

**ECONOMIC AND COMMUNITY DEVELOPMENT
OF THE COMMON COUNCIL
125 East Avenue
P.O. Box 5125
Norwalk, CT 06856**

TO: MEMBERS, ECONOMIC AND COMMUNITY DEVELOPMENT COMMITTEE OF THE
COMMON COUNCIL

FROM: JOHN KYDES, CHAIRMAN

DATE: OCTOBER 31, 2023

RE: MEETING NOTICE

The Regular Meeting of the Economic & Community Development Committee is scheduled for Thursday, November 2, 2023 at 7:00pm. To allow public access, anyone may access a meeting by telephone, Zoom, and/or the City of Norwalk YouTube channel. Specific instructions and links can be found at www.norwalkct.org/meetings.



Members of the public can call in and listen to a meeting. They will not be able to speak or see any of the meeting participants. Each meeting will use a unique Meeting/Webinar ID. Please find the information using the link above.



Members of the public who wish to provide "live comments" will need to register in advance and use the Zoom meeting platform. All participants will be muted upon entering the meeting. To speak, click the "raise your hand indicator" and you will be called on by the host of the meeting during the public comment section. Please find the information using the link above.



Members of the public who wish to view the meeting, but are not participating, can view a live stream on the City of Norwalk YouTube channel. This stream is delayed by approximately 20 seconds. Please find the information using the link above. The meeting recording and minutes will be posted on the City of Norwalk website within seven (7) days after the meeting.



Members of the public who wish to provide public comment are encouraged to submit those via email in advance of the meeting. For these comments to be read into the record, they should be submitted at least three hours in advance of the meeting start time. Please email Maritza Alvarado at malvarado@norwalkct.gov to provide written public comment prior to the meeting.

**ECONOMIC AND COMMUNITY DEVELOPMENT COMMITTEE OF THE COMMON COUNCIL
REGULAR MEETING
NOVEMBER 2, 2023 @ 7:00PM
AGENDA**

**CALL TO ORDER
ROLL CALL
PUBLIC PARTICIPATION**

I. ADMINISTRATION

A. Approval of the Minutes of September 7, 2023 meeting.

II. NEW BUSINESS

A. BUILDING AND CODE ENFORCEMENT

1. Authorize the Comptroller's Office to create a non-lapsing special revenue fund account to receive funds, sponsorships, and donations for Neighborhood Cleanups that can only be used on future or current neighborhood improvement initiatives.
2. Authorize the expenditure of \$53,992.40 to purchase 20 garbage can sets from Recycle Away, LLC. via sole source procurement.
ACCT: 530000-5776

B. BUSINESS DEVELOPMENT & TOURISM

1. Authorize the Mayor, Harry W. Rilling, to execute an agreement with ARC Sound. Stage. Lighting. For Purchasing project 4323 Stage, Lighting, and Sound Services for Norwalk Holiday Events for a total not to exceed \$30,000.
ACCT: 0924-3780-5777-C0680
- 1b. Authorize the Business Development & Tourism Director to issue change orders on the contract for a total not to exceed \$3,000, 10% of the total contract cost.
ACCT: 0924-3780-5777-C0680
2. Authorize the Comptroller's Office to create a non-lapsing special revenue fund account to receive funds, sponsorships, and donations for Special Events that can only be used on future or current special event expenses.
3. Authorize the Comptroller's Office to create a non-lapsing special revenue fund account to receive funds, sponsorships, and donations for the Arts and Cultural District and the Arts and Cultural District Commission in accordance with the City of Norwalk Ordinance Chapter 17A: Arts and Culture Commission.

III. OLD BUSINESS

ADJOURNMENT

**CITY OF NORWALK
ECONOMIC AND COMMUNITY DEVELOPMENT COMMITTEE
OF THE COMMON COUNCIL
REGULAR MEETING
VIA TELECONFERENCE
SEPTEMBER 7, 2023**

ATTENDANCE: John Kydes, Chair; James Frayer; Bryan Meek; Barbara Smyth; Darlene Young; Lisa Shanahan (7:30 p.m.)

STAFF: Anna Breault, Special Events Coordinator; Sabrina Godeski, Director of Business Development and Tourism; Steven Kleppin, Director of Planning and Zoning; James Travers, Director of Transportation, Mobility and Parking; Jessica Vonashek, Chief of Economic and Community Development

OTHERS: Brian Kasper, Cultural Arts Commission Chair; Annica Lydenberg, You are Not Alone

CALL TO ORDER

Mr. Kydes called the meeting to order at 7:02 p.m.

ROLL CALL

Mr. Kydes called the Roll as indicated above.

PUBLIC PARTICIPATION

There were no members of the public present who wished to comment.

I. ADMINISTRATION

A. Approval of the Minutes of July 6, 2023, Meeting.

**** MS. SMYTH MOVED TO ACCEPT THE MINUTES AS PRESENTED
** MOTION PASSED WITH ONE (1) ABSTENTION (MR. MEEK)**

II. NEW BUSINESS

A. REDEVELOPMENT

**** MR. FRAYER MOVED TO ADVANCE THE PY47 CAPER TO THE COMMON COUNCIL WITH AUTHORIZATION FOR THE MAYOR TO SIGN ALL FORWARDING DOCUMENTATION REQUIRED BY HUD.**

Mr. Kleppin explained that they are reporting on the third year. This report summarizes their accomplishments and how much they have spent.

Mr. Frayer said the report was very comprehensive and Mr. Kydes thanked all involved for their hard work.

**** MOTION PASSED UNANIMOUSLY**

B. PLANNING AND ZONING

1. Zoning Update, including Waterfront Study.

Mr. Kleppin presented slides dated September 7, 2023. He explained that the Zoning Commission has been meeting every Wednesday to review the plan. He noted they have scaled back the upzoning. They referred the Plan out and are waiting for comments. The Harbor Management Commission submitted a memo with concerns entered around adding density along the waterfront. They did not look favorably on the recommendations made by the Economic and Community Development Committee. A public hearing will take place in about two weeks and Mr. Kleppin said he anticipates a robust discussion.

Mr. Kleppin gave an update on the CIRCA Resilience Study and the Affordable Housing Plan. He explained that some major projects include North 7, Phase 1, Monroe Street, the Pinnacle at 370 West Avenue (the former YMCA site) and 15-17 Chestnut Street.

Mr. Kleppin described the 370 West Avenue site and said it would include 204 units. He presented the site plans and a rendering of what the buildings will look like.

The 15-17 Chestnut Street development will include 204 units along with a generous court yard. Mr. Kleppin presented a rendering of the development.

All application materials are on the Planning and Zoning page. Mr. Kleppin explained that anything associated with Zoning regulations have their own page.

In response to Ms. Young's question, Mr. Kleppin said there will be a total of 512 units once all the phases are completed. Ms. Young expressed concern about traffic patterns. Mr. Kleppin said the City is actively engaging with the developer on one way flow and on-street parking. Mr. Young stressed that people have to come out to see the traffic. She added that she hoped the community would be engaged in the process.

Mr. Travers said they just got the study back and asked Ms. Young if they could discuss how best to engage the community. She said it is helpful to know how many apartments are being built and would appreciate that data. Mr. Kleppin said he could provide that information.

Mr. Kydes said that regardless of the study, there will be an increase in traffic. Ms. Smyth asked if the townhouses will be included in the 10% affordable units. Mr. Kleppin explained that the requirement is 10% of the units. They have to be dispersed evenly within the development.

Mr. Kydes talked about the concerns that were raised about changing zoning from one family to two family. Mr. Kleppin said that has been reduced quite a bit. Mr. Kydes asked if East Norwalk has been removed from the new regulation and Mr. Kleppin said that 80-90% of the proposal has been removed.

Ms. Shanahan joined the meeting at 7:30 p.m.

Mr. Frayer asked if there were any more applications coming in for apartment developments. Mr. Kleppin said that the only one that has been approved is on Glover Avenue. He added that Webster Street may be developed. Mr. Kleppin said there is a lot of interest in Norwalk by developers.

Mr. Frayer asked if all of the units were rental. Mr. Kleppin said they are all rental units. Mr. Kydes added that banks are not lending for condominiums.

Mr. Meek noted that the Waypoint Development commercial space has not been rented out after eight years. He asked about the forecast for filling this capacity, now that they are putting more traffic in the area. Mr. Kleppin said they are very cognizant about the commercial space. They no longer require ground floor commercial space because the likelihood of it filling up is slim.

C. TRANSPORTATION, MOBILITY, AND PARKING

**** MS. YOUNG MOVED TO AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE AN AGREEMENT WITH TRI-STATE LED FOR \$36,217.40 TO UPGRADE THE ELECTRICAL FIXTURES IN THE ISLAND ADJACENT TO MARITIME AQUARIUM.
ACCT: 510000 5796 GGP08 & 0923 3710 5777 C0773**

Mr. Travers explained that they were notified the lights have been out and determined they were under Parks and Recreation, but not maintained by Parks and Recreation. He said they need to be replaced and will be dark sky compliant. The bid presented is the lowest bid and the contractor will paint all the poles black. He said they are Parks and Recreation fixtures and will be maintained by Parks and Recreation. Sixteen fixtures will be replaced and will match the style located throughout SoNo.

Mr. Meek left the meeting at 7:46 p.m.

**** MOTION PASSED UNANIMOUSLY**

**** MS. SHANAHAN MOVED TO AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE AN AMENDMENT TO THE CDM SMITH AGREEMENT TO INCLUDE AN ADDITIONAL \$27,150 FOR THE HAMILTON AVE STAIRCASE.**

ACCT: 520000-5796-MLK01

Mr. Travers explained that this project will be funded out of the MLK Grant. The new design was checked by a consultant. The estimated cost for the project is \$420,000.

**** MOTION PASSED UNANIMOUSLY**

D. BUSINESS DEVELOPMENT & TOURISM

**** MR. FRAYER MOVED TO AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE A CONTRACT WITH YOU ARE NOT ALONE MURALS, PURPOSE PROJECTS NY, IN AN AMOUNT NOT TO EXCEED \$25,000 TO INSTALL A MURAL LOCATED ON BRIEN MCMAHON HIGH SCHOOL AS APPROVED BY NORWALK PUBLIC SCHOOLS FACILITIES AND ADMINISTRATION.**

ACCT: 0922 3760 5777 C0804 & 0923 5777 C0804

Mr. Kasper explained that this is a purpose driven project. He shared his screen and described the project that started in 2019 in Brooklyn, NY. They are a public art project that inspires artists to create work in their communities.

Ms. Lydenberg described the proposal for Brien McMahon High School and presented the mural. The budget reflects the event and the mural. They have plans for a second mural.

Ms. Smyth asked if the artists will engage with the students as to how they work and if so, how. Ms. Lydenberg said they would love to facilitate speaking to the students about the project. They definitely want to work with the high school to be sure people understand the story. Ms. Smyth asked if they are working with the Principal. Ms. Godeski said they are working with the Principal to see how they can fit it into the curriculum. Mr. Frayer noted the City paid a couple of hundred thousand dollars for mental health and made a big investment this year. He said it is important to maximize the efforts on both sides. Ms. Godeski said they only had one conversation with the Principal and the hope is for general mental health awareness. Ms. Young said that depending upon how successful this is, they may want to start in the middle schools, because this has no age limit. She agreed that they need to make a concerted effort to maximize the funds.

**** MOTION PASSED UNANIMOUSLY**

**** MS. SHANAHAN MOVED TO AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE A CONTRACT WITH ARC SOUND. STAGE LIGHTING. LLC TO INSTALL AND PRODUCE STAGES AND LIGHTING AND SECURE ENTERTAINMENT FOR THE CITY OF NORWALK NIGHTFAIR ON WASHINGTON HALLOWEEN EVENT IN AN AMOUNT NOT TO EXCEED \$75,000 VIA SOLE SOURCE PROCUREMENT. ACCT: 133710 5796 AEC16 & 0924 3780 5777 C0680**

Ms. Breault described the event that will take place on Saturday and Sunday. She said that ARC has done many events in Norwalk and is a one stop shop vendor. They also provide staffing for the event.

Ms. Young said this sounds like a pretty big bill. Ms. Breault said this is not a lot for this business. She added that they wanted something bid for Norwalk. Ms. Young asked about traffic. Ms. Breault said they will close Washington Street to the Harbor and part of North Main Street. Ms. Young said they need to find a mechanism for informing the residents in South Norwalk. She suggested they could get a calendar of events together.

Ms. Vonashek said this price is comparable to what they paid last year for the holiday event. She said that Ms. Breault has been doing really good work since she arrived and she and Ms. Godeski have been collecting ideas from residents. She said they can send a calendar with events.

Ms. Smyth welcomed Ms. Breault and said that ARC does great work. Ms. Breault said people are asking for live music. She said they are looking for vendors for this event and for the holiday event. They are also looking for sponsors.

**** MOTION PASSED UNANIMOUSLY**

City of Norwalk
Economic and Community Development Committee
of the Common Council
Regular Meeting
Via Teleconference
September 7, 2023
Page 5

III. OLD BUSINESS

There was no old business discussed this evening.

ADJOURNMENT

There was no further business, and the meeting was unanimously adjourned at 8:16 p.m.

Respectfully submitted,

Rosemarie Lombardi
Telesco Secretarial Services



DEPT OF FINANCE
Purchasing Department
NONCOMPETITIVE PROCUREMENT JUSTIFICATION FORM

DATE: _____

DEPARTMENT: _____

Procurement by non-competitive proposals may be used only when the award of a contract is infeasible under informal competitive Quotations (§3-204), Informal Competitive Request for Proposals (§3-205), seal bids, or competitive proposals and at least one of the following circumstances applies:

Check One:

	The item is available only from a single source (justification is attached). The provisions of this regulation apply to all sole source procurements unless emergency conditions exist as defined by Purchasing Guideline on Emergency Procurements
	After solicitation of a number sources, competition is determined inadequate (record of source contacts and/or attempts to obtain pricing is attached)
	The compatibility of equipment, accessories, or replacement parts is of paramount consideration
	The item/service is available on a Cooperative Purchasing Agreement (please provide the organization name, quote and the contract/agreement number)
	The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation (documented emergency contingency is attached). Please forward this form and supporting documentation within 48 hours of the Emergency
	Other, please explain:

TOTAL COST: _____ MUNIS Account: _____

VENDOR: _____

Purchasing Agent Signature	The Purchasing Agent		Department Head Signature
		Supports	
Purchasing Agent Name		Does Not Support	Department Head Name
		Single Source Requires Common Council Authorization (in excess of \$20,000.00)?	
Date			Date

JUSTIFICATION:

ANY OTHER VENDORS CONTACTED FOR PRICING? (Please attach quotes): _____

Vendor 1: _____

Vendor 2: _____

EMERGENCY: Explain in detail the nature of the emergency

Customer Information

Buyer: City of Norwalk - CT 125 East Ave Room 121 Norwalk, CT 06851 US (203) 854-3215 tszabo@norwalkct.gov	Bill To: Economic & Community Development - Norwalk City Hall 125 East Ave Room 121 Norwalk, CT 06851 US Tom Szabo	Ship To: City of Norwalk 15 South Smith Street Norwalk, CT 06856 US Tom Szabo
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Quote #0083022

ACCOUNT REP Joanne Pluff

QUOTE DATE	QUOTE AMOUNT	QUOTE EXPIRES
September 22, 2023	\$53,992.40	October 23, 2023

Shipping and Delivery Notes:

Shipping cost is dock to dock with call ahead service and does not include liftgate, inside delivery, or other special services and assumes the use of a 53' delivery truck. Please let us know if you have special delivery requirements.

Special order items and replacement parts are not subject to return, exchange, or cancellation.

Deliveries can only be made Monday thru Friday 7:00AM - 3:30PM.

Lead time for these containers is: **4 - 6 Weeks**

PLACE ORDER

ON NET-30 TERMS ▶

PAY NOW

WITH A CREDIT CARD ▶

Or [SAVE as PDF](#) to print, share, sign & fax

Please note: there is a 3% credit card processing fee applied to all payments received via credit card. To avoid this fee you can pay via ACH or by mailing a check to us at 35 Frost Street Brattleboro, VT 05301

ITEM CODE	QTY	DESCRIPTION	UNIT PRICE	TOTAL
SCTP-40 D	20.00	Streetscape Gated Trash Receptacle with Rain Hood Color: Black Website Price: \$1392.00	\$1,225.00	\$24,500.00
SCTP-40 D	20.00	Streetscape Gated Trash Receptacle with Rain Hood Color: Blue + \$250.00 Recycling Decals on 2 Sides Total Price: \$1392.00	\$1,230.00	\$24,600.00
Custom Decal	40.00	Custom Decal Recycling Decal - 2 Sides of Hood List Price: \$40.00	\$28.00	\$1,120.00
Custom Color	1.00	Custom Color Modern Streetscape Custom Color - Recycle Blue List Price: \$1,535.00	\$1,370.00	\$1,370.00
			Subtotal	\$51,590.00
			Tax	\$0.00
			Shipping	\$2402.40
			Total	\$53,992.40

Any questions contact us at 800.664.5340 or sales@recycleaway.com

Damages & Returns

Damages - All shipments are insured against damage in transit. If your shipment shows any sign of visual damage, it should be noted on the freight bill or receiving ticket and signed by the driver. If damage to the shipment is not visible until the carton is opened, please keep all of the packing materials and the original carton. In either case, please notify Recycle Away within five days.

Returns - If your order is damaged in shipment, we will either issue credit for the product and the shipping costs, or ship a replacement product at no cost for the product and shipping. If you need to return the purchase for any other reason please notify us within five days. Please note that special orders are non-refundable. The customer must pay for the return shipping and a restocking fee of 25% for returned items. The items must be returned in their original cartons in new condition.



35 Frost Street, Brattleboro, VT 05301
800.664.5340
sales@recycleaway.com

Customer Information

Buyer:	Bill To:	Ship To:
City of Norwalk - CT	Economic & Community	City of Norwalk
125 East Ave Room 121	Development - Norwalk City	15 South Smith Street
Norwalk, CT 06851	Hall	Norwalk, CT 06856
US	125 East Ave Room 121	US
(203) 854-3215	Norwalk, CT 06851	Tom Szabo
tszabo@norwalkct.gov	US	
	Tom Szabo	

Quote #0083022

ACCOUNT REP Joanne Pluff

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Subtotal

\$51,590.00

Tax

\$0.00

Shipping	\$2402.40
Total	\$53,992.40

Any questions contact us at 800.664.5340 or sales@recycleaway.com

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35 Frost Street | Brattleboro, VT 05301 | Tel : 800.664.5340 | Fax: 888.506.0210 | Email: sales@recycleaway.com



TO: MEMBERS OF THE NORWALK COMMON COUNCIL

FROM: ANNA BREault, SPECIAL EVENTS COORDINATOR
SABRINA GODESKI, DIRECTOR OF BUSINESS DEVELOPMENT AND TOURISM

DATE: OCTOBER 26, 2023

SUBJECT: SOUND, STAGE, AND LIGHTING CONTRACT FOR HOLIDAY EVENTS

In 2022, the City of Norwalk with the Norwalk Parking Authority hosted the City's first-ever Holiday events. One was called the Holiday Extravaganza and was held on Washington Street and the other was named Wall Street Wonderland and was held on River Street. Both events were a huge success and brought out thousands of residents and families from Norwalk. The overwhelmingly positive response led to a capital request for funding for special events and the hiring of a Special Events Coordinator.

A large component of these events is the coordination and set up of sound, stages, and lighting to facilitate our local performances for each event. These include school choirs, cultural dancers, and ballet dancers from Norwalk. These components give our students, children, and families time to shine on a professional stage.

The Business Development and Tourism Department went out to bid in coordination with the Purchasing Department for a sound, stage, and lighting vendor for both of these events. The Purchasing Department issued an invitation to bid package at the end of September. On October 23, 2023, the City received the following 3 Bids, with ARC Sound. Stage. Lighting. being the apparent low bidder.

Vendor	Submitted Bid Amount
ARC Sound. Stage. Lighting.	\$30,000
Geotus, LLC. AKA The Norwalk Conservatory of the Arts	\$44,600
Tinc Productions	\$152,764.80

The Business Development and Tourism Department is recommending the ARC Sound. Stage. Lighting. bid of \$30,000. It is worth mentioning that ARC also was the vendor for the previous Holiday events and as a result has specific relative experience with the events.

ACTION REQUESTED:

Authorize the Mayor, Harry W. Rilling, to execute an agreement with ARC Sound. Stage. Lighting. for Purchasing project 4323 Stage, Lighting, and Sound Services for Norwalk Holiday Events for a total not to exceed \$30,000.

ACCT: 0924-3780-5777-C0680

Authorize the Business Development & Tourism Director to issue change orders on the contract for a total not to exceed \$3,000, 10% of the total contract cost.

ACCT: 0924-3780-5777-C0680