

**CITY OF NORWALK
SIXTH TAXING DISTRICT
COMMISSIONERS' MEETING
MINUTES: OCTOBER 12, 2011**

ATTENDANCE: Commissioners: Tammy Langalis, Chair; Michael Barbis, John Igneri

STAFF: Ed Carlson, Fire Marshall/Property Manager; John Verel, Treasurer;
Jack Robson, District Administrator

Call to Order

The October meeting of the Commission of the Sixth Taxing District was called to order by Commission Chair Tammy Langalis, who welcomed the attendees, as listed above.

Approval of Minutes

July 13, 2011

- ** **MS. LANGALIS MOTIONED TO APPROVE THE MINUTES OF THE JULY 13, 2011 MEETING AS SUBMITTED.**
- ** **MR.IGNERI SECONDED.**
- ** **MOTION PASSED UNANIMOUSLY.**

September 14, 2011

Mr. Barbis noted on page 10 in Paragraph 3, the second sentence read, we were considering calling a special meeting, but in actuality we did not consider a special meeting.

- ** **MS. LANGALIS MOTIONED TO APPROVE THE MINUTES OF THE SEPTEMBER 14, 2011 MEETING AS SUBMITTED.**
- ** **MR.IGNERI SECONDED.**
- ** **MOTION PASSED UNANIMOUSLY.**

Commissioner Langalis requested a change in the order of the agenda to move up the Railroad Guards and Train Station Parking Lot as the first item under Old Business.

Mr. Dick Schock presented his report and stated that the parking lot has been parked solid, with no actual turn-aways, but close, and stated there are a few traffic concerns. One is at the end of the day where commuters are driving out the in way on Belmont Place and that there is no sign at the second entrance as is in the first, which makes Belmont Place appear to be a one way. He suggested that the sign that is there be repositioned, and the other concern is the amount of time traffic is held by the police officer during peak departure and rush times for construction work.

Mr. Schock reported that there have been many complaints of cars being held for fifteen minutes, and it is a big problem when commuters are trying to catch the train and they are stuck under the bridge traffic.

He added that he has spoken to Scott requesting that they wait until after the morning rush to hold traffic, and he suggested contacting Manafort or to have Craig Bordiere speak to the supervisor. Mr. Barbis suggested that the workers hours may be able to be shifted, as they are usually gone by 3:00 and perhaps they could start later after the rush. Ms. Langalis suggested that the District Clerk issue a notice to commuters to inform them of the need to allow themselves additional time for the possible traffic delays.

Mr. Schock added that on Monday, with the bank holiday, the lot was nearly empty and the guards left at noon; and there was a reported display of graffiti on the outbound platform. He stated that he would discuss this with Joe to have it painted over to dissuade further such acts.

Mr. Schock then presented a proposal on a Parking Lot Design, and he explained the current layout and recommended considerations for a new design of the layout to maximize the number of stalls in the lot, and summarized as follows:

One-Way Aisles

There are many conditions where one-way aisles are desirable. With parking angles less than 90°, drivers can be restricted to certain directions. However, the angle should usually be no greater than 75°. Drivers may be tempted to enter the parking aisles and stalls from the wrong direction when the stall angle is too large. Adjacent aisles generally have opposite driving directions.

He suggested that the four cars be allowed to park along the curb in front of the station, and to eliminate the center aisle parking to avoid a “bumper car” situation as there is not enough of a swing factor, especially in the winter with snow and ice. Mr. Barbis suggested that the center lane parking only be used as necessary rather than turning away cars and to put cones in center to avoid commuters parking there unless authorized by the guard.

Scott Whiteman’s Sports Camps

Ms. Langalis stated that last month the Commissioners had received a letter from Scott asking that he be given a 5-year rolling lease in view of his long-standing relationship with the district. She added that there were members of the public who wished to discuss this, and as he suggested getting feedback from the community at large about renewing a contract with Scott.

The following comments are not verbatim and represent summarization of statements.

Molly Jones-Boyle, 15 Thomes Street, introduced herself as a parent of two children, one at Rowayton Elementary and one at Five Mile River Nursery School, and stated that she

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wanted to express her dissatisfaction with the manner in which the camp is run. She stated that Scott Whiteman is never there and although he does have Jason Diamandis, who does a good job, there should be more adult supervision, and she feels that it is inappropriate for the management of the camp to be an absentee-operator living in Texas. She added that Bayley Beach is truly a jewel property for the town, and a camp should be representative of the district and run in a manner that benefits both the children and the community. She added that counselors should not be just young teens but trained teachers with proper credentials.

Ms. Megan Collins, 5 Barnfield Road, stated that she agrees with Molly and said that the camp is very poorly run, very unprofessional, with the need for more adult supervision. She added that the camp could include arts and crafts or music rather than just beach playground games, and there should be a greater ratio of counselors to children. She added that the Bayley Beach camp is truly an underutilized potential and that local people would like to throw their hat into the mix rather than just a renewal of the Whiteman contract. She added that it should be run in a safer manner and one that benefits both the children and the community.

Ms. Langalis stated that the district has not received any formal complaints of mismanagement, and does know that Jason Diamandis does an excellent job with the camp and has a good relationship with Scott. She added that Scott has been paying \$1,750 for the year's lease, down from a previous \$3,500 as the fee was lowered when his enrollment dropped significantly, and has only been required to provide a certificate of insurance in the contract. She added that Scott has provided employment for local college students as counselors who were former members of the camp for many years, and he is willing to pay a higher fee to the District for an extended lease. Tammy noted that Scott has been at the beach for 14 years now and has impacted many of the town's children with the Sports Camps, which they all seemed to love.

Ms. Samira Schmitz, 336 Rowayton Avenue stated that she shares the same discontent expressed by the other residents noting that Scott is rarely there, and the camp is just a babysitting alternative. She noted that it was opened up to Darien, which was not always the case, and the camp has no leadership, the counselors do not interact with the children but spend too much time huddled together while the children are running around unsupervised. She added that there is great potential to make it better, but as it is run now, it is just cheap babysitting.

Ms. Langalis asked if anyone from the public could recommend another Camp management and Ms. Jones Boyle recommended an aide from Rowayton School named Kathy Dash, and she described how she runs birthday parties and is really an excellent, and professionally trained educator of children.

Ms. Brooke Sessions, 4 Topsail, stated that she agrees with the comments previously made and wanted to add that the camp needs better ratios of counselors and should abide by state regulations for camp management. She added that she has seen children on the

tables and in other situations that present a danger to their safety, and that these things should be really run much better with proper supervision.

Ms. Langalis stated that the Whiteman Camp has gotten better and that the District will work through these issues in reviewing the contract. She suggested that there may be state regulations that should be looked into as it relates to whether there are licensing requirements other than insurance, and Mr. Igneri replied that he would do some research on the matter. Ms. Langalis encouraged the residents in attendance to spread the word to those that may be interested in running the camp to submit a proposal to the district for consideration in January.

Border Issues

Mr. Barbis provided an overview of a situation for residents that have been transferred out of the district due to a property line issue along Devil's Garden, where properties are adjacent to Possum Lane and are actually in the Fourth District of Norwalk. He stated that the District was not given advance notice and was never contacted, but that property owners received a letter explaining that since they were receiving Norwalk City services such as garbage collection and fire district coverage, they owed property taxes to the Fourth District.

Ms. Bunny Scott, 18 Drum Road, asked if any of the properties were on the market, and Mr. Barbis replied that one on Possum Lane had been listed as a Rowayton location. He added that the District has been given no input, other than a letter from the Corporation Counsel's office, and the 6TD will be losing \$8,000 in tax revenue, while the City of Norwalk will gain \$10,000 in revenue. He added that the District will be sending letters to the property owners to offer assistance in addressing the matter with the City.

Lower Rowayton Avenue Traffic Study Update

Mr. Barbis stated that the preliminary recommendations of the study include a variety of ideas such as angled parking, staggered hours for office/restaurant parking, changing traffic flow such as one-way areas, shared seasonal parking, etc. He added that they need data on usage which will be incorporated into a formal recommendation.

Phase II Update

Mr. Barbis stated that while Phase I included the roof, the next phase will now cover rebuilding the windows to maintain the character of the building with the stucco and the trim work that is required. He added that there are safety upgrades to bring the building to code and other necessary areas such as simplifying the heating and electrical systems. He stated that the architect will be coming back on these areas to formalize the engineering and design elements of the paperwork process for approval from the state.

REPORTS

Mr. Ed Carlson presented his Property Manager Report - October 2011 as follows:

Community Center:

1. The used Gator is in for service and tune-up
2. Estimate is pending for burnishing and one coat to seal floors.
3. The plastic chairs have been removed from the dog park.
4. The original clock is ready to be installed in the cupola.

Bayley Beach

1. I am waiting to get a status report on the Carry-All beach vehicle.
2. The bathrooms will be closed Oct. 17th for the season.
3. The concession refrigerator has been removed and freezers put on blocks. Joe Gallo is to winterize grease trap fixture.

Pinkney Park:

1. I will be purchasing the parts to repair the gutters that were damaged in the storm.

REPORT OF THE FIRE MARSHAL

Ed Carlson

September 2011

Report of the Fire Marshal _____

Type of Activity	#	# Man Hours
Blasting Permit(s)	***	***
Blasting Site Inspection(s)	***	***
Building Inspection(s)	5	8
Clerical (office) work		21
Fire Marshal Conferences		
Career Development Training	1	3
Investigation(s)	1	1
Meetings: District Monthly	1	2
(Other)		
(Other)		
(Other)		

Total Man Hrs: 36

Expenses: Fire Prevention week material : \$166.43

Remarks to the Commissioners:

REPORT OF THE DISTRICT ADMINISTRATOR

Jack Robson

Bayley Beach

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The three swim floats were removed last week and put in winter storage by B&G Marina. Due to unusual flooding at Bayley Beach last week, I consulted with an engineer from Cabezas DeAngelis to determine the condition of the "Flapper Valve" and what his recommendations might be. Chris DeAngelis met with me and Ed Carlson to review the situation and condition of the present valve and pipe. We discovered that there was a large limb wedged in the door of the Flapper Valve. I have asked that DPW remove this limb.

A Tideflex Valve has been suggested by DPW. They will purchase and install this valve for us and remove the old Flapper Valve. The engineer was asked to give his opinion on the situation and condition. This report was forwarded to DPW for comments. DPW (Brian Sweeney) agrees with what the engineer will contribute. The engineer's fee will be \$400.00 to complete this request by DPW. DPW will cover all other costs for installation.

Community Center

The installation of the two Rockford Pole Lights is waiting on Mars Electric to return to me the Electricians Application for a permit with his signature and a letter on his stationary stating that I can represent him for this application. I will then present this to the Building Department at City Hall to get the sign off on the permit. This was sent to Mars Electric last Thursday, 10/06/11. I should receive a reply by the end of this week.

Ambler Parking Lot Trees

I have a meeting set up with Larry Brown Tree Service and John Scala (140 Rowayton Ave) for this Thursday at 5:30 PM to review the area behind the condos that Larry Brown needs to bring his heavy equipment in on, so John Scala can understand what damage might be caused if the tree cutting takes place before the frost sets in.

The tree in question is the split tree on the edge of the wetlands behind 154 Rowayton Ave condos. If we all agree that it can be done before the frost sets, will have John Scala sign a form that absolves the Sixth Taxing District for any damages to the 140 Rowayton Ave. properties, as a result of this tree removal. If this is agreed on, the Sixth Taxing District will share half the cost of the tree removal. Sixth Taxing District cost would be \$1,275.00.

RR Parking Lot

Dick Shock reported that a neighbor complained about a hanging limb from a tree that was on the RR property, New York side. His impression was if the limb fell, it would damage his newly constructed fence. I inspected two trees facing this property with Mr. Shock and we could not identify any such branch or limb that was hanging.

Mr. Shock was going to give me the name and phone number of the owner so I could contact him and discuss his concern. I have not heard back on this.

REPORT OF THE DISTRICT ADMINISTRATOR – continued

Pinkney Park

East Coast Irrigation will shut down the Irrigation System installed last year by Dobson & Dobson at the Pinkney Belgian Block Garden on Tuesday, October 18, 2011 between 10 AM and 11AM.

Dobson & Dobson do not have a contract with us. East Coast Irrigation already handles the Ambler Parking Lot system. I felt it best to simplify the number of contractors for the district, rather than pull Dobson & Dobson into the picture.

Bunny Scott pointed out to me in a phone call that there were many slats from the shutters lying on the ground next to the Pinkney House. I found 24 slats. Wendell Livingston has two slats. We need a total of 30 slats, so 4 more would need to be purchased or made.

It might be possible to repair the present frames and insert the slats. The doweling in the frames is pulling apart and would need to be reconnected and glued. They also need to be stripped and repainted. I have called Mike Hazzard to see if this is feasible.

FEMA Application for Assistance I Hurricane Irene Damage

I have sent the requested documents for financial assistance to FEMA.

They replied by asking for other documents confirming that we, The Sixth Taxing District, are in fact a legally appointed district within the City of Norwalk.

I have just received FEMA's reply that everything is now in order. We can expect to hear from their agent at anytime.

REPORT OF THE DISTRICT CLERK

Andrea Woodworth

1. I have had a request from a Rowayton School parent on behalf of two 2nd grade classes to use the Community Center on November 18 at midday for a Thanksgiving Feast. Parents would go in a bit early to set up. Native Americans and Pilgrims (students) would arrive, eat and walk back to school. Parents would clean up afterwards. Would the Commissioners allow this without rental fee??

Mr. Barbis stated that the Commissioners would be inclined to approve this request on the condition that clean up would be guaranteed. T. Langalis suggested that a fee such as a \$75 Bond be collected and then refunded once the clean up was done.

2. A Thank You letter was sent to The Tiny Miracles Foundation for their donation for using Bayley Beach parking lot for overflow parking on September 25 during a concert at Wee Burn Country Club Beach Club.

3. A letter was sent to a local family reminding them of Bayley Beach rules limiting grilling other than in the enclosure. They may have thought that the rules didn't apply out of season.

4. Work on the State grant application for Phase II of the Community Center restoration is ongoing.

Treasurer's Report

John Verel

District Treasurer John Verel reported that regarding the budget, we are on target or ahead of target in almost all instances. He stated that as mentioned last month, the audits Sixth Taxing District Minutes

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are in process, and we will be putting the audits contract out for bid next month. He then recommend that the district approve an RFP for a District Auditor, and there is nothing to prohibit staying with the current auditor, but that they have already stated that they will require a higher fee than the current agreement.

- ** **MS. LANGALIS MOTIONED TO APPROVE THE ISSUANCE OF AN RFP FOR A NEW AUDITING FIRM.**
- ** **MR. BARBIS SECONDED.**
- ** **MOTION PASSED UNANIMOUSLY.**

Mr. Verel then suggested that the district establish an Audit Committee to provide a broader community review of expenditures. Mr. Igneri stated that he thought it was a prudent approach and asked the size, how often the Committee would be required to meet and how long of a term. Mr. Verel replied that the Committee would consist of the Treasurer, a Commissioner and a member of the community that would meet only on demand during the audit time. Mr. Igneri suggested it is an opportunity to recruit someone in the district with a financial background, such as a new retiree. Bob Eydt might be contacted to see if he would be interested in serving on the Audit Committee.

- ** **MS. LANGALIS MOTIONED TO AUTHORIZE THE ESTABLISHMENT OF AN AUDIT COMMITTEE FOR THE SIXTH TAX DISTRICT.**
- ** **MR. BARBIS SECONDED.**
- ** **MOTION PASSED UNANIMOUSLY.**

Ms. Langalis suggested that this be included in the same notice as for the insurance proposal. She asked it be noted in the minutes for the District Clerk to provide the Commissioners with the mechanism that is used for the procedure for a request for proposal.

Commissioner Reports

Commissioner John Igneri reiterated that the Commission had spent a lot of time on storm clean up and that FEMA filing is completed.

Commissioner Mike Barbis stated that there was an extremely high tide on October 1 that brought about ten inches of water onto Bayley Beach. He stated that there is a jammed valve along Farm Creek road and he has notified the Seawall Engineer that repair is necessary.

- ** **MS. LANGALIS MOTIONED TO APPROVE \$500 FOR REPAIRS TO THE VALVE ALONG FARM CREEK ROAD.**
- ** **MR. BARBIS SECONDED.**
- ** **MOTION PASSED UNANIMOUSLY.**

Commission Chair Tammy Langalis stated that there was an e-mail from a resident at Belmont Place and asked Mr. Verel if he could reply to her, stating that we do appreciate their concern. Ms. Langalis provided her report on the meeting on the Train Station

bridge as follows:

BUREAU OF PUBLIC TRANSPORTATION

REPORT OF MEETING

CONTRACT NO.: 300-099 **DATE OF MEETING:** October 5, 2011

PROJECT: Catenary B Replacement & Associated Bridge Restoration
Stamford, Darien, and Norwalk

LOCATION OF MEETING: Rowayton Avenue Bridge Site
Rowayton, CT

TIME: 10:00 AM

SUBJECT: Rowayton Avenue Bridge Fencing & Finishes

IN ATTENDANCE:

Tammy Langalis	Sixth Taxing District	203 644-2393
John Igneri	Sixth Taxing District	
Michael Barbis	Sixth Taxing District	
Jack Robson	Sixth Taxing District	203 246-7434
Paul Elliott	AECOM	203 226-8064
Craig Bordiere	CDOT – Rails	203 497-3356
Rodney Armstrong	CDOT – Rails	203 497-3353

DISCUSSION:

1. Mr. Armstrong opened the meeting noting it was being held to discuss the finishing of the sidewalk on the eastbound side of the station. The meeting was also open to questions regarding the completion of the bridge project.
2. Mr. Armstrong discussed the fencing at the northeast stairway and completion of the slope in this area. He noted the finish section of the fence would be shortened so the post meets the end of the concrete wall of the stairway. The slope will be finished with turf establishment as the roadway and station driveway will be changed in a future municipal project.
3. Mr. Armstrong indicated the bridge work, the roadway, and the sidewalks should be finished by the middle or end of November. Mr. Barbis asked about the water coming through the bridge deck. He noted it creates problems with icicles in the winter and wet sidewalks at other times. Mr. Armstrong noted procedures to repair the leaks at the bridge joints are being reviewed so the repairs can be implemented before the bridge work is complete.
4. There was discussion of the work to be completed on the new abutments. This will involve shifting the pedestrians to the west side of the road as the contractor will be excavating at abutment 2 on the east side of the road. Ms. Langalis asked about shifting the contractor's work schedule to accommodate the pedestrians during the morning rush. Mr. Armstrong indicated the hours may not be able to be shifted, but access would be maintained and police are directing traffic when the contractor is working.

Continued – next page

T. Langalis Report - continued

5. The final roadway elevations and the clearance signs on the bridge were discussed. It was noted the clearance would be increased when the road is lowered as part of the municipal project.
6. The fence to be installed on the south side of the bridge was discussed. Mr. Armstrong noted the contractor is only obligated to replace the section of fence between the sidewalk and Track 4. He noted the fence and ornamental railing along the south side of the sidewalk are not being replaced under this contract. Due to the condition of the ornamental railing, Mr. Armstrong offered to have the contractor install five (5) foot high chain link fence along the top of the retaining wall from the stairway back to the platform. This was acceptable to the Commissioners. Salvage of the existing railing was discussed. Mr. Robson will check.
7. Mr. Armstrong also noted there is surplus ornamental railing at the Darien Route 1 project that will be turned over to CDOT. This railing could be made available if CDOT is compensated for the cost of the railing.
8. The Taxing District commissioners also discussed extending the westbound side parking area toward the east. Mr. Bordiere indicated this request should be submitted in writing to Eugene Colonese at CDOT – Rails.
9. Ms. Langalis requested that the Manafort equipment and materials at the east end of the westbound parking area be moved behind the fence at the east end to make the parking spaces available. A light plant, precast concrete barrier, and a water tank need to be moved.

The meeting was adjourned at 11:30 AM.

We believe these minutes accurately reflect what transpired at this meeting on October 5, 2011. Unless notified in writing to the contrary within three (3) days of receipt, we will assume that all in attendance concur with the accuracy of this transcript.

Submitted by: Paul Elliott
Armstrong

Paul Elliott
Resident Engineer
AECOM

Approved by: Rodney C.

Rodney Armstrong
Supervising Engineer
Bureau of Public Transp.

Commissioner Igneri replied that this shows a greater need for public awareness on the lowering of the road under the bridge as it has a serious impact on the traffic patterns of large vehicles coming through the town. Also, the clearance height is now well beyond what was agreed upon with the Department of Public Works.

Commissioner Mike Barbis said that his report was mostly what was discussed during the Phase II update and that the Phase I of the restoration and refurbishment of the Community Center is effectively done. Mr. Barbis then provided the following report on the Traffic Study:



Rowayton Parking Study

Preliminary Outline of Scope Items

September 23, 2011

Study limits: Wilson Ave. south to Crockett Street

Project Goals:

- To create a sense of place, not just a design. It is not enough to simply develop disparate design ideas and elements to improve a street or town center. These improvements need to be planned so that they work together to produce a synergy that makes the area a distinctive place that reflects community values and needs.
- To create a comprehensive plan, developing "Complete Streets" for the community that includes the needs of all users. This requires a balance between pedestrian and vehicular needs. Traffic circulation and parking needs must be addressed, but without jeopardizing the safety of pedestrians or the character of the commercial center.
- Nurture short-term strategies while keeping a long-term vision clearly in mind. Short-term actions can be a way of not only testing ideas, but also giving people the confidence that change is occurring - that their ideas matter. In many of the most successful public spaces, short-term actions occurred at the outset and were evaluated while longer term planning and implementation was in progress.
- Provide community driven design through interactive public meetings helps to create consensus, and to propel a project forward for implementation.

Study Procedure:

I. Initial Assessment:

- Evaluate existing parking demand/needs.
 - Survey of area businesses
 - Collect existing traffic data from past studies and/or field counts
- Perform inventory (field investigation) of existing available parking
 - Breakdown per business and public spaces (on and off street)
 - Determine parking occupancy (% of spaces filled) and duration (how long) information (seasonal factors)
- Review existing Zoning regulations
- Examine exist. ROW available from existing City and State mapping
- Deliverables:
 - Ex. Conditions Map showing study area with major businesses, parking allocation and pedestrian circulation
 - Existing Conditions Study which compares existing needs vs. current # available spaces and typical distances to destination shops, etc.

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M. Barbis - Traffic Study Report – continued.

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II. Study Phase:

- Kick-off meeting/Community input
- Examine various alternatives to add parking:
 - On-street parallel or angled
 - Purchase or lease private property
 - Seasonal sharing with local marinas
- Develop Conceptual Plans of vehicular and pedestrian circulation alternatives
 - Impact to traffic patterns in the project study area and vicinity
 - Neighborhood Issues
 - Outline physical improvements necessary
 - Outline City and CTDOT issues (procedures and approval process)
- Recommend parking facility and management/enforcement improvements
 - Zoning amendments
 - Signage, meter options
 - How/who to regulate and which areas to enforce
 - Which areas to encourage quick turnover vs. long-term visits
- Prepare traffic recommendations based on traffic data and projected area development
- Deliverables:
 - Alternative Conceptual Plans and Study
 - Public presentation & feedback

III. Community & Roadway Master Plan

- Recommend design guidelines conducive to walking and discourage speeding. These may cover building setbacks, sidewalk cross section, street furniture, planting and pedestrian crossing details, all of which can affect pedestrian experiences and provide visual cues to slow down vehicular traffic.
- Deliverable: Rowayton Parking Master Plan and Study & Public Information Meeting

** **MS. LANGALIS MOTIONED TO ENTER INTO AN EXECUTIVE SESSION FOLLOWING THE MEETING FOR THE PURPOSE OF DISCUSSION OF A COMPENSATION ISSUE.**

** **MR. BARBIS SECONDED.**
** **MOTION PASSED UNANIMOUSLY.**

** **MS. LANGALIS MOTIONED TO ADJOURN.**
** **MR. BARBIS SECONDED.**
** **MOTION PASSED UNANIMOUSLY.**

The meeting was adjourned at 10:15 p.m.

Respectfully submitted,
Marilyn Knox
(Substitute for District Clerk)