



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, October 9th, 2024 - 7:00 PM

To allow public access, anyone may access a meeting by telephone and/or zoom, or a recording in the City of Norwalk YouTube channel. Specific instructions and links can be found at <https://www.norwalkct.gov/Meetings>



Members of the public may call in to participate. Callers will not be able to see the meeting participants. All participants will be muted upon entering the meeting. To speak, dial *9 on the phone and you will be called on by the host of the meeting during the public comment section. All speakers must state their name and address. Comments must be on a topic on the agenda, and are limited to three minutes. Anyone disrupting the orderly conduct of the meeting, including by using threatening, hateful, or sexually-explicit language, will be removed. Please find the information using the link above.



Members of the public who wish to "view the meeting live" and/or "provide live comments" can 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. All speakers must state their name and address. Comments must be on a topic on the agenda, and are limited to three minutes. Anyone disrupting the orderly conduct of the meeting, including by using threatening, hateful, or sexually-explicit language, will be removed. Please find the information using the link above.



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 must be submitted by 12:00 p.m. the day of the meeting. Please email Dilene Byrd at dburd@norwalkct.gov with the subject line "Public Comment" to provide written public comment prior to the meeting.

- I Roll Call
- II Minutes of September 11th, 2024.
- 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.

VI Discussion

1. Approve the use of Tracey Elementary School and immediate surrounding grounds by City of Norwalk for their Fall Family Harvest to be held on Friday, October 11th, 2024 from 5:30 P.M to 8:30 P.M. Set-up time by 4:00 P.M. Friday with tear-down by 9:00 P.M. Approximately 400 people.





CITY OF NORWALK
RECREATION, PARKS & CULTURAL AFFAIRS COUNCIL COMMITTEE
BY VIDEO CONFERENCE AND TELECONFERENCE
WEDNESDAY, SEPTEMBER 11, 2024.
REGULAR MEETING
7:00 PM.



Members of the public may call in to participate. Callers will not be able to see the meeting participants. All participants will be muted upon entering the meeting. To speak, dial *9 on the phone and you will be called on by the host of the meeting during the public comment section. All speakers must state their name and address. Comments must be on a topic on the agenda and are limited to three minutes. Anyone disrupting the orderly conduct of the meeting, including by using threatening, hateful, or sexually explicit language, will be removed. Please find the information using the link above.



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ATTENDANCE: Darlene Young, Chair, Heather Dunn; Lisa Shanahan; Douglas Sutton; Nicole’ Eaddy; Johan Lopez

ABSENT: Nicol Ayers

STAFF: Robert Stowers, Director, Recreation and Parks; Ken Hughes, Superintendent, Recreation and Parks; Anna Breault, Special events coordinator

OTHERS: Bobbi Tar; Amanda Trimboll

I. ROLL CALL

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

At roll call, there were six (6) committee members present. A quorum was present.

II. MINUTES OF AUGUST 14, 2024

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

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

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

III. PUBLIC PARTICIPATION

Ms. Cece said she supports item 4 of the agenda and hopes it will be the first of many annual Halloween Parade for dogs. She said the East Norwalk Neighborhood Association has been in communication with the organization and is possibly seeking sponsorship opportunities and has been working with them to host and promote the event.

Ms. Cece also spoke in support of item 5 on the agenda of naming Malmquist Field in honor of Mary Roman and said if you didn't know Mary Roman and didn't know her story, she is a fascinating woman and encouraged the committee to read up on her accomplishments. She said she is proud to say that Mary was her friend, and this is a great way to honor her, and she looks forward to this being advanced to the Council.

IV. OLD BUSINESS

There was no old business discussed.

V. NEW BUSINESS

1. AUTHORIZE THE MAYOR, HARRY W. RILLING, TO APPROVE THE USE OF WASHINGTON STREET PLAZA AND IMMEDIATE SURROUNDING GROUNDS BY THE CITY OF NORWALK FOR THEIR HALLOWEEN NIGHT FAIR TO BE HELD ON SATURDAY, OCTOBER 26, 2024, FROM 4:00 PM TO 10:00 PM AND SUNDAY, OCTOBER 27TH FROM 11:00 AM TO 5:00 PM SET UP TIME BY 8:00 AM SATURDAY WITH TEAR-DOWN BY 8:00 PM ON SUNDAY. APPROXIMATELY 6,000 PEOPLE.

Ms. Shanahan moved the item for discussion.

Ms. Breault provided an overview of the event and said that last year the event was a large success and are excited to bring it back and get more people to attend and are expecting approximately 8,000 people this year. She pointed out that the dates listed on the agenda are incorrect and will only be having it one day this year and will be held on October 26, 2024, from 2:00 PM to 10:00 PM with the road closure starting at 8:00 AM and going until midnight. Ms. Young asked if there is a rain date. Ms. Breault said Sunday, October 27th is the rain date. Ms. Breault said they are expecting over 30 vendors with live music and will have more of a diverse lineup.

Ms. Dunn requested that the roads that will be closed be listed on the agenda item rather than stating the surrounding grounds so that the residents will know which roads will be closed. Ms. Breault named the roads that will be closed for this event and said they include the entirety of Washington Street, North Main Street up to Marshall Street, South Main Street to Haviland Street which will be closed from 8:00 AM to midnight, and Haviland Street to Madison Avenue will be partially closed from 8:00 AM to midnight.

**** MS. SHANAHAN MOVED TO AMEND THE MOTION TO AUTHORIZE THE MAYOR, HARRY W. RILLING, TO APPROVE THE USE OF WASHINGTON STREET PLAZA AND IMMEDIATE SURROUNDING GROUNDS FOR THE CITY OF NORWALK FOR THEIR HALLOWEEN NIGHT FAIR TO BE HELD ON SATURDAY, OCTOBER 26, 2024, FROM 2:00 PM TO 10:00 PM WITH A RAIN DATE OF SUNDAY, OCTOBER 27, 2024 FROM 2:00 PM TO 10:00 PM SET UP TIME TO BEGIN AT 8:00 AM ON SATURDAY, OCTOBER 26, 2024 AND TEARDOWN BY MIDNIGHT. APPROXIMATELY 6,000 PEOPLE.**

**** THE MOTION PASSED UNANIMOUSLY.**

2. AUTHORIZE THE MAYOR, HARRY W. RILLING, TO APPROVE THE USE OF CALF PASTURE BEACH AND IMMEDIATE SURROUNDING GROUNDS BY ALZHEIMER'S ASSOCIATION FOR THEIR WALK TO END ALZHEIMER'S TO BE HELD ON SUNDAY, OCTOBER 27, 2024, FROM 7:00 AM TO 1:00 PM. SET UP TIME BY 6:00 AM SATURDAY WITH TEAR-DOWN BY 1:30 PM. APPROXIMATELY 2,500 PEOPLE.

Mr. Lopez moved the item for discussion.

Ms. Tarr provided an overview of the event and said the tear-down time is incorrect on the agenda item and that they will be setting up on Saturday with a tear-down on Sunday after the event and are expecting the same number of attendees as last year. Mr. Stowers said the event is held annually and is for a good cause and staff is in favor of the event.

MR. LOPEZ MOVED TO AMEND THE MOTION TO AUTHORIZE THE MAYOR, HARRY W. RILLING, TO APPROVE THE USE OF CALF PASTURE BEACH AND IMMEDIATE SURROUNDING GROUNDS BY ALZHEIMER'S ASSOCIATION FOR THEIR WALK TO END ALZHEIMER'S TO BE HELD ON SUNDAY, OCTOBER 27, 2024, FROM 6:00 AM TO 1:00 PM. SET UP TIME BY 6:00 AM SATURDAY WITH TEAR-DOWN ON SUNDAY BY 1:30 PM. APPROXIMATELY 2,500 PEOPLE.

**** THE MOTION PASSED UNANIMOUSLY.**

3. APPROVE THE USE OF WOLFPIT ELEMENTARY SCHOOL FIELD AND IMMEDIATE SURROUNDING GROUNDS BY WOLFPIT PTA FOR THEIR PUMPKIN FEST TO BE HELD ON SATURDAY, OCTOBER 19, 2024, FROM 10:00 AM TO 4:00 PM. APPROXIMATELY 500 PEOPLE

Ms. Trimboll provided an overview of the event and said the rain date will be on October 20th and they will be mainly using the front, side, and back parking lots of Wolfpit School and will not be using the lower field. She said it is a great fundraiser that is held annually.

****MS. SHANAHAN MOVED TO APPROVE THE USE OF WOLFPIT ELEMENTARY SCHOOL FIELD AND IMMEDIATE SURROUNDING GROUNDS BY WOLFPIT PTA FOR THEIR PUMPKIN FEST TO BE HELD ON SATURDAY, OCTOBER 19, 2024, FROM 10:00 AM TO 4:00 PM.**

**** THE MOTION PASSED UNANIMOUSLY.**

4. APPROVE THE USE OF TAYLOR FARM AND IMMEDIATE SURROUNDING GROUNDS BY FRIENDS OF NORWALK DOGS FOR THEIR HALLOWEEN PARADE TO BE HELD ON SUNDAY, OCTOBER 27, 2024, FROM 3:00 PM TO 5:00 PM. APPROXIMATELY 50 PEOPLE.

The representative provided a brief overview of the event and said the dogs would be dressed in costumes and would take a group picture to share with the City of Norwalk. Ms. Young asked if this is the first time the event will be held. The representative said "yes".

**** MS. DUNN MOVED TO APPROVE THE USE OF TAYLOR FARM AND IMMEDIATE SURROUNDING GROUNDS BY FRIENDS OF NORWALK DOGS FOR THEIR HALLOWEEN PARADE TO BE HELD ON SUNDAY, OCTOBER 27, 2024, FROM 3:00 PM TO 5:00 PM. APPROXIMATELY 50 PEOPLE.**

**** THE MOTION PASSED UNANIMOUSLY.**

5. APPROVE THE NAMING OF THE TRACK AT MALMQUIST FIELD, LOCATED AT 125 EAST AVENUE, ADJACENT TO THE NORWALK CITY HALL BUILDING, IN MEMORY OF MARY ROMAN, FORMER NORWALK CITY CLERK AND SENIOR OLYMPICS MEDAL WINNER

Mr. Stowers said he was not with the city when Mary Roman was the city clerk but said she was a senior Olympic medalist internationally and was very active civically and a real contributor to our city and there is a request from the Land Use Committee to review and approve this request however, it will need to go back to the Land Use Committee for a public hearing and staff wholeheartedly endorses this and asks that the committee to approve it.

Ms. Dunn said that Ms. Roman did so much for the city and was an amazing city clerk and human being and is very missed.

Ms. Young said when she was the assistant city clerk Ms. Roman was the city clerk so that is who she learned from, and her work ethic, and how she did her job was just amazing and she learned from that, and she appreciates everything that she has done, and this is by far the least we can do in her honor.

****MR. SUTTON MOVED TO APPROVE THE NAMING OF THE TRACK AT MALMQUIST FIELD, LOCATED AT 125 EAST AVENUE, ADJACENT TO THE NORWALK CITY HALL BUILDING, IN MEMORY OF MARY ROMAN, FORMER NORWALK CITY CLERK AND SENIOR OLYMPICS MEDAL WINNER**

**** THE MOTION PASSED UNANIMOUSLY.**

ADJOURNMENT

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

**** THE MOTION PASSED UNANIMOUSLY.**

The meeting was adjourned at 7:30 PM.

Respectfully submitted,

Dilene Byrd



Contract Staff Summary

Department/Staff Contact	Recreation and Parks Rebecca Kovacs – x 47289
Common Council Committee	Recreation, Parks & Cultural Affairs
Date Approved by Committee	10/9/24
Purpose/Scope	Fall Family Harvest Movie
Vendor (Indicate if new or existing vendor)	Tracey PTA
Term of Contract	October 11 th , 2024 4:00PM-9:00PM
Method of Procurement (Indicate if sole source)	Permit #R1667
Cost of Contract	N/A
Funding Source/Account Number	N/A
Additional Information / Other Details	Approximately 400 people

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

PHONE:(203) 854-7806
EMAIL:
recregistrationsupport@norwalkct.gov

Permit # **R1667**
Status **Approved**
Date **Oct 1, 2024 9:06 AM**

Customer Name	Nadine Francis - 798	Home Phone Number	(786) 299-8592
Customer Type	General Public	Cell Phone Number	(786) 299-8592
Mailing Address	265 SUNRISE HILL RD 265 SUNRISE HILL RD Norwalk, CT 06851	Email Address	nadinerfrancis@gmail.com
System User	Internet User		

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

Tracey PTA Fall Family Harvest	1 resource(s)	1 booking(s)	Subtotal: \$0.00
Booking Summary			
Tracey Elementary School - Field (Field Rental)		Center: Tracey Elementary School	
START DATE/TIME	END DATE/TIME	ATTENDEE	AMT W/O TAX
Fri, Oct 11, 2024 4:00 PM	Fri, Oct 11, 2024 9:00 PM	400	\$0.00

Custom Questions	
QUESTION	ANSWER
*Will you require lights? (Fields only)	Yes
Are you a Non-Profit or 501C3?	Yes
Do you have a 2nd date in mind or a rain date	Not at this time
Field Requested- Type in your selected facility/field.	Tracey Field
Is there a 2nd date in mind or a rain date or location?	There is not at this time.
What will you be bringing onto the site? (No helium balloons, confetti or drones allowed on City property)	Inflatable movie screen and projector.

X: _____

Date: _____

City of Norwalk Online

Mailing Address: 125 East Ave., Norwalk, CT

06851

Phone Number: (203) 854-7806

Email Address: recregistrationsupport@norwalkct.gov

X: _____

Date: _____

Nadine Francis

Customer ID: 798

Home Phone Number: (786) 299-8592

Cell Phone Number: (786) 299-8592

Email Address: nadinerfrancis@gmail.com

Zoom Meeting Request Form

Meeting Name

Recreation, Parks & Cultural Affairs Committee

Meeting Date

9-Oct-24

Meeting Time

7:00PM

Meeting Duration (estimated)

2 Hours

Will there be public participation? (Y/N)

Yes

If yes, Staff member collecting public emails in advance of the mtg?

Dilene Byrd

dbyrd@norwalkct.gov

Name	Email
Robert Stowers	rstowers@norwalkct.gov
Ken Hughes	Khughes@norwalkct.gov
Darlene Young	councilmembervyoung@norwalkct.gov
Dilene Byrd	dbyrd@norwalkct.gov

Meeting Lead Staff

Other Meeting Staff

Other Meeting Staff

Other Meeting Staff

Meeting Chair

Minutes Taker

Committee/Commission/Council Members

Member Names

Member Email

James Frayer	councilmemberfrayer@norwalkct.gov
Darlene Young	councilmembervyoung@norwalkct.gov
Nicolé Edday	councilmemberneaddy@norwalkct.gov
Barbara Smyth	councilmembersmyth@norwalkct.gov
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Doug Sutton	councilmembersutton@norwalkct.gov
Greg Burnett	councilmemberburnett@norwalkct.gov
Josh Goldstein	councilmembergoldstein@norwalkct.gov

The list should include all members of the committee, commission, council, taskforce, etc. in which you are requesting the meeting.