

**DRAFT  
CITY OF NORWALK  
PLANNING COMMISSION  
January 24, 2018**

**PRESENT:** Frances DiMeglio, Chair; Steven Ferguson; Tammy Langalis; Brian Baxendale; David Davidson; Michael Mushak; Nora King (left at 12:20 a.m.)

**STAFF:** Steven Kleppin; Mike Wrinn

**OTHERS:** Chief Kulhawik; Karen Delvecchio; Ken Hughes; Susan Switzer; Bruce Chimento; Mike Yeosock; Lisa Burns; Chris Torre; Mike Sgobbo; Kathryn Hebert; Vanessa Valadares;

**I. CALL TO ORDER**

Frances DiMeglio called the meeting to order at 7:05 p.m.

**II. ROLL CALL**

Mr. Kleppin called the roll.

**III.**

**1. Police Department & Combined Dispatch**

- a. Tactical Vests – Chief Kulhawik said that there were no plans to request for capital funding this year.
- b. Tactical Audio/Video Robot There was a robot that was in a future budget but he said that the department was working on trying to get it this year with funds from another project, if the price was low enough. The robot was \$25,000. There was a discussion of possibly purchasing a drone. They are inexpensive
- c. There was a discussion of cameras. Chief Kulhawik said that it was move to the operating budget.
- d. Combined Dispatch –
  - a. Replacement of Portable Radios – Chief Kulhawik noted that some of the equipment would not be able to be replaced because the parts are old and not being made anymore. The portable radios are now about 8-10 years old. There was a question about what to do with the old radios.

There was a discussion about why there were not body cameras for everyone. It would be in the operating budget and not the capital

budget. There is a state grant to reimburse for the cameras. There was a discussion about radio systems with other municipalities. It would help lower maintenance costs.

- e. Communication Console – There was a discussion about the radios again about communicating with other towns, including with other departments, including the Department of Public Works.
- f. Radio System Replacement – There was a discussion about joining with surrounding towns to share the costs of this system, rather than having a standalone system.

## **2. Information Technology - City Technology**

- a. Karen Delvecchio began the presentation by introducing Frank Sarno. Ms. DiMeglio said that she had spoken with Ms. Delvecchio a few weeks prior about putting agendas on the website, which had now been implemented. Ms. Delvecchio explained how the department worked with other departments for Information Technology
  - i. Desktop and Printing Technology Refresh – She explained how her department looked over the equipment in the various departments to see how it worked and tried to replace it 3-5 years. There was a discussion about the library funding which was split into staff and public computers. She would sit with the staff to see what their needs were.
  - ii. Consolidated Server Refresh – She explained that they assessed the servers that provided services to the city. They were refreshed on a 5 year basis. One server would be replaced. There was a discussion about backing up to the cloud. There are security concerns because of the records that are kept such as police records.
  - ii. Risk Mitigation and Information Security – A professional audit was done in 2015 which IT then addressed the issues that were reported in the audit. They have reviewed various softwares and have found one they would like to purchase with the capital budget funding. They currently also have a monitoring service which protects the city's data. There was a discussion about a sum that was paid out by a department which was actually a scam. Ms. DelVecchio said that this was something had to be addressed by training city employees to look for scams. There was then a discussion about voter registration rolls. She explained that this was a state system. There was one connection between the city and the state which was tightly restricted.
  - iv. Phone system routers and gateways refresh – She said that these units are 12 years old and could cause outages if not replaced soon. Six would be replaced this year and then another 6 in the next year.
  - v. PC and phone distribution switch replacement library – This project was started in 2015.
  - vi. Refresh telephone handsets. – She explained that the back end was upgraded this year. Some handsets were replaced already such

as Police Department. She would like to replace more this year especially in the Police Department and Fire Department and some departments.

vii. Data Center core switching upgrades – They are 20 servers that are managed. They need new software to be able to do this better.

viii. Systems Management software -

There was a discussion of the building department not having deeds online. It was noted that there was a contract for this to happen but had not been signed at this time. There was a larger discussion of having records online, rather than the current system in many departments which had them in boxes. There was then a discussion about the permit system that is being used by several departments, including Code Enforcement, Planning and Zoning Department. There was then a discussion about the huge project it would be to scan all the historical documents that all the different departments had.

ix. Large Format printers. Scanner/copier PZ – Mr. Kleppin explained that the plotter was over 10 years old and not serviced anymore. If the new plotter could be a scanner as well, they could scan the old maps that were in the office.

x. A/V upgrades to conference rooms – She explained where the new AV upgrades had already been done so they would like to do upgrades in the Planning and Zoning Department conference room as well as in the IT conference room. They would have another company come in to discuss what should be done in the space. There was a discussion about the upgrades in the community room.

xi. Ortho Photography – This is for something like Google Earth. The state did this in 2016 and made the pictures available to the municipalities. Since the state may not do it in 2018, this funding was for the city to pay for it. The city would get fined if it does not have it online, available to the residents. Mr. Kleppin explained that the Planning and Zoning Department used it on every permit, so it was necessary for them.

xii. Mobile Data Terminals in Patrol vehicles – She explained that these laptops are used 365/24/7 so they wear out very quickly. They refresh it every 3 years. They are designed for rugged environments such as bad weather. They will be outfitted with mobile printers as well. There was a discussion about why they are not under the operating budget.

xiii. Server Refresh – She explained that the servers at the Police Department and Fire Department were replaced to avoid problems with them.

xiv. Public Access Computer Refresh and Pharos server refresh – They like to replace the computers at the library so that the public can use them, since they are in demand. There are no filters on these computers, except in the children's room.

There was a discussion about funds that had not been used.

At this point, there was a short break at 8:17 p.m. and they returned at 8:22 p.m.

3. **Recreation and Parks** – Ken Hughes introduced himself as the interim Chair of the Department as Mike Mocciaie had retired last year.
  - a. **Vehicles** – Mr. Hughes requested funding for two pickup trucks which were at the end of their useful life. He also explained how his department also needed a small garbage truck which was used to pick up from the green garbage cans in the parks and the schools. There was a discussion about City Carting and their work around the city. He also requested a new tractor. He was also requesting a new snowplow which was bought in 1988 and used for sidewalks around the schools. There was a discussion about it would be more efficient. Mr. Hughes explained the route that was used to plow the sidewalks.
  - b. **Basketball and tennis courts** – Mr. Hughes then discussed the funding request for this item. He said that there were large cracks at Mathews Park and they needed major repairs. He also explained the type of concrete that would be used and it had a warranty for 20 years. Norwalk High would be done in a future year and explained that the repairs would not last. There was a discussion about whether to do the repairs at Mathews Park or Norwalk High first. Mr. Hughes said that Mathews Park was very popular.
  - c. **School and Park Playground** - Mr. Hughes said that the Fodor Farm was popular but that there was no playground for kids as parents used the gardens. There was then a question about using the rental funds to pay for the playground. The rental fees go into the General Fund. There was a discussion about the playground at San Vincenzo Condo. Mr. Hughes said that the playground was a city park and the last sand park in the city.
  - d. **Cranbury Park** – There was a request for electrical and plumbing upgrades in this Capital Budget cycle. There was then a discussion of the Glass Conservatory which was over \$1 million. The mansion is a big moneymaker at Cranbury Park.
  - e. **Calf Pasture Beach** – Mr. Hughes explained that there were tents that need to be replaced. Wood pavilions would replace them. There was then a discussion about investing money in the baseball fields, rather than the wood pavilions. Mr. Hughes then was asked about why he was requesting wood pavilions. The newer tent was 3 years old because they had to be replaced after storms. He also discussed having a system in order to take money. They did not want to take cash any more at Veteran’s Park, Calf Pasture or Cranbury Park.
  - f. **Paving Sidewalk Projects** – Mr. Hughes then explained that this item was for funding projects which used to be handled by the Department of Public Works (“DPW”). He also explained where some of the sidewalks were that needed to be replaced including West Rocks and the Recreation

and Parks. There was also a discussion about maintaining tennis courts not currently being used as tennis courts.

- g. **Testa FieldTurf Replacement** – Artificial turf is now groomed in house. The turf needs to be replaced because it is reached the end of its useful life. There was a discussion about using cork instead of artificial. Mr. Hughes said that they would look at the studies and possibly using different materials
  - h. **Backstops and Fencing** – This was the usual request for funding. There were funds leftover from 2017 as well.
  - i. **Tree Planting** - This was the usual request for funding. There was not much planting because of a drought in 2017 summer.
  - j. **Park Garage** – He was requesting funds for new bathrooms since they were original to the building. Also, he said that there was a staff plumber that could handle some of the work.
  - k. **West Rocks Soccer Complex and Broad River Baseball Complex** – Mr. Hughes was requesting money for design of the complexes and then funding in the next year. Ms. King said she supported both of these projects. There was a discussion about restrooms at Nathan Hale. Mr. Hughes said that there was an issue about staffing for this. There was also a discussion about a composting bathroom. There was also a concern about the lighting at these new complexes. Mr. Hughes said that they would hold public hearings once the project was funded. Ms. DiMeglio suggested that the Planning and Zoning staff should look at lighting at the train station at the I-95, Exit 17 because it was so well done.
  - l. **Veterans Memorial Park** – Mr. Hughes said that he was requesting funds to replace the roof on a building in the center of the park which had a concession stand as well as bathrooms. There was also a discussion for an open air rink. There was a discussion about the cost of the roof which seemed a little high to the commissioners. They also requested back-up for this item.
  - m. **Open Space Fund** - This was the usual request for funding.
  - n. **Rowayton Community Docks** – Mr. Hughes said that this request had been put on hold for a while but he was requesting funds for it again. Ms. King told a couple of stories about how several people had gotten their feet caught in the docks. Mr. Hughes said that this could not be done in phase.
  - o. **Nathan Hale Fountain** – Mr. Hughes said they were requesting funds to fix the fountain at Fodor Farms.
4. **Redevelopment Agency** – Susan Switzer introduced herself.
- a. **Wall St. Redevelopment and Urban Core Infrastructure Projects & Restoration of the HUD funding for the Ryan Park improvements**  
She noted that bids had gone out for Ryan Park renovation. The funding request is replacement for Choice Neighborhoods funding. The 2<sup>nd</sup> piece is the balance for the Washington St. Plaza improvements.

- b. **Washington Street Plaza Improvements** – She said this was partially funded last year. Design and engineering was funded last year. This funding would be for construction this. Mr. Ferguson said that he had seen plans for it and that it looked very good. Mr. Davidson said that last year this item was only funded \$300,000 for the entire project. He did not understand why the department was requesting more funds. The department had been spent about \$45 – 50,000 for design and engineering, but not for construction. Construction could start this summer, if it is funded. There was a discussion about the viability of this area. It should be a premier project to generate more investment later on. There had been public meetings held to discuss it with the neighbors. This area would be programmed with musicians, etc. There was a discussion about the amount of money that was requested. There was also a discussion about monies that have not been spent from past Capital Budget funding. Ms. Switzer said that some monies were being held for projects that have not been started. Mr. Davidson asked that \$436,000 be looked at to possibly fund this plaza improvement. They were asked to have answers before February 20.
- c. **Affordable Housing** – Tami Strauss of the Redevelopment Agency said there would be a loan to Trinity Street housing, Phase 2. It is a loan to the Norwalk Housing Authority which would then go to the project. She explained what the money would be used for. She said that it is structured a loan but it is a grant. There was a discussion about the brochures that were provided.

At this point, the commissioners decided to take a 5 min. break at 9:50 p.m. They started again at 9:55 p.m.

- 5. **Public Works (Includes Parking Authority and WPCA)** – Bruce Chimento, the Department head of DPW began the presentation by introducing the staff. He said that he would go over what was being funded in 2018-19.
  - a. **Traffic Signal Replacement** – This is an annual request from the department. There was a discussion of why 2 signals were necessary. Mike Yeosock said it was state law as well as a national standard. There was a discussion of the cost of the traffic signals which are about \$300,000 each. Eighty-four (84) would be replaced which are owned by the city. They last about 30 years. The actual replacement is done by outside contractors.
  - b. **Transportation Master Plan** – Mr. Chimento said that they had money for this and were not requesting funds.
  - c. **Pavement Marking/Signage for Bikes** - Mr. Chimento said that they had money for this and were not requesting funds. Mr. Mushak said he had no personal interest in this.

- d. **RRFB Crosswalk/Warnings** – There was an explanation as to what these crosswalks are.
- e. **Stevens/Stuart Roundabout** – Mr. Chimento said that this would be near the Hospital since it is a difficult intersection. There will be no stop signs. Mr. Yeosock said that they could get a sketch of what it looks like for the public hearing on February 7. Mr. Chimento said that there were not a lot in Connecticut. There was a discussion about how they looked.
- f. **West/Belden/Wall Roundabout** – Mr. Chimento said this was not in this year's request.
- g. **Traffic System Enhancements** – Mr. Yeosock said this funding was for battery backup when the power went out as well as enhancements for beeping for the blind.
- h. **Pavement Markings** – Mr. Chimento said that this was an annual request. However, it had not been funded for several years so after it was infused with capital, the annual request would become lower.
- i. **James Street Bridge** – Lisa Burns began the presentation. Much of the funding would come from the federal government and the remainder from the city. They hoped to reduce the time that the bridge would be closed.
- j. **Bridge Repairs** – Ms. Burns said they were requesting additional funds because there are 14 bridges that have not been inspected since 1991. The state no longer inspects these bridges. They had set up a plan to fund this project through 2021. It would include inspections as well as critical repairs.
- k. **Structural Inspections and Repairs** – Ms. Burns explained that since they no longer have a staff inspector so this funding would help with that. They would have to hire someone to do inspections. This funding would include repairs. There was a discussion about the Strawberry Hill bridge over I-95 which needed to be repaired. Mr. Ferguson thanked DPW for keeping the citizens safe after it snows. There was then a discussion about having video to show what the drivers are seeing from the trucks. The trucks have GPS so that the department knows how fast a truck goes and how much salt is being put down.
- l. **Fleet Replacement** – Chris Torre said that there are 11 trucks over 20 years old, in a fleet of 37. They will continue to ask for 2 trucks each year. This year they also asked for a tractor. There was also a request for a garbage truck which was for bulk waste on demand. It's now only in the city taxing districts that have city garbage pickup but would be citywide if it was popular. Mr. Chimento said how the bulk waste program worked. There are places where bulk waste is left but now citizens can get it picked up for free. There was a discussion about washers and dryers. There was a request for an enclosed camera truck to record the drainage pipes. There was also a request for a tractless snow plow which could help Board of Education and Recreation and Parks. This would cut down on expenses for overtime for snow removal. There was a discussion about an ordinance to request people to remove the snow from the sidewalks

and not thrown into the street. There was a discussion about buying equipment locally.

- m. **Pavement Management Program** – Mr. Chimento noted that this is an annual request from the department. He explained how the paving program worked. Ms. Burns said that they had revised their standards to include granite curbs. There was a discussion about granite sidewalks, near Exit 14, off I-95. Ms. Burns noted which items would be bid out together.
- n. **Norwalk River Valley Trail** – Mr. Yeosock explained what part of the trail would go out to bid this spring. He also said that there was a grant application that had been sent out.
- o. **Construction of New Sidewalks** – Ms. Burns explained that this was separate from the pavement management program as well as mentioning which sidewalks would be constructed. There was a specific request to have a sidewalk on Rt. 7 near the Merritt 7 complex. There was a request for asphalt in areas that are not in the urban core. There was then a discussion to shifting money for sidewalks to the non-urban core, every few years. There was then a discussion of requiring developers to use granite curbs in the urban core.
- p. **Sidewalk Replacements** - This funding would be requested along with construction of sidewalks.
- q. **Footpath Replacement** - This funding would be requested along with construction of sidewalks.
- r. **General Drainage** – This funding is requested with road maintenance.
- s. **Watercourse Maintenance** – No funds are being requested.
- t. **North Taylor Avenue drainage** – Ms. Burns explained the location of this project. It is a big project which they removed from the General Drainage capital fund request.
- u. **Stormwater Quality Maintenance Plan** – Ms. Burns said that there had been a lengthy memo from WPCA about this plan. DPW has to be in compliance with a state regulation. This request is for DPW. If they are found to not be in compliance, they could end up paying more. Mr. Chimento explained how they would have to do the work but that they did not have enough equipment to do it. A handout was passed around to the commissioners about how the DPW came up with this funding request. There was a discussion about funding that was still in accounts and using this money to start the project. The Mayor would have to be the one to say that the City should comply with the regulation. Ms. Burns explained how the EPA had spoken with the DPW about complying but that was 2 years ago, under a different administration. There was a discussion about whether the sewage system can handle the added density from new developments.
- v. **Norwalk River Flood Control** – Ms. Burns said that the Army of Corp of Engineers had notified DPW that the dyke at that River Bend Condos, and the area around it, is not in compliance and that the city should be put it

into compliance. She noted that there aren't any good options. She said they would negotiate with the Army Corp. of Engineers for a reasonable response in order to settle this issue. They would talk to them again in the summer. The funding request is to show a good faith effort that the city is working to fix it. There was a discussion that they may need to use a special appropriation.

- w. **Tree Planting** - Mr. Chimento noted that this is an annual request from the department. Mr. Torre said that tree lined streets add to property values. This is to buy and plant trees.
- x. **East Avenue Road Reconstruction** – Ms. Burns said they would continue to advance the design of the road reconstruction. The city pays the design cost and the federal government pays for the construction. Some items are not included in what the federal government pays. There was a discussion about the underground utilities for this project, which the 3<sup>rd</sup> Taxing District did not want to support. The project would be done in phases along with the Walk Bridge project. They are still working on the logistics.
- y. **FHWA Local Match** - They are not requesting funding in this year.
- z. **Safe Routes to School** – Mr. Yeosock said that this was a continuation of projects that are already started. They are also working with Cranbury to make it a little safer to walk. Signage, bike lanes, crosswalks, etc. would be installed.
- aa. **Glover Avenue Infrastructure Improvement** – Ms. Burns explained the projects that are going on in this area. The train station would be improved as well. There are issues on the Glover Ave. bridge. There had been conditions on one of the projects on a Glover Ave project which included bike lanes and additions to the Norwalk River Valley Trail. There was a discussion about the funding for this project.
- bb. **Building Management** – Mr. Chimento continued with a list of the work to be done to the City's buildings, including City Hall. Mr. Sgobbo answered questions about the Concert Hall for the cupola which included consulting fees for drawings and an architect. There was then a discussion about defective carpeting in parts of City Hall. It would have to be replaced at the manufacturers' expense but the furniture, etc. would have to be moved out of offices at night and over the weekend. There was then a discussion about the elevator cabs and the project being done in 2020. The manufacturer is no longer making some of the parts for it. There was a discussion about the security alarm system in the building which was put into City Hall in the 1980s. There was also a discussion about having bullet proof glass on the Health Department. There was a discussion about outstanding balances that had not been used. Mr. Sgobbo said that they would be using some of the balances on other projects. In the DPW center repairs there is no communication if there is an emergency. They are requesting funds for this project. There was another discussion about standing funds which Mr. Sgobbo and Mr. Torres said would be used. Mr. Sgobbo explained that utility

companies offered rebates to implement energy conservation plans. The requested funding was for things that program did not cover. There was a discussion about the funding for the main library, which needed some new windows, elevators. There was a discussion about Nathaniel Ely school. Commissioners asked why this funding was necessary if new buildings were being constructed. These funds were for the old building. There was also a discussion about the Police Headquarters and the landscaping in front of it. There was also a discussion about the parking lot which was now 12 years old. There was a discussion about rental fees from Ben Franklin.

There was then a discussion about having the DPW submit a priority list of projects so that when the Planning Commissioners go over the Capital Budget on Feb. 20, they would know what to fund. Mr. Chimento did not think that he or his staff would be able to make those kinds of decisions. The DPW staff said that they had already prioritized the requests so it would be difficult to do it further. Some of the commissioners thought that DPW was a unique department because they are large.

**Norwalk Parking Authority** – Kathryn Hebert said that the request was for parking facilities. She noted that some parking capital funding accounts still had monies in it which would be used. Vanessa Valadares said that some consultants, Desmond, had a done a study some years ago. They had been called back to look again. They came up with a priority list. Yankee Doodle garage was not up to code so it would have to be updated. South Norwalk parking garage has to be upgraded because of the use it gets on a daily basis. Liberty Square is a city owned facility. Ms. Hebert addressed the concerns of the neighborhood. Contractors use this parking lot because it is free. Sometimes they leave the cars there for a long time. A suggestion was made to have someone manage the parking lot. The funding was to bring the parking lot up to code. It would be made safe and paved. There was a discussion for “pay by cell.” The equipment used to collect parking fees needed to be updated. Ms. Hebert suggested replacing some of them, not all 32. There was a discussion about managing the Liberty Square lot.

## **Water Pollution Control Authority Ralph Kolb and Mark McCormick**

### **Collection System Rehabilitation –**

Pump Station Upgrade/Repair - Mr. Kolb said this project is still in the design phase and would go out to bid in a few months. It would rehab sewer system issues throughout the city and replace Marvin Beach Pump station. There was a discussion about a consent order with the Environmental Protection Agency (“EPA”) which they are working on. He also noted that there is a project called Ely and Bouton St. Hydraulic Repair and how much it cost. Water St. Sanitary Sewer Interceptor is a section of pipe which dates back to 1929. It should be addressed in the next few years. They are requesting funding for non-participating items which they would not be receiving funds for. They are also negotiating with the state to be reimbursed and are hoping that is so.

**Pump Station Upgrade** – They were requesting \$4 million for different pump stations around the city. Rehabilitation is necessary to avoid backups of sewage into businesses and residences.

**SCADA (Supervisory control and data acquisition) and I&C Systems** – This funding goes to upgrading the system. There was a discussion about whether their rates would go up. In 2020, the OMI contract expires so they are working to re-negotiate it.

## **6. Planning & Zoning**

Mr. Kleppin said that he had a request for office upgrades to organize the front office. He said the equipment had not been replaced for over 30 years. Mr. Davidson said that he would support Mr. Kleppin's request to the Operating Budget and provide a letter to them for an additional staff person. Mr. Kleppin said that the Operating Budget was more important to him. Ms. DiMeglio said that she would support these Planning and Zoning requests.

## **VIII. ADJOURNMENT**

### **Ms. Langalis made a Motion to Adjourn**

**Mr. Baxendale seconded.**

**Frances DiMeglio, Chair; Steven Ferguson; Tammy Langalis; Brian Baxendale; David Davidson; Michael Mushak; Nora King**

**No one opposed.**

**No one abstained.**

The meeting was adjourned at 12:57 a.m.

Respectfully submitted,

Diana Palmentiero