

**CITY OF NORWALK  
LAND USE AND BUILDING MANAGEMENT COMMITTEE  
APRIL 4, 2018**

**ATTENDANCE:** Thomas Livingston, Chairman; Barbara Smyth; Beth Siegelbaum; Doug Hempstead; Chris Yerinides; Greg Burnett

**STAFF:** Alan Lo, Building and Facilities Manager

**I. SITE AND BUILDING TOUR OF NATHANIEL ELY CENTER AT 6:00 PM AT THE MAIN ENTRANCE**

The committee took a tour of the Nathaniel Ely Center.

**II. ROLL CALL**

Mr. Livingston called the meeting to order at 6:45 p. m. A quorum was present.

**III. PUBLIC PARTICIPATION**

Ms. Peggy Holton came forward in support of the Norwalk Land Trust Open Space Fund Request. She stated that we signed a contract with 78 Cranbury Road, LLC to purchase the 15.4 acre parcel located at 78 Cranberry Road for \$5 million on November 22, 2017. She stated that this parcel is located at the corner of Newtown Avenue and Cranberry Road. All structures on the property have been removed and the property now represents one of the largest open space parcels on Norwalk.

Ms. Holton stated that then purchase contract is contingent upon securing financing from The Conservation Fund for a sum up to \$4 million. The Norwalk Land Trust has a commitment from Mr. and Mrs. James Fieber and William Fieber for \$1 million which leaves a balance of \$4 million to be raised. She stated that this parcel is the same property which the Conservation Commission approved 15 houses to be built.

Ms. Holton stated that the trust seeks to make a grant request for \$200,000 from the Open Space Fund.

**IV. MINUTES OF PREVIOUS MEETINGS**

**February 7, 2018**

**\*\* MR. YERINIDES MOVED TO APPROVE THE FEBRUARY 7, 2018 MINUTES AS SUBMITTED.  
\*\* THE MOTION PASSED UNANIMOUSLY.**

## **February 20, 2018 (Special Meeting)**

Page 1 Add "Special Meeting" to the heading.

- \*\* MR. HEMPSTEAD MOVED TO APPROVE THE FEBRUARY 20, 2018 SPECIAL MEETING MINUTES AS AMENDED.**
- \*\* THE MOTION PASSED UNANIMOUSLY.**

## **March 13, 2018 (Special Meeting)**

Page 1 Add "Special Meeting" to the heading.

- \*\* MR. YERINIDES MOVED TO APPROVE THE MARCH 13, 2018 SPECIAL MEETING MINUTES AS AMENDED.**
- \*\* THE MOTION PASSED UNANIMOUSLY.**

### **V. OLD BUSINESS**

No items were brought forward.

### **VI. NEW BUSINESS**

#### **A. Fire Department**

**1. Review bids for the roof replacement project at the Fire Support Services Facilities and refer the following to the Common Council for action:**

- "a. Authorize the Mayor, Harry W. Rilling, to execute a Contract with Young Developers LLC for the roof replacement project at the Fire Support Services Facilities for a total not to exceed \$583,709.00. Acct. 0918 3110 5777 C0443**
- b. Authorize the Fire Chief to issue Change Order on Contract for a total not to exceed \$58,371.00."**

- \*\* MR. LIVINGSTON MOVED TO REVIEW BIDS FOR THE ROOF REPLACEMENT PROJECT AT THE FIRE SUPPORT SERVICES FACILITIES AND REFER THE FOLLOWING TO THE COMMON COUNCIL FOR ACTION:**
- "A. AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE A CONTRACT WITH YOUNG DEVELOPERS LLC FOR THE ROOF REPLACEMENT PROJECT AT THE FIRE SUPPORT SERVICES FACILITIES FOR A TOTAL NOT TO EXCEED \$583,709.00. ACCT. 0918 3110 5777 C0443 AND B .AUTHORIZE THE FIRE CHIEF TO ISSUE CHANGE ORDER ON CONTRACT FOR A TOTAL NOT TO EXCEED \$58,371.00."**

Captain Jim Hines came forward in support of the item. He stated that in the 2017-18 Capital Budget, the Common Council approved \$475,000 for roof replacement. The roof project has been a budget request for five years.

Captain Hines stated that we have been working with Mr. Lo on the project. He stated that Mr. Lo has recommended that we request additional money needed to complete the project. Captain Hines stated that the low bid price for the roof replacement is \$583,709. He stated that the Common Council had allocated a Special Appropriation in the amount of \$108,709 to cover the shortfall which is in line with the current 4-6% construction cost increases each year.

Captain Hines stated that the 100 Fairfield Avenue building was built in 1984. It still has the original roof. The rubber roof has a life expectancy of 15-18 years. We have gotten 30 years out of this roof. We have been spot fixing many spots on the roof. Each year, it gets progressively worse.

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

## **B. Office of Early Childhood**

**1. Review request to execute new agreements/amendments for the ongoing childcare programs at Ben Franklin Center and Nathaniel Ely Center and refer the following to the Common Council for approval:**

**“a. Authorize the Mayor, Harry W. Rilling, to execute a Sublease Agreement among the City of Norwalk, Community Development Institute Headstart, Inc. and, Odyssey Learning Inc. for the use of the Nathaniel Ely Center for the operation of a 2018 summer child care programming for Head Start children.**

**b. Authorize the Mayor, Harry W. Rilling, to execute a Sublease Agreement among the City of Norwalk, Community Development Institute Headstart, Inc. and Stepping Stones Museum for Children, Inc. for the use of the Ben Franklin Center for the operation of a 2018 summer child care programming for Head Start children.**

**c. Authorize the Mayor, Harry W. Rilling, to execute a Second Amendment to the Management Agreement between the City of Norwalk and, Odyssey Learning Inc. for the operation of the Nathaniel Ely Center to extend the term of the Agreement from July 1, 2018 to June 30, 2020.**

**d. Authorize the Mayor, Harry W. Rilling, to execute a Second Amendment to the Management Agreement between the City of Norwalk and Growing Seeds Child Development Center Inc., DCD, LLC for operation of the Benjamin Franklin Center to extend the term of the Agreement from July 1, 2018 to June 30, 2020.**

**\*\* MR. BURNETT MOVED TO REVIEW THE REQUEST TO EXECUTE NEW AGREEMENTS/AMENDMENTS FOR THE ONGOING CHILDCARE PROGRAMS AT BEN FRANKLIN CENTER AND NATHANIEL ELY CENTER AND REFER THE FOLLOWING TO THE COMMON COUNCIL FOR APPROVAL:**

**“A. AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE A SUBLEASE AGREEMENT AMONG THE CITY OF NORWALK, COMMUNITY DEVELOPMENT INSTITUTE HEADSTART, INC. AND, ODYSSEY LEARNING INC. FOR THE USE OF THE NATHANIEL ELY CENTER FOR THE OPERATION OF A 2018 SUMMER CHILD CARE PROGRAMMING FOR HEAD START CHILDREN, B. AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE A SUBLEASE AGREEMENT AMONG THE CITY OF NORWALK, COMMUNITY DEVELOPMENT INSTITUTE HEADSTART, INC. AND STEPPING STONES MUSEUM FOR CHILDREN, INC. FOR THE USE OF THE BEN FRANKLIN CENTER FOR THE OPERATION OF A 2018 SUMMER CHILD CARE PROGRAMMING FOR HEAD START CHILDREN, C. AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE A SECOND AMENDMENT TO THE MANAGEMENT AGREEMENT BETWEEN THE CITY OF NORWALK AND, ODYSSEY LEARNING INC. FOR THE OPERATION OF THE NATHANIEL ELY CENTER TO EXTEND THE TERM OF THE AGREEMENT FROM JULY 1, 2018 TO JUNE 30, 2020 AND D. AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE A SECOND AMENDMENT TO THE MANAGEMENT AGREEMENT BETWEEN THE CITY OF NORWALK AND GROWING SEEDS CHILD DEVELOPMENT CENTER INC., DCD, LLC FOR OPERATION OF THE BENJAMIN FRANKLIN CENTER TO EXTEND THE TERM OF THE AGREEMENT FROM JULY 1, 2018 TO JUNE 30, 2020.**

Ms. Mary Oster stated that the programs are for children currently enrolled in CDI/Head Start during the school year. She stated that the Child Daycare Contract grant from the state that would normally fund a summer program will be used for the programs. She stated that a vulnerable group of children, many of whom are going to kindergarten in the fall will be engaged for five weeks during the summer.

Mr. Burnett stated that items a. and b. are missing start and end dates.

**\*\* MR. BURNETT MOVED TO AMEND ITEMS A. AND B. OF THE REVIEW REQUEST TO EXECUTE NEW AGREEMENTS/AMENDMENTS FOR THE ONGOING CHILDCARE PROGRAMS AT BEN FRANKLIN CENTER AND NATHANIEL ELY CENTER AND REFER THE FOLLOWING TO THE COMMON COUNCIL FOR APPROVAL TO READ AS FOLLOWS:**

**“A. AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE A SUBLEASE AGREEMENT AMONG THE CITY OF NORWALK, COMMUNITY DEVELOPMENT INSTITUTE HEADSTART, INC. AND, ODYSSEY LEARNING INC. FOR THE USE OF THE NATHANIEL ELY CENTER FOR THE OPERATION OF A 2018 SUMMER CHILD CARE PROGRAMMING FOR HEAD START CHILDREN FROM JULY 5 THROUGH AUGUST 3, 2018 AND B. AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE A SUBLEASE AGREEMENT AMONG THE CITY OF NORWALK, COMMUNITY DEVELOPMENT INSTITUTE HEADSTART, INC. AND**

**STEPPING STONES MUSEUM FOR CHILDREN, INC. FOR THE USE OF THE BEN FRANKLIN CENTER FOR THE OPERATION OF A 2018 SUMMER CHILD CARE PROGRAMMING FOR HEAD START CHILDREN FROM JULY 5 THROUGH AUGUST 3, 2018.**

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

**\*\* MR. BURNETT MOVED TO A. AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE A SUBLEASE AGREEMENT AMONG THE CITY OF NORWALK, COMMUNITY DEVELOPMENT INSTITUTE HEADSTART, INC. AND, ODYSSEY LEARNING INC. FOR THE USE OF THE NATHANIEL ELY CENTER FOR THE OPERATION OF A 2018 SUMMER CHILD CARE PROGRAMMING FOR HEAD START CHILDREN FROM JULY 5 THROUGH AUGUST 3, 2018, B. AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE A SUBLEASE AGREEMENT AMONG THE CITY OF NORWALK, COMMUNITY DEVELOPMENT INSTITUTE HEADSTART, INC. AND STEPPING STONES MUSEUM FOR CHILDREN, INC. FOR THE USE OF THE BEN FRANKLIN CENTER FOR THE OPERATION OF A 2018 SUMMER CHILD CARE PROGRAMMING FOR HEAD START CHILDREN FROM JULY 5 THROUGH AUGUST 3, 2018, C. AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE A SECOND AMENDMENT TO THE MANAGEMENT AGREEMENT BETWEEN THE CITY OF NORWALK AND, ODYSSEY LEARNING INC. FOR THE OPERATION OF THE NATHANIEL ELY CENTER TO EXTEND THE TERM OF THE AGREEMENT FROM JULY 1, 2018 TO JUNE 30, 2020, AND D. AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE A SECOND AMENDMENT TO THE MANAGEMENT AGREEMENT BETWEEN THE CITY OF NORWALK AND GROWING SEEDS CHILD DEVELOPMENT CENTER INC., DCD, LLC FOR OPERATION OF THE BENJAMIN FRANKLIN CENTER TO EXTEND THE TERM OF THE AGREEMENT FROM JULY 1, 2018 TO JUNE 30, 2020.**

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

#### **D. Conservation Commission Referral**

**\*\* MR. LIVINGSTON MOVED TO SUSPEND COMMITTEE RULES AND TAKE D. CONSERVATION COMMISSION REFERRAL NEXT ON THE AGENDA.**

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

**1. Review referral from Conservation Commission regarding Open Space funding request from Norwalk Land Trust for the acquisition of White Barn Property and: "Refer request to Planning Commission for Section 8-24 Review."**

Mr. Livingston stated that the \$200,000 grant, if awarded, would be contingent upon the trust securing the additional funds that are necessary for the purchase. Ms. Holton stated that the trust will get a three year mortgage that could possibly be extended if we are close to raising the full amount and making progress in fund raising. Mr. Hempstead stated that the City will be able to structure the grant so that the City gains rights to a portion of the property.

**\*\* MR. HEMPSTEAD MOVED TO SUSPEND COMMITTEE RULES AND ALLOW ACTION TO BE TAKEN ON THE ITEM.**

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

**\*\* MR. HEMPSTEAD MOVED TO REFER THE OPEN SPACE FUNDING REQUEST FROM NORWALK LAND TRUST FOR THE ACQUISITION OF WHITE BARN PROPERTY TO PLANNING COMMISSION AND LEGAL DEPARTMENT FOR SECTION 8-24 REVIEW AND THEN BE REFERRED TO THE COMMON COUNCIL.**

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

### **C. Redevelopment Agency**

**1. Review proposal for the use of 50 Washington Street Plaza and related land swap and refer the following to the Common Council for action:**

**“a. Refer request to the Norwalk Planning Commission for review in accordance with Connecticut General Statutes Section 8-24;**

**b. Authorize the City to acquire land located at the corner of Main Avenue and Wall Street from the First Taxing District for the purpose of improving as open space land.**

**c. Authorize the City to transfer by quit claim deed for the benefit of the First Taxing District the property comprising the traffic island situated on East Avenue proximate to the Norwalk Green, as shown on the sketch dated and attached as backup.**

**d. Authorize the Mayor, Harry W. Rilling, to execute any and all documents, including a Memorandum of Agreement, with the First Taxing District and a quit claim deed for the purpose of completing the proposed land transfer and acquisition necessary to complete the above exchange.”**

**\*\* MR. YERINIDES MOVED TO TABLE THE REVIEW OF THE PROPOSAL FOR THE USE OF 50 WASHINGTON STREET PLAZA AND RELATED LAND SWAP AND REFER THE FOLLOWING TO THE COMMON COUNCIL FOR ACTION:**

**“A. REFER REQUEST TO THE NORWALK PLANNING COMMISSION FOR REVIEW IN ACCORDANCE WITH CONNECTICUT GENERAL STATUTES SECTION 8-24;; B. AUTHORIZE THE CITY TO ACQUIRE LAND LOCATED AT THE CORNER OF MAIN AVENUE AND WALL STREET FROM THE FIRST TAXING DISTRICT FOR THE PURPOSE OF IMPROVING AS OPEN SPACE LAND., C. AUTHORIZE THE CITY TO TRANSFER BY QUIT CLAIM DEED FOR THE BENEFIT OF THE FIRST TAXING DISTRICT THE PROPERTY COMPRISING THE TRAFFIC ISLAND SITUATED ON EAST AVENUE PROXIMATE TO THE NORWALK GREEN, AS SHOWN ON THE SKETCH DATED AND ATTACHED AS BACKUP AND D. AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE ANY AND ALL DOCUMENTS, INCLUDING A MEMORANDUM OF AGREEMENT, WITH THE FIRST TAXING DISTRICT AND A QUIT**

**CLAIM DEED FOR THE PURPOSE OF COMPLETING THE PROPOSED LAND TRANSFER AND ACQUISITION NECESSARY TO COMPLETE THE ABOVE EXCHANGE.”**

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

### **E. Building Management**

**1. Review and recommendation on the proposed energy efficient lighting retrofit project at Police Headquarters and refer the following to the Common Council for approval:**

**a. Authorize the Mayor, Harry W. Rilling, to execute an agreement with Tri Stated LED Inc. for the supply of light fixtures for the Police Headquarters energy efficient lighting retrofit project for a total not to exceed \$32,554.86. Funds are available from account #0916/17 7100 5777 C0327**

**b. Authorize the Office of Building Management to issue change orders on the contract for a total not to exceed \$3,255.40.**

**c. Authorize the Purchase Agent, to issue a Purchase Order to AM Electric Company, LLC, for the installation of light fixtures for the Police Headquarters energy efficient lighting retrofit project for a total not to exceed \$20,560.86. Funds are available from account #0917/18 7100 5777 C0327**

**d. Authorize the Office of Building Management to issue change orders on the contract for a total not to exceed \$2,056.00.**

**\*\* MR. LIVINGSTON MOVED TO A. AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE AN AGREEMENT WITH TRI STATED LED INC. FOR THE SUPPLY OF LIGHT FIXTURES FOR THE POLICE HEADQUARTERS ENERGY EFFICIENT LIGHTING RETROFIT PROJECT FOR A TOTAL NOT TO EXCEED \$32,554.86. FUNDS ARE AVAILABLE FROM ACCOUNT #0916/17 7100 5777 C0327, B. AUTHORIZE THE OFFICE OF BUILDING MANAGEMENT TO ISSUE CHANGE ORDERS ON THE CONTRACT FOR A TOTAL NOT TO EXCEED \$3,255.40, C. AUTHORIZE THE PURCHASE AGENT, TO ISSUE A PURCHASE ORDER TO AM ELECTRIC COMPANY, LLC, FOR THE INSTALLATION OF LIGHT FIXTURES FOR THE POLICE HEADQUARTERS ENERGY EFFICIENT LIGHTING RETROFIT PROJECT FOR A TOTAL NOT TO EXCEED \$20,560.86. FUNDS ARE AVAILABLE FROM ACCOUNT #0917/18 7100 5777 C0327, AND D. AUTHORIZE THE OFFICE OF BUILDING MANAGEMENT TO ISSUE CHANGE ORDERS ON THE CONTRACT FOR A TOTAL NOT TO EXCEED \$2,056.00.**

Mr. Lo stated that we have assessed various lighting retrofit options in order to achieve optimum light level, energy saving and maximum return on investment. The proposed retrofit will incorporate a new Flat Panel LED product that is energy efficient and low cost.

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Mr. Lo stated that in order to minimize overall project costs, Building Management and the Purchasing Department divided this project into two separate components. Separate bids were received for labor and for material.

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

**2. “Approve New England Energy Controls, Inc., an authorized service representative for KMC Building Energy Management System, as sole source vendor to service KMC equipment. This approval shall expire on July 1, 2021.”**

**3. “Approve Automated Building Systems, Inc., an authorized service representative for Alerton Control Systems as sole source vendor to service Alerton equipment. This approval shall expire on July 1, 2021.**

**\*\* MR. LIVINGSTON MOVED TO “APPROVE NEW ENGLAND ENERGY CONTROLS, INC., AN AUTHORIZED SERVICE REPRESENTATIVE FOR KMC BUILDING ENERGY MANAGEMENT SYSTEM, AS SOLE SOURCE VENDOR TO SERVICE KMC EQUIPMENT. THIS APPROVAL SHALL EXPIRE ON JULY 1, 2021.” AND 3. “APPROVE AUTOMATED BUILDING SYSTEMS, INC., AN AUTHORIZED SERVICE REPRESENTATIVE FOR ALERTON CONTROL SYSTEMS AS SOLE SOURCE VENDOR TO SERVICE ALERTON EQUIPMENT. THIS APPROVAL SHALL EXPIRE ON JULY 1, 2021.**

Mr. Lo stated that about fifteen years ago, the Office of Building Management began to assess the needs to upgrade building HVAC equipment control to achieve greater equipment operating efficiencies, occupant comfort and energy conservation. Our goals were to identify control companies control companies that would provide equipment with greater flexibility and adaptability. We also wanted to limit our vendors to two manufacturers so that our staff would have a greater familiarity with the system from building to building while securing competitive pricing. Mr. Lo stated that, overall, we are pleased with the strategy and with the manufacturers we selected.

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

#### **F. Norwalk Historical Commission**

**1. Review bids for ADA improvements project at Norwalk Historical Society Museum and refer the following to the Common Council for approval:**

**“a. Authorize the Mayor, Harry W. Rilling, to execute a contract with Giacorp Contracting Inc. for ADA improvements at the Norwalk Historical Society Museum in the amount not to exceed \$146,835.00. ACCOUNTS 09166310 5777 C0573, 09176310 5777 C0573, 09156310 5777 C0579, and 091863105777 C0549.**



**b. Authorize the Historical Commission to execute change orders on the Contract for a total not to exceed \$10,000.”**

**\*\* MR. YERINIDES MOVED TO AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE A CONTRACT WITH GIACORP CONTRACTING INC. FOR ADA IMPROVEMENTS AT THE NORWALK HISTORICAL SOCIETY MUSEUM IN THE AMOUNT NOT TO EXCEED \$146,835.00. ACCOUNTS 09166310 5777 C0573, 09176310 5777 C0573, 09156310 5777 C0579, AND 091863105777 C0549 AND B. AUTHORIZE THE HISTORICAL COMMISSION TO EXECUTE CHANGE ORDERS ON THE CONTRACT FOR A TOTAL NOT TO EXCEED \$10,000.”**

Mr. Livingston stated that this phase of the project will construct a sidewalk from the City Hall parking lot to the main ADA entrance ramp into the building that was completed in Phase 1. He stated that an additional ramp into the separate office and meeting room wing of the building will be constructed.

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

#### **G. New Columbus School at Ely Site**

**1. Review proposed open space land swap necessary for the construction of the new Columbus School at Ely site, schedule for a Public Hearing and refer proposal to the Planning Commission for Section 8-24 Review.**

Mr. Lo stated that there are no specific requirements for a public hearing but that this committee has decided to hold one.

**\*\* MR. BURNETT MOVED TO SCHEDULE A PUBLIC HEARING FOR MAY 2, 2018 AND REFER PROPOSAL TO THE PLANNING COMMISSION FOR SECTION 8-24 REVIEW.**

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

### **VII. MISCELLANEOUS/DISCUSSION ITEMS**

#### **A. Update on school improvement projects**

Mr. Lo stated that it was discovered that the wood paneling and doors within Norwalk High School have slightly elevated levels of PCB's. He stated that due to the PCB's, the doors should not be refinished. Instead, they would have to be replaced. He stated that the cost of replacing the doors would be approximately \$300,000.

ADJOURNMENT

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**\*\* MR. YERINIDES MOVED TO ADJOURN.  
\*\* THE MOTION PASSED UNANIMOUSLY.**

The meeting was adjourned at 8:24 p. m.

Respectfully submitted,

Tom Blaney  
Telesco Secretarial Services