



Norwalk City Hall,
Recreation and Parks
Department
125 East Avenue, PO Box 5125
Norwalk, CT 06851-5125
203-854-7806

**RECREATION, PARKS & CULTURAL AFFAIRS COUNCIL COMMITTEE
BY VIDEO CONFERENCE AND TELECONFERENCE
WEDNESDAY, DECEMBER 13, 2023**

7:00 PM

<https://www.norwalkct.gov/Meetings>



Members of the public can call in and listen to a meeting. They will not be able to speak or see any of the meeting participants. Each meeting will use a unique Meeting/Webinar ID. Please find the information using the link above.



Members of the public who wish to provide "live comments" will need to register in advance and use the Zoom meeting platform. All participants will be muted upon entering the meeting. To speak, click the "raise your hand indicator" and you will be called on by the host of the meeting during the public comment section. Please find the information using the link above.



Members of the public who wish to view the meeting, but are not participating, can view a live stream on the City of Norwalk YouTube channel. This stream is delayed by Approximately 20 seconds. Please find the information using the link above. The meeting recording and minutes will be posted on the City of Norwalk website within seven (7) days after the meeting.



Members of the public who wish to provide public comment are encouraged to submit those via email in advance of the meeting. For these comments to be read into the record, they should be submitted at least three hours in advance of the meeting start time. Please email Dilene Byrd at dbyrd@norwalkct.gov to provide written public comment prior to the meeting.

- I Roll Call
- II Minutes of October 11, 2023
- III Public Participation
- IV **Old Business**
- V **New Business**

The City of Norwalk reserves the right to cancel the Event for public health or safety reasons as determined by the City of Norwalk in its sole discretion. The City of Norwalk shall not be liable for damages arising from the cancellation of the Event.

1. Approve the use of Veterans Memorial Park and immediate surrounding grounds by Triball Championship USA, LLC for their Two Roads Triball Championship event to be held on Saturday, July 27, 2024 from 10:00 AM to 6:30 PM. Set-up time from Friday, July 26, 2024 at 3:00 PM with tear-down on Sunday, July 28, 2024 by 12:00 PM. Approximately 1000 + people.

2. Approve the use of Veterans Memorial Park and immediate surrounding grounds by JS Endurance for their Garavel SONO Half Marathon 5K & Kids Fun Run event to be held on Sunday, October 6, 2024 from 8:30 AM to 12:45 PM. Set-time at 7:00 AM with tear-down by 2:00 PM. Approximately 1500 people.
3. Approve the Recreation and Parks Council meeting dates for 2024.
4. Authorize the purchasing agent to issue a purchase order to M. E. O'Brien & Sons, for the sole source purchase and installation of a new playground at Brookside School, pricing from state contract # 17PSX0081, in an amount not to exceed \$187,425.15 from the State of CT DEEP Parks Beautification Grant, 0923-6030-5796-C0832.
 - 4.a Authorize the Director of Recreation and Parks to issue change orders to M. E. O'Brien & Sons for the purchase and installation of a new playground at Brookside School, in an amount not to exceed \$18,425.00 from the State of CT DEEP Parks Beautification Grant, 0923-6030-5796-C0832.

VI Discussion



CITY OF NORWALK
RECREATION, PARKS & CULTURAL AFFAIRS COUNCIL COMMITTEE
BY VIDEO CONFERENCE AND TELECONFERENCE
WEDNESDAY, OCTOBER 11, 2023.
REGULAR MEETING
7:00PM.

Members of the public can call in and listen to a meeting. They will not be able to speak or see any of the meeting participants. Each meeting will use a unique Meeting/Webinar ID. Please find the information using the link above.

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Members of the public who wish to provide public comment are encouraged to submit those via e-mail in advance of the meeting. For these comments to be read into the record, they should be submitted at least three hours in advance of the meeting start time. Please email Dilene Byrd at dbyrd@norwalkct.gov to provide written comment prior to the meeting.

ATTENDANCE: Darlene Young, Chair, Josh Goldstein; Lisa Shanahan

ABSENT: Jenn McMurrer, Nicol Ayers, John Kydes; Bryan Meek

STAFF: Robert Stowers, Director of Recreation and Parks; Ken Hughes, Superintendent, Recreation and Parks

OTHERS: Nancy Nelson, Greenwich Kennel Club, Sergio Serrano, Norwalk Sailing School

I. ROLL CALL

At Roll Call there were three (3) committee members present and four (4) absent (Ms. McMurrer; Ms. Ayers; Mr. Meek; and Mr. Kydes). A Quorum was present.

Ms. Young called the meeting to order at 7:05PM.

II. MINUTES OF JULY 12, 2023

**** MR. GOLDSTEIN MOVED TO APPROVE THE MINUTES AS SUBMITTED.**

**** THE MOTION PASSED UNANIMOUSLY.**

III. PUBLIC PARTICIPATION

There were no public comments this evening.

IV. OLD BUSINESS

There was no old business discussed this evening.

V. NEW BUSINESS

The City of Norwalk reserves the right to cancel the Event for public health or safety reasons as determined by the City of Norwalk in its sole discretion. The City of Norwalk shall not be liable for damages arising from the cancellation of the Event.

1. APPROVE THE USE OF TAYLOR FARM AND IMMEDIATE SURROUNDING GROUNDS BY THE GREENWICH KENNEL CLUB FOR THEIR PAWS BY THE SEA DOG SHOW EVENT TO BE HELD FROM THURSDAY, JUNE 6, 2024, TO SUNDAY, JUNE 9, 2024 FROM 10:00 AM TO 4:00 PM. SET-UP TIME FROM TUESDAY, JUNE 4, 2024, AT 12:00 PM TO WEDNESDAY, JUNE 5, 2024 AT 5:00 PM WITH TEAR-DOWN ON SUNDAY, JUNE 9, 2024 BY 3:00 PM. APPROXIMATELY 500 + PEOPLE.

Ms. Nelson said that this is a reoccurring event, and they have the opportunity to expend from two days to four days, and on average for a two day show a show competitor brings approximately \$865 of revenue to the city that is hosting so by going to four days it will bring approximately \$1,500 of revenue per competitor so it is good for the community. She said the proceeds will go to dog centric charities.

****MS. SHANAHAN MOVED TO APPROVE THE USE OF TAYLOR FARM AND IMMEDIATE SURROUNDING GROUNDS BY THE GREENWICH KENNEL CLUB FOR THEIR PAWS BY THE SEA DOG SHOW EVENT TO BE HELD FROM THURSDAY, JUNE 6, 2024, TO SUNDAY, JUNE 9, 2024, FROM 10:00 AM TO 4:00 PM. SET-UP TIME FROM TUESDAY, JUNE 4, 2024, AT 12:00 PM TO WEDNESDAY, JUNE 5, 2024, AT 5:00 PM WITH TEAR-DOWN ON SUNDAY, JUNE 9, 2024, BY 3:00 PM. APPROXIMATELY 500 + PEOPLE.**

**** THE MOTION PASSED UNANIMOUSLY.**

2. APPROVE THE USE OF TAYLOR FARM AND IMMEDIATE SURROUNDING GROUNDS BY THE FRIENDS OF NORWALK DOGS FOR THEIR HALLOWEEN DOG COSTUME ROMP EVENT TO BE HELD ON SUNDAY, OCTOBER 22, 2023, FROM 11:00 AM TO 4:00 PM. SET-TIME AT 10:30 AM WITH TEAR-DOWN BY 4:30 PM. APPROXIMATELY 50+PEOPLE.

Mr. Stowers provided an overview of the event and said that it is a Halloween event and that it is the first time it will be held, and staff sees no issues with the event. Ms. Shanahan said this is an exciting organization and she looks forward to more of their events. Ms. Young thanked Mr. Stowers for helping to get the group organized in a way that will be helpful to the city.

****MS. SHANAHAN MOVED TO APPROVE THE USE OF TAYLOR FARM AND IMMEDIATE SURROUNDING GROUNDS BY THE FRIENDS OF NORWALK DOGS FOR THEIR HALLOWEEN DOG COSTUME ROMPEVENT TO BE HELD ON SUNDAY, OCTOBER 22, 2023, FROM 11:00 AM TO 4:00 PM. SET-TIME AT 10:30 AM WITH TEAR-DOWN BY 4:30 PM. APPROXIMATELY 50+PEOPLE.**

**** THE MOTION PASSED UNANIMOUSLY.**

3. AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXTEND THE CONTRACT WITH NORWALK COMMUNITY SAILING FOR THREE (3) ADDITIONAL YEARS, PER SECTION I-2 OF LEASE AGREEMENT DATED OCTOBER 12, 2021, AND TO ADD A ROWING COMPONENT TO THE EXISTING CONTRACT.

Mr. Hughes said a few years ago the city entered into a contract and the previous owner of Norwalk Sailing School has moved on but were lucky enough to find a new tenant for that space that will offer the same valuable programming that the previous owner did, and they would like to add a rowing component. He said they will also be requesting to have a contract extension approved for a period of three years which are outlined in the terms of the original contract that was negotiated with the city. Mr. Serrano said they also had an idea of not just working as a sailing school but would like to expand services to underserved children and this year have been offering grants that will provide free access to the camp. He said in order to offer the grants they need to be financially sustainable and would like to add a rowing component. Ms. Shanahan asked Mr. Serrano if this is something that he thinks will ultimately get the kids to a level where they can be competitive in rowing. Mr. Serrano said they would like to have a two-prong approach, but the initial approach will be to bring rowing to as many kids but are open to competing both in rowing and sailing. Ms. Young asked how many participants there currently are. Mr. Serrano said the program has not yet started but last year that started offering the camp for free and had eight attendees but the goal is to get anywhere from 20 and 40 participants next year, and would like to look for funding to start a program to get teams from the less represented communities and train them not just to sail but to potentially become coaches and to explore a career in this field if they are interested. Mr. Stowers said one of the things that he is trying to do is create and evaluation process within the mayor's

dashboard so there are metrics to evaluate the programs and what the numbers are and will work with Mr. Serrano and his group on developing some sort of evaluation so that they can report on the metrics for participation on a monthly basis.

****MS. SHANAHAN MOVED TO APPROVE TO AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXTEND THE CONTRACT WITH NORWALK COMMUNITY SAILING FOR THREE (3) ADDITIONAL YEARS, PER SECTION I-2 OF LEASE AGREEMENT DATED OCTOBER 12, 2021, AND TO ADD A ROWING COMPONENT TO THE EXISTING CONTRACT.**

**** THE MOTION PASSED UNANIMOUSLY.**

VI DISCUSSION

There was no discussion this evening.

ADJOURNMENT

****MS. SHANAHAN MOVED TO ADJOURN.**

**** THE MOTION PASSED UNANIMOUSLY.**

The meeting adjourned at 7:25PM.

Respectfully submitted,

Dilene Byrd

Permit



City of Norwalk Online
125 East Ave.
Norwalk, CT 06851

PHONE: (203) 854-7806

Permit # R22

Status Tentative

Date Oct 18, 2023 11:18 AM

Expiration Date Nov 1, 2023

Customer Name Jeremiah Schwarz - 1261
Customer Type General Public
Mailing Address 102 KELLOGG HILL RD
Weston, CT 06883

Home Phone Number (203) 534-9728
Cell Phone Number (203) 534-9728
Email Address jeischwarz3@gmail.com

System User internet User

Triball Championship USA LLC

Setup: July 26th 3pm

Teardown: July 28th by 12pm

Rental Fee \$1,980.00
Discounts \$0.00
Subtotal \$1,980.00

Deposits \$0.00
Deposit Discounts \$0.00

Total Permit Fee \$1,980.00

Total Payment \$0.00
Refunds \$0.00
Balance \$1,980.00

Two Roads Triball® Championship

1 resource(s) 1 booking(s) Subtotal: \$1,980.00

Booking Summary

Veterans Memorial Park (Event)

Center: Veterans Memorial Park

START DATE/TIME	END DATE/TIME	ATTENDEE	AMT W/O TAX
Jul 27, 2024 10:00 AM	Jul 27, 2024 6:30 PM	1000	\$0.00
Resource level fees			\$1,980.00

Custom Questions

QUESTION	ANSWER
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Are you a Non-Profit or 501C3?	No
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Are you requesting a tent? Any tent 10x10 or larger needs approval and permit from Code Enforcement Dept.	Yes
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Are you using a food truck?	Yes
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Are you using the pavilion?	No
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Do you plan on serving alcohol at your event? (No glass or glass bottles allowed at City parks)	Yes
---	-----

If so, how many (Up to 2 allowed. Food Trucks not allowed at beach)	2
---	---

Is there an alternate date or location?	August 3rd, rain-date
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Permit



I ♥ NORWALK
DEPARTMENT OF
RECREATION & PARKS

City of Norwalk Online
125 East Ave.
Norwalk, CT 06851

PHONE: (203) 854-7806

Permit # R21

Status Tentative

Date Oct 11, 2023 10:20 AM

Expiration Date Oct 25, 2023

Customer Name Shannon Whipple - 1376
Customer Type General Public
Mailing Address 36 Farmstead Lane
Trumbull, CT 06611

Home Phone Number (203) 880-9102
Cell Phone Number (203) 943-9292
Email Address shannon@sendurance.com

System User Internet User

Rental Fee	\$385.00
Discounts	\$0.00
Subtotal	\$385.00
Deposits	\$0.00
Deposit Discounts	\$0.00
Total Permit Fee	\$385.00
Total Payment	\$0.00
Refunds	\$0.00
Balance	\$385.00

JS ENDURANCE

Garavel SoNo Half Marathon | 5K & Kids Fun Run

1 resource(s) 1 booking(s) Subtotal: \$385.00

Booking Summary

Veterans Memorial Park (Event)

Center: Veterans Memorial Park

START DATE/TIME

END DATE/TIME

ATTENDEE

AMT W/O TAX

Oct 6, 2024 8:30 AM

Oct 6, 2024 11:45 AM

1500

\$0.00

Setup: 7:00 AM
Resource level fees

BREAKDOWN BY 2PM

\$385.00

Custom Questions

QUESTION

ANSWER

Are you a Non-Profit or 501C3?

No

Are you requesting a tent? Any tent 10x10 or larger needs approval and permit from Code Enforcement Dept.

No

Are you using a food truck?

Yes

Are you using the pavilion?

No

Do you plan on serving alcohol at your event? (No glass or glass bottles allowed at City parks)

Yes

If so, how many (Up to 2 allowed. Food Trucks not allowed at beach)

1

Is there an alternate date or location?

no



CITY OF NORWALK

**Recreation and
Parks Department**

125 East Avenue, Room 225

PO BOX 5125

Norwalk, CT 06851-5125

REC. & PARKS COUNCIL MEETING DAYS 2024

January 10, 2024

February 14, 2024

March 13, 2024

April 10, 2024

May 8, 2024

June 12, 2024

July 10, 2024

August 14, 2024

September 11, 2024

October 9, 2024

November 13, 2024

December 11, 2024



DEPT OF FINANCE
Purchasing Department
NONCOMPETITIVE PROCUREMENT JUSTIFICATION FORM

DATE: 10/23/2023

DEPARTMENT: Rec and Park

Procurement by non-competitive proposals may be used only when the award of a contract is infeasible under informal competitive Quotations (§3-204), Informal Competitive Request for Proposals (§3-205), seal bids, or competitive proposals and at least one of the following circumstances applies:

Check One:

☐	The item is available only from a single source (justification is attached). The provisions of this regulation apply to all sole source procurements unless emergency conditions exist as defined by Purchasing Guideline on Emergency Procurements
☐	After solicitation of a number sources, competition is determined inadequate (record of source contacts and/or attempts to obtain pricing is attached)
☒	The compatibility of equipment, accessories, or replacement parts is of paramount consideration
☒	The item/service is available on a Cooperative Purchasing Agreement (please provide the organization name, quote and the contract/agreement number)
☐	The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation (documented emergency contingency is attached). Please forward this form and supporting documentation within 48 hours of the Emergency
☐	Other, please explain:

TOTAL COST: \$187,425.15 MUNIS Account: 09236030 5796 C0832

VENDOR: Obrien and Sons

Purchasing Agent Signature		The Purchasing Agent		Department Head Signature	
Sharon		Supports			
Digitally signed by Sharon Connors					
Date: 2023.12.05 17:00:01 -05'00'		Does Not Support		Department Head Name	
Purchasing Agent Name		Single Source Requires Common Council Authorization (in excess of \$20,000.00)?		Robert Stowers	
Date				Date 10/23/2023	

JUSTIFICATION:

Replacing 1 of 2 playgrounds at Brookside School. Pricing off State of CT. contract # 17PSX0081. State of CT. DEEP Grant.

ANY OTHER VENDORS CONTACTED FOR PRICING? (Please attach quotes): _____

Vendor 1: _____

Vendor 2: _____

EMERGENCY: Explain in detail the nature of the emergency

Dispose of waste material at city-provided location		
Layout and auger post holes		
Assemble and install play equipment	\$	48,950.00
Pour concrete footings		
Create berm around perimeter of new play area	\$	2,000.00
Supply and install grass seed and hay for berm and 2500 sqft area	\$	4,500.00
Spread 230 CY playground mulch (material provided by Norwalk)	\$	5,500.00

Fill material and Topsoil to be provided by the City of Norwalk

Project priced using prevailing wage rates

City to purchase Engineered wood fiber (playground mulch) separately.

	\$	187,425.15
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