

CITY OF NORWALK
LAND USE AND BUILDING MANAGEMENT COMMITTEE
JUNE 2, 2010

ATTENDANCE: Fred Bondi, Chairman; Richard Bonenfant;
David Jaeger; Laurel Lindstrom; Clyde Mount (7:45 pm)

OTHER: Alan Lo, Buildings and Facilities Manager
Bob Polselli, Norwalk Public Schools Information & Technology;
Tim Callahan, Health Department; Frank Ferro, Library Director,
David Park, Chairman, Norwalk Historical Commission

Call to Order

Mr. Bondi called the meeting to order at 7:30 p.m. and called the roll, stating the above members as listed above were present.

Approval of Minutes

- ** MS. LINDSTROM MOVED TO APPROVE THE MINUTES OF THE MAY 5, 2010 MEETING AS SUBMITTED.**
- ** THE MOTION PASSED WITH ALL IN FAVOR AND ONE ABSTENTION (JAEGER).**

NEW BUSINESS

A. Board of Education

1. Authorize the Purchasing Agent to issue Purchase Order(s) to RnB Enterprises, Inc. for the purchase of SmartBoards for Board of Education Special Education classrooms for a total not to exceed \$40,970.00. Acct. #09105010-5777-C0112.

Mr. Bonenfant asked why the items were separated into two separate purchase orders if they were the same item, and Mr. Polselli replied that Mr. Valenzisi had specified \$40,000 for “assisted technology” for Special Education and the second item reflected those being used for school system IT upgrade as part of the Technology Plan, and that was the distinction used for it in the budget item.

- ** MR. BONENFANT MOVED TO APPROVE AND TO FORWARD TO THE COMMON COUNCIL, AUTHORIZATION FOR THE PURCHASING AGENT TO ISSUE PURCHASE ORDER(S) TO RNB ENTERPRISES, INC. FOR THE PURCHASE OF SMARTBOARDS FOR BOARD OF EDUCATION SPECIAL EDUCATION CLASSROOMS FOR A TOTAL NOT TO EXCEED \$40,970.00. ACCT. #09105010-5777-C0112.**
- ** THE MOTION PASSED UNANIMOUSLY.**

2. Authorize the Purchasing Agent to issue Purchase Order(s) to RnB Enterprises, Inc. for the purchase of SmartBoards for various schools for a total not to exceed \$155,000.00. Acct. #09105010-5777-C0112.

Mr. Bonenfant asked if the prices reflected the state bid and Mr. Polselli replied that yes, they were based on the best prices in Connecticut. Mr. Bondi added that the Smart Boards were fantastic and a real asset in the classrooms.

B. Health Department

1. Review recommendation for architectural design services for Health Department Building for building interior improvements and window replacement work and refer recommendation to the Common Council for following action:

“Authorize the Mayor, Richard A. Moccia, to execute an Agreement with Gill & Gill Architects to provide architectural design services for the Health Department Building for a total not to exceed \$ 9,350.00, plus an allowance of \$1,500.00 for reimbursable expenses. Acct. #09102012-5777-C0453”

Mr. Bonenfant asked if this will keep the building patched together, and Mr. Callahan responded that the building was built in 1967 and hopefully these stimulus funds will help to keep it together.

- ** MR. JAEGER MOVED TO AUTHORIZE THE MAYOR, RICHARD A. MOCCIA, TO EXECUTE AN AGREEMENT WITH GILL & GILL ARCHITECTS TO PROVIDE ARCHITECTURAL DESIGN SERVICES FOR THE HEALTH DEPARTMENT BUILDING FOR A TOTAL NOT TO EXCEED \$ 9,350.00, PLUS AN ALLOWANCE OF \$1,500.00 FOR REIMBURSABLE EXPENSES. ACCT. #09102012-5777-C0453”**
- ** THE MOTION PASSED UNANIMOUSLY.**

C. Historical Commission

1. Review proposed Lease Extension for 35 South Smith Street (Old Jail), Unit #1 and refer recommendation to the Common Council as follows:

Authorize the Mayor, Richard A. Moccia, to execute a one-year lease extension with Leo Esposito for 35 South Smith Street, Unit #1 for \$600 per month with Lessee responsible for all utilities.

Mr. Jaeger asked how could the rent be so low in Norwalk, and Mr. Bondi and Mr. Park replied that it is a small one room efficiency unit with no storage and the electric bills for heating ran about \$400 per month .

**** MR. JAEGER MOVED TO APPROVE AND TO FORWARD TO THE COMMON COUNCIL TO AUTHORIZE THE MAYOR, RICHARD A. MOCCIA, TO EXECUTE AN ONE-YEAR LEASE EXTENSION WITH LEO ESPOSITO FOR 35 SOUTH SMITH STREET, UNIT #1 FOR \$600 PER MONTH WITH LESSEE RESPONSIBLE FOR ALL UTILITIES.**
**** THE MOTION PASSED UNANIMOUSLY.**

2. Review recommendation for hiring of design consultant for the preparation of Historic Resource Inventory and refer recommendation to the Common Council:

Authorize the Mayor, Richard A. Moccia, to execute an Agreement with TKS Historic Resources Inc. for consulting services to prepare a Historic Resource Inventory of the Norwalk downtown area for a total not to exceed \$38,500.00 plus an allowance of \$1,500 for reimbursable expenses. Funding: \$20,000 from City Capital Budget and \$20,000 from State through Preservation Trust. Acct. #09096310-5777-C0448.

Mr. Bonenfant asked what was the plan, and Mr. Lo replied that the inventory was last done in 1978 and since then, some of the buildings have been renovated, some even demolished. The Historic Inventory is used as a reference and does not provide regulatory requirements. Mr. Park added that the descriptions should be updated for reference use by Planning & Zoning, as well as for private groups.

- ** MR. BONENFANT MOVED TO APPROVE AND TO FORWARD TO THE COMMON COUNCIL, AUTHORIZE THE MAYOR, RICHARD A. MOCCIA, TO EXECUTE AN AGREEMENT WITH TKS HISTORIC RESOURCES INC. FOR CONSULTING SERVICES TO PREPARE A HISTORIC RESOURCE INVENTORY OF THE NORWALK DOWNTOWN AREA FOR A TOTAL NOT TO EXCEED \$38,500.00 PLUS AN ALLOWANCE OF \$1,500 FOR REIMBURSABLE EXPENSES. FUNDING: \$20,000 FROM CITY CAPITAL BUDGET AND \$20,000 FROM STATE THROUGH PRESERVATION TRUST. ACCT. #09096310-5777-C0448”**
- ** THE MOTION PASSED UNANIMOUSLY.**

3. Review request to sublease the Gate House at Mathews Park and refer the following action to the Common Council:

Approve Western Connecticut Convention & Visitors Bureau’s request to Sub-lease portion of the Gate House at Mathews Park to Norwalk Arts Commission.

Mr. Lo submitted additional information from Western CT CVB that stated the intent is to use the space for commission and sub-committee meetings, exhibit space for art or performance exhibits, and office space for administrative functions.

Mr. Mount asked there is lease protection and if a security deposit should be included. Mr. Lo replied that it is a good idea, although not customary with this type of agreement. Mr. Bondi asked if Mr. Lo would look into this and ask the Legal Department to include a clause or provisional language in the draft lease with CVB that is currently under review.

- ** MR. BONENFANT MOVED TO APPROVE WESTERN CONNECTICUT CONVENTION & VISITORS BUREAU’S REQUEST TO SUBLEASE PORTION OF THE GATE HOUSE AT MATHEWS PARK TO NORWALK ARTS COMMISSION.**
- ** THE MOTION PASSED UNANIMOUSLY.**

D. Building Management

1. Review recommendation for security services at Norwalk City Hall and Norwalk Library and refer recommendation to the Council for action:

Authorize the Mayor, Richard A. Moccia, to execute an agreement with SecurAmerica, LLC to provide security services at City Hall and the Libraries. The fee for the City Hall base contract for FY 2010-11 shall not exceed \$33,829; FY 2011-12 - \$33,829; FY 2012-13 - \$33,829; FY 2013-14 - \$34,289; FY 2014-15 – \$34,289. Overtime for City Hall for FY’s 2011 – 2015 shall not exceed \$19,360 annually.

The fee for the Libraries base contract for FY 2010-11 shall not exceed \$62,375; FY 2011-12 – \$62,375; FY 2012-13 - \$62,375; FY 2013-14 – \$64,246; FY 2014-15 - \$64,246. Funds for this service are available in the Operating Budget Accounts 014075-5266 for City Hall and 016200-5296 for the Libraries.”

Mr. Bonenfant moved the item. Mr. Lo presented the item. SecurAmerica is a new vendor. The current vendor has a 5 year agreement and is due to expire on July 1, 2010. Mr. Lo does not know the current contract amounts. However, he knows that the billable hourly rate remains generally unchanged, between \$15 to \$16 per hour. The current actual hourly rate for the guard is about \$10/hr and with the new contract, the guard will receive around \$12/ hr. SecurAmerica is proposing to hold the first-year contract amount for the initial 3 years. Mr. Lo noted that the overtime allowance is large due to the need for the guard to provide overtime services on weekends to cover activities on weekends, beyond the guard’s normal 40 hour work week. The Committee discussed the pros and cons and the possibility of using a different guard to cover the weekend in lieu of overtime charges. In the end, the Committee concurred that utilizing the same guard has significant operating and staff retention benefits.

The Committee also discussed the role and responsibilities of the security guard and the functionality/purpose of the security camera system. Mr. Frank Ferro, Library Director, also provided a description of services to be provided by the vendor at the libraries. The library intends to provide security coverage for the South Norwalk Library as part of this contract.

**** MR. BONENFANT MOVED TO AUTHORIZE THE MAYOR, RICHARD A. MOCCIA, TO EXECUTE AN AGREEMENT WITH SECURAMERICA, LLC TO PROVIDE SECURITY SERVICES AT CITY HALL AND THE LIBRARIES.**

THE FEE FOR THE CITY HALL BASE CONTRACT FOR FY 2010-11 SHALL NOT EXCEED \$33,829; FY 2011-12 - \$33,829; FY 2012-13 - \$33,829; FY 2013-14 - \$34,289; FY 2014-15 – \$34,289. OVERTIME FOR CITY HALL FOR FY'S 2011 – 2015 SHALL NOT EXCEED \$19,360 ANNUALLY.

THE FEE FOR THE LIBRARIES BASE CONTRACT FOR FY 2010-11 SHALL NOT EXCEED \$62,375; FY 2011-12 – \$62,375; FY 2012-13 - \$62,375; FY 2013-14 – \$64,246; FY 2014-15 - \$64,246. FUNDS ARE AVAILABLE IN THE OPERATING BUDGET ACCTS 014075-5266 FOR CITY HALL016200-5296 FOR LIBRARIES.

**** THE MOTION PASSED UNANIMOUSLY.**

V. MISCELLANEOUS/DISCUSSION ITEMS

Update on the proposed Norwalk Fire Headquarters Replacement Project.

Mr. Lo advised the Committee that the City/Common Council approved \$1.5 million as part of the 2010-2011 Capital Budget. In recent years, the City had evaluated various options, including the renovation of the existing building and construction of a new facility upon acquisition of new property. With the allocation of the funds, the City is now focused on the plan to demolish the existing building and construct a new building on the existing site. This project is estimated to be about \$14 million. The new building will be approximately 30,000 square feet and at \$350 per square foot, the hard construction cost is estimated to be around \$10 million. Councilman Bondi commented that \$350 per square foot appears to be high. Mr. Lo indicated that at this phase of the project, project costs are prepared based on square footage calculation and that there are industry standard unit costs which reflect regional cost differences and urban setting.

NFCC recently created a Building Advisory Committee for this project. Membership consists of Councilman Bonenfant as the Chair for the Health, Welfare and Public Safety Committee; Fire Chief McCarthy; Fire Commissioner Andreoli; Fire Department staff Jim Hines; Architect Bill Andriopoulous; Rick Tavella NFCC member and Alan Lo as coordinator for the Committee.

In May 2010, the Purchasing Department issued a Request for Proposals (RFP) for architects and last week, the City received 15 proposals. The Building Advisory Committee will review the proposals and shortlist the candidates for interviews.

Mr. Lo stated that it is anticipated that the Committee will provide a recommendation for approval to the NFCC, Land Use and Building Management Committee and the Common Council in July. Design phases will be about 18 months and construction will take about two years.

2. Review proposed City Hall Exterior Lighting Retrofit Project

Mr. Lo outlined the scope of the project to replace exterior lighting for City Hall. He also provided information regarding the differences between LED lighting and induction lighting which he is proposing to use for this project. The payback period, taken into consideration CL&P incentive monies, will be approximately 2 ½ years. This payback period is directly impacted by the short hours of light operation.

In addition, Mr. Lo also provided information regarding upcoming City Hall Atrium lighting retrofit project. He also mentioned that as a future project, Building Management will be looking to retrofit existing office ceiling fixtures.

**** MR. JAEGER MOVED TO ADJOURN.**

**** THE MOTION PASSED UNANIMOUSLY.**

The meeting was adjourned at 8:50 p.m.

Respectfully submitted,

Marilyn Knox
Telesco Secretarial Services