CITY OF NORWALK
ECONOMIC AND COMMUNITY DEVELOPMENT COMMITTEE
OF THE COMMON COUNCIL
REGULAR MEETING
VIA TELECONFERENCE
JUNE 6, 2024

ATTENDANCE: Josh Goldstein; Chair, Barbara Smyth, Lisa Shanahan, Heather Dunn, Jalin Sead

STAFF: Sabrina Godeski; Director of Business Development and Tourism, Garrett Bolella; Asst. Director of Transportation, Mobility and Parking, Jessica Vonashek; Chief of Community and Economic Development, Marc Dillon; Development Manager, Steve Kleppin; Director, Planning and Zoning, Steven Ivan; Housing Development Project Manager, Benjamin Young: Senior Traffic Engineer, Katie O'Leary; Community Engagement, Jim Travers (7:40 p.m.).

OTHER: Johan Lopez (7:15 p.m.)

CALL TO ORDER

Mr. Goldstein called the meeting to order at 7:00 p.m. A quorum was present.

ROLL CALL

Mr. Goldstein listed the members in attendance as reflected above.

PUBLIC HEARING ON THE 2024 NEIGHBORHOOD ASSISTANCE ACT PROGRAM

https://www.norwalkct.gov/DocumentCenter/View/33398/Norwalk-Applications-For-Neighborhood-Assistance-Act-2024

Ms. O'Leary stated there were no request to participate as of the deadline. Mr. Goldstein opened and closed the public hearing at 7:02 p.m.

PUBLIC PARTICIPATION

There was no one in attendance for public participation.

I. ADMINISTRATION

A. Approval of the Minutes of May 2, 2024 regular meeting.

Ms. Smyth said her name was misspelled on page five.
Mr. Goldstein noted that Mr. Bolella needed to be changed to Mr. Bidolli.

**** MS. SHANAHAN MOVED TO ACCEPT THE MINUTES.**
**** THE MOTION WAS PASSED WITH FOUR AYES AND ONE ABSTENTION (MS. SHANAHAN)**

II. NEW BUSINESS

A. REDEVELOPMENT AGENCY

1. **Advance the applications submitted to the 2024 Connecticut Neighborhood Assistance Act program to the Common Council for their approval at the June 11, 2024 Common Council meeting for inclusion in the 2024 Connecticut Neighborhood Assistance Act program.**

Ms. O'Leary described the Connecticut Neighborhood Assistance Act Program. She explained the program provides a tax credit to businesses that make cash contributions to qualifying community programs. She stated these programs were conducted by tax-exempt organizations or municipal agencies. Ms. O'Leary noted that the Redevelopment Agency acts as the program liaison accepting applications on behalf of the city of Norwalk. Ms. O'Leary stated there were nine applicants for the program. She said she was there for the committee's approval to advance the applications submitted to the Common Council for their approval.

Ms. Smyth wanted an explanation of the process. Ms. O'Leary stated after the application is approved by the Common Council it goes to the Department of Revenue Services for review. The DRS posts the approved applications in the fall and in December the businesses submit applications to make pledges for qualifying programs.

Mr. Goldstein wanted to know why the committee's approval was necessary. Ms. O'Leary said the DRS requires a public hearing. Mr. Goldstein to clarify said the council only provided a space for a public hearing but had no authority in the selection of non-profits. Ms O'Leary said yes. She also stated the city of Norwalk has no control or involvement in the funding.

**** MS. SMYTH MOVED TO APPROVE THE MOTION TO THE FULL COUNCIL.**
**** THE MOTION PASSED UNANIMOUSLY.**

2. **Advance the PY50 Annual Action Plan (AAP) to the Common Council for its approval and to authorize the Mayor to execute any and all**

documents associated with the submission of the PY50 AAP to HUD and all documents consistent with the approved PY50 AAP.

Mr. Goldstein gave a summary of the history leading up to this motion. He also cited a memo included in the packet.

Mr. Sead recused himself at 7:13 p.m.

Mr. Goldstein cited a memo in the packet that stated the number of requests for housing facility projects and service funding exceeded the amount of money available from HUD. Redevelopment put together a table explaining the numbers which along with the memo is available below.

Mr. Dillon pointed out they were asking the committee to move the motion to the Common Council for action after June 25th to accommodate the HUD required, thirty-day comment period.

** **MS. SHANAHAN MOVED TO APPROVE THE MOTION TO MOVE THE ITEM TO THE FULL COUNCIL.**
** **THE MOTION PASSED UNANIMOUSLY.**

B. PLANNING AND ZONING

1. **Authorize the Mayor, Harry W. Rilling, to execute separate Master Services Agreements with ARPA for on-call professional consulting services to be performed on an as-needed basis related to peer traffic review. The Scope of Work will be performed pursuant to individual Letters of Agreement detailing the scope of the work for each Project. Services will be paid for by individual applicants with the Department.**

Mr. Kleppin described the process for selecting an on-call and the reasoning behind securing an on-call professional consulting service for peer traffic review. He stated they had a good relationship with ARPA. He also remarked they would be doing some work for TMP not related to planning and zoning.

Mr. Sead returned to the meeting at 7:18 p.m.

** **MS. DUNN MOVED TO APPROVE THE MOTION TO MOVE THE ITEM TO THE FULL COUNCIL.**
** **THE MOTION PASSED UNANIMOUSLY.**

2. **Authorize the Mayor, Harry W. Rilling, to execute separate Master Services Agreements with DeCarlo & Doll and BFJ Planning for on call professional consulting services to be performed on an as-needed basis related to peer architectural/planning review. The Scope of Work will be performed pursuant to individual Letters of Agreement detailing the scope of the work for each Project. Services will be paid for by individual applicants with the Department.**

Mr. Kleppin noted this motion was focused on architectural design and occasional planning assistance. He stated it was a requirement under various circumstances to provide guidance, and suggestions and make sure the projects keep within guidelines. He extolled the virtues of the two companies. Mr. Goldstein agreed. He noted that although the city signs the contract with the firms the applicant pays for their services. Mr. Kleppin said that was correct and described the process involved when one or the other company is brought in.

** **MS. SHANAHAN MOVED TO APPROVE THE MOTION TO MOVE THE ITEM TO THE FULL COUNCIL.**
** **THE MOTION PASSED UNANIMOUSLY.**

3. Authorize the Director of Planning and Zoning to execute the Letters of Agreement for both traffic peer review services and architectural/planning peer review services.

** **MR. SEAD MOVED TO APPROVE THE MOTION TO EXECUTE THE LETTERS OF AGREEMENT.**
** **THE MOTION PASSED UNANIMOUSLY.**

C. TRANSPORTATION, MOBILITY, AND PARKING

1. Authorize the Mayor, Harry W. Rilling to execute an amendment to increase the Fuss and O'Neill contract by $798,000 for Additional Transportation Engineering and Related Design Services for Wall Street Corridor Improvements
   Account(s): 133710 5796 AEC01
   0924 3750 5777 C0800
   0924 3750 5777 C0800 0925 3750 5777 C0800

Mr. Bolella provided some context on the Wall Street corridor project. He described several projects and their various stages of development. He noted they were hoping to follow up with a public meeting in late summer/early fall. He stated they were eager to comments and feedback and receive input about future phases of design. Mr. Bolella discussed various aspects of the funding for the project. He stated the motion tonight covered phase II of the project. He briefly describing the plans and the funding necessary to complete phase III.

Ms. Smyth asked about the intersection at West Avenue towards Beldin and whether there would be a right hand turn on to Wall Street. Mr. Bolella indicated that was the case.

Mr. Sead pointed out that the community is really excited about what's being done in the corridor. On behalf of himself and the community he thanked all those involved.

Mr. Travers remarked about how great the community was. He noted their excitement about the project. He also quoted from an Instagram post talking about the availability of parking and the positive comments associated with it.

Mr. Goldstein had a question about a deadline stated in their memo. Mr. Bolella explained the source of the funding and that it had to be encumbered by September of 2026.

** **MS. SHANAHAN MOVED TO TAKE THE MOTION TO THE FULL COUNCIL.**

** **THE MOTION PASSED UNANIMOUSLY.**

2. **Authorize the Mayor, Harry W. Rilling to execute an Agreement between the City of Norwalk and Stantec for Preliminary Design and Grant Support Services for the Norwalk River Valley Trail Wil-Walk Spur, planned to run underneath Grist Mill Road to Glover Avenue, in an amount not to exceed $22,000.**
   Account: 0924 3750 5777 C0777

Mr. Yeung discussed the progress of the project so far. He then talked about the future plans for a safe pedestrian and bicycle connection to the existing Wil-Walk section of the River Valley Trail. Mr. Yeung stated why they wanted to use Stantec because they were the engineering and design consultant for all the sections of the trail since 2012. He also stated Stantec would provide grant support services if needed.

Mr. Goldstein noted he was very excited about the project. He had a question about the funding. Mr. Yeung noted it was a capital expenditure. He stated the money is coming out of an account allotted to the Norwalk River Valley Trail. Mr. Travers explained an account was established for the NRVT. He stated they were confident that they could continue to support grants to complete the trail. He explained what was necessary to do that.

Ms. Smyth was curious how the pulling out of BLT for the next phase of the project would affect the overall plan. Mr. Yeung stated it did not affect the specific section they would be working on. He described the pull out of BLT as a minor bump stating they have multiple options for future phases. Mr. Travers said the section they will be working on has a terminus has a terminus of a previously built trail. Her noted this would connect to the portion of the trail north of Gristmill. Mr. Traverse said he hoped BLT would come back and build the portion they committed to. He then stated that the BLT situation had nothing to do with the section being discussed here.

Mr. Goldstein asked if there were available maps. Ms. Dunn brought up the 715 interchange and was concerned as to how that would affect the plan. Mr. Travers explained they had just begun looking at the situation and were planning a community meeting possibly in September. Ms. Dunn also asked if they would be removing the old bridge that's under the Gristmill Bridge. Mr. Travers indicated no.

Mr. Goldstein then asked about Stantec's proposed timeline. Mr. Yeung said they would push them to get a preliminary design in the next few months to apply for grants. He stated he was hoping to have a full design and cost estimates for construction by the end of September. Mr. Goldstein then brought up federal funding secured by Congressman Heim. Mr. Travers said they worked closely with Westcog the recipient of the grant.

**** MS. DUNN MOVED TO APPROVE THE MOTION TO THE FULL COUNCIL.**

**** THE MOTION WAS PASSED UNANIMOUSLY.**

D. ECONOMIC AND COMMUNITY DEVELOPMENT

1. **Authorize the Mayor, Harry W. Rilling, to execute an agreement with Berry, Dunn, McNeil & Parker, LLC for software project management consulting services in an amount not to exceed $150,000**.
   Account: 13-700-013-13500-0000-5796-AEC15

Ms. Vonashek discussed items from her included memo. She indicated that an efficiency study showed they needed work from a technological standpoint. She made a point to explain so the committee could understand before voting, that this was a $1.5 million project. She stated it was a large project that impacted every department. She referred to it as a modernization project with multiple pieces. She described the current archaic process that's in place. Ms. Vonashek then listed the various requirements needed to accommodate and simplify the various processes for all departments. She stated this item was for phase I of a three-phase modernization project. She went on to discuss the creation of an RFP to find a vendor and begin digitizing 200,000 documents. Ms. Vonashek went on to describe the other two phases.

Mr. Goldstein Pointed out that the funding was split between AARP and Capital funds.

Ms. Smyth expressed her excitement about the project.

Mr. Goldstein described the project as government at its best.

** **MS. SMYTH MOVED TO TAKE THE MOTION TO THE FULL COUNCIL.**
** **THE MOTION PASSED UNANIMOUSLY.**

III. OLD BUSINESS

There was no old business discussed.

ADJOURNMENT

** **MS. DUNN MOVED TO ADJOURN THE MEETING.**
** **THE MOTION PASSED UNANIMOUSLY.**

The meeting was adjourned at 8:06 p.m.

Respectfully submitted.
China Mayhew
Telesco Secretarial Services