

**CITY OF NORWALK
RECREATION, PARKS & CULTURAL AFFAIRS COUNCIL COMMITTEE
BY VIDEO CONFERENCE AND TELECONFERENCE
WEDNESDAY, SEPTEMBER 13, 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.

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.gov to provide written comment prior to the meeting.

ATTENDANCE: Darlene Young, Chair, Josh Goldstein; Bran Meek

ABSENT: Lisa Shanahan; Jenn McMurrer, Nicol Ayers, John Kydes

STAFF: Robert Stowers, Director of Recreation and Parks; Ken Hughes, Superintendent, Recreation and Parks; Anna Breault, Special Event Coordinator

I ROLL CALL

Ms. Young called the roll.

II MINUTES OF JULY 12, 2023

The minutes were tabled due to a lack of a quorum.

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.

Ms. Young said there is not a quorum present so the items will be discussed and moved to the next Common Council meeting, and staff from the Recreation and Parks will reach out to the applicants if they need to attend.

1. APPROVE THE USE OF WOLFPIT ELEMENTARY SCHOOL AND IMMEDIATE SURROUNDING GROUNDS BY THE WOLFPIT PTA FOR THEIR PUMPKIN FEST EVENT ON SATURDAY, OCTOBER 14, 2023, FROM 10:00 AM TO 4:00 PM. SET-UP TIME AT 6:00 AM WITH TEAR-DOWN BY 6:00 PM. RAIN DATE SUNDAY, OCTOBER 15, 2023. APPROXIMATELY 300 + PEOPLE.

Ms. Rothstein provided an overview of the event and said it is a great fundraiser for the community and will be run the same as it has in the past.

2. APPROVE THE USE OF 50 WASHINGTON ST. AND IMMEDIATE SURROUNDING GROUNDS BY THE CITY OF NORWALK FOR THEIR A NIGHT-FAIR ON WASHINGTON ST. EVENT TO BE HELD ON SATURDAY, OCTOBER 28, 2023, FROM 5:00 PM TO 10:00 PM. SET-UP TIME AT 8:00 AM WITH TEAR-DOWN BY 11:00 PM. APPROXIMATELY 100+ PEOPLE.

Ms. Breault presented and said that they will be using 50 Washington Street for a Halloween Night Fair on Washington Street that will be held on October 28th and October 29th. She provided an overview of the event and said it will include a Halloween night fair on Washington Street on October 28th from 5:00PM- 10:00PM that will include performances and costume contests.

3. APPROVE THE USE OF CALF PASTURE BEACH AND IMMEDIATE SURROUNDING GROUNDS BY BLUE & YELLOW UKRAINE FOR THEIR VETERANS DAY 5K EVENT TO BE HELD ON SUNDAY, OCTOBER 29, 2023, FROM 8:00 AM TO 10:00 AM. SET-UP TIME AT 6:00 AM WITH TEAR-DOWN BY 11:00 AM. RAIN DATE SUNDAY, NOVEMBER 5, 2023. APPROXIMATELY 200 PEOPLE.

There was no discussion.

4. APPROVE THE USE OF 50 WASHINGTON ST. AND IMMEDIATE SURROUNDING GROUNDS BY THE CITY OF NORWALK FOR THEIR A NIGHT-FAIR BRUNCH EVENT TO BE HELD ON SUNDAY, OCTOBER 29, 2023, FROM 11:00 AM TO 4:00 PM. SET-UP TIME AT 10:00 AM WITH TEAR-DOWN BY 8:00 PM. APPROXIMATELY 100+ PEOPLE.

Ms. Breault said that on October 29th from 11:00AM -4:00PM they will be offering a daytime portion of the Halloween night for families to enjoy and will also include pet themed events. She said the restaurants on Washington Street will be offering brunch specials to coordinate with restaurant week.

5. APPROVE THE USE OF 50 WASHINGTON ST. AND IMMEDIATE SURROUNDING GROUNDS BY THE CITY OF NORWALK FOR THEIR HOLIDAY EXTRAVAGANZA EVENT TO BE HELD ON SATURDAY, NOVEMBER 25, 2023, FROM 3:00 PM TO 8:00 PM. SET-UP FROM 8:00 AM WITH TEAR-DOWN BY 10:00 PM. APPROXIMATELY 200 PEOPLE.

Ms. Breault provided an overview of the event and said the holiday extravaganza will be held on November 25th from 3:00PM-8:00PM and will be a repeat of what was done last year, just better and will include holiday activities and live music.

Ms. Young asked if there would be off-site parking available. Ms. Breault said that has been discussed and she will have those answers once they are presented to the Parking Authority. Mr. Goldstein said it looks like a wonderful plan and a great use of space.

6. AUTHORIZE THE MAYOR, HARRY W. RILLING, TO ENTER INTO A CONTRACT WITH LANGAN FOR AN AMOUNT NOT TO EXCEED \$103,250.00, PROJECT # 4289, FOR DESIGN AND CONSTRUCTION ADMINISTRATION SERVICES FOR MEADOW ST. PARK FROM ACCOUNT # 134010-5796-ARP01.

Mr. Stowers said this is to upgrade the playgrounds and parks and Meadow Street Park was identified as a project under the ARPA funds and the Department of Economic and Community Development.

Ms. Young asked how this construction project aligns with the potential redevelopment of Meadow Gardens and if the square footage will be expanded. Mr. Stowers said he does not think the square footage can be expanded but will try to use the space more wisely and have selected the contractor that is the same as for the Housing Authority so it will blend well. He said once the design has been completed, he will present it to the committee.

6 A. AUTHORIZE THE DIRECTOR OF RECREATION AND PARKS TO ISSUE CHANGE ORDERS IN AN AMOUNT NOT TO EXCEED \$13,950.00, PROJECT # 4289, FOR DESIGN AND CONSTRUCTION ADMINISTRATION SERVICES FOR MEADOW STREET PARK, FROM ACCOUNT # 134010-5796-ARP01.

There was no discussion.

7. AUTHORIZE THE MAYOR, HARRY W. RILLING, TO ENTER INTO A 5 YEAR RENTAL AGREEMENT WITH ERIC MONTGOMERY FOR THE CARETAKER APARTMENT, LOCATED AT THE REAR OF THE FODOR HOMESTEAD AT 328 FLAX HILL ROAD, NORWALK.

Mr. Stowers said throughout the country there have been properties that have been donated to cities with houses on it and there is a resident facility at Fodor Farm that includes an apartment, and they would like to have a caretaker just like is done at Cranbury Park and will use the same model and the lease will be similar. He said Mr. Montgomery is a supervisor at Recreation and Parks and will perform maintenance services on the grounds and decrease the amount of rent that is collected. Mr. Meek said that is typically imputed income for the tenant and asked if that will

hit payroll and if FICA tax will be paid so not run into any issues with the IRS. Mr. Stowers said he does not think it is an IRS issue for the city. Mr. Meek said it would be if it is not being rented at full market value. Mr. Stowers said it will be rented at full market value but will be reduced based on the work the tenant will be doing. Mr. Meek said that is income and therefore taxable to the tenant. Mr. Goldstein asked if the legal department has signed off on the lease and any income that is legally taxable will be taxed. Mr. Stowers said "yes".

8. RESOLVED THAT THE CITY OF NORWALK, CT MAY ENTER INTO WITH AND DELIVER TO THE STATE OF CONNECTICUT DEPARTMENT OF ENERGY AND ENVIRONMENTAL PROTECTION, ANY AND ALL DOCUMENTS WHICH IT DEEMS TO BE NECESSARY OR APPROPRIATE FOR A GRANT OF \$1,000,000.00 FOR THE CITY OF NORWALK'S DEPARTMENT OF RECREATION AND PARKS; AND BE IT FURTHER RESOLVED THAT HARRY W. RILLING AS MAYOR OF THE CITY OF NORWALK IS AUTHORIZED AND DIRECTED TO EXECUTE AND DELIVER ANY AND ALL DOCUMENTS ON BEHALF OF THE CITY OF NORWALK, AND TO DO AN PERFORM ALL ACTS AND THINGS WHICH HE DEEMS TO BE NECESSARY OR APPROPRIATE TO CARRY OUT THE TERMS OF SUCH DOCUMENTS.

Mr. Stowers said they have been very fortunate to not only have the support of this committee but also from Senator Duff and the representatives in the state legislature and were fortunate enough again to receive a \$1 million dollar grant to help the Recreation and Parks department some projects. He said there is a trails project that they would like to complete at Cranbury Park and have sufficient funds from the initial grant for Cranbury Park to do an assessment but will add \$400,000 for construction after the plan is completed. He said they are very fortunate to be able to do that and have a good trail system that can be maintained after the construction has been completed, and some of the money will be used for additional capital equipment for the maintenance group and will provide start up funds for a park foundation. Mr Goldstein asked if the remaining \$600,000 from the grant have been allocated and spent or if it is extra money for additional projects. Mr. Stowers said it was a grant that Senator Duff had received, and he asked what the needs are of Recreation and Parks.

9. AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE AN AMENDMENT TO THE LEASE AGREEMENT, PROJECT # 4094, SAILING INSTRUCTION AND SEASONAL NON-MOTORIZED WATERCRAFT RENTAL, WITH NORWALK COMMUNITY SAILING, INC., TO ALSO INCLUDE ROWING.

Ms. Isamiddinova said she had reached out to Mr. Hughes about potentially having a rowing program so that it can be more affordable to the community but all of the details have not yet been worked out because this is a preliminary inquiry so it may be too late to start for the fall season. Mr. Hughes said that he has spoken to the Risk Manager and Corporation Council, and they have no issue about adding a rowing component to the existing contract. He Requested that

Ms. Isamiddinova have the proposal for the next meeting which is when the existing contract will be voted on and can incorporate this new component into it.

10. AUTHORIZE THE MAYOR, HARRY W. RILLING, TO ENTER INTO A CONTRACT WITH SPORT TECH CONSTRUCTION CORP., IN AN AMOUNT NOT TO EXCEED \$299,000.00 FOR THE ROWAYTON SCHOOL TENNIS AND PICKLEBALL COURT RECONSTRUCTION PROJECT # 4299, FROM ACCOUNT # 0923-6030-5796-C0832.

Mr. Hughes said this was a bid for the two existing tennis courts at Rowayton School and will be converting one of the tennis courts into four dedicated pickle ball courts and the other tennis court will have a tennis net with four pickleball overlays due to the increase in popularity of pickleball and will be a hit for the community. Mr. Goldstein asked if someone wanted to play tennis that there is somewhere to go Rowayton. Mr. Hughes said one of the courts will still have a tennis net and will just have both pickleball and tennis lines on it. Ms. Young asked who is responsible for the programming for pickleball. Mr. Stowers said it will be included in the new reservation system.

10A. AUTHORIZE THE DIRECTOR OF RECREATION AND PARKS TO ISSUE CHANGE ORDERS WITH SPORT TECH CONSTRUCTION PROJECT # 4299 FROM ACCOUNT # 0923-6030-5796-C0832 IN AN AMOUNT NOT TO EXCEED \$29,000.00.

There was no discussion.

11. AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE A FIRST AMENDMENT TO THE APRIL 24, 2020, AGREEMENT FOR PROFESSIONAL ENGINEERING SERVICES BETWEEN THE CITY OF NORWALK AND STANTEC CONSULTING SERVICES, INC., REGARDING THE BROAD RIVER PARK, FOR AN AMOUNT NOT TO EXCEED \$108,000.00 IN ACCORDANCE WITH THE ATTACHED SCOPE OF SERVICES DATED AUGUST 15, 2023, FROM ACCOUNT # 0921-6030-5777-C0658.

Ms. Valadares presented and said that more design work is needed on Stantec contract because a flooding study is also being conducted for the Ponus Avenue area by a different consultant and as part of that study it was determined that outfall of the pipe will need to be upgraded. She said the two consultants will need to work together so there will be a final design of the baseball field with the necessary drainage that will be needed to move forward with the drainage project. Mr. Goldstein asked what the timetable is to get everything finalized and begin the actual implementation of any design. Ms. Valadares said the design of the field is almost complete and just need to finalize the drainage portion and final elevation of the field and are hoping to have a complete design by late winter and to break ground next year but may hold the bid until after the baseball season is over and do the project early fall through the winter. Mr. Meek asked if only the fields will be done or if

there are any restroom facilities. Ms. Valadares said as part of this project they will be proposing three fields and will include a restroom/concession stand on site and will leave space for a future playground when funding is available.

11A. AUTHORIZE THE DIRECTOR OF RECREATION AND PARKS TO ISSUE CHANGE ORDERS IN AN AMOUNT NOT TO EXCEED \$10,800.00 FOR PROFESSIONAL ENGINEERING SERVICES WITH STANTEC CONSULTING SERVICES, INC., REGARDING THE BROAD RIVER PARK, FROM ACCOUNT # 0921-6030-5777-C0658.

There was no discussion.

12. AUTHORIZE THE MAYOR, HARRY W. RILLING, TO ENTER INTO A CONTRACT WITH HINDING TENNIS, LLC, PROJECT NUMBER # 4305, TENNIS-PICKLEBALL AND BASKETBALL COURT RENOVATIONS, FOR AN AMOUNT NOT TO EXCEED \$718,994.00 FROM ACCOUNTS # 0923-6030-5777-C0321, 0924-6030-5777-C0321, 0923-6030-5777-C0364 AND 0923-6030-5777-C0364.

Mr. Hughes said this item is very similar to the Rowayton School item and will be removing the tennis courts at Ludlow Park, the Fitch Park basketball court, and the senior center basketball court and tennis court. He said they are all in need of repair and will be doing post tension concrete at Fitch Park which will provide a 20-year warranty on the surface. Ms. Young asked once these are completed how many pickleball courts there will be and is the goal to have pickleball courts in every city park. Mr. Hughes said every tennis court will not be done as a pickleball court but will be converting one court to pickleball on the sites with multiple courts, and there will be 30 pickleball courts once these are completed. Mr. Meek suggested that these be included as part of the statistical data in the consolidated annual financial report.

12A. AUTHORIZE THE MAYOR, HARRY W. RILLING TO ISSUE AN AMENDMENT TO THE CONTRACT WITH HINDING TENNIS, LLC, TENNIS-PICKLEBALL AND BASKETBALL COURT RENOVATIONS, FOR ADDITIONAL REQUESTED ITEMS, IN AN AMOUNT NOT TO EXCEED \$43,180.00 FROM ACCOUNTS # 0923-6030-5777-C032, , 0924-6030-5777-C0321, 0923-6030-5777-C0364 AND 0923-6030-5777-C0364.

There was no discussion.

12B. AUTHORIZE THE DIRECTOR OF RECREATION AND PARKS TO ISSE CHANGE ORDERS TO HINDING TENNIS, LLC, PROJECT # 4305, TENNIS-PICKLEBALL AND BASKETBALL COURT RENOVATIONS IN AN AMOUNT NOT TO EXCEED \$71,800.00 FROM ACCOUNTS # 0923-6030-5777-C032, 0924-6030-5777-C0321, 0923-6030-5777-C0364 AND 0923-6030-5777-C0364.

There was no discussion.

ADJOURNMENT

The meeting adjourned at 7:55PM.

Respectfully submitted,

Dilene Byrd