

**CITY OF NORWALK**  
**LAND USE AND BUILDING MANAGEMENT COMMITTEE**  
**SPECIAL MEETING**  
**WEDNESDAY, SEPTEMBER 2, 2009**  
**AT MILL HILL TOWN HOUSE, EAST WALL STREET**  
*Correction by Committee 10-13-09 in Bold and Italic*

**7:00 PM Tour of Mill Hill Historic Complex**

**7:20 PM Land Use and Building Management Committee meeting**

**ATTENDANCE:** Douglas Hempstead, Chair; Michael Geake, Laurel Lindstrom, Richard Bonenfant, Anna Duleep; Christopher Potts

**STAFF:** Alan Lo, Buildings and Facilities Manager; Munro Johnson, Redevelopment Agency; David Hopp, NPS Asst. IT Director

**OTHERS:** David Park, Historical Commission Chair; Tod Bryant

**I. ROLL CALL**

Mr. Hempstead called the meeting at 7:27 p.m.

**II. MINUTES OF PREVIOUS MEETING(S)**

July 16, 2009

**\*\* Mr. GEAKE MOVED THE ITEM.**

The following change was noted:

Page 5, paragraph 2, line 2: please change the following from : “Mr. Lindstrom said” to “Ms. Lindstrom said”

**\*\* THE MOTION TO APPROVE THE MINUTES OF JULY 16, 2009 AS CORRECTED PASSED WITH FOUR IN FAVOR (HEMPSTEAD, GEAKE, LINDSTROM, AND BONENFANT) AND TWO ABSTENTIONS (DULEEP AND POTTS).**

**III. OLD BUSINESS**  
**(None)**

**IV. NEW BUSINESS**

**A. Board of Education – Various IT Department Projects**

1. **“Authorize the Purchasing Agent to issue Purchase Order(s) to Advanced Corporate Networking for the purchase of 100 desktop computers for Board of Education for a total not to exceed \$60,900.00. Account # 09105010-5777-C0112”**

**\*\* MR. GEAKE MOVED THE ITEM.**

Since Mr. Potts is new to the Committee, Mr. Hempstead gave a brief overview of why the BOE computers are approved through Land Use but the City computers are not. He also listed a number of other items that will come through the Committee for approval. This particular purchase has been approved under the Capital Expenditures. A discussion then followed about the various items that the Land Use Committee handles. Mr. Bonenfant reminded everyone that the City has an IT Committee that reviews the purchases.

Mr. Bonenfant asked Mr. Hopp about the fact that the new computers were preloaded with the Vista operating system but would be changed back to the XP system. Mr. Hopp said that Vista was not well received in the business world and he expected the new operating system that is coming out will be more stable. Mr. Hopp said that he believes that the District will upgrade the

operating systems of the new computers with the more stable operating system.

Mr. Bonenfant asked where the 100 computers would be going. Mr. Hopp said that these machines would most likely be replacement machines for the older computers in various schools.

**\*\* THE MOTION PASSED UNANIMOUSLY**

2. **“Authorize the Purchasing Agent to issue Purchase Order(s) to Advanced Corporate Networking for the purchase of 50 laptop computers for Board of Education for a total not to exceed \$42,950.00. Account # 09105010-5777-C0112”**

**\*\* MR. BONENFANT MOVED THE ITEM.**

Mr. Potts asked why the BOE was not getting the service contract for these new machines. Mr. Hopp said that it was included in the base price. The previous item had an extra year of warranty added on for \$110 dollars for each machine. Mr. Hempstead said that he would like to have the reasons why there was a difference in the warranty agreements. Mr. Hopp said that he *would* email it to Mr. Lo, so that he could forward it to the Committee members.

**\*\* THE MOTION PASSED UNANIMOUSLY.**

3. **“Authorize the Purchasing Agent to issue Purchase Order(s) to New England Communications Corporation for the installation of NEC phone systems at Marvin School (\$23,659.00), Cranbury School (\$22,870.00) and Fox Run School (\$21,551.00) for a total not to exceed \$68,080.00. Note: due to failure of existing system at Marvin, Purchasing Department will be issuing an Emergency Purchase Order in order to expedite the work. Account # 09105010-5777-C0112”**

**\*\* MS. LINDSTROM MOVED THE ITEM.**

Mr. Hopp said that all the middle schools now have updated phone systems. The high schools now has the Voice over IP system, just like the Police Department, Fire Department and the City. The elementary schools have NEC systems. The idea to move all the middle schools to the NEC systems. Mr. Lo commented that Marvin had been having the most problems and BoE has been working with Mr. Foley to get an emergency P.O. Mr. Lo said that even though there were three schools being approved, BoE/City is moving forward with the system for the Marvin .

**\*\* THE MOTION PASSED UNANIMOUSLY**

Mr. Hempstead announced that the next two items would be considered together.

4. **“Authorize the Purchasing Agent to issue Purchase Order(s) to Interoptic Systems, Inc. for wiring installation for the proposed Cisco Phone system at Briggs High School for a total not to exceed \$12,968.00. Account # 09105010-5777-C0112”**
5. **“Authorize the Purchasing Agent to issue Purchase Order(s) to Total Communications, Inc. for the supply and installation of Cisco Phone system at Briggs High School for a total not to exceed \$70,367.33. Account # 09105010-5777-C0112”**

**\*\* MS. DULEEP MOVED THE ITEMS.**

Mr. Potts noted that the Interoptics System quote was only good for 10 days. Mr. Hopp said that the company wasn't going to change their bid. Mr. Potts said that the overall system was \$83,000 for 35 phones and it worked out to be \$2,400 per phone. Mr. Hopp explained that there was major rewiring and system installation. Mr. Lo commented that the Voice over IP system was much more expensive than the normal type of phones. He added that NHS and BMHS both had Voice over IP systems and this was a parity issue. Mr.



Hempstead pointed out that previously the City would just take the best price on phone systems, which resulted in various schools having different systems that were unreliable and unpredictable. Mr. Geake pointed out that the Briggs parents would question why their school did not have the same equipment as the other two high schools.

**\*\* THE MOTION PASSED UNANIMOUSLY.**

6. **“Authorize the Purchasing Agent to issue Purchase Order(s) to Advanced Corporate Networking, Inc (Digital BackOffice) for Board of Education email archiving for a total not to exceed \$25,709.85. Account # 09105010-5777-C0112”**

**\*\* MR. GEAKE MOVED THE ITEM.**

Mr. Geake asked about the FOI requirement of retaining information for six months. Mr. Hopp said that the records would be archived and retained for two years. Mr. Potts asked if one staff member sends out an email to thirty staff members how this would be counted. Mr. Hopp said that there would be a pointer email that would account for the multiple recipient emails.

**\*\* THE MOTION PASSED UNANIMOUSLY**

7. **“Authorize the Purchasing Agent to issue Purchase Order(s) to RnB Enterprises, Inc. for the purchase of 27 SmartBoards for various schools for a total not to exceed \$135,000.00. Account # 09105010-5777-C0112”**

**\*\* MS. LINDSTROM MOVED THE ITEM.**

Mr. Hempstead said that someone had recently developed a white board for \$500 with an overhead projector, a Wii controller and a laser pointer. Mr. Geake was very interested in the information on assembling this kind of arrangement. Mr. Bonenfant had several questions about allocation and the pricing, which Mr. Hopp answered.

**\*\* THE MOTION PASSED UNANIMOUSLY**

**V. MISCELLANEOUS/DISCUSSION ITEMS**

**A. Review preliminary draft of Phase I –The Mill Hill Master Plan**

Mr. Munro Johnson came forward, introduced himself to the committee and gave a very brief overview of why the Redevelopment Agency was involved in this project. He reviewed the fact that while the land and the building was owned by the City, the landscaping was managed by Recreation and Parks, the actual buildings were supervised by the Historical Commission and the tenant was the Norwalk Historical Society.

He then touched on a few elements of the Plan that were significant, such as the mission and goal of the Historical Society, as listed on page 19 of the Plan. One of the major Redevelopment projects for Norwalk will be located at the foot of the Wall Street hill. The goal is to connect the river to the development and to Mill Hill.

On page 25, the Plan outlines Phase 1 and presents the vision for the Mill Hill Plan. Mr. Johnson said that Mill Hill was the largest green space and public parcel in the Wall Street project. He then reviewed the other key points of the Plan. The planning team worked with not only architects and engineers, but also with museum planners. He said that this was a modest site and a modest attraction. It could play a significant role along with the Lockwood Museum, Steppingstones and other museums in Norwalk.

Mr. Johnson said that in old photographs, Mill Hill was more or less a bluff without trees. He added that there were other facilities that deal with the 18th century and 19th century, but this site goes back to the earlier days. He said that he wished to have this on the Committee's radar, so that when Phase 2 comes into play, the Plan will be brought back to the committee.

Mr. Park explained that if there were changes to the site, such as a staircase to Smith Street, it will also affect Recreation and Parks. He said that a key portion of the plan was about the various stakeholders.

Mr. Potts asked for clarification on one of the charts in the report. Mr. Johnson reviewed these with him.

Mr. Bryant said that he would like to comment about the Plan. He said that it was a key piece in connecting the Green to Wall Street, which will then connect with the Waypointe and 95/7 projects. Mr. Park said that Mr. Westmoreland wanted a master plan for Mill Hill and approached Mr. Sheehan about this issue.

Ms. Duleep asked whether this would connect with the Riverwalk. Mr. Johnson said that he believed it would because there would be a large, open plaza between two of the buildings and then down along the riverbank. Mr. Bryant said that this plan would also draw in the jailhouse and the barn into the projects.

Ms. Duleep asked if Klondike Park would be part of the Master Plan. Mr. Johnson said that part of the DiScala plan would be to have two esplanades that would come up from the riverbank to Klondike Park and then connect to Freese Park.

Mr. Johnson said that when he approached the First Taxing District about Klondike Park being part of the DiScala project, the response was not favorable.

A discussion then followed about the Recreation and Parks Master Plan and how it related to Mill Hill. Mr. Hempstead reviewed how the various projects from the Redevelopment Agency and the various Commissions works through the Committees.

Mr. Bonenfant said that these are great plans, but traffic still needs to flow smoothly through the East Avenue, Wall Street intersection.

Mr. Potts then asked about comment by the consultants about the housing to be built on Mill Hill. Mr. Johnson said that he wanted to be clear that this would not be part of this Master Plan. The Plan is simply being cognizant of the fact that the DiScala project at the foot of the hill will have some townhouses. Mr. Park said that if any land is to be transferred from the City to a private owner, it would have to go through the Historical Commission and various other groups before it could be approved.

Mr. Potts asked about one of the sentence in the report that stated there was no connection between Mill Hill and the river. Mr. Bryant then reviewed the history of how the Town House was used during the years, which confirmed the statement in the report.

Mr. Potts asked about the pedestrian traffic between the Green and Mill Hill and crossing safety. A brief discussion followed.

Mr. Johnson said that the Redevelopment Agency was open to additional feedback. The committee thanked him for his time.

## **B. BUILDING MANAGEMENT**

### **1. Old Police Station Demolition Project: Review project schedule**

**Review bids for Phase I – Interior Hazardous Waste Remediation Project and refer the following to the Common Council for action:**

- “a. Authorize the Mayor, Richard A. Moccia, to execute a Contract with Environmental Consulting & Contracting, LLC for the Old Police Station - Interior Hazardous Material Remediation Project for a total not to exceed \$257,075.00. Acct. #09107100-5777-C0368**



- b. Authorize the Office of Building Management to issue Change Orders on Contract for a total not to exceed \$25,707.00.”**

**\*\* MS. LINDSTROM MOVED THE ITEM.**

Mr. Lo said that the new police station had been completed four years ago and the old station has been abandoned. The water and electricity have been turned off. The building has several environmental issues. He reminded everyone that when the lawsuit was settled in the 60's, there was no requirement for the City to tear down the building. There was a understanding that the City would remove the building upon the construction of a new station.

An environmental study has been done on the site and last year, an architect was selected to prepare the demolition specifications. Now Stepping Stones is in the middle of an expansion project, so removing the old building would be very timely. Unfortunately, the building can't be entered without masks and suits because of all the asbestos in the building. The idea is to start cleaning out the building now in preparation for demolition.

Mr. Lo said that the question was raised regarding the application for Brownfield funding. Unfortunately, since the City was the generator of the hazardous material, therefore the building does not qualified. There are also four underground fuel tanks that have to be dealt with. There is a firing range in the building, which also must be cleaned up.

Mr. Lo reviewed the options associated with the demolition of the building and the extent of the removal will have significant impact on costs. Step one is to figure out what it would cost to clean out the building. This step will have to be taken regardless of what options are decided later in terms of handling the materials.

Mr. Hempstead asked if the dedication plaques had been removed from the building. Mr. Lo said that he would check.

Ms. Lindstrom asked about the cost involved in removing the material from the site had been included in the bids. Mr. Lo said that when the scope meeting was held, he reviewed the removal of interior furnishing with the contractor and the bid includes this.

**\*\* THE MOTION PASSED UNANIMOUSLY.**

**2. Review bids for the Norwalk City Hall Cupola Painting and Repair Project, refer project to Planning Commission for 8-24 Review and refer the following to the Common Council for action:**

**“a. Authorize the Mayor, Richard A. Moccia, to execute a Contract with (the lowest responsible bidder) for the City Hall Cupola Painting and Repair Project for a total not to exceed (amount to be determined). Acct. # 09107100-5777-C0439**

**b. Authorize the Office of Building Management to issue change orders on contract for a total not to exceed (amount to be determined).”**

The cupola was last painted ten years ago. Mr. Lo said that he would not recommend the lowest bidder because their bid was incomplete. Mr. Lo said that he and Mr. Foley met with the contractor and were not satisfied with the contractor's answers. The second bidder, New England Services LLC answered all the questions satisfactorily.

Mr. Lo then reviewed the process that he and Mr. Foley used when reviewing the bids.

Mr. Hempstead asked why this had to go for an 8-24 review. Mr. Lo said that any improvement on a public building over \$10,000 has to be reviewed by the Planning Commission in accordance with State Statutes.

**\*\* MR. BONENFANT MOVED TO APPROVE THE FOLLOWING ITEMS:**

**“A. AUTHORIZE THE MAYOR, RICHARD A. MOCCIA, TO EXECUTE A CONTRACT WITH NEW ENGLAND SERVICES, LLC FOR THE CITY HALL CUPOLA PAINTING AND REPAIR PROJECT FOR A TOTAL NOT TO EXCEED \$131,000.00 ACCT. # 09107100-5777-C0439**

**B. AUTHORIZE THE OFFICE OF BUILDING MANAGEMENT TO ISSUE CHANGE ORDERS ON CONTRACT FOR A TOTAL NOT TO EXCEED \$13,100.00.**

**\*\* THE MOTION PASSED UNANIMOUSLY.**

**C. Fodor Farm update**

Mr. Hempstead said that earlier today the City closed with Mr. Peoples on the second house at Fodor Farm. Mr. Park said that both owners have hired Gill and Gill as their architect.

**B. Review information regarding historic preservation incentives.**

Mr. Hempstead said that he would like to be able to create a policy regarding historic preservation of homes. He said that he was disappointed in what CCM sent to him about this. Mr. Bryant said that he subscribes to a preservation society that would have research archives. Mr. Bryant asked if Mr. Hempstead would be making a donation to the Preservation Trust.

Mr. Hempstead asked if there was any follow up on the policy for naming buildings.

The regular meeting for September is cancelled, so the next meeting will be in October. There was a brief discussion about the location of the next meeting.

Mr. Lo will contact the various locations the Committee has not visited and let the Committee members know where the meeting will be held.

**ADJOURNMENT**

**\*\* MR. GEAKE MOVED TO ADJOURN.**

**\*\* THE MOTION PASSED UNANIMOUSLY.**

The meeting adjourned at 9:30 p.m.

Respectfully submitted

Sharon L. Soltes  
Telesco Secretarial Services

