

**CITY OF NORWALK
RECREATION, PARKS & CULTURAL AFFAIRS COUNCIL COMMITTEE
BY VIDEO CONFERENCE AND TELECONFERENCE
WEDNESDAY, OCTOBER 12, 2022.
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.

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 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.org to provide written comment prior to the meeting.

ATTENDANCE: Darlene Young, Chair; Bryan Meek; John Kydes; Nicol Ayers; Jenn McMurrer; Josh Goldstein

ABSENT: Lisa Shanahan

STAFF: Robert Stowers, Director, Recreation and Parks; Ken Hughes, Superintendent, Recreation and Parks; Sabrina Church, Director, Business Development and Tourism

OTHERS: Melissa White; Stepan Dragan

I. ROLL CALL

Ms. Young called the meeting to order at 7:00PM.

II. MINUTES OF SEPTEMBER 14, 2022

**** MS. MCMURRER MOVED TO APPROVE THE MINUTES AS SUBMITTED.**

**** THE MOTION PASSED WITH FIVE (5) IN FAVOR AND ONE (1) ABSTENTION- MR. MEEK**

III. PUBLIC PARTICIPATION

There was no public participation 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 WOLFPIT SCHOOL PARKING LOT AND IMMEDIATE SURROUNDING GROUNDS BY WOLFPIT PTA FOR THEIR ANNUAL PUMPKIN FEST EVENT TO BE HELD ON SATURDAY, OCTOBER 15, 2022 FROM 9:00 AM TO 4:00 PM. SET-UP TO BEGIN AT 7:00 AM WITH TEAR-DOWN AT 5:00 PM. APPROXIMATELY 500 PEOPLE.**

Ms. White provided an overview of the event and said it is the annual Pumkinfest and it has been held for close to 35 years. Mr. Stowers said there has been no issues in the past and staff is in full support of the event. Mr. Meek said the event will need to be voted on by the entire Common Council and asked how that will be done before Sunday. Ms. Young said the number of attendees is below the threshold that

would require Common Council approval. Ms. McMurrer thanked the PTA for holding the event and said that it is a great event for the community.

**** MS. MCMURRER MOVED TO APPROVE THE USE OF WOLFPIT SCHOOL PARKING LOT AND IMMEDIATE SURROUNDING GROUNDS BY WOLFPIT PTA FOR THEIR ANNUAL PUMPKIN FEST EVENT TO BE HELD ON SATURDAY, OCTOBER 15, 2022, FROM 9:00 AM TO 4:00 PM. SET-UP TO BEGIN AT 7:00 AM WITH TEAR-DOWN AT 5:00 PM. APPROXIMATELY 500 PEOPLE.**

**** THE MOTION PASSED UNANIMOUSLY.**

2. APPROVE THE USE OF CALF PASTURE BEACH AND IMMEDIATE SURROUNDING GROUNDS BY BLUE AND YELLOW UKRAINE FOR THEIR VETERANS DAY 5K IN SUPPORT OF UKRAINE EVENT TO BE HELD ON SATURDAY, NOVEMBER 12, 2022 FROM 8:00 AM TO 10:00 AM. SET-UP TO BEGIN AT 6:00 AM AND TEAR-DOWN AT 10:30 AM. RAIN DATE: SUNDAY, NOVEMBER 13, 2022. APPROXIMATELY 300 PEOPLE.

Mr. Dragan provided an overview of the event and said it is the second 5k race that will be held in Connecticut and will have 20 Ukrainian volunteers in the Norwalk/Stamford community and all of the proceeds will go to winning the war in Ukraine. Mr. Stowers said this in the first time the event will be held in Norwalk and staff supports the event.

**** MS. MCMURRER MOVED TO APPROVE THE USE OF CALF PASTURE BEACH AND IMMEDIATE SURROUNDING GROUNDS BY BLUE AND YELLOW UKRAINE FOR THEIR VETERANS DAY 5K IN SUPPORT OF UKRAINE EVENT TO BE HELD ON SATURDAY, NOVEMBER 12, 2022, FROM 8:00 AM TO 10:00 AM. SET-UP TO BEGIN AT 6:00 AM AND TEAR-DOWN AT 10:30 AM. RAIN DATE: SUNDAY, NOVEMBER 13, 2022. APPROXIMATELY 300 PEOPLE.**

**** THE MOTION PASSED UNANIMOUSLY.**

3. APPROVE THE USE OF VETERAN'S PARK AND IMMEDIATE SURROUNDING GROUNDS BY NORWALK DEPARTMENT OF RECREATION & PARKS FOR THEIR 31ST ANNUAL FITNESS FUN RUN TO BE HELD ON SATURDAY, DECEMBER 3, 2022, FROM 10:00 AM TO 10:40 AM. SET-UP TO BEGIN AT 8:30 AM WITH TEAR-DOWN NO LATER THAN 11:30 AM. APPROXIMATE 700 PEOPLE.

Mr. Hughes said items three and four were approved back in April and the original intent was to have both items as a race/fun run event but based on the number of attendees staff thought it would be better to separate the two events so the fitness run will be held at Veterans Park and the Jingle Bell 5K will be held at Calf Pasture Beach, and the date of the Jingle Bell 5K has been changed from December 3rd to December 10th.

**** MS. AYERS MOVED TO APPROVE THE USE OF VETERAN’S PARK AND IMMEDIATE SURROUNDING GROUNDS BY NORWALK DEPARTMENT OF RECREATION & PARKS FOR THEIR 31ST ANNUAL FITNESS FUN RUN TO BE HELD ON SATURDAY, DECEMBER 3, 2022, FROM 10:00 AM TO 10:40 AM. SET-UP TO BEGIN AT 8:30 AM WITH TEAR-DOWN NO LATER THAN 11:30 AM. APPROXIMATE 700 PEOPLE.**

**** THE MOTION PASSED UNANIMOUSLY.**

4. APPROVE THE USE OF CALF PASTURE BEACH AND IMMEDIATE SURROUNDING GROUNDS BY NORWALK DEPARTMENT OF RECREATION & PARKS FOR THEIR 2ND. ANNUAL JINGLE BELL 5K TO BE HELD ON SATURDAY, DECEMBER 10, 2022, FROM 9:30 AM TO 11:30 AM. SET-UP TO BEGIN AT 8:30 AM WITH TEAR-DOWN NO LATER THAN 12:00 PM. APPROXIMATE 300 PEOPLE.

Ms. Young asked if this is the second year the event has been held. Mr. Hughes said “yes”. Ms. Young thanked Ms. Korkatzis for creating the event and making it so successful.

**** MS. MCMURRER MOVED TO APPROVE THE USE OF CALF PASTURE BEACH AND IMMEDIATE SURROUNDING GROUNDS BY NORWALK DEPARTMENT OF RECREATION & PARKS FOR THEIR 2ND. ANNUAL JINGLE BELL 5K TO BE HELD ON SATURDAY, DECEMBER 10, 2022, FROM 9:30 AM TO 11:30 AM. SET-UP TO BEGIN AT 8:30 AM WITH TEAR-DOWN NO LATER THAN 12:00 PM. APPROXIMATE 300 PEOPLE.**

**** THE MOTION PASSED UNANIMOUSLY.**

5. AUTHORIZE THE PURCHASING AGENT TO ISSUE A PURCHASE ORDER TO M. E. O’BRIEN AND SONS FOR THE KENDALL SCHOOL PLAYGROUND RENOVATIONS OFF THE CT STATE PRICING CONTRACT # 17PSX0081, IN AN AMOUNT NOT TO EXCEED \$163,209.00 FROM ARPA ACCOUNT # 134010-5796-ARP01.

Mr. Hughes said this is for a complete replacement of the Kendall School playground and have been working with school staff on the design.

**** MS. AYERS MOVED TO AUTHORIZE THE PURCHASING AGENT TO ISSUE A PURCHASE ORDER TO M. E. O’BRIEN AND SONS FOR THE KENDALL SCHOOL PLAYGROUND RENOVATIONS OFF THE CT STATE PRICING CONTRACT # 17PSX0081, IN AN AMOUNT NOT TO EXCEED \$163,209.00 FROM ARPA ACCOUNT # 134010-5796-ARP01.**

**** THE MOTION PASSED UNANIMOUSLY.**

6. ACCEPT THE “ATTITUDE-CROISE” SCULPTURE DONATION FROM SAM HAIGH FOR ITS INSTALLATION AT CRANBURY PARK.

Ms. Church said previous to Covid they were approached and asked if they would be willing to accept a donation from Mr. Sam Haigh for the sculpture that he no longer has a need for which has been placed at a bank property in Kent, Connecticut for the past couple of years. She said he had offered the donation in 2020, but because of the uncertainty of Covid and because there was no funding available at that time to move or maintain the sculpture it was not accepted but with the influx of ARPA funds, they now have the funds to do both. She said that Mr. Haigh had wanted it placed at Calf Pasture Beach but due to some maintenance issues and change of weather along with the salinity of the sound Mr. Roberts thought it would be better placed at Cranbury Park where the maintenance would be less, but is in the committees prevue if they would like that placement or not and if approved by this committee as well as the Common Council the Mayor would sign a contract to accept the donation which would then make it a part of the public art collection. Ms. Ayers asked how often these types of donations happen. Ms. Church said it is a rare occurrence. Mr. Stowers suggested that it be placed at the Art Park and said he does not think it should be placed at Cranbury Park, but he is concerned with the way they allow things to be placed in parks and that there should be more restrictive guidelines. Ms. Ayers asked if there a date that this would need to be acted on. Ms. Church said “no”. Mr. Kydes said these types of requests have happened in the past and asked what can be done with the request for monuments so there would not need to be lengthy discussion for every request. Mr. Stowers said there would need to be a higher standard for the process and guidelines and need to decide what that standard will be. Ms. Ayers suggested that a moratorium be put into place until the guidelines are put in place.

**** MR. KYDES MOVED TO TABLE THE ITEM UNTIL GUIDELINES ARE PUT INTO PLACE EITHER BY A MORATORIUM OR SPECIFIC LANGUAGE ON THE PROCESS.
** THE MOTION PASSED UNANIMOUSLY.**

7. ACCEPT THE “DRAGON BOAT TROPHY DONATION FROM NORWALK HARBOR SPLASH DONATION FOR ITS INSTALLATION AT CITY HALL.

Ms. Church said they were approached by Donna Schlegel from the Health Department about eight months ago and that Ms. Schlegel was on the board of the South Norwalk Business Association when it was still in existence and they hosted the Norwalk Harbor Splash event and whoever won that event was awarded this trophy, but when the organization dissolved she took ownership of that trophy and has been in the Health Department since then so she requested that the city take ownership of it and display it in City Hall. She said it comes with its own display case and have approached building management to be sure that ADA access was compliant if the case were to be installed and they have confirmed that it is. Ms. McMurrer asked since this request is for City Hall why it would fall under the prevue of the Recreation and Parks Committee. Mr. Hughes said it has always fallen under the prevue of Recreation and Parks and although they do not control the interior of City Hall it has been the route to have the items discussed and approved or denied at the committee level and this has been discussed with building management and they have no issues with the trophy being installed at City Hall. Ms. McMurrer asked who will be tasked with moving the trophy. Ms. Church said Building management.

**** MS. MCMURRER MOVED TO APPROVE TO ACCEPT THE “DRAGON BOAT TROPHY DONATION FROM NORWALK HARBOR SPLASH DONATION FOR ITS INSTALLATION AT CITY HALL.**

**** THE MOTION PASSED UNANIMOUSLY.**

8. TECHNICAL CORRECTION FROM AGENDA DATED SEPTEMBER 6, 2022: AUTHORIZE THE PURCHASING AGENT TO INCREASE PURCHASE ORDER # 2200594 FROM KIMLEY-HORN (RECREATION AND PARKS MASTER PLAN CONSULTANT) IN AN AMOUNT NOT TO EXCEED \$34,000.00 TO ADD TO THE CURRENT SCOPE OF WORK A SIGHT STUDY TO ASSESS THE FEASIBILITY OF LOCATING A WELCOMING CENTER IN ONE OF OUR COASTAL PARKS THAT WOULD INCLUDE TENANCY FOR THE POLICE MARINE UNIT, ALONG WITH RETAIL ASSOCIATED WITH OUR HISTORIC MARINE HISTORY, AND PRESENT MARINE ENVIRONMENT. ACCOUNT: 013-023-5258, OTHER PROFESSIONAL SERVICES.

Mr. Stowers said this item is for a technical correction to move the money being paid to Kimly-Horn who are the consultants for the master plan from a police department account to a Recreation and Parks account.

**** MR. GOLDSTEIN MOVED TO APPROVE THE TECHNICAL CORRECTION FROM AGENDA DATED SEPTEMBER 6, 2022: AUTHORIZE THE PURCHASING AGENT TO INCREASE PURCHASE ORDER # 2200594 FROM KIMLEY-HORN (RECREATION AND PARKS MASTER PLAN CONSULTANT) IN AN AMOUNT NOT TO EXCEED \$34,000.00 TO ADD TO THE CURRENT SCOPE OF WORK A SIGHT STUDY TO ASSESS THE FEASIBILITY OF LOCATING A WELCOMING CENTER IN ONE OF OUR COASTAL PARKS THAT WOULD INCLUDE TENANCY FOR THE POLICE MARINE UNIT, ALONG WITH RETAIL ASSOCIATED WITH OUR HISTORIC MARINE HISTORY, AND PRESENT MARINE ENVIRONMENT. ACCOUNT: 013-023-5258, OTHER PROFESSIONAL SERVICES.**

**** THE MOTION PASSED UNANIMOUSLY.**

VI DISCUSSION

Mr. Stowers said the master plan engagement meeting will take place tomorrow from 11:00am to 3:00PM. and the first half of the meeting will encompass city staff and the second half will be a workshop. He said there will also be another session from 5:00PM to 8:00PM and will be a public engagement as well as for the stakeholders. He said there will also be another session held on Saturday from 10:00AM to 2:00PM for public engagement and the stakeholders and want to get as much input from the public as possible and the purpose is to get input on a number of topics. Ms. McMurrer said that one question that she has gotten from constituents is that there was another plan in the past around Veterans Park and she has been asked what information if any is being collected from that plan and integrated into this plan, or if that is in the past and are moving forward with a new plan. Mr. Stowers said anytime a master plan is done there is a responsibility to look at other plans to see what has been done and see if they are still relevant and if they are found to still be relevant should be included in the draft plan.

Mr. Stowers said that staff is also working on a pilot project to make the fields more accessible and will meet with the leagues prior to the draft plan is finalized to get their input not only on accessibility but also their concerns.

Mr. Stowers said the RFQ for fees and charges study has been sent to the purchasing department.

Mr. Stowers provided an update of the accreditation process and said he is the process of completing a report of where they are in terms of the gap analysis.

Ms. Young said one of the bigger things moving forward in addition to the master plan and the accreditation is putting processes into place so that there is structure.

Ms. Young asked for an update on when the additional staff members will start. Mr. Stowers said the Recreation Supervisor position has been posted, the ARPA positions have been posted and all of the maintenance positions have been approved. He also said there is a possibility have another position being added that he will discuss at the next meeting.

ADJOURNMENT

**** MS. MCMURRER MOVED TO ADJOURN.**

**** THE MOTION PASSED UNANIMOUSLY.**

The meeting adjourned at 8:00PM.

Respectfully submitted,

Dilene Byrd