



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, JULY 13, 2022
7:00 PM**

<https://www.norwalkct.org/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.
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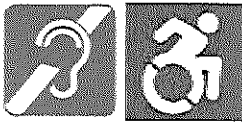
- I Roll Call
- II Minutes of June 8, 2022
- III Public Participation
- IV **Old Business**
- V **New Business**

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 Park and immediate surrounding grounds by Apostolic Church International for their Youth Picnic event to be held on Friday July 15, 2022 from 2:00 PM to 4:00 PM. Set-up to begin at 1:00 PM with tear-down at 5:00 PM. Approximately 240 people.

2. Approve the use of Calf Pasture Beach and immediate surrounding grounds by Mountain Workshop for their Team Building Positive School Climate Programs event to be held on Tuesday, September 20, 2022 from 8:00 Am to 3:00 PM. Set-up to begin at 7:00 AM with tear-down at 4:00 PM. Rain Date : TBD. Approximately 230 people.
3. Authorize the Mayor, Harry W. Rilling, to enter into a three year contract with Active Network, LLC for the purchase of Recreation Management software in an amount not to exceed \$51,475.00 for year 1, \$28,875.00 for year 2, \$30,319 for year 3, \$31,835 for year 4 (extension) and \$33,427.00 for year 5 (extension). Funding for year 1 through the ARPA account, years 2, 3, 4 and 5 through the Recreation and Parks operating budget.
 - 3.1 Authorize the Director of Recreation and Parks, or a representative, to issue yearly change orders in amount not to exceed \$5,147.00 per fiscal year.
 - 3.2 Authorize the Director of Recreation and Parks, or a representative, to approve two 1 year contract extensions.

VI Discussion



**CITY OF NORWALK
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ATTENDANCE: Darlene Young, Chair; Thomas Keegan; John Kydes; Nicol Ayers; Jenn McMurrer; Lisa Shanahan

STAFF: Ken Hughes, Superintendent, Recreation and Parks

OTHERS: Monica Osorio; Jeff DeWitt; Catherine Kuzin; Stacey Kalmanidis; Fritz Gilmore

I. ROLL CALL

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

II. MINUTES OF MAY 11, 2022

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

**** THE MOTION PASSED WITH ONE (1) ABSTENTION- MR. GOLDSTEIN.**

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 CRANBURY PARK PAVILION AND IMMEDIATE SURROUNDING GROUNDS BY NORWALK HIGH SCHOOL BASEBALL FOR THEIR BANQUET-BASEBALL EVENT TO BE HELD ON MONDAY, JUNE 13, 2022, FROM 6:00 PM TO 8:30 PM. SET-UP TO BEGIN AT 4:00 PM WITH TEAR-DOWN AT 9:00 PM. APPROXIMATELY 110 PEOPLE.

Mr. Hughes said this is for the baseball banquet for the Norwalk High School baseball team. Mr. Keegan asked if the high school baseball team is charged a fee. Ms. Osorio said "yes" Mr. Hughes said that costs are accrued for staffing and garbage pick up so there is a fee charged.

**** MS. MC MURRER MOVED TO APPROVE THE USE OF CRANBURY PARK PAVILION AND IMMEDIATE SURROUNDING GROUNDS BY NORWALK HIGH SCHOOL BASEBALL FOR THEIR BANQUET-BASEBALL EVENT TO BE HELD ON MONDAY, JUNE 13, 2022, FROM 6:00 PM TO 8:30 PM. SET-UP TO BEGIN AT 4:00 PM WITH TEAR-DOWN AT 9:00 PM. APPROXIMATELY 110 PEOPLE.**

**** THE MOTION PASSED UNANIMOUSLY.**

2. APPROVE THE USE OF TRACEY SCHOOL PARKING LOT AND IMMEDIATE SURROUNDING GROUNDS BY VFW POST 603 FOR THEIR AAA BIKE RODEO EVENT TO BE HELD ON SATURDAY, JUNE 18, 2022, FROM 9:00 AM TO 1:00 PM. SET-UP TO BEGIN AT 7:30 AM WITH TEAR-DOWN AT 1:00 PM. APPROXIMATELY 100 PEOPLE.

Mr. Hughes thanked Mr. Dewitt for all the work that he did for the Wall that Heals event at Veterans Park and that is an amazing thing for Norwalk, and he is very touched.

Mr. Dewitt provided a brief overview of the event and said that kids can come and get their bikes checked for safety and is geared for four- to twelve-year-old children and have partnered with bicycle companies in the area to donate bikes if their bike is found to be unsafe.

**** MS. SHANAHAN MOVED TO APPROVE THE USE OF TRACEY SCHOOL PARKING LOT AND IMMEDIATE SURROUNDING GROUNDS BY VFW POST 603 FOR THEIR AAA BIKE RODEO EVENT TO BE HELD ON SATURDAY, JUNE 18, 2022, FROM 9:00 AM TO**

**1:00 PM. SET-UP TO BEGIN AT 7:30 AM WITH TEAR-DOWN AT 1:00 PM.
APPROXIMATELY 100 PEOPLE.**

**** THE MOTION PASSED UNANIMOUSLY.**

**3. APPROVE THE USE OF CRANBURY PARK PAVILION AND
IMMEDIATE SURROUNDING GROUNDS BY FACTSET RESEARCH
SYSTEMS FOR THEIR ANALYTICS & TRADING SUMMER KICK-OFF
EVENT TO BE HELD ON WEDNESDAY, JUNE 29, 2022, FROM 12:00 PM
TO 4:00 PM. SET-UP TO BEGIN AT 11:00 AM WITH TEAR-DOWN AT
5:00 PM. APPROXIMATELY 150 PEOPLE.**

Ms. Kuzin provided a brief overview of the event and said that Factset has held several events at Cranbury Park over the years and would like to continue that tradition this year. Mr. Hughes said there has been no issues with these events in the past.

**** MS. MCMURRER MOVED TO APPROVE THE USE OF CRANBURY PARK PAVILION AND IMMEDIATE SURROUNDING GROUNDS BY FACTSET RESEARCH SYSTEMS FOR THEIR ANALYTICS & TRADING SUMMER KICK-OFF EVENT TO BE HELD ON WEDNESDAY, JUNE 29, 2022, FROM 12:00 PM TO 4:00 PM. SET-UP TO BEGIN AT 11:00 AM WITH TEAR-DOWN AT 5:00 PM. APPROXIMATELY 150 PEOPLE.**

**** THE MOTION PASSED UNANIMOUSLY.**

**4. APPROVE THE USE OF CRANBURY PARK AND IMMEDIATE
SURROUNDING GROUNDS BY STEW LEONARD'S FOR THEIR
ANNUAL SUMMER PICNIC EVENT TO BE HELD ON MONDAY, JULY
11, 2022, FROM 11:00 AM TO 6:00 PM. SET-UP TO BEGIN AT 8:00 AM
WITH A TEAR-DOWN AT 7:00 PM. RAIN DATE: MONDAY, JULY 18,
2022. APPROXIMATELY 200-350 PEOPLE.**

Ms. Kalmanidis provided a brief overview of the event and said that Stew Leonard's has held their annual summer picnic event a few years ago and took a survey of the employees and they voted to stay local and have decided to come back to Cranbury Park this year.

**** MR. GOLDSTEIN MOVED TO APPROVE THE USE OF CRANBURY PARK AND IMMEDIATE SURROUNDING GROUNDS BY STEW LEONARD'S FOR THEIR ANNUAL SUMMER PICNIC EVENT TO BE HELD ON MONDAY, JULY 11, 2022, FROM 11:00 AM TO 6:00 PM. SET-UP TO BEGIN AT 8:00 AM WITH A TEAR-DOWN AT 7:00 PM. RAIN DATE: MONDAY, JULY 18, 2022. APPROXIMATELY 200-350 PEOPLE.**

**** THE MOTION PASSED UNANIMOUSLY.**

**5. APPROVE THE USE OF NORWALK HIGH SCHOOL AND IMMEDIATE
SURROUNDING GROUNDS BY ELS H.E.A.R.T. FOR THEIR WALK FOR
ELIJAH EVENT TO BE HELD ON SATURDAY, JULY 16, 2022, FROM
10:00 AM TO 12:00 PM. SET-UP TO BEGIN AT 8:00 AM WITH TEAR-
DOWN AT 1:00 PM. APPROXIMATELY 100 PEOPLE.**

Mr. Gilmore provided a brief overview of the event and said that this is the seventh annual event in honor of their son that had passed away in 2016, and is to raise funds for scholarships for Norwalk

High and Brien McMahon High School. Ms. Young said that she is enamored by the work that Mr. Gilmore does in the city for young people, and she appreciates him and his family for what they do to give back through the legacy of their son.

****MR. KEEGAN MOVED TO APPROVE THE USE OF NORWALK HIGH SCHOOL AND IMMEDIATE SURROUNDING GROUNDS BY ELS H.E.A.R.T. FOR THEIR WALK FOR ELIJAH EVENT TO BE HELD ON SATURDAY, JULY 16, 2022, FROM 10:00 AM TO 12:00 PM. SET-UP TO BEGIN AT 8:00 AM WITH TEAR-DOWN AT 1:00 PM. APPROXIMATELY 100 PEOPLE.**

**** THE MOTION PASSED UNANIMOUSLY.**

6. APPROVE THE USE OF MATHEWS PARK AND IMMEDIATE SURROUNDING GROUNDS BY THE NORWALK CONSERVATORY OF THE ARTS FOR THEIR BROADWAY IN THE PARK EVENT TO BE HELD ON SATURDAY, AUGUST 13, 20 AND 27, 2022 FROM 3:30 PM TO 8:30 PM. SET-UP TO BEGIN 9:00 AM WITH TEAR-DOWN AT 9:00 PM. RAIN DATE: SUNDAY, AUGUST 14, 21 AND 28, 2022 (RAIN DATE). APPROXIMATELY 500 PEOPLE.

The representative provided a brief overview of the event and said the first event was held last year and 250-300 had participated in the event each day and was a family event to enjoy Broadway musicals. Ms. McMurrer said that she and her family attended the event last year and that it was fun, and she is glad to see that it is back again this year.

****MS. AYERS MOVED TO APPROVE THE USE OF MATHEWS PARK AND IMMEDIATE SURROUNDING GROUNDS BY THE NORWALK CONSERVATORY OF THE ARTS FOR THEIR BROADWAY IN THE PARK EVENT TO BE HELD ON SATURDAY, AUGUST 13, 20 AND 27, 2022 FROM 3:30 PM TO 8:30 PM. SET-UP TO BEGIN 9:00 AM WITH TEAR-DOWN AT 9:00 PM. RAIN DATE: SUNDAY, AUGUST 14, 21 AND 28, 2022 (RAIN DATE). APPROXIMATELY 500 PEOPLE.**

**** THE MOTION PASSED UNANIMOUSLY.**

7. APPROVE THE USE CRANBURY PARK PAVILION AND IMMEDIATE SURROUNDING GROUNDS BY STAMFORD HS REUNION COMMITTEE FOR THEIR REUNION EVENT TO BE HELD ON SATURDAY, AUGUST 27, 2022, FROM 11:00 AM TO 7:00 PM. SET-UP TO BEGIN AT 10:00 AM WITH TEAR-DOWN AT 8:00 PM. APPROXIMATELY 150 PEOPLE.

Mr. Hughes said this is a reunion for Stamford High School and staff has no issues with this event.

MS. MCMURRER MOVED TO APPROVE THE USE CRANBURY PARK PAVILION AND IMMEDIATE SURROUNDING GROUNDS BY STAMFORD HS REUNION COMMITTEE FOR THEIR REUNION EVENT TO BE HELD ON SATURDAY, AUGUST 27, 2022, FROM 11:00 AM TO 7:00 PM. SET-UP TO BEGIN AT 10:00 AM WITH TEAR-DOWN AT 8:00 PM. APPROXIMATELY 150 PEOPLE.

**** THE MOTION PASSED UNANIMOUSLY.**

8. **AUTHORIZE THE MAYOR, HARRY W. RILLING, TO ENTER INTO A THREE-YEAR CONTRACT WITH GEESE RELIEF LLC FOR GEESE MANAGEMENT SERVICES AT CALF PASTURE BEACH AND VETERANS MEMORIAL PARK, FOR AN AMOUNT NOT TO EXCEED \$33,900.00**

Mr. Hughes said for the past five years the city has employed Geese Relief LLC., for their geese management services at Veterans Park and Calf Pasture Beach and there is a noticeable difference in the geese when the dogs are used, and they are very responsive. He said the contract expired this year and they went out to competitive bid and chose Geese Relief LLC as the qualified vendor. He said the contract will be for three years and is \$3,000 less than the last contract.

****MS. SHANAHAN MOVED TO AUTHORIZE THE MAYOR, HARRY W. RILLING, TO ENTER INTO A THREE-YEAR CONTRACT WITH GEESE RELIEF LLC FOR GEESE MANAGEMENT SERVICES AT CALF PASTURE BEACH AND VETERANS MEMORIAL PARK, FOR AN AMOUNT NOT TO EXCEED \$33,900.00**

**** THE MOTION PASSED UNANIMOUSLY.**

9. **AUTHORIZE THE RECREATION AND PARKS DIRECTOR OR DESIGNEE TO ISSUE THE TWO 1 YEAR CONTRACT EXTENSIONS ON THE GEESE RELIEF LLC CONTRACT.**

****MS. SHANAHAN MOVED TO AUTHORIZE THE RECREATION AND PARKS DIRECTOR OR DESIGNEE TO ISSUE THE TWO 1 YEAR CONTRACT EXTENSIONS ON THE GEESE RELIEF LLC 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



City of Norwalk Recreation & Parks Department

Facility Rental Event Application Form

PLEASE PRINT

ORGANIZATION NAME: Apostolic Church International PERSONAL/FAMILY COMPANY/BUSINESS NON-PROFIT (501C3) ☒ Yes ☐ No

NAME OF BENEFICIARY: _____ Is this an Annual Event: Yes ☐ No ☒ # of years _____

NAME OF CORPORATE OFFICER AUTHORIZED TO EXECUTE THE LICENSE AGREEMENT: _____ TITLE: _____

YOUR NAME: Prince Ampem TITLE: Youth Organizer, Elder

ADDRESS: 11651 Norbourne Dr. Apt 110 E-MAIL ADDRESS: princeton365@yahoo.co.uk

CITY: Cincinnati STATE: OH ZIP CODE: 45240

HOME PHONE: _____ BUSINESS PHONE: _____ CELL: 6148040567

FACILITY REQUESTED: Veterans Park FACILITY & EVENT INFORMATION # OF PARTICIPANTS 240

EVENT: Youth Picnic DATE REQUESTED: July 15, 2022

SET UP TIME: 1:00pm STARTING TIME: 2:00pm BREAKDOWN TIME: 4pm ENDTIME: 5pm RAIN DATE: _____
(RAIN DATE FOR BEACH RENTALS ONLY)

ARE YOU REQUESTING THE USE OF ALCOHOLIC BEVERAGES AND/OR BEER KEGS? YES ☐ NO ☒

(PLEASE NOTE: NO GLASS OR BOTTLES ALLOWED AT CITY PARK PROPERTY, INCLUDING CRANBURY PARK)

SERVING FOOD: YES ☒ NO ☐ ARE YOU USING A FOOD TRUCK? YES ☐ NO ☒ NAME: _____

ARE YOU REQUESTING A TENT? YES ☐ NO ☒ *ANY TENT (STRUCTURE) 10x10 FEET OR LARGER INCLUDING, BUT NOT LIMITED TO; ELECTRICAL LIGHTING EQUIPMENT, OVENS, GRILLS, ETC. REQUIRES A SEPARATE PERMIT FROM THE CODE ENFORCEMENT DEPARTMENT. ADDITIONAL EQUIPMENT, i.e. INFLATABLES MUST RECEIVE APPROVAL FROM DIRECTOR OF RECREATION & PARKS. IF APPROVED SEPARATE INSURANCE MUST BE PURCHASED AND PRESENTED. BOUNCE HOUSES AND DRONES ARE NOT ALLOWED ON ANY CITY PROPERTY, INCLUDING SCHOOL GROUNDS AND PARKS. VIOLATION OF THIS RULE MAY JEOPARDIZE FUTURE EVENTS IN THE CITY

ARE YOU REQUESTING TO USE DISPLAY ADVERTISING AT YOUR EVENT? YES ☐ NO ☒

ARE YOU REQUESTING TO SOLICIT CONTRIBUTIONS AT YOUR EVENT? YES ☐ NO ☒

ARE YOU REQUESTING TO SELL FOOD, BEVERAGES, GOODS OR WARES? YES ☐ NO ☒

WILL YOU BE USING TEMPORARY ELECTRICAL RESOURCES? YES ☐ NO ☒

BEACH PERMITS ONLY:

WILL THE GROUP BE GOING INTO THE WATER IN ANY WAY, WADING, WALKING OR SWIMMING at the Beach? YES ☐ NO ☒

WILL THE GROUP HAVE ANY ACTIVITIES NEAR OR AROUND THE WATER (including Splash Pad) at the Beach YES ☐ NO ☒

IT IS THE GROUP SUPERVISOR'S RESPONSIBILITY TO CONTACT THE LIFEGUARD SUPERVISOR ON DUTY SO THAT ALL RULES AND REGULATIONS ARE CLEAR AND ADHERED TO

IS A WATER SAFETY INSTRUCTOR OR A CERTIFIED LIFEGUARD ACCOMPANYING YOUR GROUP? YES ☐ NO ☒

If yes, name of person(s) _____ Each group should have accessible a list with all the children's names that are attending the outings for accountability in case of emergency

ANY QUESTIONS ANSWERED YES, PLEASE EXPLAIN ON SEPARATE SHEET & ATTACH TO APPLICATION

APPLICANT'S SIGNATURE: [Signature] DATE: 5/31/2022

OFFICE USE ONLY

RECREATION & PARK COMMITTEE APPROVAL: DATE TO COMMITTEE 7/13 YES ☐ NO ☐ N/A ☐

COMMON COUNCIL APPROVAL: DATE TO COMMITTEE: _____ YES ☐ NO ☐ N/A ☐

②

City of Norwalk Recreation & Parks Department

Facility Rental Event Application Form

PRINT

ORGANIZATION NAME: Mountain Workshop

PERSONAL/FAMILY
COMPANY/BUSINESS
NON-PROFIT (501C3) Yes ☐ No ☒

NAME OF BENEFICIARY: Kent Tullo Is this an Annual Event: Yes ☒ No ☐ # of years 5

NAME OF CORPORATE OFFICER AUTHORIZED
TO EXECUTE THE LICENSE AGREEMENT: Kent Tullo TITLE: Director

YOUR NAME: Kent Tullo TITLE: Director

ADDRESS: 158 Kenwood Avenue E-MAIL ADDRESS: ktullo@mountainworkshop.com

CITY: Fairfield STATE: CT ZIP CODE: 06824

HOME PHONE: 06824 BUSINESS PHONE: 203-512-1321 CELL: 203-512-1321

FACILITY REQUESTED: Calf Pasture Beach FACILITY & EVENT INFORMATION # OF PARTICIPANTS 230

EVENT: Team Building Positive School Climate Programs DATE REQUESTED: 9/20/2022

SET UP TIME: 7:00 A STARTING TIME: 8:00 A BREAKDOWN TIME: 3:00 P ENDTIME: 4:00 P RAIN DATE: TBD
(RAIN DATE FOR BEACH RENTALS ONLY)

ARE YOU REQUESTING THE USE OF ALCOHOLIC BEVERAGES AND/OR BEER KEGS? YES ☐ NO ☒

(PLEASE NOTE: NO GLASS OR BOTTLES ALLOWED AT CITY PARK PROPERTY INCLUDING CRANBURY PARK)

SERVING FOOD: YES ☐ NO ☒ ARE YOU USING A FOOD TRUCK? YES ☐ NO ☒ NAME: _____

ARE YOU REQUESTING A TENT? YES ☐ NO ☒ *ANY TENT (STRUCTURE) 10 x 10 FEET OR LARGER INCLUDING, BUT NOT LIMITED TO; ELECTRICAL LIGHTING EQUIPMENT, OVENS, GRILLS, ETC, REQUIRES A SEPARATE PERMIT FROM THE CODE ENFORCEMENT DEPARTMENT. ADDITIONAL EQUIPMENT, i.e. INFLATABLES MUST RECEIVE APPROVAL FROM DIRECTOR OF RECREATION & PARKS. IF APPROVED SEPARATE INSURANCE MUST BE PURCHASED AND PRESENTED. BOUNCE HOUSES AND DRONES ARE NOT ALLOWED ON ANY CITY PROPERTY, INCLUDING SCHOOL GROUNDS AND PARKS. VIOLATION OF THIS RULE MAY JEOPARDIZE FUTURE EVENTS IN THE CITY

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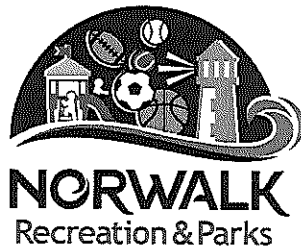
If yes, name of person(s) TBD Each group should have accessible a list with all the children's names that are attending the outings for accountability in case of emergency

ANY QUESTIONS ANSWERED YES, PLEASE EXPLAIN ON SEPARATE SHEET & ATTACH TO APPLICATION

APPLICANT'S SIGNATURE: [Signature] DATE: 06/16/2022

OFFICE USE ONLY

RECREATION & PARK COMMITTEE APPROVAL: DATE TO COMMITTEE: _____ YES _____ NO _____ N/A _____
COMMON COUNCIL APPROVAL: DATE TO COMMITTEE: _____ YES _____ NO _____ N/A _____



CITY OF NORWALK

P: 203.854.7257

Norwalk City Hall
125 East Avenue, PO BOX 5125
Norwalk, CT 06856-5125

3

MEMORANDUM

DATE: May 26, 2022

TO: Sharon Conners, Purchasing Agent

FROM: Sandy Korkatzis, Superintendent of Recreation

CC: Robert Stowers, Director of Recreation and Parks
Joyce Liu, Director of IT
Chitsamay Lam, Comptroller

RE: 4158R Recreation Management Software (REBID)-EVALUATIONS

This past December, The City of Norwalk purchasing department requested proposals from software firms who were interested in providing a comprehensive management software for parks, recreation facilities and programs. The requirements were clearly outlined in detail. The scope of work with project specifications were publicly solicited. We appreciated the thoroughness and effectiveness of this procurement process.

We have decided to move forward with the software proposal submission by Active Network, LLC.

The Recreation and Parks Department formed a selection committee consisting of 8-10 City of Norwalk employees to review, evaluate and interview various recreation management software proposals. The committee also included staff from the comptroller's office and the Director of IT.

We have carefully reviewed and evaluated five companies that competitively bid and submitted proposals by the deadline of January 31, 2022. The five companies that were considered were:
Active Network, LLC., Amelia Technologies USA Inc., Capture Point, Civic Plus Inc. and Rec Desk Software.

The criteria areas for evaluating proposal submissions included: ease of programming, ease of customer registration, ease of reporting capabilities, financial integration, and cyber security protocols. We explored their sandbox / demo accounts, interviewed, and watched demo presentations. Fees and add on module costs were reviewed and considered.



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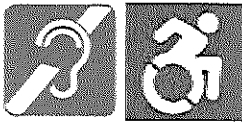
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Members of the public who wish to view the meeting, but are not participating, can view a live stream on the City of Norwalk YouTube channel. This stream is delayed by approximately 20 seconds. Please find the information using the link above. The 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; Thomas Keegan; John Kydes; Nicol Ayers; Jenn McMurrer; Lisa Shanahan

STAFF: Ken Hughes, Superintendent, Recreation and Parks

OTHERS: Monica Osorio; Jeff DeWitt; Catherine Kuzin; Stacey Kalmanidis; Fritz Gilmore

I. ROLL CALL

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

II. MINUTES OF MAY 11, 2022

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

**** THE MOTION PASSED WITH ONE (1) ABSTENTION- MR. GOLDSTEIN.**

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 CRANBURY PARK PAVILION AND IMMEDIATE SURROUNDING GROUNDS BY NORWALK HIGH SCHOOL BASEBALL FOR THEIR BANQUET-BASEBALL EVENT TO BE HELD ON MONDAY, JUNE 13, 2022, FROM 6:00 PM TO 8:30 PM. SET-UP TO BEGIN AT 4:00 PM WITH TEAR-DOWN AT 9:00 PM. APPROXIMATELY 110 PEOPLE.

Mr. Hughes said this is for the baseball banquet for the Norwalk High School baseball team. Mr. Keegan asked if the high school baseball team is charged a fee. Ms. Osorio said "yes" Mr. Hughes said that costs are accrued for staffing and garbage pick up so there is a fee charged.

**** MS. MC MURRER MOVED TO APPROVE THE USE OF CRANBURY PARK PAVILION AND IMMEDIATE SURROUNDING GROUNDS BY NORWALK HIGH SCHOOL BASEBALL FOR THEIR BANQUET-BASEBALL EVENT TO BE HELD ON MONDAY, JUNE 13, 2022, FROM 6:00 PM TO 8:30 PM. SET-UP TO BEGIN AT 4:00 PM WITH TEAR-DOWN AT 9:00 PM. APPROXIMATELY 110 PEOPLE.**

**** THE MOTION PASSED UNANIMOUSLY.**

2. APPROVE THE USE OF TRACEY SCHOOL PARKING LOT AND IMMEDIATE SURROUNDING GROUNDS BY VFW POST 603 FOR THEIR AAA BIKE RODEO EVENT TO BE HELD ON SATURDAY, JUNE 18, 2022, FROM 9:00 AM TO 1:00 PM. SET-UP TO BEGIN AT 7:30 AM WITH TEAR-DOWN AT 1:00 PM. APPROXIMATELY 100 PEOPLE.

Mr. Hughes thanked Mr. Dewitt for all the work that he did for the Wall that Heals event at Veterans Park and that is an amazing thing for Norwalk, and he is very touched.

Mr. Dewitt provided a brief overview of the event and said that kids can come and get their bikes checked for safety and is geared for four- to twelve-year-old children and have partnered with bicycle companies in the area to donate bikes if their bike is found to be unsafe.

**** MS. SHANAHAN MOVED TO APPROVE THE USE OF TRACEY SCHOOL PARKING LOT AND IMMEDIATE SURROUNDING GROUNDS BY VFW POST 603 FOR THEIR AAA BIKE RODEO EVENT TO BE HELD ON SATURDAY, JUNE 18, 2022, FROM 9:00 AM TO**

**1:00 PM. SET-UP TO BEGIN AT 7:30 AM WITH TEAR-DOWN AT 1:00 PM.
APPROXIMATELY 100 PEOPLE.**

**** THE MOTION PASSED UNANIMOUSLY.**

**3. APPROVE THE USE OF CRANBURY PARK PAVILION AND
IMMEDIATE SURROUNDING GROUNDS BY FACTSET RESEARCH
SYSTEMS FOR THEIR ANALYTICS & TRADING SUMMER KICK-OFF
EVENT TO BE HELD ON WEDNESDAY, JUNE 29, 2022, FROM 12:00 PM
TO 4:00 PM. SET-UP TO BEGIN AT 11:00 AM WITH TEAR-DOWN AT
5:00 PM. APPROXIMATELY 150 PEOPLE.**

Ms. Kuzin provided a brief overview of the event and said that Factset has held several events at Cranbury Park over the years and would like to continue that tradition this year. Mr. Hughes said there has been no issues with these events in the past.

**** MS. MCMURRER MOVED TO APPROVE THE USE OF CRANBURY PARK PAVILION
AND IMMEDIATE SURROUNDING GROUNDS BY FACTSET RESEARCH SYSTEMS FOR
THEIR ANALYTICS & TRADING SUMMER KICK-OFF EVENT TO BE HELD ON
WEDNESDAY, JUNE 29, 2022, FROM 12:00 PM TO 4:00 PM. SET-UP TO BEGIN AT 11:00
AM WITH TEAR-DOWN AT 5:00 PM. APPROXIMATELY 150 PEOPLE.**

**** THE MOTION PASSED UNANIMOUSLY.**

**4. APPROVE THE USE OF CRANBURY PARK AND IMMEDIATE
SURROUNDING GROUNDS BY STEW LEONARD'S FOR THEIR
ANNUAL SUMMER PICNIC EVENT TO BE HELD ON MONDAY, JULY
11, 2022, FROM 11:00 AM TO 6:00 PM. SET-UP TO BEGIN AT 8:00 AM
WITH A TEAR-DOWN AT 7:00 PM. RAIN DATE: MONDAY, JULY 18,
2022. APPROXIMATELY 200-350 PEOPLE.**

Ms. Kalmanidis provided a brief overview of the event and said that Stew Leonard's has held their annual summer picnic event a few years ago and took a survey of the employees and they voted to stay local and have decided to come back to Cranbury Park this year.

**** MR. GOLDSTEIN MOVED TO APPROVE THE USE OF CRANBURY PARK AND
IMMEDIATE SURROUNDING GROUNDS BY STEW LEONARD'S FOR THEIR ANNUAL
SUMMER PICNIC EVENT TO BE HELD ON MONDAY, JULY 11, 2022, FROM 11:00 AM
TO 6:00 PM. SET-UP TO BEGIN AT 8:00 AM WITH A TEAR-DOWN AT 7:00 PM. RAIN
DATE: MONDAY, JULY 18, 2022. APPROXIMATELY 200-350 PEOPLE.**

**** THE MOTION PASSED UNANIMOUSLY.**

**5. APPROVE THE USE OF NORWALK HIGH SCHOOL AND IMMEDIATE
SURROUNDING GROUNDS BY ELS H.E.A.R.T. FOR THEIR WALK FOR
ELIJAH EVENT TO BE HELD ON SATURDAY, JULY 16, 2022, FROM
10:00 AM TO 12:00 PM. SET-UP TO BEGIN AT 8:00 AM WITH TEAR-
DOWN AT 1:00 PM. APPROXIMATELY 100 PEOPLE.**

Mr. Gilmore provided a brief overview of the event and said that this is the seventh annual event in honor of their son that had passed away in 2016, and is to raise funds for scholarships for Norwalk

High and Brien McMahon High School. Ms. Young said that she is enamored by the work that Mr. Gilmore does in the city for young people, and she appreciates him and his family for what they do to give back through the legacy of their son.

****MR. KEEGAN MOVED TO APPROVE THE USE OF NORWALK HIGH SCHOOL AND IMMEDIATE SURROUNDING GROUNDS BY ELS H.E.A.R.T. FOR THEIR WALK FOR ELIJAH EVENT TO BE HELD ON SATURDAY, JULY 16, 2022, FROM 10:00 AM TO 12:00 PM. SET-UP TO BEGIN AT 8:00 AM WITH TEAR-DOWN AT 1:00 PM. APPROXIMATELY 100 PEOPLE.**

**** THE MOTION PASSED UNANIMOUSLY.**

6. APPROVE THE USE OF MATHEWS PARK AND IMMEDIATE SURROUNDING GROUNDS BY THE NORWALK CONSERVATORY OF THE ARTS FOR THEIR BROADWAY IN THE PARK EVENT TO BE HELD ON SATURDAY, AUGUST 13, 20 AND 27, 2022 FROM 3:30 PM TO 8:30 PM. SET-UP TO BEGIN 9:00 AM WITH TEAR-DOWN AT 9:00 PM. RAIN DATE: SUNDAY, AUGUST 14, 21 AND 28, 2022 (RAIN DATE). APPROXIMATELY 500 PEOPLE.

The representative provided a brief overview of the event and said the first event was held last year and 250-300 had participated in the event each day and was a family event to enjoy Broadway musicals. Ms. McMurrer said that she and her family attended the event last year and that it was fun, and she is glad to see that it is back again this year.

****MS. AYERS MOVED TO APPROVE THE USE OF MATHEWS PARK AND IMMEDIATE SURROUNDING GROUNDS BY THE NORWALK CONSERVATORY OF THE ARTS FOR THEIR BROADWAY IN THE PARK EVENT TO BE HELD ON SATURDAY, AUGUST 13, 20 AND 27, 2022 FROM 3:30 PM TO 8:30 PM. SET-UP TO BEGIN 9:00 AM WITH TEAR-DOWN AT 9:00 PM. RAIN DATE: SUNDAY, AUGUST 14, 21 AND 28, 2022 (RAIN DATE). APPROXIMATELY 500 PEOPLE.**

**** THE MOTION PASSED UNANIMOUSLY.**

7. APPROVE THE USE CRANBURY PARK PAVILION AND IMMEDIATE SURROUNDING GROUNDS BY STAMFORD HS REUNION COMMITTEE FOR THEIR REUNION EVENT TO BE HELD ON SATURDAY, AUGUST 27, 2022, FROM 11:00 AM TO 7:00 PM. SET-UP TO BEGIN AT 10:00 AM WITH TEAR-DOWN AT 8:00 PM. APPROXIMATELY 150 PEOPLE.

Mr. Hughes said this is a reunion for Stamford High School and staff has no issues with this event.

MS. MCMURRER MOVED TO APPROVE THE USE CRANBURY PARK PAVILION AND IMMEDIATE SURROUNDING GROUNDS BY STAMFORD HS REUNION COMMITTEE FOR THEIR REUNION EVENT TO BE HELD ON SATURDAY, AUGUST 27, 2022, FROM 11:00 AM TO 7:00 PM. SET-UP TO BEGIN AT 10:00 AM WITH TEAR-DOWN AT 8:00 PM. APPROXIMATELY 150 PEOPLE.

**** THE MOTION PASSED UNANIMOUSLY.**

8. **AUTHORIZE THE MAYOR, HARRY W. RILLING, TO ENTER INTO A THREE-YEAR CONTRACT WITH GEESE RELIEF LLC FOR GEESE MANAGEMENT SERVICES AT CALF PASTURE BEACH AND VETERANS MEMORIAL PARK, FOR AN AMOUNT NOT TO EXCEED \$33,900.00**

Mr. Hughes said for the past five years the city has employed Geese Relief LLC., for their geese management services at Veterans Park and Calf Pasture Beach and there is a noticeable difference in the geese when the dogs are used, and they are very responsive. He said the contract expired this year and they went out to competitive bid and chose Geese Relief LLC as the qualified vendor. He said the contract will be for three years and is \$3,000 less than the last contract.

****MS. SHANAHAN MOVED TO AUTHORIZE THE MAYOR, HARRY W. RILLING, TO ENTER INTO A THREE-YEAR CONTRACT WITH GEESE RELIEF LLC FOR GEESE MANAGEMENT SERVICES AT CALF PASTURE BEACH AND VETERANS MEMORIAL PARK, FOR AN AMOUNT NOT TO EXCEED \$33,900.00**

**** THE MOTION PASSED UNANIMOUSLY.**

9. **AUTHORIZE THE RECREATION AND PARKS DIRECTOR OR DESIGNEE TO ISSUE THE TWO 1 YEAR CONTRACT EXTENSIONS ON THE GEESE RELIEF LLC CONTRACT.**

****MS. SHANAHAN MOVED TO AUTHORIZE THE RECREATION AND PARKS DIRECTOR OR DESIGNEE TO ISSUE THE TWO 1 YEAR CONTRACT EXTENSIONS ON THE GEESE RELIEF LLC 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



City of Norwalk Recreation & Parks Department

Facility Rental Event Application Form

PLEASE PRINT

ORGANIZATION NAME: Apostolic Church International PERSONAL/FAMILY COMPANY/BUSINESS NON-PROFIT (501C3) ☒ Yes ☐ No

NAME OF BENEFICIARY: _____ Is this an Annual Event: Yes ☒ No ☐ # of years _____

NAME OF CORPORATE OFFICER AUTHORIZED TO EXECUTE THE LICENSE AGREEMENT: _____ TITLE: _____

YOUR NAME: Prince Ampem TITLE: Youth Organizer, Elder

ADDRESS: 11651 Norbourne Dr. Apt 110 E-MAIL ADDRESS: princeton365@yahoo.co.uk

CITY: Cincinnati STATE: OH ZIP CODE: 45240

HOME PHONE: _____ BUSINESS PHONE: _____ CELL: 6148040567

FACILITY REQUESTED: Veterans Park FACILITY & EVENT INFORMATION # OF PARTICIPANTS 240

EVENT: Youth Picnic DATE REQUESTED: July 15, 2022

SET UP TIME: 1:00pm STARTING TIME: 2:00pm BREAKDOWN TIME: 4pm ENDTIME: 5pm RAIN DATE: _____
(RAIN DATE FOR BEACH RENTALS ONLY)

ARE YOU REQUESTING THE USE OF ALCOHOLIC BEVERAGES AND/OR BEER KEGS? YES ☐ NO ☒

(PLEASE NOTE: NO GLASS OR BOTTLES ALLOWED AT CITY PARK PROPERTY, INCLUDING CRANBURY PARK)

SERVING FOOD: YES ☒ NO ☐ ARE YOU USING A FOOD TRUCK? YES ☐ NO ☒ NAME: _____

ARE YOU REQUESTING A TENT? YES ☐ NO ☒ *ANY TENT (STRUCTURE) 10x10 FEET OR LARGER INCLUDING, BUT NOT LIMITED TO; ELECTRICAL LIGHTING EQUIPMENT, OVENS, GRILLS, ETC. REQUIRES A SEPARATE PERMIT FROM THE CODE ENFORCEMENT DEPARTMENT. ADDITIONAL EQUIPMENT, i.e. INFLATABLES MUST RECEIVE APPROVAL FROM DIRECTOR OF RECREATION & PARKS. IF APPROVED SEPARATE INSURANCE MUST BE PURCHASED AND PRESENTED. BOUNCE HOUSES AND DRONES ARE NOT ALLOWED ON ANY CITY PROPERTY, INCLUDING SCHOOL GROUNDS AND PARKS. VIOLATION OF THIS RULE MAY JEOPARDIZE FUTURE EVENTS IN THE CITY

ARE YOU REQUESTING TO USE DISPLAY ADVERTISING AT YOUR EVENT? YES ☐ NO ☒

ARE YOU REQUESTING TO SOLICIT CONTRIBUTIONS AT YOUR EVENT? YES ☐ NO ☒

ARE YOU REQUESTING TO SELL FOOD, BEVERAGES, GOODS OR WARES? YES ☐ NO ☒

WILL YOU BE USING TEMPORARY ELECTRICAL RESOURCES? YES ☐ NO ☒

BEACH PERMITS ONLY:

WILL THE GROUP BE GOING INTO THE WATER IN ANY WAY, WADING, WALKING OR SWIMMING at the Beach? YES ☐ NO ☒

WILL THE GROUP HAVE ANY ACTIVITIES NEAR OR AROUND THE WATER (including Splash Pad) at the Beach YES ☐ NO ☒

IT IS THE GROUP SUPERVISOR'S RESPONSIBILITY TO CONTACT THE LIFEGUARD SUPERVISOR ON DUTY SO THAT ALL RULES AND REGULATIONS ARE CLEAR AND ADHERED TO

IS A WATER SAFETY INSTRUCTOR OR A CERTIFIED LIFEGUARD ACCOMPANYING YOUR GROUP? YES ☐ NO ☒

If yes, name of person(s) _____ Each group should have accessible a list with all the children's names that are attending the outings for accountability in case of emergency

ANY QUESTIONS ANSWERED YES, PLEASE EXPLAIN ON SEPARATE SHEET & ATTACH TO APPLICATION

APPLICANT'S SIGNATURE: [Signature] DATE: 5/31/2022

OFFICE USE ONLY

RECREATION & PARK COMMITTEE APPROVAL: DATE TO COMMITTEE 7/13 YES ☐ NO ☐ N/A ☐

COMMON COUNCIL APPROVAL: DATE TO COMMITTEE: _____ YES ☐ NO ☐ N/A ☐

2

City of Norwalk Recreation & Parks Department

Facility Rental Event Application Form

PRINT

ORGANIZATION NAME: Mountain Workshop PERSONAL/FAMILY
COMPANY/BUSINESS
NON-PROFIT (501C3) Yes ☐ No ☐

NAME OF BENEFICIARY: Kent Tullo Is this an Annual Event: Yes ☒ No ☐ # of years 5

NAME OF CORPORATE OFFICER AUTHORIZED
TO EXECUTE THE LICENSE AGREEMENT: Kent Tullo TITLE: Director

YOUR NAME: Kent Tullo TITLE: Director

ADDRESS: 158 Kenwood Avenue E-MAIL ADDRESS: ktullo@mountainworkshop.com

CITY: Fairfield STATE: CT ZIP CODE: 06824

HOME PHONE: 06824 BUSINESS PHONE: 203-512-1321 CELL: 203-512-1321

FACILITY REQUESTED: Calf Pasture Beach FACILITY & EVENT INFORMATION # OF PARTICIPANTS 230

EVENT: Team Building Positive School Climate Programs DATE REQUESTED: 9/20/2022

SET UP TIME: 7:00 A STARTING TIME: 8:00 A BREAKDOWN TIME: 3:00 P ENDTIME: 4:00 P RAIN DATE: TBD
(RAIN DATE FOR BEACH RENTALS ONLY)

ARE YOU REQUESTING THE USE OF ALCOHOLIC BEVERAGES AND/OR BEER KEGS? YES ☐ NO ☒

(PLEASE NOTE: NO GLASS OR BOTTLES ALLOWED AT CITY PARK PROPERTY INCLUDING CRANBURY PARK)

SERVING FOOD: YES ☐ NO ☒ ARE YOU USING A FOOD TRUCK? YES ☐ NO ☒ NAME: _____

ARE YOU REQUESTING A TENT? YES ☐ NO ☒ *ANY TENT (STRUCTURE) 10 x 10 FEET OR LARGER INCLUDING, BUT NOT LIMITED TO; ELECTRICAL LIGHTING EQUIPMENT, OVENS, GRILLS, ETC, REQUIRES A SEPARATE PERMIT FROM THE CODE ENFORCEMENT DEPARTMENT. ADDITIONAL EQUIPMENT, i.e. INFLATABLES MUST RECEIVE APPROVAL FROM DIRECTOR OF RECREATION & PARKS. IF APPROVED SEPARATE INSURANCE MUST BE PURCHASED AND PRESENTED. BOUNCE HOUSES AND DRONES ARE NOT ALLOWED ON ANY CITY PROPERTY, INCLUDING SCHOOL GROUNDS AND PARKS. VIOLATION OF THIS RULE MAY JEOPARDIZE FUTURE EVENTS IN THE CITY

ARE YOU REQUESTING TO USE DISPLAY ADVERTISING AT YOUR EVENT? YES ☐ NO ☒

ARE YOU REQUESTING TO SOLICIT CONTRIBUTIONS AT YOUR EVENT? YES ☐ NO ☒

ARE YOU REQUESTING TO SELL FOOD, BEVERAGES, GOODS OR WARES? YES ☐ NO ☒

WILL YOU BE USING TEMPORARY ELECTRICAL RESOURCES? YES ☐ NO ☒

BEACH PERMITS ONLY:

WILL THE GROUP BE GOING INTO THE WATER IN ANY WAY, WADING, WALKING OR SWIMMING at the Beach? YES ☒ NO ☐

WILL THE GROUP HAVE ANY ACTIVITIES NEAR OR AROUND THE WATER (including Splash Pad) at the Beach YES ☒ NO ☐

IT IS THE GROUP SUPERVISOR'S RESPONSIBILITY TO CONTACT THE LIFEGUARD SUPERVISOR ON DUTY SO THAT ALL RULES AND REGULATIONS ARE CLEAR AND ADHERED TO

IS A WATER SAFETY INSTRUCTOR OR A CERTIFIED LIFEGUARD ACCOMPANYING YOUR GROUP? YES ☒ NO ☐

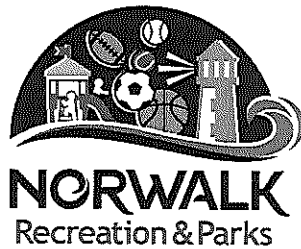
If yes, name of person(s) TBD Each group should have accessible a list with all the children's names that are attending the outings for accountability in case of emergency

ANY QUESTIONS ANSWERED YES, PLEASE EXPLAIN ON SEPARATE SHEET & ATTACH TO APPLICATION

APPLICANT'S SIGNATURE: [Signature] DATE: 06/16/2022

OFFICE USE ONLY

RECREATION & PARK COMMITTEE APPROVAL: DATE TO COMMITTEE: _____ YES _____ NO _____ N/A _____
COMMON COUNCIL APPROVAL: DATE TO COMMITTEE: _____ YES _____ NO _____ N/A _____



CITY OF NORWALK

P: 203.854.7257

Norwalk City Hall
125 East Avenue, PO BOX 5125
Norwalk, CT 06856-5125

3

MEMORANDUM

DATE: May 26, 2022

TO: Sharon Conners, Purchasing Agent

FROM: Sandy Korkatzis, Superintendent of Recreation

CC: Robert Stowers, Director of Recreation and Parks
Joyce Liu, Director of IT
Chitsamay Lam, Comptroller

RE: 4158R Recreation Management Software (REBID)-EVALUATIONS

This past December, The City of Norwalk purchasing department requested proposals from software firms who were interested in providing a comprehensive management software for parks, recreation facilities and programs. The requirements were clearly outlined in detail. The scope of work with project specifications were publicly solicited. We appreciated the thoroughness and effectiveness of this procurement process.

We have decided to move forward with the software proposal submission by Active Network, LLC.

The Recreation and Parks Department formed a selection committee consisting of 8-10 City of Norwalk employees to review, evaluate and interview various recreation management software proposals. The committee also included staff from the comptroller's office and the Director of IT.

We have carefully reviewed and evaluated five companies that competitively bid and submitted proposals by the deadline of January 31, 2022. The five companies that were considered were:
Active Network, LLC., Amelia Technologies USA Inc., Capture Point, Civic Plus Inc. and Rec Desk Software.

The criteria areas for evaluating proposal submissions included: ease of programming, ease of customer registration, ease of reporting capabilities, financial integration, and cyber security protocols. We explored their sandbox / demo accounts, interviewed, and watched demo presentations. Fees and add on module costs were reviewed and considered.