

**CITY OF NORWALK
RECREATION, PARKS & CULTURAL AFFAIRS COUNCIL COMMITTEE
BY VIDEO CONFERENCE AND TELECONFERENCE
WEDNESDAY, JULY 13, 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; Lisa Shanahan; Josh Goldstein

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

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

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

**** THE MOTION PASSED WITH (5) IN FAVOR AND (2) ABSTENTIONS-MS. SHANAHAN AND MR. MEEK.**

Kathryn Seddaker

Ms. Seddaker said she has lived in Norwalk for 30 years and uses the dog park daily and thanked the staff for the beautiful park. She went on to say that there is a group that gets together that uses the park and asked that a petition be started for consideration to have access to a section of the beach to take the dogs in the winter months as is done in some of the surrounding towns.

**** MR. GOLDSTEIN MOVED TO SUSPEND THE RULES TO ADD TWO ITEMS TO THE AGENDA.**

**** THE MOTION PASSED WITH (6) SIX IN FAVOR AND (1) ABSTENTION.**

Ms. Young read the following item into the record.

- 1. APPROVE THE USE OF THE FOLLOWING SITES BY LIGHTFOOT RUNNING CLUB FOR THEIR SUMMER SERIES ROAD RACES. SETUP TO BEGIN ONE HOUR PRIOR TO EVENT. TEAR-DOWN 30 MINUTES AFTER EVENT. APPROXIMATELY 100 PEOPLE PER RACE.**

BRIEN MCMAHON HIGH SCHOOL, SUNDAY, JULY 24TH, 2022, 8:00AM-10:30AM
CALF PASTURE BEACH, SUNDAY, AUGUST 7TH, 2022, 8:00AM-9:45AM
SILVERMINE ELEMENTARY SCHOOL, SUNDAY, AUGUST 21ST, 2022, 8:00AM-10:00AM
FOX RUN ELEMENTARY SCHOOL, SUNDAY, SEPTEMBER 11TH, 2022, 8:00AM-11:00AM

Mr. Capone provided a brief overview of the event and said it is the 45th year that the event has taken place and have a very loyal following and would like to continue that tradition.

**** MR. GOLDSTEIN MOVED TO APPROVE THE USE OF THE FOLLOWING SITES BY LIGHTFOOT RUNNING CLUB FOR THEIR SUMMER SERIES ROAD RACES. SETUP TO BEGIN ONE HOUR PRIOR TO EVENT. TEAR-DOWN 30 MINUTES AFTER EVENT. APPROXIMATELY 100 PEOPLE PER RACE. BRIEN MCMAHON HIGH SCHOOL, SUNDAY, JULY 24TH, 2022, 8:00AM-10:30AM**
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FOX RUN ELEMENTARY SCHOOL, SUNDAY, SEPTEMBER 11TH, 2022, 8:00AM-11:00AM.

**** THE MOTION PASSED UNANIMOUSLY.**

**2. 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.**

Mr. Ampem provided a brief overview of the event and said that it has been held for the past 11 years and there will be approximately 240 attendees and there will be no alcohol served at the event. Ms. Young asked if this is the first time the event has been held in Norwalk. Mr. Ampem said "yes".

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

**** THE MOTION PASSED UNANIMOUSLY.**

**3. 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.**

Mr. Stowers said this is an additional session that has been added to a previously approved event. Mr. Tullo provided a brief overview of the event and said it is a team building event and will have 230 6th graders for their fall orientation. He said the event has been held for the past 10-12 years at Calf Pasture Beach.

**** MS. MCMURRER MOVED TO APPROVE THE ITEM 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.**

**** THE MOTION PASSED UNANIMOUSLY.**

4. 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

Mr. Stowers said the scheduling system that they currently have is outdated and looked for a system that would fit all the programs and this program has been endorsed by the IT department as well as the Comptroller's office. Ms. Korkatzis said this is the tool that they are needing and will make things much easier to register for the programs and is very easy to use for facility management. She said the Recreation and Parks Department does a lot and it is time to communicate that to the public and it is also an easier more user-friendly way. She said that they have looked at six different companies and interviewed them extensively and feel comfortable with the selection they choose. Mr. Meek said that he does not understand the cost curve that goes up and down each of the five years and he would like to see more of the scope of work, deliverables etc. Ms. Miller said the initial year has a few components such as the annual cost, and a onetime cost for the implementation and in years two through five the annual cost may increase up to 5% per year but typically does not increase that much. Mr. Stowers said they are one of the foremost companies in the industry and had nothing but success when he used it in Seattle. Mr. Meek said he would like to see a statement of work prior to the next Common Council meeting. Ms. McMurrer said she is glad this is being done and appreciates the staff being forward thinking in terms of future programming and asked how long after it is approved by the Common Council until it is implemented. Ms. Korkatzis said it will be done in phases so not to confuse or disrupt services and will begin the classes and then facilities. Mr. Stowers said through ARPA funds there will be a dedicated staff person that will work with Active Net and train the staff.

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**** THE MOTION PASSED WITH (6) SIX IN FAVOR AND (1) ABSTENTION - MR. MEEK**

Ms. Young read the following item into the record.

5. **AUTHORIZE THE MAYOR, HARRY W. RILLING, TO ENTER INTO A CONTRACT WITH PETER GISOLFI ASSOCIATES, PROJECT # 4179A, FOR ARCHITECT AND ENGINEERING SERVICES FOR CRANBURY PARK, FEE SCHEDULES ATTACHED. FUNDING PROVIDED THROUGH THE STATE OF CONNECTICUT, OFFICE OF ECONOMIC AND COMMUNITY DEVELOPMENT, URBAN ACT PROGRAM, 4-66C.**

Mr. Stowers said they were fortunate enough to get a \$5 million dollar grant and put out an RFP for architectural for engineering and design services and had interviewed seven firms and shortlisted three and have now put out the invitation to bid and received one qualified firm and would like to enter into contact with Peter Gisolfi Associates. Mr. Hughes said that staff has been working on this for the past few months and he is excited to have an architect on board. Mr. Meek asked how much the architectural fees are. Mr. Hughes said the total including construction administration costs is \$ 497,000. Mr. Meek asked if that comes out of the grant. Mr. Hughes said "yes"

**** MS. SHANAHAN MOVED TO AUTHORIZE THE MAYOR, HARRY W. RILLING, TO ENTER INTO A CONTRACT WITH PETER GISOLFI ASSOCIATES, PROJECT # 4179A, FOR ARCHITECT AND ENGINEERING SERVICES FOR CRANBURY PARK, FEE SCHEDULES ATTACHED. FUNDING PROVIDED THROUGH THE STATE OF CONNECTICUT, OFFICE OF ECONOMIC AND COMMUNITY DEVELOPMENT, URBAN ACT PROGRAM, 4-66C.
** THE MOTION PASSED UNANIMOUSLY.**

VI. DISCUSSION

Ms. Korkatzis said it has been a pleasure to work with the directors and especially the program coordinator Brian Mc Quaid and is please to say that rebranding the Play and Learn and is now the Summer Play and Learn Beach Camp and has been very successful. She said there are six camps with 36 sessions and there are two upper camps for grades 6-9 and two lower camps for the elementary schools and thinks it can be drastically increased next year if they had sole use of the building. She said the little explorers has been fantastic and the skate camp is under the Play and Learn umbrella and was rebranded as the Skate and Art camp which and there are 127 skaters in the program this summer and has really grown.

Ms. Korkatzis said on average there is basically seven weeks of programming and partner with private providers for the last two weeks in August. She said the number of campers has never been this high in the past and the registrations were easy to manage under this new platform and are pleased and have a wonder team of directors and will continue to work on the quality.

Ms. McMurrer said from a personal experience of registering her child from the camp and that is has been phenomenal and thanked Ms. Korkatzis for doing a wonderful job and can't wait to see what happens in the future.

Mr. Meek said the process was also seamless for him and his kids are having a lot of fun and he appreciates the support of Ms. Korkatzis.

Ms. Young asked if every child that signed up was able to register what would that number look like. Ms. Korkatzis said 1,000 to 1,500 kids easily and all comes down to location and the classrooms are needed.

Ms. Young said offering scholarships or a sliding fee schedule is important because and need to start to think about that a lot more as to how to ensure that every young person has an opportunity to participate, and that funding is not the barrier. Ms. Korkatzis said she has seeked some advice as to what other funding is available and with the new online registration platform it allowed families to make payments.

Ms. Ayers asked if any funding is applied for to assist with the operations of the summer experience. Ms. Korkatzis said and that a grant was applied for. Mr. Stowers said they had applied for but did not receive a grant but will apply earlier next year and he is also looking for a more permanent way to offer scholarships and will be asking Mayor Rilling if the city to contribute to a scholarship fund.

Ms. Korkatzis said they are looking to run a summer jazz concert series and have a great committee and have been working with the Second Taxing District that had some funding and had also secured sponsors. She said they are now able to move forward with four fantastic concerts in August and are looking to hold two at the beach and two elsewhere and have issued a press release looking for local jazz artists. She said there are also concerts lined up to perform at the beach in July and August on Wednesdays with a Thursday rain date.

Ms. Ayers said she received a complaint for a constituent regarding the grass at Veterans Park and in the last budget cycle received funding for additional staff and asked when. Mr. Hughes said the grass is cut once a week at Veterans Park and a recent ordinance was passed to ban the use of pesticides which also includes herbicides on the lawn so and are researching alternatives.

Mr. Meek said that John Romano passed away earlier today suddenly and was on the Harbor Commission for years and wanted to remember him here tonight.

Mr. Stowers said the annual retreat was held last week and set goals for this year and once they are put together and he will send them to the committee.

ADJOURNMENT

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

**** THE MOTION PASSED UNANIMOUSLY.**

The meeting adjourned at 8:00PM.

Respectfully submitted,

Dilene Byrd