CITY OF NORWALK
ADA TRANSITION COMMITTEE
REGULAR MEETING
FEBRUARY 18, 2016

ATTENDANCE: Carol Frank, Chair; Jonathan Brown, Daisy Franklin, Michael Geake, Karin Beggan, Yvonne Rodriguez

STAFF: Adam Bovilsky, Fair Rent/Human Services Director; Darlene Young, Program Coordinator; Jerry Frank, Intern

OTHERS: None

CALL TO ORDER.

Ms. Frank called the meeting to order at 5:12 p.m. A quorum was present.

APPROVAL OF MINUTES FROM NOVEMBER 18, 2015 MEETING.

**** MS. FRANKLIN MOVED THE MINUTES OF THE NOVEMBER 18, 2015 MEETING.**
**** MS. BEGGAN SECONDED.**
**** THE MOTION TO APPROVE THE MINUTES OF NOVEMBER 18, 2015 AS SUBMITTED PASSED WITH FOUR IN FAVOR (FRANK, BROWN, FRANKLIN, AND GEAKE) AND TWO ABSTENTIONS (BEGGAN AND RODRIGUEZ).**

UPDATES

- **Status of projects from 2013-2016**.

Ms. Young distributed copies of a report that shows all the projects that the Committee had done since 2013 and their status.

Mr. Geake asked why a project on page 1 was cancelled but the funding was still available. Ms. Young explained that the job cancellation had just occurred.

Mr. Brown asked when the encumbered funding would be used. Mr. Bovilsky explained that it usually referred to projects that were under contract. When the project starts, the funds are then drawn down.

- **Assisted Listening Device project**.

Ms. Frank asked for an update on the Assisted Listening Device project. Mr. Bovilsky said that since Jaffe Holden had been so delayed, the previous contract was expanded to

included other buildings, such as the Police Department Community Room. He explained the details of the RFP. Mr. Brown asked about the implementation of the project. Mr. Bovilsky explained that the implementation would have to go through the Purchasing Department. Currently, the department is waiting on the design from Jaffe Holden. The design is expected to arrive in the next few weeks. Mr. Manzi is the lead for the IT department and Ms. Young will be checking in frequently. Discussion followed.

Ms. Beggan asked if Jaffe Holden was aware of the timeline. Mr. Bovilsky explained that the company did not realize the project hadn't been completed because the employee involved had separated from the company. Mr. Brown said that it would be more important to have Mr. Bovilsky and IT on top of the project.

Ms. Frank suggested that Jaffe Holden be informed that the City could be fined for not providing this service. Mr. Bovilsky said that he would prefer not to go that route. Ms. Frank said that it was just passing along information.

The discussion moved to the system in the Council Chambers. Mr. Bovilsky said that the headsets would be with the security guard on the first floor in the atrium. Previously there was no security until after 4 p.m. However, now the desk is manned during the all operating hours.

Mr. Bovilsky then updated the Committee about the recent budget meetings. The recommendation from the Finance Department is to keep the budget at the same level of $250,000. There are still a number of steps in the process before the budget is finalized.

- **Norwalk's Public Schools ADA Projects**

Mr. Bovilsky said that there had been a long history of these projects with the Norwalk Public Schools. Mr. Bovilsky scheduled a meeting with Dr. Adamowski, BOE Finance Director Hamilton and Mr. Bill Hodell. Dr. Adamowski was not able to attend the meeting at the last minute. However, there are number of renovations that will be done on different schools. When those renovations are done, they will include the various updates such as cane warning systems and other projects. Until the BOE determines what the order is for the projects, it makes no sense to press forward on the various projects.

Ms. Frank asked about the conversion of a janitor's closet into an handicapped bathroom at the Allen Street Senior Center. Mr. Bovilsky said that the project had been omitted. There had been numerous discussions about this because there were some who wanted a major renovation of the entire Senior Center. Mr. Frank pointed out that the project was l isted on page 6.

Mr. Brown asked about the Cranbury Park construction and why the new construction for the bunkhouse had not been ADA compliant. Mr. Bovilsky said that he would look into this. He added that Mr. Mocciae was usually very good about incorporating ADA features into any project his department does. Mr. Brown said that details of the plan were on the Norwalk City website and there was no mention of the ADA compliance. The building will be an "Indoor Activity Space". The discussion moved to the proximity of the building to the Cranbury School and to the proposed zip line.

Mr. Bovilsky said that the new Connecticut building codes will include ADA requirements.

- **Inclusion of ADA language in City's outdoor dining contracts**.

Mr. Bovilsky explained that there was a difference between having outdoor dining on private property, such as a back patio, or having dining on the street.

Ms. Young displayed an application for the outside dining on the City streets. The concern is insuring that the dining area allows enough sidewalk to allow pedestrians to freely move along the sidewalk. Mr. Bovilsky said that it would be important to make sure that restaurant owners understand the regulations.

The discussion moved to the sidewalks along Washington Street, which have varying heights and are difficult for someone who is disabled to navigate. Mr. Bovilsky said that the property owners are responsible for their sidewalks. He cautioned people that the Committee did not want to make it difficult for residents to repair their homes. However, the committee could work on commercial areas.

**** MS. FRANKLIN MOVED TO INSTRUCT MR. BOVILSKY AND MS. YOUNG TO APPROACH THE PLANNING AND ZONING DEPARTMENT TO REQUEST THAT THEY INCLUDE A RESTAURANT OUTDOOR DINING FACT SHEET TO BE PRESENTED TO THE RESTAURANT OWNERS WHEN THEY APPLY FOR OUTDOOR DINING PERMITS.**
**** MS. BEGGAN SECONDED.**
**** THE MOTION PASSED UNANIMOUSLY**

- **Captioning of Common Council meeting videos**

Ms. Young said that the Mayor had been pleased with the closed captioning on the Council meetings and now would like it to be also available in Spanish. She said that the cost would be about $175.00 for English closed captioning for a two hour meeting. To do it in Spanish would cost $1,700 per meeting. Operating budgets are approved by the Board of Estimate and Taxation. Per year for English closed caption is about $4,800. The cost for Spanish closed captioning would be over $50,000 a year.

Mr. Bovilsky said that the Federal law requires the City to provide services for Limited English proficiency. He said that it would probably be determined during the budget process. Discussion followed about the different aspects of the project.

- **Discussion of Next Steps**

Mr. Bovilsky said that this meeting had been scheduled to discuss the capital projects and their status.

Ms. Frank said that it would be good to have Ms. DeLuca, the Emergency Management Deputy Director, present to talk about the various Emergency Management projects underway.

Mr. Bovilsky said that early April and late May would be good times to schedule the next meeting. Mr. Bovilsky said that Ms. Young could update the members via email about the status of various project.

ADJOURNMENT

**** MS. BEGGAN MOVED TO ADJOURN**
**** MS. RODRIGUEZ SECONDED.**
**** THE MOTION PASSED UNANIMOUSLY**.

The meeting adjourned at 6:22 p.m.

Respectfully submitted,

S. L. Soltes
Telesco Secretarial Services