

**CITY OF NORWALK  
LAND USE & BUILDING MANAGEMENT  
FEBRUARY 3, 2010**

ATTENDANCE: Fred Bondi, Chair; Richard Bonenfant; David Jaeger; Laurel Lindstrom; Richard McQuaid; Clyde Mount

STAFF: Alan Lo, Building Management

OTHERS: Mark Gorian, Dr. Robert Polselli; Dave Hopp, Norwalk Public Schools; Peter Bondi, Historical Commission

**ROLL CALL**

Mr. Bondi called the meeting to order at 7:36 p.m. and called the Roll.

**MINUTES OF PREVIOUS MINUTES**

**January 6, 2010**

**\*\* MS. LINDSTROM MOVED TO ACCEPT THE MINUTES AS PRESENTED**

**\*\* MOTION PASSED WITH ONE (1) ABSTENTION (MR. MCQUAID)**

**OLD BUSINESS**

There was no old business this evening.

**NEW BUSINESS**

**A. Norwalk Historical Commission**

1. Review request to increase contingency fund for exterior painting of Mathews Park Buildings and refer the following to Common Council for action:

**\*\* MR. MOUNT MOVED TO AUTHORIZE TO INCREASE CONTINGENCY ALLOWANCE FOR FORINO USA, LLC'S EXTERIOR PAINTING CONTRACT FOR LOCKWOOD MATHEWS MANSION, LOCKWOOD CARRIAGE HOUSE AND LOCKWOOD GATE HOUSE – IN MATHEWS PARK, FOR AN ADDITIONAL AMOUNT NOT TO EXCEED \$5,501.50**

**AND AUTHORIZE THE HISTORICAL COMMISSION TO ISSUE CHANGE ORDERS ON CONTRACT . FUNDS ARE AVAILABLE IN ACCTS. #09096310-5777-C0186, #09076310-5777-C0403 AND #09076310-5777-C0404.”**

Mr. Peter Bondi explained that the original request was for \$18,000. He said that this request is for work that was not included in the original RFP. Ms. Lindstrom said that she remembered discussing this on the Council floor, where they whittled down the amount. Mr. Bondi said that this amount is in their budget. He said that the contractor did a beautiful job.

Mr. Mount said that he was at the last Historical Commission meeting where they discussed and voted on this item and asked if there was a way to be sure that the contractor would not come back for an additional \$2,200. Mr. Bondi said that it would be up to the Committee and then the Council. Mr. Lo said that the \$2,200 is not in this action. He said that the City’s opinion is that the contractor is not entitled to the \$2,200. Mr. Fred Bondi noted that the Law Department has been involved in this issue. Mr. Lo said he would contact the Law Department to determine if the City execute a Release before release of final payment.

Mr. Lo said that he and the City Purchasing department discussed reestablishing a process for project managers to complete an evaluation sheet following the completion of each project.

**\*\* MOTION PASSED UNANIMOUSLY**

**B. Board of Education**

1. Norwalk High School World Language Lab – Equipment purchase:

**\*\* MR. MCQUAID MOVED TO AUTHORIZE THE PURCHASING AGENT TO ISSUE A PURCHASE ORDER TO THE APPLE STORE FOR THE PURCHASE OF 84 IPODS WITH ACCESSORY EQUIPMENT AND 3 MAC LAPTOPS FOR NHS WORLD LANGUAGE LAB FOR A TOTAL NOT TO EXCEED \$35,968.65. ACCT. #0908/09-5010-5777- C0112.**

**AUTHORIZE THE PURCHASING AGENT TO ISSUE A PURCHASE ORDER TO ADVANCE CORPORATE NETWORKING FOR THE PURCHASE OF 29 HP DESKTOPS AND 1 HP LAPTOPS FOR NHS WORLD LANGUAGE LAB FOR A TOTAL NOT TO EXCEED \$18,520.00. ACCT. #0908/09-5010-5777-C0112.**

**AUTHORIZE THE PURCHASING AGENT TO ISSUE A PURCHASE ORDER TO HERTZ FURNITURE SYSTEMS FOR THE PURCHASE OF 13 LAB TABLES FOR NHS WORLD LANGUAGE LAB FOR A TOTAL NOT TO EXCEED \$2,639.00. ACCT. #0908/09-5010-5777-C0112.**

**AUTHORIZE THE PURCHASING AGENT TO ISSUE A PURCHASE ORDER TO W.B. MASON FOR THE PURCHASE OF 28 LAB CHAIRS FOR NHS WORLD LANGUAGE LAB FOR A TOTAL NOT TO EXCEED \$1,399.72. ACCT. #0908/09-5010-5777-C0112.”**

Mr. Jaeger said that he thought the lab is a great idea. He asked if they will get the equipment at a reduced rate. Mr. Hopp explained that they go directly to Apple and get an educational discount. The model was chosen because it mirrors the one used at Brien McMahon High School. They will be stored in a locked cart and assigned to the students by the teachers. The students will not be permitted to take the iPods home. However, eventually they will be able to down load programs.

Ms. Lindstrom asked if they are a sole source provider. Mr. Hopp said that the iPods can be bought from a second vendor, but they would get a better price from Apple. Dr. Polselli described how the iPods will be used.

**\*\* MOTION PASSED WITH TWO (2) ABSTENTIONS (MR. BONDI AND MS. LINDSTROM)**

2. Norwalk High School and Brien McMahon High School Mobile Music Labs – Equipment purchase:

**\*\* MR. BONENFANT MOVED TO AUTHORIZE THE PURCHASING AGENT TO ISSUE A PURCHASE ORDER TO THE APPLE STORE FOR THE PURCHASE OF 30 LAPTOPS AND 2 MOBILE CARTS FOR NHS AND BMHS MUSIC LABS FOR A TOTAL NOT TO EXCEED \$29,969.90. ACCT. #0908/09-5010-5777-C0112.**

Mr. Jaeger asked if they are getting an educational discount on these items. Mr. Hopp said that they are. He added that if they purchase these from someone else, they will have to pay more. Mr. Hopp explained that the laptops will be used for a mobile lab to expose students to music. Mr. Mount said that he was concerned that the equipment is very sellable on the street and he wants to be sure that they will be locked down. Mr. Hopp said that the laptop carts will be locked and he has never lost any.

**\*\* MOTION PASSED UNANIMOUSLY**

3. Review recommendation for design consultant for the Elementary Schools Facilities Study and refer the following to the Common Council:

**\*\* MS. LINDSTROM MOVED TO AUTHORIZE, THE MAYOR, RICHARD A MOCCIA, TO EXECUTE AN AGREEMENT WITH PARTNERS FOR ARCHITECTURE, INC. TO PROVIDE PROFESSIONAL DESIGN SERVICES FOR THE ELEMENTARY SCHOOLS FACILITIES STUDY FOR A TOTAL NOT TO EXCEED \$37,500.00 PLUS A REIMBURSABLE ALLOWANCE OF \$2,000.00. (ACCT. # 090-45010 5777 B0291)**

Mr. Bondi explained that this item was approved earlier this evening by Norwalk Facilities Construction Commission (NFCC) and passed on to this Committee

Mr. Gorian explained that this study is necessary due to the increase in enrollment in the elementary schools. He said that there is an immediate need at Rowayton and Naramake. Mr. Gorian said that they are working on ways to not use portable classrooms.

Mr. Gorian said that they interviewed five firms and determined that this one is the most qualified. He described the process they will take to create the study. Mr. Bondi added that hopefully this year's census will help.

The Committee discussed uses for the old Fitch School. Mr. Gorian said that the building is in bad shape. Mr. McQuaid said that it would be good to make Nathaniel Ely a neighborhood school. Mr. Gorian said that they hope that the study will be completed in May or June. He said that the last school redistricting took place in the 1960's or 1970's and since then a lot of school buildings are no longer here. The only building left is the old Fitch School.

**\*\* MOTION PASSED UNANIMOUSLY**

**C. Building Management**

1. Review proposed City Hall Atrium lighting energy conservation retrofit and refer the following to the Common Council for action:

**\*\* MR. MOUNT MOVED TO APPROVE THE PROPOSED NORWALK CITY HALL ATRIUM LIGHTING RETROFIT PROJECT.**

**B. AUTHORIZE THE MAYOR, RICHARD A. MOCCIA, TO EXECUTE ANY AND ALL DOCUMENTS NECESSARY WITH CL&P FOR THE APPLICATION AND IMPLEMENTATION OF THE NORWALK CITY HALL ATRIUM LIGHTING RETROFIT PROJECT. PROJECTED PAY-BACK PERIOD IS 13 MONTHS.**

**D. APPROVE TO UTILIZE ENERGY COST SAVINGS TO OFFSET INSTALLATION COSTS THROUGH MONTHLY BILLINGS FROM CL&P.**

Mr. Bondi asked if the City buys electricity from CL&P or from other concerns. Mr. Lo said that he will confirm, but he believes that the City only buys from CL&P. He said that there are different rate scales for different buildings. Mr. Lo said that these are the same light bulbs that are used in museums with ultra-violet protection for City Hall murals.

**\*\* MOTION PASSED UNANIMOUSLY**

2. Review proposed amendment to Guardian's building management services and janitorial/building engineering services contract and refer the following to the Common Council:

**\*\* MR. JAEGER MOVED TO AUTHORIZE THE MAYOR, RICHARD A. MOCCIA, TO EXECUTE AN AMENDMENT TO GUARDIAN SERVICE INDUSTRY, INC.'S CONTRACT FOR BUILDING MANAGEMENT SERVICES AND JANITORIAL/BUILDING ENGINEERING SERVICES FOR VARIOUS CITY BUILDINGS TO ESTABLISH A NEW 4-YEAR BASE CONTRACT BEGINNING ON JULY 1, 200 PLUS AN OPTION TO RENEW FOR TWO ADDITIONAL YEARS THEREAFTER. FESS STRUCTURE SHALL BE AS FOLLOWED:**

**BUILDING MANAGEMENT SERVICES**

|  |                     |
|--|---------------------|
| <b>Current year (2009-2010)</b>              | <b>\$372,149.00</b> |
| <b>2010-2011 – will hold at</b>              | <b>\$372,149.00</b> |
| <b>2011-2012 – 1.5% increase</b>             | <b>\$377,731.24</b> |
| <b>2012 forward – 3.5% increase per year</b> |                     |

**JANITORIAL/BUILDING ENGINEERING SERVICES  
(excluding vehicles and engineering overtime)**

|  |                     |
|--|---------------------|
| <b>Current year (2009-2010)</b>              | <b>\$660,501.27</b> |
| <b>2010-2011 – 1.5% increase</b>             | <b>\$670,408.79</b> |
| <b>2011-2012 – 2.5% increase</b>             | <b>\$687,169.01</b> |
| <b>2012 forward – 3.5% increase per year</b> |                     |

Mr. Bondi asked if this went out to bid. Mr. Lo explained that this is part of this year's budget and they have a current contract. He said that he is trying to negotiate a reduction in the cost of the contract.

Mr. Lo said that they saved \$31,000 and Guardian wants to extend their contract. He said that their prices have always been competitive. He added that janitorial services are under one regional union, so Guardian do not have the ability to negotiate those fees. Mr. Lo said that there will be no raises for building management services, which is consistent with City Hall staff who will not be getting raises either. Mr. Lo said that they provide good service and their prices are competitive. The Committee discussed security guard services.

**\*\* MOTION PASSED UNANIMOUSLY**

## **V. MISCELLANEOUS/DISCUSSION ITEMS**

### **A. Old Police Station demolition and site restoration project – Project Update**

Mr. Lo explained that the Department of Public Works requested funding, under their capital budget request, to begin the process. He said that the Finance Department recommended approval, but he believes actual amount when we go out for bids will be reduced. Mr. Lo said that a demolition plan is not in place and therefore the current budget request serves as a placeholder.

Mr. Lo said that when the building is torn down, he believes that except for hazardous material, all acceptable masonry material can be used to fill the site. They will then add top soil, seed and add a few trees. Mr. Lo said that he is going to start getting specs together so that it can go out to bid if the budget is approved.

**\*\* MR. BONENFANT MOVED TO ADJOURN**

**\*\* MOTION PASSED UNANIMOUSLY**

There was no further business and the meeting was unanimously adjourned at 8:55 p.m.

Respectfully submitted,

Rosemarie Lombardi, Telesco Secretarial Services