

Project Kickoff Meeting

Ryan Park / 192310567

Date/Time: August 19, 2015
Place: Norwalk City Hall
Next Meeting: September 10, 2015
Attendees: See Attached

Public Outreach Meeting #1 SWOT

- Thursday September 10, 2015 at Norwalk Community Center.
- 6:15pm site walk and 6:30pm meeting start.
- Stantec to draft text for meeting notification and provide to Susan.
- Notification should be in English, Spanish and Creole. City to provide creole translation.
- Notification by one or all of the following:
 - flyer
 - posting
 - mailing
 - TV notification
- The overall schedule was revised (see attached). The meeting scheduled for September 3, 2015 with City staff was rescheduled for September 2, 2015.

Roadway & Infrastructure

- Roadway and infrastructure will be completed independent of Ryan Park and the housing development.
- Tighe & Bond is the consultant responsible for Raymond & Day improvements.
- Tighe & Bond is the completing a FONSI for the roadway component.

Dry Egress

- Is dry egress required in the park?
- 2nd tax district has provided a suggestion for the dry egress and has submitted to Tighe & Bond and is awaiting a response.
- Dry access to be reviewed as the design process moves forward

Park Design and Regulatory

- Once the design is established an environmental assessment review record will need to be submitted for public notice and then submitted to HUD.
- Agency and department review will be required for HUD submission including but not limited to:
 - Fish & Wildlife
 - SHPO,
 - Local Indian Tribes,
 - Flood Plain Review
- A FONSI will be required for HUD submission. This is outside Stantec's scope of work.
- Phase I Environmental Site assessment of Ryan Park will be completed by the City of Norwalk.

Communication and Correspondence

- All correspondence should run through Susan Sweitzer
- Neighborhood communication will be done through:
 - Neighborhood Outreach
 - HUD's Choice Neighborhood Website
 - www.RebuildblockD.org
- The next Advisory Committee meeting is scheduled for September 27, 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.

Jeff Olszewski, RLA
Project Manager
Phone: 203-495-1645
Jeff.olszewski@stantec.com

Attachment: Sign-in Sheet
Updated Project Schedule

c. Cc List

RYAN PARK

August 19 2015

<u>NAME</u>	<u>COMPANY</u>	<u>EMAIL</u>
JEFF OLSZEWSKI	STANTEC	JEFF.OLSZEWSKI@STANTEC.COM
PHILIP KATZ	STANTEC	Philip.katz@stantec.com
Raymond Dunlap	President Washington Village	dunlap9185@gmail.com
DAVID WESTMORLAND	2ND TAXING DISTRICT	DGWESTMORLAND@YANOO.COM
TOM TIVERS	NORWALK HOUSING AUTHORITY	TIVERS@NORWALKHA.ORG
Susan Sweitzer	Norwalk Redevelopment Agency	SSweitzer@norwalkct.org
Darlene Young	Norwalk Redevelopment Agency	
Faye Bowman	(By phone)	
Christopher Potts	(Friends of Ryan Park)	HARRYPATZER@optonline.net
Kelly Robertson	SONOCC	KRobertson@Sonocc.org
Sandra Dulcap	FRIENDS OF RYAN PARK	



**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

10/8 – Public Outreach #2: Preliminary Program Recommendations

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

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