WITH THE UNDERSTANDING THAT THERE MAY BE A LARGER PROJECT INCLUDED IN THE YEAR PASSED WITH FOUR (4) IN FAVOR (DALEY, FRANK, GEAKE, AND WINTER) AND ONE OPPOSED (BROWN).**

b. **Operating Budget**.

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Mr. Bovilsky reviewed the City's definition for Operating budget. He said that there were smaller projects that were not Capital improvements, such as painting the parking lot where there was handicap spaces, room signage or hardware on doors. A request has gone out to the various departments to identify their projects for the Operating Budget. The large departments such as DPW usually can handle their Operating budget projects on their own, but a smaller department like the Library may not have he financial resources for the smaller projects like signage. Mr. Brown asked if the Department would have to include funding the projects for the smaller departments. Mr. Bovilsky said that this would be more of an update to keep the committee members informed on the various projects. Discussion followed about the possibility of running an ad in The Hour to inform the community about the various changes.

Ms. Young said that it would be important to start a campaign to let the residents know about all the improvements. The discussion moved back to the possibility of using of Facebook and other social media to let people know about the projects that have been completed.

UPCOMING MEETING DATES/TIMES

Mr. Bovilsky asked if the Committee members would like to meet before the next required meeting in late May to approve the budget. Several people indicated that they would like to meet in March. It was decided they would like to meet on March 5th at 1:00 p.m. with pizza.

ADJOURNMENT

**** MS. WINTER MOVED TO ADJOURN.**
**** MS. GEAKE SECONDED.**
**** THE MOTION PASSED UNANIMOUSLY**.

The meeting adjourned at 11:35 a.m.

Respectfully submitted,

S. L. Soltes
Telesco Secretarial Services.

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