

Draft
CITY OF NORWALK
LAND USE COMMITTEE
January 25, 2017

PRESENT: Steven Ferguson, Chair; Frances DiMeglio; Walter McLaughlin; Bill Dunne; Nora King; George Tsiranides; David Davidson

STAFF: Steven Kleppin; Mike Wrinn; Frank Strauch (left early)

OTHERS: Fire Chief Lawrence Riley; David Westmoreland; Chief Kuhawlik; Tim Callahan; Alex Knopp; Christine Bradley; Adam Bovilsky; Darlene Young; Karen DelVecchio; Frank Sarno; Michael Mocciae; Lisa Burns; Michael Yeosock; Vanessa Valadares; Alan Lo; Mike Sgobbo; Chris Torres; Kathryn Hebert; Ralph Kolb; Steve Kleppin

I. DEPARTMENT REVIEWS FOR CAPITAL BUDGET

1. Fire Department

Fire Chief, Lawrence Riley, began the presentation with a request to obtain 50 new face pieces for the self-contained breathing apparatuses that they had replaced last year. Since the technology has changed, all of the equipment needs new pieces. He also mentioned that with this technology upgrade, they can find hurt fire personnel quicker than before. There was a discussion about possibly donating the old equipment but because of liability issues, Chief Riley, did not think that would be possible. There was a discussion about the life expectancy of the units. Chief Riley said that if they were not replaced, they would be more expensive to repair.

Chief Riley said that the Fire Department's request for building repair funds was increased because they were expanding bathrooms. For the first time, the Fire Department had a woman fire firefighter. Several of the fire houses did not have bathrooms that were appropriate for both male and female personnel. They would have to be updated. His next request was to replace the roof at the Fairfield Avenue firehouse. It is the original roof, dates back to 1982 and is leaking. His last request was for funding for two new vehicles. One of the older ones would become a spare because it was 11 years old. He was requesting funds for Ford Explorers.

There was then a discussion of the unused funds in the department's capital budget accounts. Chief Riley explained that some of the projects would go out to bid in the spring so that the funds would be used.

2. Historical Commission

David Westmoreland began the presentation by explaining to the commissioners that there was a mistake on the Commission's request. He also explained that it was their intention to keep the request flat. He then continued with his first request for funding of Americans with Disabilities ("ADA") improvements at Mill Hill. He also said that the mortar needed to be replaced at the jail because the wrong type was used. Because of the mistake, bricks are actually popping out. He then said that the schoolhouse roof needed to be replaced. He also discussed a request for a new heating system so that the building can be used in the winter as well. Mr. Westmoreland then discussed his funding request for the Lockwood Mathews Mansion roof which is now in Phase 4 of 6. He showed the commissioners pictures of the roof, which is a difficult one to fix because it is really many different ones. The roof had last been replaced in 2000 but not the flashing. Because of that mistake, there were many leaks inside. Since there were new commissioners he explained the different phases and what still has to be done. There was a discussion about the 3rd floor of the building which seems to be fixed. Once the roof is completely fixed, they will continue to monitor the ceilings. Once it is confirmed that there are no more leaks, they will repair them. The next Capital Budget request was for ADA access to the Lockwood House which is also known as the Norwalk Museum. He discussed the phases of construction. He explained that he had requested funding for an elevator. There was a discussion of grants that the Lockwood Mathews Mansion has received. There was also a discussion about the signage for the museum because it shares the parking with City Hall. The next item was the Capital Budget request for the WPA murals, one of which was recently relocated to the Norwalk Museum. Mr. Westmoreland explained that the Historical Commission was planning an exhibit, which would include a discussion about the painting that was removed, so he was requesting funds for its production and any necessary graphic design. He discussed some modifications to the building which included ADA access for which the Historical Commission received grant money. The next request for Capital Budget funds was for the Historical Commission's extensive collection of paintings, sculptures, pottery, etc. The collection is valued over \$5 million and has to be cared for in order to conserve them. He explained that if the items are taken care of, then their value increased. There was a discussion about where the items were stored. Some were stored in the basement of the Health Department while others were at the Museum. There was a discussion about the unused funds in their account. Mr. Westmoreland said that he would be spending the money in the spring. The next item that he was requesting funds for were replacing the roof on the gate building at Mathews Park. He also requested funds for cemetery site work. Much of it was done by volunteers but some must be done by professionals. He had saved the money from last year to combine with this year's funding so that the more money had to spend, the larger the discount. He then described the landscape work around the jail. He also had received some insurance money for repairs.

3. Police Department & Combined Dispatch

Chief Kuhawlik apologized for being late as he explained that he had gotten the start time wrong. The department's first request was for replacement cameras around the city, at Calf Pasture Beach and at Vets Park, which feed into the dispatch center.

The Information Technology (“I.T.”) Department could create a fiber link to the beach which had been broken for 2 years. His next request was for the tactical helmets that had been replaced. He said that the department needed new communications gear for the new helmets that they had purchased. There was a discussion about the use of drug money for projects. Chief Kuhawlik said that it had been used for new handguns. There was a discussion of the cameras that were used for speeding. Those cameras were purchased, both through the Police Department’s budget as well as the budget for the Department of Public Works (“D.P.W.”). There was also a discussion of not having enough rifles for police officers. Chief Kuhawlik said they have been replaced and that it was not necessary to have it for every officer. There was then a discussion of the Capital Budget requests for Combined Dispatch which were in the out years. He said that soon things would not be covered because of how old they were. He also discussed the radio system which the vendor said could be replaced for \$15 million. The system would piggyback on the state’s radio system, which they are not currently on.

4. 6th Taxing District

Mr. Wrinn began the presentation about the 6th Taxing District’s Capital Budget request which would be used to help fund the community center. They would use the city’s borrowing power and pay the city back the funds they borrowed.

5. Health Department

Tim Callahan began his Capital Budget funding request by explaining that a partition wall had to be replaced because it was 20 years old and falling apart. He also said that they would like to create a safe area in the storage area in the basement. Recently items had been stolen.

6. Library

Alex Knopp, a former Mayor of the city and the chair of the Board of Directors for the Library, began the presentation for Capital Budget funds by congratulating Ms. DiMeglio as chair of the Planning Commission. He said he was pleased with the recent support of the library by the city, including from the Mayor. He spoke of some of the future projects of the library including the issue of the lack of parking and the modernization of the main library. He noted that these plans would have to be on hold as the library went through litigation and would have to await the outcome of it. The case is scheduled for March 15, 2017 and he hoped that it would be resolved shortly thereafter. He noted that the library provided many programs for children. He also explained that they are trying to defer projects as they wait for the litigation to be settled.

Christine Bradley, the Library Director, continued the presentation by handing out a report to the commissioners. She explained what the library’s patrons are using which included programs, and study groups. She said the library has become the new community center. There was a discussion about moving to a new library. Mr. Knopp

explained that this was a Carnegie building and if it was no longer a library it would revert back to the 1st District.

There was then a discussion about combining a staff area to make an innovation space. The library would then be similar to an innovation center in Stamford.

The next request was for the Sono Branch of the library. The first request for Capital Budget funds was to repurpose 1 room into 2 parlors. The branch needs more space for their programs including ones for SCORE, etc. It was noted that computer use is sliding but Wi-fi use is increasing as more people bring their own devices to the library. There was also a discussion of the request for new venetian blinds which were custom made. There was then a discussion of the library's new signage. Ms. Bradley showed them sketches which were similar to the new city logo. There was a discussion of the digitization project which the state's library system has helped them with. Ms. Bradley discussed the next request for Capital Funds for the main library's children's room. The shelving had to be changed because it was too tall for the children and the carpeting had to be replaced. There was also a discussion in the increase of services especially for adults. There was a further discussion of the cost of shades. Ms. DiMeglio questioned why there was a price differential. Ms. Bradley explained that many libraries are using Radio-Frequency IDentification ("RFID") to check out books. She requested Capital Budget funds for this and said that volunteers would tag the books. The commissioners returned to the discussion of the cost of the shades in the 2 libraries. The commissioners asked that further information be provided to Mr. Wrinn who would forward it to them. There was also a discussion regarding the use of a Special Appropriation rather than waiting for the next Capital Budget if they have resolved their litigation.

7. Human Relations

Adam Bovilsky and his assistant, Darlene Young, spoke on behalf of the Human Relations Department for their Capital Budget requests. Mr. Bovilsky began with a brief introduction of the ADA requirements and Norwalk's compliance with them for those commissioners that were new. He then began with his department's Capital Budget requests which included new elevators for City Hall and new signs to designate the 2nd and 3rd floor bathrooms as ADA accessible. He noted that it would be too expensive to make the ones on the 1st floor ADA accessible. There was also a discussion as to how many employees of City Hall used a wheelchair. Mr. Bovilsky then discussed the Capital Funds that his department was requesting for ADA accessibility in a bathroom at Cranbury Park. He noted that Mr. Mocciae had made many bathrooms in different parks accessible. There was then a discussion on whether there was any duplication in Capital Budget funding requests. He also explained for the new commissioners that his department did not do any construction, but rather, the other departments did. He further explained that there was coordination between departments as to whether his department or the other department would request the funding for an ADA project. He also said that they received complaints from citizens if there are sidewalks that are not ADA compliant, etc. His next request for design was for non-compliant egress at

Norwalk High School. There was then a further discussion as to the coordination of projects especially when there was a complaint of no curb cuts or that the curbs were in bad condition.

There was a discussion as to whether some of the unused funds could be used to fund some of these projects. Darlene Young passed out spreadsheets of various projects which showed where money was left over. Mr. Bovilsky explained that these projects were not completed so they need to hold onto this money. There was a discussion as to whether this department needs a construction project. Mr. Bovilsky said it could help. He did explain that there are some Board of Education projects which may end up not happening because of their large Capital Budget request this year. Then there would be money that his department would not use.

At this point in the meeting, the commissioners took a 10 min. break at 8:50 and returned at 9 p.m.

8. Information Technology

Karen DeVecchio and Frank Sarno began the presentation for their department by handing out a spreadsheet with their priorities. The first request, capital technology, was a conglomerate of many other departments. The next was for website enhancements. The commissioners asked if there was another way to upload a calendar to the website so that it could be done quickly. Ms. DeVecchio then discussed the desktop and printing technology refresh program. All of the computers for City Hall, Library and at the Department of Public Works (“DPW”) garage would be upgraded and replaced. There was then a discussion of whether the city and the Board of Education could bid on technology together. Ms. DeVecchio said that the Board gets discounts that they could not. There was a discussion of employee cell phones. She said that it was possible if the department had money in their budget. There were ways to keep personal and business emails separate. There was a discussion as to the commissioners having an @norwalk.org email address. They decided to discuss this further at their next Planning Commission meeting. Ms. DeVecchio then discussed the consolidated server refresh. She described where the servers were located. She noted that they used some virtual services which saved the city money and energy. The department’s next funding request was for a risk mitigation assessment. She explained that they had outsourced the assessment for objectivity. She then described a committee that was working to determine how the city would continue to run if the employees were not able to come to City Hall especially during the time of an emergency. The next request was to upgrade the Storage Area Network (“SAN”). This would be a joint RFP between the city and the Board of Education for this device. One had been acquired in 2010. The next request was for P.C. and phone distribution which was a program to replace devices in closets. The program had started in 2015 and they are replacing devices that are over 10 years old. This year they would replace the ones in all the firehouses. The next request was for upgrading the backup/archive system. At this point, it takes too long to backup the server. They had to replace 60 backup batteries because they were reaching the end of their life. There would be

training for Code Enforcement and the Planning and Zoning Department for a new permitting software program. It has been offered to DPW as well. She explained to the commissioners how it worked. Eventually she explained that citizens would be able to check to see whether their neighbors had pulled a permit for a project as well as other information. The next request was for Public Safety which was the continuation of the refresh program for laptops in patrol cars. They were replaced every 3 years. Another request was for the server refresh and to upgrade the backup. Ms. DelVecchio continued with the department's request for Capital Budget funds for the library. Although usage for the library's computers has declined, it is still high. It has been 4 years since the last refresh so it is time to replace them.

There was then a discussion of the unused funds in their accounts. She explained that some projects were late and that the Board of Education half of a project did not get funded last year so they were waiting to see what would happen in this Capital Budget cycle. There was a lengthy discussion as to why their department was dependent on other departments.

9. Recreation and Parks

Michael Mocciaie began the presentation with a request for replacing vehicles. Two mowers that had previously been in the Operating Budget were moved to the Capital Budget. A new beach cleaner would be requested in next year's Capital Budget. He then described the Veteran's Park project which would be completed by May 1. He noted that the next project would be the ramps. He said that they should be done because some boats that were docked at the Maritime Aquarium would have to be moved to other docks when the Walk Bridge was replaced. There was then a discussion about the ice rink in Veteran's Park. Mr. Mocciaie explained that the city did not pay for anything to maintain it. Everyone seems to enjoy it. His next request was to repair basketball and tennis courts around the city. Ms. King noted that tennis seemed to be gaining in popularity over the last few years. Mr. Mocciaie explained that some courts are used more than others so that they would continue to maintain those that are used and then re-furbish the ones that are not. One request had been removed from the department's Capital Budget request because the Board of Education may build a school on the property. There would, however, be a tennis center built which would not interfere with a school being built. In the department's request for capital budget funds for playgrounds, one school that could use the money would be the Marvin School. Their playground was 22 years old. Another playground that could use new equipment was San Vincenzo Park where the equipment was over 25 years old.

Mr. Mocciaie then discussed a few project that his department would like to complete at Cranbury Park which included ADA restrooms and a new boiler in the mansion. It is booked through 2018. Mr. Mocciaie said that his department split the cost with the Department of Human Relations. He then discussed his capital budget requests for Calf Pasture Beach which included a new parking lot because it had not been replaced in many years. He noted that his department used the same contractors as the DPW. There was a further discussion about tennis courts because some of them,

including the one at West Rocks Middle School, were not being used. That one would be turned into a multi-purpose area. His next request was for funds so that he could complete projects at Oyster Shell Park. He discussed various events that have happened there. He then continued with his next request which was backstops and fencing. He explained that his department was responsible for the perimeter fences. He then discussed the next item which was tree plantings. This year was difficult to plant trees because of the drought. The next item was the bathrooms at Wally Bell Garage which were quite old. Mr. Mocciae then discussed the Open Space Fund. The last purchase was Farm Creek property about 7 years ago. There was a discussion as to why there not more money in this fund. There was also a discussion as to the different of using rubber vs. cork on ball fields. Mr. Mocciae said that their research indicated that cork could float away in a very bad rain storm. He then discussed the budget request for West Rocks Middle School to have better ball fields, like Nathan Hale now has. He also discussed the fields at Broad River. There was then a discussion about youth uniforms which Mr. Mocciae said that his department did not have control over. Mr. Mocciae noted that there was a request for the construction of a dock for the Rowayton Community Association. Mr. Mocciae then discussed a Master Plan of Parks. The last one had been completed 20 years ago with help from the Planning and Zoning Department staff. This time they would like to hire a consultant. There was then a discussion about the city buying available state properties in the city. Mr. Mocciae discussed request for Capital Budget funds to re-furbish a fountain for Fodor Farm.

There was a discussion of the unspent funds in their Capital Budget accounts which is over \$1 million. Mr. Mocciae explained that some funds were for tennis courts while some of the money from a project at Brien McMahon would go back to the General Fund.

There was also a discussion about the greenhouses at Fodor Farm being used for storage. Food for Brien McMahon would be grown in a some of them. According to Mr. Mocciae, the property is sustainable.

10. Public Works (Includes Parking Authority and WPCA) 11. Planning & Zoning

Lisa Burns began the presentation with an introduction of all the department staff that would be speaking on behalf of the department.

Michael Yeosock continued the presentation with Capital Budget requests for traffic signals that had to be replaced. Previously the replacement of the traffic signals was funded from a federal program. Now that is over so the city will pay for them. There was then a discussion of over \$1 million that has not been spent. These funds have been in the account since 2003. Mr. Yeosock said that it would be spent soon. There was a request by the commissioners to give a detail of all monies in the DPW budget that have not been spent and when that would happen. It was to be sent to Mr. Wrinn and Mr. Barron. Some of the money that was unspent in these accounts could be re-allocated to other departments and projects. Mr. Yeosock then discussed the next

request which was for pavement markings. The funds would be used for signage for biking and sharrows on some streets and they would work with the Mayor's Bike/Walk Task Force to put them in. He then discussed improvements at Seaview Avenue which would include crosswalks. There were safety concerns and they had received complaints from citizens. He discussed the Stevens Stewart roundabout. He said that the funds would be for design and construction.

There was then a discussion by the commissioners with the Department of Public Works to prioritize their Capital Budget requests. It was suggested that the list be provided before the commissioners make their final recommendations.

Vanessa Valadares continued the presentation by discussing the department's request for funding for the Perry Avenue Bridge. Although it is under construction they were requesting additional funds to pay for flagman, which had not been under the original Capital Budget request. They did not know that they needed them. The next request was for the James St. Bridge. They would bid on the project in the fall. The cost of the project would be split with the state, 20% funding from the city and 80% from the state. There would be improvements to the ingress and egress at the condominium near there. The next request was for bridge repairs. Lisa Burns noted that this was a fund for emergency bridge repairs that come up during the year. Chris Torre continued the presentation with the request for fleet replacements which included plow trucks, a supervisor truck, and a bucket loader. The commissioners thanked him for how well the streets looked after snow storms. The next request was the drainage system mapping which Ms. Burns discussed. It had not been funded last year. She explained the city's drain system must be mapped to be in compliance with its permit. Some of the department's personnel are doing it but they need help because they are not near to completion. Only 20% has been completed. Another request was for the pavement management program which is a regular request. She discussed the list of streets to be paved. She noted that the street paving and sidewalk replacement programs now work together. The next request was to create footpaths that meet ADA requirements which were that they should be 4 ft. wide. There was a discussion about adding sidewalks to the urban core. They were focusing on establishing standards for designs for different village districts. The next Capital Fund request was for the Norwalk River Valley Trail. There was then a further discussion about the history of footpaths and what they were like. Ms. Burns continued with the Capital Fund request for general drainage. These funds would be used before paving is done to fix drains before a road is paved. It is an ongoing fund that is used every year. The next request was for watercourse maintenance which was done on a rotating basis. There was a separate request for drainage repairs on North Taylor because it was larger than others. Storm water management was another request that Ms. Burns discussed. There was also a request for culvert rehabilitation because many needed to be replaced. There was also a problem with iron oxide affecting water quality. They were looking into it with Harbor Watch.

Mr. Lo and Mr. Sgobbo continued the DPW's presentation with request for capital budget funds for City Hall. Mr. Sgobbo discussed what buildings they were responsible

for. He gave a brief overview of past projects and their accomplishments. He then described the repairs needed in City Hall as well as the need to upgrade security. They would like to upgrade the security around the loading dock entrance at City Hall. It would include additional cameras and door locks. He discussed the final phase of roofing project. He then noted that there were some unspent monies in a few accounts which he thought could be used for this roofing project. A request for funds for sidewalks and curbs could be reduced because of unspent monies. Mr. Sgobbo noted that the next request was funding to the Various City Building repairs. It was for emergency repairs in city owned buildings. In the Public Works garage they would like to replace an oil pump. There was a discussion of energy conservation. This was actually used around the city. There is an energy project at the library. They liked to receive funds so that they could continue to be a part of various energy projects. There would be a review of plans for the Main Library. However, they would wait until the library could afford to renovate. There was a request for various building environmental remediation. This fund was necessary because if there is a project to get underway, the funds would be available. There was a discussion about Nathaniel Ely school which would stay where it is while another school is built behind it. The next request was for energy efficient lighting at Police Headquarters including the parking lot. This was to help the cameras so that things could be seen on the video. The Ben Franklin school would need a new roof so they were requesting capital funds for the design. It could be pushed to the out years, if necessary.

Chris Torres continued the presentation as the tree warden. He said that the request for funds was the same as in past years. Trees are taken down if they are a liability. It also adds value to the properties. There was a discussion of what types of trees to use.

Mr. Yeosock said they were requesting state funds and federal grants for Tea21 Local Match so they may not need these funds as well as for Safe Routes to School.

Ms. Burns continued the presentation with the request funds for the East Avenue Bridge. The department had requested funds for this last year but not received it. The request was for the treescape. They had hired a landscape architect to work with a neighborhood design review committee. The committee would decide what they would like that would not be paid for by the state.

Chris Torre continued the presentation for the compactor replacement at the transfer station. They had previously replaced 2 others so this is the last one to replace. They are negotiating a contract with City Contracting which would like to use it for recycling compacting so they did not have to take it to Stamford. It could save the city money if they could re-negotiate this contract.

There was a discussion about the unused funds in the department's capital budget accounts. There was a discussion about the unused funds in this account. The department said that there were no funds in this account. The commissioners asked for clarification on this. Another part of the funds being requested would be used for paving

the transfer station. Mr. Torres said that the paving was not a high priority for the department.

Vanessa Valadares gave the commissioners an overview of the parking facility. Based on a consultant report, they have made their capital budget requests. They will do work on the Yankee Doodle parking facility with cameras and new lighting. There was a discussion about the DiScalas and one of the other parking lots. There was also a discussion of the timeline for projects. The next capital request was for the canopy at the South Norwalk train station parking lot. It had been broken for about 2 years.

Kathryn Hebert continued the presentation about the revenue control system at the South Norwalk train station. The system is 16 years old and it breaks down several times every month. It is frustrating for the commuters. There was also a discussion of parking meters in South Norwalk. It did not make the area very business friendly.

Ralph Kolb continued the presentation for the Water Pollution Control Authority ("WPCA"). The request was for the rehabilitation of the sanitary sewer system. The next request was for an item that would come up in later years. The next item was for a handling facility which dated back to the 1970s. The mechanicals are failing, especially the aeration system. They will be requesting funds to reach a total of \$18 million. They will have to decide what is critical. There was a discussion about the necessity of receiving the funds now. The next item was for water treatment plant upgrades. There were also chemical storage tanks which need to be upgraded. Mr. Kolb also discussed underground tanks which they would like to move above ground. There was a discussion of how these requests would affect the WPCA's rates. The next request was for pump station upgrades which they would be setting funds aside for. INC is a computer program which monitors all of their facilities.

11. Planning and Zoning

Mr. Kleppin began the presentation by noting that he would like to re-organize the office as well as get new desks in the office which dated back to 1988. At that time, no one was using computers. It is not user-friendly when the public comes in to review plans with staff. Ms. DiMeglio wondered if the funding request was too low. He also discussed digitizing records but that he would look for grants for this.

The meeting was adjourned at 12:10 a.m.

Respectfully submitted by,

Diana Palmentiero