

**CITY OF NORWALK
ADA TRANSITION COMMITTEE
REGULAR MEETING
OCTOBER 18, 2016**

ATTENDANCE: Carol Frank, Chair; Beatrix Winter

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

CALL TO ORDER.

Ms. Frank called meeting to order at 10:13 a.m.

Updates:

Norwalk Public Schools ADA Projects

Mr. Bovilsky explained that the Committee was actually nearing the end of their project list. He added that the BOE was embarking on a major renovation project for all the schools over the next few years. Ms. Frank asked if there were any projects that would correct problems that were detrimental to the students. Mr. Bovilsky said that the Committee had always ranked the projects in terms of safety.

Mr. Bovilsky said that the Committee had reviewed the Capital projects and compiled a list. There are also about 100 operating budget projects. He discussed how these might be handled financially.

Mr. Bovilsky said that Mr. Mocciae was looking to totally renovate the bathrooms at Cranbury Park.

APPROVAL OF MEETING MINUTES

June 29, 2016

The following corrections were noted:

Page 1, under **STAFF**: Please change “Fair Rent/Human Services Director; “ to “Human Relations and Fair Rent Director”

Page 2, under **Main Library Unisex Bathroom Renovation**, line 5, please change the following from “spend between \$8,0000 and \$10,000 to change” to “spend between \$8,000 and \$10,000 to change”

**** MS. WINTER MOVED TO APPROVE THE JUNE 29, 2016 MINUTES AS CORRECTED.**

**** MS. FRANK SECONDED.**

**** THE MOTION TO APPROVE THE JUNE 29, 2016 MINUTES AS CORRECTED PASSED UNANIMOUSLY.**

Updates CONT'D.

Assisted Listening Devices

Ms. Young said that Sound Associates was moving forward and the goal is to have this up and operational by the end of the year. Ms. Frank asked for clarification on the details. Building Management will oversee the project. Mr. Bovilsky said that there was going to be significant renovations in the Community Room and the system will be installed then.

Norwalk Public Schools ADA Project CONT'D

Ms. Young said that Gill & Gill was working on the ramp project with Mr. Bill Holdel from the BOE. This should be done by the end of the year. Gill & Gill suggested that the ramp have concrete footings to prevent the footings from rotting.

Closed captioning

Ms. Young said that having the Council meetings closed captioned in English would not have to be sent out through the formal bidding process.

Senior Center Bathroom Renovation

Ms. Winter said that the plans have been drawn up and will be submitted soon. With more staff at the center, everyone is eager for this to be done.

ADA Training

Ms. Young said that there was ADA Training session scheduled for November 17, 2016 at City Hall.

Mr. Bovilsky said that in the past, there has been training for the department management that was focused on legal issues and along with ones focused on basic ADA etiquette for the public. It has now been decided to provide legal issues awareness training for the entire staff. Mr. Bovilsky said that the goal was to do two sessions of one hour each.

Plan for Operating Budget

Mr. Bovilsky said that they would be reviewing both the Capital and Operating projects. Some of these are simple such as changing the hardware in the bathrooms, but are not Capital projects. He said that Ms. Young would be sending out a list to the various departments regarding these types of projects so the department directors could incorporate these into their upcoming budgets.

The discussion moved back to the upcoming BOE renovations. Mr. Bovilsky said that there were some issues, such as the entry ways that have to be done during the renovations. Ms. Frank said that she was concerned with whether the automatic doors are functioning and pointed out that the automatic doors at City Hall often don't work. She expressed concern that this type of issue may happen at schools.

The discussion moved to the parking issues at the Senior Center and the temporary handicapped parking issues at City Hall. Ms. Winter said that there was a need for better parking signage. The community is no longer used to having a school there and the speed limits have not been adjusted. Crosswalks also need to be installed. The parking is tight. When there are big events, people are parking on the side streets.

NEW BUSINESS

Review and Discussion of Possible ADA Capital Projects for 2017/18 Fiscal Year.

Discussion and Approval of ADA Staff Projects Recommendations for 2017/18 Fiscal Year.

Ms. Young reviewed the costs for the projects at the South Norwalk Library.

Mr. Bovilsky suggested that automatic door openers for the second and third floor bathrooms at City Hall.

The discussion moved to the design for a path between City Hall and the Health Department. This will involve significant re-grading and landscaping. Discussion followed.

**** MS. WINTER MOVED TO APPROVE THE RECOMMENDED BUDGET FOR 2017/2018 AS PRESENTED WITH AN ADDITIONAL CHANGES AS DISCUSSED.**

**** MS. FRANK SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

ADA Committee Membership Process

Mr. Bovilsky said that he had received a request from someone who would like to join the committee from a staff member who is disabled. The question is how someone

becomes a member of the Committee and whether there would be a conflict of interest. Discussion followed about the process. Mr. Bovilsky said that the meetings are open to the Human Relations Commissioners, along with the public.

Mr. Bovilsky suggested that the Committee make recommendation that the ADA Committee would send their actions to the Human Relations Committee for a formal approve the recommendations. Discussion followed.

Mr. Bovilsky suggested that some recruiting from the public that have backgrounds in various disabilities be done. Ms. Frank said that there needs to be a solid core that would attend the meetings. The discussion moved to having a simple questionnaire for potential candidates and then having the Committee vote to approve membership.

Mr. Bovilsky asked if there was a desire by the Committee members to develop an interest sheet for potential candidates. Ms. Winter said that there should be a recommendation on the information sheet informing candidates that there are mandatory for membership. The consensus was that this should be done.

Mr. Bovilsky asked if the Committee would want to refer the budget issues to the Human Relations. Ms. Frank said that she felt it should be kept within the Committee. Discussion followed on the pros and cons of doing this. It was. The consensus of the Commissioners not to refer the budget items to the Human Relations Commission.

UPCOMING. MEETING DATES/TIME

The next meeting for updates will be scheduled for January or February.

ADJOURNMENT

**** MS. WINTER MOVED TO ADJOURN.**

**** MS. FRANK SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

The meeting adjourned at 11:22 a.m.

Respectfully submitted

S. L. Soltes
Telesco Secretarial Services