

DRAFT

**MINUTES
COMMISSIONERS' MEETING
SIXTH TAXING DISTRICT, City of Norwalk
June 8, 2011**

**Rowayton Community Center
8:00 p.m.**

The June meeting of the Commissioners of the Sixth Taxing District, City of Norwalk, was called to order by Commissioner Mike Barbis at 8:04 p.m. Mr. Barbis introduced the Commission and then Rob Frazier, the Chair of the Long Range Planning Committee for the Rowayton Community Center. He also introduced Mike Stein, the architect for the current and planned renovations and restoration of the Community Center and Jocelyn Isabelle, the Project Manager for the current restoration project.

The Minutes of the May meeting were approved as submitted.

Mr. Frazier then made a presentation of the planned Phase II of the restoration project. He said, in reference to the current reroofing restoration project, that it is ahead of schedule. They have started restoring the slate roofs facing the courtyard. The next step will be to take on the restoration of the north side of the library roof. The plan is that the work will take about 2 - 3 weeks per side. Then they will start on the Greenhouse and the Ice House. That will take about another 3 or 4 weeks, depending on the weather. Mike Stein noted that the quality of the slate work is outstanding. Some of the slate that is already there is able to be used, while they have had to replace the rest. Mr. Frazier noted that the workmen seem to care a great deal about the building and about the work they are doing. We are currently under budget in that we have saved \$75,000 over the budget projection.

Mr. Frazier went on to describe Phase 2 of the Restoration project with the help of a Power Point presentation. He said that there are three stages to the planning process. They are 1) the appointment of the planning committee, 2) the development of long range goals and 3) beginning on a phased approach.

The Long Range Goals are to 1) restore and preserve all three buildings' exteriors in accordance with the National Parks Service standards for preservation and restoration as established by the U. S. Department of the Interior, 2) develop improved energy

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performance, 3) provide compliance with ADA requirements, 4) improve life-safety systems, 5) address parking and traffic flow needs, and to 6) develop community consensus on future uses of the property.

To accomplish these goals, they have settled on a phased approach. The elements of this approach are:

Phase I -- roofs, gutters and trim on the Community Center, Gardener's Shed, Ice House and Garage.

Phase II -- windows, doors, stone and stucco on all three buildings.

Phase III -- Energy management, ADA compliance, Life Safety and other interior and site improvements. The scope is to be determined through community input.

The building envelope issues are:

Addressed in Phase 1

slate roofs
gutters

To be addressed in Phase 2

windows, door and screens
wood trim
stone work and stucco
exterior electrical issues

The Phase 2 Budget was broken down as follows:

Hard construction costs of \$443,000

Soft construction costs, such as Architect, Project Manager, lawyer, accounting and insurance of \$57,000

A 15% project contingency of \$75,000 is included, making the Total project cost not to exceed \$576,000.

The breakdown of these costs is as follows

<u>Soft Cost</u>	<u>Sch. Value</u>
Architectural Services	\$15,000.00
Project Management	\$25,000.00
Accounting	\$ 3,000.00
Cost Estimate	\$ 0.00
Legal	\$ 2,000.00
Engineering	\$ 4,000.00
Insurance	\$ 3,000.00
Miscellaneous Items	\$ 5,000.00
Soft Cost Total:	\$57,000.00

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Construction Cost

Selective Demolition	\$ 8,748.00
Concrete Repairs	\$ 2,430.00
Masonry Repairs	\$ 27,058.00
Stucco Repairs	\$ 38,272.00
Carpentry	\$ 49,268.00
Windows & Doors	\$135,594.00
Painting & Caulking	\$ 61,722.00
Misc. Building Electrical	\$ 21,870.00
<u>General Conditions & Requirements</u>	<u>\$ 98,750.00</u>
Total Estimated Construction:	\$443,712.00

Hard Cost Total	\$443,712.00
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Total Estimated Monthly Projection	\$500,712.00
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Owners Contingency (15%)	\$ 75,106.80
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Project Total, (Phase II)	\$575,818.80
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The Sources for Funds are foreseen as being:

- Bond Issue, City of Norwalk for portion of cost
- \$147,000HRF Phase 1 payment

Mr. Frazier said that at the end of Phase 2, we hope people will say "The Community Center looks a lot cleaner but what really was done?" The answer would be that what was done was to preserve it (as we know it) for the next 100 years.

In general comments after the presentation, it was noted that there are 93 windows in three buildings on this property. Half of these are original to the buildings. The goal is to restore all the remaining windows to their original function. If the question of why we want to save the windows is asked, the answer would be that, for one thing, it would be to comply with National Park Service standards. Also, the wood used in the original windows is of a much better quality than can be obtained in new windows of today. They will look at all the storm sashes and will add weather stripping. This will greatly enhance the energy efficiency. New windows would not last as long as the old windows if they were restored. We will have to look at how to get the apartment air conditioned without having window air conditioners. Ed Carlson noted that when the air conditioning was put in, Mr. Cheh didn't want to have the apartment air conditioned. Mike Stein noted that, amazingly, the windows are still in pretty good shape. When speaking of the doors, they said that one of the original doors is the one to the little boiler room under the apartment. Ed Carlson said that some of the original doors are being stored in the Ice House. Mike Stein observed that we might be able to use some of the

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old doors. Any new doors that they would need would be ones that would look like the originals.

It was noted that most of the original trim was from really dense fir. There has been some replacement wood used. Cedar is an acceptable replacement if fir cannot be obtained. Even though the stucco is in good condition, the coating isn't in as good a shape. They will try to find out when it was put on and what it is. Their goal is to get all of the stucco to look the same.

The stonework is in incredibly good shape. The staircase going up to the apartment has some cracking. They would also have to be careful about repainting because sometimes this causes more problems.

There are some electrical issues and they will have to decide what they are going to do with all the mishmash of wires, etc. Mr. Frazier said they will be looking at the outside lighting in trying to enhance security. A larger discussion needs to take place. We now have the opportunity to do it right.

The budget for Phase II was presented earlier. The plan is to once again apply for a state preservation grant of up to \$200,000. They have been assured that the exterior project will be positively looked at. Whether or not the state will have the money for such a grant is in question. District Treasurer John Verel said that we will have \$140,000+ from the state when the outside work of Phase I is certified by the state.

When asked about the time frame of Phase II, Mr. Frazier indicated that it would be the same time frame as the current project, only one year later. The deadline for the grant application is October 31. This year, we got earlier notification because of the fear that they might lose the funds in the budget process and they wanted to make the commitments.

Mr. Barbis thanked Rob Frazier, Mike Stein and Jocelyn Isabelle for all the work that they have done and are doing on this Phase I of this project and for all the planning that has been done for Phase II of the project.

Mr. Barbis noted, too, that Rob Frazier is the Rowayton Tree Liaison to Norwalk. Mr. Frazier said that it is his job to innovate with the city and the DPW tree section of that department. The goal is to improve the tree canopy throughout the city. There is a plan being developed for another 100 - 150 trees to be planted on Highland Avenue in order to restore the arching canopy. He would like to know what trees are important to residents. They hope to plant in blocks. A gentlemen on Old Witch Court wants to work on this project as well. People on Covewood are interested in an Adopt-a-Tree program. They would then take on the responsibility for care and maintenance of the adopted trees. Rob also said he would like to hear about any damaged trees. He would be the advocate

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for other residents in trying to get the tree replaced. Mrs. Langalis announced that Mr. Frazier was recently honored as the "Tree Advocate of the Year" at the annual tree festival. She suggested reaching out to Rob with concerns about any area of Norwalk as it relates to trees.

Commissioner John Igeneri gave an update of the Shakespeare on the Sound's presentation which opens next week. He said that SOS was trying to have the least impact on the park by having everything up on wheels. The trailer installed there damages less grass than the tents they have had in the past. However, he did reassure the residents that it is NOT a construction site, in spite of the way it looks. Mike Barbis noted that the complaints from residents regarding the set are less reactive and better thought out than those they had received when the fence originally went up a few years ago. SOS has lately had volunteers near the truck bed to explain to those interested as to how it would fit into the story of the play. They are trying to help everyone understand.

Peggy Carlson, 23 Bryan Road, was in attendance to voice how very unhappy she was with the set and the general presence of SOS in Pinkney Park. She noted how long it had been when not even a small child could set foot in the park in order to encourage growth of the grass and then SOS moved in with a tractor trailer and huge concrete sewer pipes. She observed that Pinkney Park is the only green area in the downtown and to have it off limits prior to the SOS arrival and then to have the insult of the ugly set in the park was an affront to the residents. She feels that SOS had desecrated the park. The crew for SOS seems to understand nothing about how important Pinkney Park is to the people of this town. She noted that the SOS crew is a completely different group than when it began many years ago. She asked what it was that she could do to convince the Commissioners to not allow Shakespeare on the Sound back into Pinkney Park.

Commissioner John Igeneri said that he had talked with several board members. Even they were not aware of what would happen with the set. The board members are looking forward to making changes next year. We now just want to get through this year before we take a very careful look at its continuing next year. He said that he had met with representatives from SOS and they will finance having a lawn service sod part of the damaged areas and to reseed other areas. Commissioner Mike Barbis noted that they should be required to post a performance bond, at the very least, next year. He said that their continued presence would be very different financially for SOS. If they return, they will be required to come to a public meeting to explain what they plan for their stage and set. The Commissioners will require that they know, initially, what the set will entail and there won't be any bit by bit changes over time. Commission Chair Tammy Langalis noted that the District had the opportunity to repair the lawn to a greater degree than we have before because we had funds from the film company which filmed some of "We the Peoples" in Pinkney last year. The District has only spent

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a part of that money and we have more to spend for ongoing maintenance. Mrs. Langalis thanked Mrs. Carlson for sharing her feelings and concerns.

Mrs. Langalis called for any New Business. Not hearing any, she asked for the reports.

REPORTS

Commissioner John Igneri said that Pinkney Park is getting a lot of use at this time of the year. The Farmer's Market looks nice and is trying hard to reduce the expanded use of the property. They are lining up as many stands as they can right along the driveway entrance. The Rowayton Historical Society, as well as others, have said that they like having the Farmer's Market there in Pinkney. We continually look for ways to resolve issues that come up.

Commissioner Mike Barbis noted that there is no longer a "No Thru Trucks" sign at the bottom of Exit 12. He will look into it and it will be replaced.

The District will make an effort to work more efficiently with the RCA in managing the gate at Bayley Beach on July 2, the night of the Fireworks.. The RCA will have volunteers assisting in parking vehicles.

There has been a bit of a problem with people coming early to pick up children from Whiteman's Sports Camps and using the beach and playground while they wait. Sue has been instructed to charge these cars for beach entry.

The District will install the light in Ambler Park as all the necessary notifications, etc. have been accomplished.

There will be new lighting installed around the Community Center sometime after July 1. We have the new lights which have been stored in the Greenhouse for quite some time.

There has developed a zoning issue between Brendan's 101 and one of the neighbors regarding parking. The Commissioners would like to revisit the Rowayton Historical District plans with the city in order to create more parking. Mike is going to a meeting tomorrow about this issue.

Mike Barbis said that he had received a request for the waiver of a late application fee for Bayley Beach permits from a resident who has helped with the issuance of beach permits in the past. In the District's desire to create more accessible, more user friendly interaction with residents, he will allow this one time waiver.

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As we are approaching the end of the current Fiscal Year, the District will endeavor to operate in a more professional way and to institute performance reviews for the employees of the District.

Commission Chair Tammy Langalis reported that she had attended a DPW meeting where a vote was taken to postpone passing a resolution on the grading work on Rowayton Avenue especially near the RR Station. The DPW has agreed to an onsite meeting with the Commissioners and other interested parties to hear their concerns. She hopes that the meeting takes place during the rush hour so that the DPW and other traffic officials will see what really goes on at the RR Station. District Treasurer John Verel, who lives in the neighborhood, said that the project is really rather confined to the area bordered by Arnold Lane and to just below Belmont Place. He suggested that there should be a meeting of commuters and neighborhood residents where concerns could be raised. He feels that a forum in some meeting hall would be better than when they're getting on and off the train. The commuters are concerned that they might be stuck with some engineer's idea of beauty which would be inefficient and not very workable. Mr. Verel is concerned that the lowering of the grade will engender faster traffic when a traffic calming change should be in place.

The Clerk has sent our annual letter to all of the clubs and beaches along Roton Avenue and Pine Point Road. Mrs. Langalis said that she has sent a request to Mike Silva to have a speed trailer in that area. We are always trying to address the speeding concerns along Roton and Pine Point.

Tammy asked about the watering of trees along Highland Avenue. Ed Carlson indicated that that would be taken care of. Mrs. Langalis noted that the Fire Department will be thanked.

Treasurer's Report

District Treasurer John Verel handed out his report to the Commission. He went on to say that we are either on or under budget for expenses for this Fiscal Year and are over budget for incoming revenue. Some of our under budget expenses is due to the reduced amount spent in tipping fees. These are the fees the District pays to have its trash dumped. He thinks that the lower tipping fees are due to the greater recycling efforts in town. It works out to about \$20 per household. Mr. Conroy noted that that may be the upside to a recession. Tammy Langalis reported that she has sold over 200 recycling bins over the number from last year. It was noted that Cynthia Johnson should be informed so that she could put a mention of it in Clamdigging. John Verel said that he would send something to Cynthia. Rowayton has been very cooperative with the recycling while some areas in town are not recycling at all. There is talk of someday going to single stream recycling in which the recyclables would not have to be separated. Right now, the recycling company does not have the equipment to allow for this. Mrs. Langalis asked that Andy Conroy keep us informed of any changes to the current recycling program if and when they are considered.

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Mr. Verel noted that he is getting ready to do the overs and unders of the budget so that the Commissioners will have these figures and their reviews of the numbers for the budget building time next year.

Mr. Verel also reported that the \$400,000 in city financing for Phase I of the restoration project, i.e. the slate roof, is expected on July 15.

He encourages everyone to get any expenses for this Fiscal Year in to the office so that they might be reimbursed before the end of the current Fiscal Year on June 30, 2011.

Mr. Verel also made note that the new floor is going in for the office upstairs. In the meantime, they are operating minimally out of the old Power Squadron room.

Report of the Fire Marshal

May 2011

<u>Type of Activity</u>	<u>#</u>	<u># Man Hours</u>
Blasting Permit(s)	***	***
Blasting Site Inspection(s)	***	***
Building Inspection(s)	2	2
Clerical (office) work		15
Fire Marshal Conferences	1	1
Career Development Training	1	3
Investigation(s)	1	1
Meetings:		
Construction	1	1
(Other) Sprinkler test @ Hilltop Homes	1	1
		Total Man Hrs. 24

Expenses:

Remarks to the Commissioners:

Grant Presentation to the RVFD June 16 @ noon.

Respectfully submitted,
Ed Carlson

The above-mentioned presentation of the grant received from the Fireman's Fund to purchase a heat imaging camera for the Rowayton Volunteer Fire Department. The presentation will be at noon on June 16. The Commission is invited to attend.

Andy Conroy mentioned that he had gotten a fund raising call from someone representing the Norwalk Firefighters. When he mentioned that he supports the Rowayton Volunteer Fire Department, the fund raiser told him that the Rowayton Volunteer FD is a training

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unit of the Norwalk Fire Department. Andy said that he told him he would call the Rowayton Fire Chief and tell him about it. Ed Carlson said that that statement was, of course, untrue.

Ed Carlson asked if anything more had been heard from the fire department in Panama that was going to take possession of our old fire truck. Mr. Igneri said that there are a lot of political considerations getting in the way right now, but that all will be ironed out in the near future.

Report of the Property Manager

June 2011

Community Center: 1. Seasonal help (Jared) started May 24th @ 20 hrs/wk.

Bayley Beach:

1. Plug in concession and cord on fridge replaced.
2. The parts to repair a picnic table have been ordered.

Pinkney Park:

1. The fence to deter geese from coming onto the lawn has been replaced with new line and stakes.

Ed Carlson
Property Manager

Mr. Carlson reported that the seasonal helper that he hired will be working Tuesday - Friday each week.

Report of the Community Policing Officer

In the absence of Officer Silva, Joe Jensen, 304 Rowayton Avenue, noted that Officer Silva is on the Marine Unit for the summer. Someone is filling in for Mike Silva, but he doesn't get a chance to get to Rowayton very much.

Joe mentioned that there is no signage in Pinkney Park indicating that it closes at a particular time. He has noticed that some people are hanging out there late at night. Ed Carlson noted that we have signs to put up -- saying that the "Park Closes at Dusk". He will see to these being put up. The Commission thanked Joe for still being eyes and ears for us. Joe said that he will be in touch with someone at the NPD to try to get the speed trailer down by the beaches. Tammy Langalis reported that she had seen someone being pulled over on Roton. We're happy to see the enforcement done, especially in that area. Mike Barbis noted that he had seen a police car parked on Highland Avenue between Witch Lane and Wilson Avenue this evening

RR Guards

Dick Schock noted that scooter usage at the train station is way up with the advent of nice

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weather. There are also a lot of bikes at the station. He mentioned a person who he thinks is a scofflaw in that he has not paid for 5 days of parking violations amounting to \$50. He recommends issuing a theft of service violation. Dick also noted that he will need a bigger change fund come July 1 when the daily parking goes to \$7 from \$5/day. He has been trying to sell multi-day parking to save people time during the week. Tammy reminded Dick to please get painted the lines that are needed by July 4.

Dick said that some of the space taken by the construction crew should be freed up in August. He feels that he can squeeze three cars into that space. The Commissioners reminded Dick that he can park cars in the middle when he has to. Mike Barbis noted that we stand to lose parking spaces if the change in the entry that is being proposed is accomplished.

Dick said that he has posted notices regarding the June 18 renewal of permits and also about the daily parking fee going to \$7/day. He will advise commuters to put their stickers on right away in order to not lose them. Tammy noted that we will be making an e-mail data base of e-mail addresses by which notices can be distributed in the future.

District Clerk

June 8, 2011

1. I received an e-mail thank you from the BMHS Jr. ROTC parents for allowing them to use the Community Center as a starting point for their annual race event.
2. I was contacted by a photographer who will be taking photos for a catalog for Gant, Inc. apparel. He asked and received permission from the Commissioners to use Bayley Beach on June 16 from 9 a.m. - 7 p.m. for a photo shoot. They will be careful to stay out of the way of nursery school campers in the morning and a Pavilion party group in the late afternoon and evening. There will be only one model but a total of 20 people with a number of support vehicles on the beach that day.
3. I have sent letters to the managers and/or presidents of the beach clubs and tennis association asking that they remind their members and frequent users to drive slowly as they approach the beach on Roton Avenue and on Pine Point Road.
4. I've processed all the permits for Bayley Beach received to date except for a few for which I'm awaiting further documentation.
5. The walk - in beach permit processing dates were pretty well attended.
6. The currently held permits for the parking at the Rowayton RR station will be available for renewal on June 18 between 8 a.m. and 12 noon. During the following week, I will determine how many permits are available to offer to the wait list. Those permits will be sold here on June 25.

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7. The wait list for parking permits at Rowayton station is over 80 people now.
8. There have been a number of events booked for the summer months at Bayley Beach.
9. All of the different Rowayton School classes are holding their end of year picnics at Bayley on Mondays and Tuesdays this month ending on June 21.
10. There is yoga being offered at Bayley as well as Boot Camp classes.

District Administrator

June 8, 2011

Jack Robson

Community Center

The District office is having a new vinyl wood plank floor installed this Thursday, June 9, 2011, at a cost of **\$1,688.78**.

The Power Squadron room will be used for both the District Administrator and the Clerk's files. New or used lateral files will be purchased for this purpose. Estimated cost **\$2,500**.

A new storage room has been built on the third floor for Library use. It is located next to the Power Squadron room.

The dogwoods on Highland Avenue are blooming and overall seem to be healthy. The new sugar maples and red oak trees, inside the fenced area, are healthy as well.

Underground: Through much trial and error, I have finally located a man who knows and understands the malfunctioning video game in the Underground. He will call me sometime this week to take a look at the unit and to recommend a repair, or not. His name is Rick Prelli. He is in Stamford, His telephone number is 203-350-2504.

Bayley Beach

The Bayley Beach concession stand will have a new grease trap system installed by mid June. This will be a two day operation once the parts have been purchased. This was an unexpected repair but necessary, due to a new ruling by the health department. Cost for permit, parts and labor will be **\$6,975.00**. A new 2 bay sink has been purchased for **\$575.00**. The old existing 3 bay sink will be sold for **\$200.00**.

B&G Marine have finished repairing the floats for Bayley Beach. One float needed a new deck. The other needed a few boards replaced. The small float was repainted. All three floats have been anchored in place at Bayley Beach. Cost this year for repair, moving and installation: **\$6,402.44**. Fall expenses for removal and storage will be **\$770.00**.

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Pinkney Park

The newly seeded lawn at Pinkney Park has taken hold. There will be some traffic during the Shakespeare on the Sound performance which will have an affect on the condition of the lawn. Tuff Lawn was scheduled to begin their first follow-up treatments this week, but will hold off on that until SOS has left the property. Tuff Lawn will continue a monthly treatment into the fall.

The Farmers' Market will return as usual on Fridays. They will place their stands up to the edge of the driveway to minimize traffic on the edge of the lawn.

Ambler Parking Lot

We have applied for a permit to install one Rockford Harbor Light Pole in the center of the Ambler Parking Lot. This was approved by Planning & Zoning. I am waiting for the electrician to return a few papers needed by the electrical and building departments. This should happen within the week. Once those papers are presented, I will receive clearance to install the new light in the center of the lot. This light pole is exactly like the ones used around 140 Rowayton Avenue.

Cannon triangle

SNEW has repaired the section of the curb that they damaged. Unfortunately, we need to put in a completely new curb as most of it has become damaged over the last few years. DPW was approached, but it's not in their budget to do the repair. This issue may fall on the District's shoulders, if we want to fix the problem.

Large stones from RR Bridge

Rob Frazier and I looked at the remaining available stones that came from the RR bridge and other sites in the area. The selection is limited. The pile is high and it's hard to see what's under the pile. A few stones have been marked for our use. I have contacted a mason, who is presently in Portugal, about the removal. He needs to see how practical this will be for us. I will follow up once the mason returns and either remove or leave the stones. If used, they will be placed at Bayley Beach, the dog park, and Farm Creek, as added seating.

In other discussion, Ed Carlson said that he had signed the permit this last Monday for the fireworks on July 2, 2011. As far as he is concerned, everything is fine. The RCA has the volunteer coverage needed. The RCA rep in attendance, Jill Klein, was reminded to have these volunteers readily available.

Jill reminded us that the RCA House Tour is scheduled for either September 16 or September 23 this year. The RCA was wished Good Luck for this great fund raiser. It was noted that the Commissioners will meet in a brief Executive Session after the meeting.

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A motion was made by Mike Barbis and seconded by John Ignieri to adjourn the meeting. The June meeting of the 6th Taxing District of Norwalk was adjourned to Executive Session at 9:45 p.m.

Respectfully submitted,
Andrea Woodworth
Clerk, 6th Taxing District