

Project Kickoff Meeting

Ryan Park / 192310567

Date/Time: September 22, 2015
Place: Norwalk City Hall
Next Meeting: November 11, 2015
Attendees: See Attached

Immediate Project List

Tree Removal

- Conduct a walkthrough of Ryan Park and review the condition of the existing trees.
- David Westmorland will schedule a walkthrough and develop an associated budget to pruning or removal of existing trees on the site.
- CNI funds could be used to pay for this immediate tree work but there is paperwork involved.

Fencing & Backstop

- It was suggested that the fencing along Day be reduced down to 4' and add new top rails and fabric to improve visibility into and out of the park. The fence height along day was required for baseball activities. With the fence being reduced to 4' the field will no long be used for baseball so the existing backstop should be removed.
- Mike Mocciae indicated that the City has an existing fencing vendor contract and he would be able to get pricing from on these modifications.

Lighting

- As a way to improve visibility and security it was suggested to replace the existing fixtures on the SoNo Community Center with new brighter LED fixtures. Kelly Robertson indicated that SoNoCC has no funding for new fixtures or a utility increase.
- It was suggested that if all of the SoNoCC exterior fixtures were replaced with LED's the utility cost might be the same as it is now because of improved efficiency. City or 2nd tax district would pay for the purchase and installation of the new fixtures.
- David Westmorland suggested that the 2nd tax district might connect the new fixtures directly to the street fixtures. He will look review and provide budgets for the options discussed.

Security System

- Kelly Robertson indicated that the SoNoCC has an advanced security system that is regularly monitored.
- Kelly suggested that the existing security cameras in Ryan Park could be routed to the SoNoCC security system that has regular monitoring since the Norwalk Police Department doesn't have the manpower to monitor all cameras.
- Kelly offered to have her security consultant come and present to the committee.

Design with community in mind

General

- Susan will draft up the immediate modifications for presentation to Recreation and Parks October meeting.
- Accessible parking inside the park is not defined. Currently there are two accessible parking spaces along the access road on the north side of the SoNoCC.
- This access road and the paved area along the east side (back) of the SoNoCC serves as a service access for the community center and must remain in this capacity.
- The next Advisory Committee meeting is scheduled for November 11, 2015 @ 11am.

The foregoing is considered to be a true and accurate record of all items discussed. If any discrepancies or inconsistencies are noted, please contact the writer immediately.

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Project Manager
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Attachment: Sign-in Sheet
Updated Project Schedule

c. Cc List

9/22/15

RYAN PARK - COORDINATION MEETING

NAME	COMPANY	EMAIL
JEFF OLSZEWSKI	STANTEC	JEFF.OLSZEWSKI@STANTEC.COM
Tami Strauss	Redevelopment	tetrauss@optonline.net
Michael Moccia	Friends of Park	mmoccia@norwalkct.org
Susan Sweitzer	NRA	ssweitzer5@norwalkt.org
DAVID WESTMORLAND	2nd Tax District	DGWESTMORLAND@4100.COM
Raymond Dunlap	President Washington Village	dunlap9185@gmail.com
Christopher Pott	Treasurer, Friends of Ryan Park	HARRYPATZER@OPTONLINE.NET
CARY SURBEE	STANTEC	CARY.SURBEE@STANTEC.COM
Ian TIENS	Norwalk Housing Authority	TIENS@NORWACKHA.ORG
Darlene Young	Fair Rent	dyoung@norwalkct.org
Kelly Robertson	So No CC	KRobertson@SoNoCC.org

**Development of Design and Engineering for Ryan Park
City of Norwalk, CT
Project Work Plan – Meetings Dates**
Prepared by Stantec

August 2015

8/19 – Project Kick-Off / Review of Work Plan

September 2015

9/2 – Open House: City Staff / Department Interviews

9/10 – Public Outreach #1: SWOT Assessment

9/22 – Advisory Committee Meeting / Updates @ **11am**

October 2015

10/14 – Recreation & Parks/Advisory Committee: Draft Program Plan Review

10/20 – Public Outreach #2: Preliminary Program Recommendations

November 2015

11/5 – Public Outreach #3: Draft Preliminary Design Review

11/11 – Recreation & Parks/Advisory Committee: Draft Preliminary Design Review

December 2015

12/9 – Recreation & Parks Committee of the Common Council: Preferred Draft Preliminary Design Review

*****Holiday Break*****

January 2016

1/19 – Public Meeting: Adoption of Proposed Preliminary Design

1/26 – Norwalk Common Council: Adoption of Proposed Preliminary Design

February 2016

None

March 2016

3/1 – Milestone Meeting with City: 50% Construction Document Completion

April 2016

4/19 – Submission of 100% Construction Documents