

CITY OF NORWALK  
HISTORICAL COMMISSION  
FEBRUARY 24, 2010

ATTENDANCE: David Park, Chair; Peter Bondi; Eric Chandler; Thom Dunlap; Kathryn Martino; Clyde Mount; David Westmoreland; Charles Yost

GUEST: Tod Bryant, President Norwalk Preservation Trust

CALL TO ORDER

Mr. Park called the meeting to order at 7:01 p.m.

ACCEPTANCE OF MINUTES- January 27, 2010

- \*\* MR. CHANDLER MOVED TO ACCEPT THE MINUTES AS PRESENTED
- \*\* MR. BONDI SECONDED
- \*\* MOTION PASSED WITH TWO (2) ABSTENTIONS (MS. MARTINO AND MR. YOST)

CHAIRMAN'S REPORT

Approve NHC 2010 Committee Assignments

Mr. Park explained that the Committee assignments were basically the same as last year, except that Mr. Westmoreland has agreed to chair the Finance Committee. Mr. Chandler thanked Ms. Martino for all she did as Chair of the Finance Committee.

- \*\* MR. WESTMORELAND MOVED TO APPROVE THE FOLLOWING NORWALK HISTORICAL COMMITTEE 2010 COMMITTEE ASSIGNMENTS:

Building Committee:  
Peter Bondi, Chair  
Joe Dilorio  
John Kurtzman

Cemetery Committee:  
David Park, Chair  
Thom Dunlap

Kathryn Martino  
David Westmoreland  
Finance Committee:  
David Westmoreland, Chair  
Kathryn Martino  
Charles Yost

Museum Committee:  
Eric Chandler, Chair  
Peter Bondi  
Thom Dunlap  
LaTanya Langley

\*Chairman and Vice Chairman are on all committees as needed.

\*\* MR. DUNLAP SECONDED  
\*\* MOTION PASSED UNANIMOUSLY

Discuss and approve NHC Resolution in support of capital funding for the demolition of the former police building at Mathews Park.

Mr. Park explained that the Department of Public Works has requested capital funding for the demolition of the old police building. He said that all of the neighbors in Mathews Park are in favor of this. This Resolution asks that the site remain as open space.

Mr. Yost asked why the demolition was so expensive. Mr. Mount said that he believes that the cost will be reduced. Mr. Park said that currently there is about \$300,000 in the account. Mr. Mount explained that the stone is going to be crushed and then used as fill. The site will then be covered with top soil and grass.

Mr. Park said that the Finance Department and Mayor Moccia are in support of this. He added that this Commission is a Stakeholder in this project.

\*\* MR. CHANDLER MOVED TO APPROVE NORWALK HISTORICAL COMMISSION RESOLUTION IN SUPPORT OF CAPITAL FUNDING FOR THE DEMOLITION OF THE FORMER POLICE BUILDING AT MATHEWS PARK

\*\* MR. WESTMORELAND SECONDED  
\*\* MOTION PASSED UNANIMOUSLY

Approve accepting of the State of Connecticut grant funds in the amount of \$20,000 from the Norwalk Preservation Trust for the Historic Resource Inventory Project.

Mr. Bryant explained that the Norwalk Preservation Trust received a grant from the State for \$20,000 to conduct a partial historic resource survey. Mr. Park explained that the action necessary is for the Commission to vote to accept the grant. This will then go to the Land Use and Building Management Committee for approval and then to the Common Council for final approval.

Mr. Bryant explained that the grant is designed to start the revision of the historic resource inventory. This has not been done since 1978. He said that Norwalk Preservation Trust felt that it would make sense to combine resources with the City, because they would then have \$40,000 which would allow them to do a much better job. He added that the inventory should reside with the City and needs to be geocoded. Mr. Bryant said that this inventory will create a framework that can be used to go forward.

Mr. Bryant said that there are no restrictions on co-mingling the funds. Mr. Park said that the Commission has \$20,000 in their capital account. Mr. Bryant said that essentially the Norwalk Preservation Trust is giving a matching grant to the City of Norwalk. Mr. Bryant asked if there was any way for the funds to go into a separate account. Mr. Bondi said that the City will keep very accurate records on what is spent.

\*\* MR. WESTMORELAND MOVED TO APPROVE ACCEPTING OF THE STATE OF CONNECTICUT, COMMISSION ON CULTURE AND TOURISM GRANT FUNDS IN THE AMOUNT OF \$20,000 FROM THE NORWALK PRESERVATION TRUST FOR THE HISTORIC RESOURCE INVENTORY

PROJECT AND TO REQUEST THAT THE FUNDS BE HELD IN A SEPARATE  
ACCOUNT  
\*\* MR. YOST SECONDED  
\*\* MOTION PASSED UNANIMOUSLY

#### IV. REPORTS - BOARDS

Norwalk Historical Society – David Westmoreland

Mr. Westmoreland distributed and highlighted his written report. He said that they are continuing to work on the collection inventory and the removal of non-collection items. An interim exhibit is being planned around historic quilts.

Mr. Westmoreland requested that Mr. Mauro be permitted to continue working on repairing and replacing the shutters on the Little Red Schoolhouse.

Lockwood Mathews Mansion Museum – Chris Cooke

There was no one present this evening representing the Lockwood Mathews Mansion Museum. There was no report provided.

#### V. REPORTS - SUB COMMITTEES

Buildings – Peter Bondi

Review Progress on Preservation Plan Project

Mr. Bondi reported that the Preservation Plan Project is moving forward. The architect is doing a very good and thorough job in getting the buildings in order. He said that he expects a full report to be completed within the next couple of months. They are going to provide a lot of visuals.

Mr. Park commented that it seems like there are a lot of issues that will have to be addressed. Mr. Bondi said that when they get to the repair stage, Mr. Mauro will be able to address those as long as funding is available.

Cemetery – David Park

Discuss Pine Island Historical Cemetery Tour in regards to the Norwalk Arts Commission "pARTy in the park" event on June 12, 2010

Mr. Park announced that this event has been cancelled. Mr. Westmoreland said that this event should be scheduled every other year.

Mr. Park said that the application to place the Pine Island Cemetery on the National Historic Register has been submitted. He said that he expects that it will be approved in April.

Mr. Westmoreland said that he has an upcoming project at the Brookside Cemetery.

Finance - David Westmoreland

Mr. Westmoreland said that he will review the financial reports prior to the next meeting.

Norwalk Museum – Eric Chandler

Mr. Chandler distributed and highlighted his written report. He said that the Sports in Norwalk exhibit has been removed and the new exhibit Transformations: 21 Artists – Views on Paper is being installed. They are continuing to clean out the back office.

Mr. Chandler reported that on February 5<sup>th</sup> he and Ms. Gunn attended a City of Norwalk IT meeting. The next meeting is scheduled for March 11<sup>th</sup>. Mr. Chandler said that the Museum's telephone and e-mail system are a hindrance to efficiently operating this facility. Mr. Bondi noted that the server has not worked right since it was installed.

Mr. Chandler said that when he sends an e-mail to Ms. Gunn he also sends it to her home e-mail address to be certain that she receives it. The IT Director put \$15,000 in her budget to upgrades. Mr. Bondi recommended showing the Finance Department that implementing an upgrade would be a cost savings. Mr. Mount said that if City Hall has heavy anti-virus software, the incoming e-mails may be quarantined. Mr. Chandler said that invariably, the document does not go through if it has a text attachment.

Mr. Chandler reported that on February 23<sup>rd</sup> a photographer came in to do a photo shoot of the museum. He will return to complete the photo shoot. Mr. Bosch is doing this for photo credits only.

#### VI. MUSEUM CURATOR'S AND ASSISTANT TO THE HISTORICAL COMMISSION REPORT

Mr. Park said that the report was provided for informational purposes.

#### VII. OLD BUSINESS

There was no old business.

#### VIII. NEW BUSINESS

Mr. Chandler explained that under Ms. Gunn's union contract, she is classified as a non-exempt employee and restricted in the number of hours she is permitted work per week. If she goes over the permitted number of hours, she can be subject to disciplinary action. Mr. Chandler suggested that Ms. Gunn be switched from the secretarial union to the same one covering other directors in the City. In addition changing her status from non-exempt to exempt would allow her the flexibility to work more hours. Mr. Chandler said that Ms. Gunn is receptive to this change.

Mr. Yost suggested re-writing Ms. Gunn's job description. Mr. Westmoreland suggested creating a long term personnel plan. Mr. Yost asked for a copy of Ms. Gunn's current job description. Mr. Park said that he believes the job description is accurate.

Mr. Chandler asked if there was a way to alleviate any of Ms. Gunn's responsibilities with outside projects. Mr. Bondi said that it would depend upon who is responsible for each of the projects. Mr. Bondi said that he was on site for the painting projects and then reported back to Ms. Gunn. Mr. Chandler said that they could decide what Ms. Gunn's involvement should on a case by case basis.

Mr. Chandler said that he will e-mail the City's Personnel Director and request a copy of Ms. Gunn's current job description and let him know that the Commission is entertaining switching her out of the secretary's union to a more appropriate union.

- \*\* MR. CHANDLER MOVED TO ADJOURN
- \*\* MR. BONDI SECONDED
- \*\* MOTION PASSED UNANIMOUSLY

There was no further business and the meeting was unanimously adjourned at 7:59 p.m.

Respectfully submitted,

Rosemarie Lombardi  
Telesco Secretarial Services

