



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 12, 2023**

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.



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 email 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 public comment prior to the meeting.

- I Roll Call
- II Minutes of June 14, 2023
- III Public Participation
- IV **Old Business**
- V **New Business**

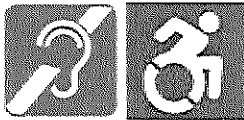
The City of Norwalk reserves the right to cancel the Event for public health or safety reasons as determined by the City of Norwalk in its sole discretion. The City of Norwalk shall not be liable for damages arising from the cancellation of the Event.

1. Approve the use of Ryan Park and immediate surrounding grounds by City of Norwalk for their SONO Farmers Market event to be held on Sunday, July 30, 2023 from 10:00 AM to 3:00 PM. Set-up from 9:00 AM with tear-down by 4:00 PM. Approximately 100 + people.

2. Approve the use of Springwood Park and immediate surrounding grounds by Project a Foundation for their Community Event to be held on Saturday, August 19, 2023 from 12:00 PM to 7:00 PM. Set-up from 10:00 AM with tear-down by 8:00 PM. Approximately 100 people.
3. Approve the use of Mathews Park and immediate surrounding grounds by The Lockwood-Mathews Mansion Museum for their Old-Fashioned Flea Market event to be held on Sunday, August 27, 2023 from 10:00 AM to 4:00 PM. Set-up time 7:00 AM with tear-down by 6:00 PM. Approximately 2,500 people.
4. Approve the use of Tracey Magnet School Field and immediate surrounding grounds by Tracey Magnet School PTA for their Harvest Movie Night to be held on Friday, October 13, 2023 from 6:00 PM to 8:30 PM. Set-up time 3:30 PM with tear-down by 9:00 PM. Approximately 450 people.
5. Authorize the Purchasing Agent to issue a purchase order to M. O'Brien & Sons in an amount not to exceed \$87,377.04 for the sole source purchase of a new playground for Marvin School, from accounts # 0921/22/23-6030-5777-C0364, off the MHEC MC15-B14 State Contract.

VI Discussion

Drafty master plan presentation and discussion.



**CITY OF NORWALK
RECREATION, PARKS & CULTURAL AFFAIRS COUNCIL COMMITTEE
BY VIDEO CONFERENCE AND TELECONFERENCE
WEDNESDAY, JUNE 14, 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.

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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, Jenn McMurrer; Nicol Ayers; John Kydes; Lisa Shanahan; Josh Goldstein

STAFF: Ken Hughes, Superintendent, Recreation and Parks

ROLL CALL

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

II MINUTES OF MAY 10, 2023

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

**** THE MOTION PASSED WITH FOUR (4) IN FAVOR AND TWO (2) ABSTENTIONS- MR. GOLDSTEIN AND MS. SHANAHAN.**

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 SPRINGWOOD PARK AND IMMEDIATE SURROUNDING GROUNDS BY YOUTH BUSINESS INITIATIVE FOR THEIR COMMUNITY DAY EVENT TO BE HELD ON SATURDAY, JULY 22, 2023, FROM 9:00 AM TO 6:00 PM. SET-UP TO BEGIN AT 7:00 AM WITH TEAR-DOWN BY 5:00 PM. RAIN DATE: SUNDAY, JULY 23, 2023. APPROXIMATELY 200 PEOPLE.

Mr. Hughes said that this is an event that was held at Veteran's Park and was a very good event, but this year Mr. Wiggins would like to move it to Springwood Park which will be a great fit because there are basketball and tennis courts there as well as an open field.

Mr. Wiggins proved a brief overview of the event and said this will be the fourth annual community day basketball tournament and he is looking forward to the event.

**** MS. MCMURRER MOVED TO APPROVE THE USE OF SPRINGWOOD PARK AND IMMEDIATE SURROUNDING GROUNDS BY YOUTH BUSINESS INITIATIVE FOR THEIR COMMUNITY DAY EVENT TO BE HELD ON SATURDAY, JULY 22, 2023, FROM 9:00 AM TO 6:00 PM. SET-UP TO BEGIN AT 7:00 AM WITH TEAR-DOWN BY 5:00 PM. RAIN DATE: SUNDAY, JULY 23, 2023. APPROXIMATELY 200 PEOPLE.**

**** THE MOTION PASSED UNANIMOUSLY.**

2. APPROVE THE USE OF CALF PASTURE – LAWN ADJACENT TO CAFE & PARKING LOT AND IMMEDIATE SURROUNDING GROUNDS BY JDRF INTERNATIONAL FOR THEIR THE JDRF ONE WALK EVENT TO BE HELD ON SUNDAY, OCTOBER 15, 2023 FROM 8:00 AM TO 1:00 PM. SET UP ON FRIDAY, OCTOBER 14, 2023, FROM 9:00 AM TO 2:00 PM, AND SATURDAY, OCTOBER 15, 2023, FROM 5:00 AM TO 8:00 AM. TEAR DOWN ON SATURDAY, OCTOBER 15, 2023, FROM 1:00 PM TO 5:00 PM. APPROXIMATELY 200-500 PEOPLE.

Mr. Hughes provided a brief overview of event and said it is a walk for juvenile diabetes and is the first time the event will be held in Norwalk, but it is at the end of the beach season and does not expect the beach to be crowded. He said staff is working closely with the organizers of the event and thinks it will be a good event.

**** MS. MCMURRER MOVED TO APPROVE THE USE OF CALF PASTURE – LAWN ADJACENT TO CAFE & PARKING LOT AND IMMEDIATE SURROUNDING GROUNDS BY JDRF INTERNATIONAL FOR THEIR JDRF ONE WALK EVENT TO BE HELD ON SUNDAY, OCTOBER 15, 2023, FROM 8:00 AM TO 1:00 PM. SET UP ON FRIDAY, OCTOBER 14, 2023, FROM 9:00 AM TO 2:00 PM, AND SATURDAY, OCTOBER 15, 2023, FROM 5:00 AM TO 8:00 AM. TEAR DOWN ON SATURDAY, OCTOBER 15, 2023, FROM 1:00 PM TO 5:00 PM. APPROXIMATELY 200-500 PEOPLE.**

**** THE MOTION PASSED UNANIMOUSLY.**

3. AUTHORIZE THE PURCHASING OFFICER TO ISSUE A PURCHASE ORDER TO MTE EQUIPMENT SOLUTIONS, INC. IN AN AMOUNT NOT TO EXCEED \$30,742.80, SOLE SOURCE PURCHASE OFF THE MA FA116 PRICING CONTRACT, FOR A 2023 SAND STAR III IN-FIELD PREP MACHINE FROM ACCOUNTS # 014150-5585 AND 0923-6030-5777-C0771.

Mr. Hughes said this is the equipment that is used to prep the clay ball fields and currently had an engine malfunction on one of the older machines and is no longer useable. Ms. Young asked what the life expectancy of the machine. Mr. Hughes said they have been getting 7-8 years, but they get a lot of use and that 20-25 fields per day are done with the two machines.

Ms. McMurrer asked if two machines is sufficient for the work that is being done and how quickly they can get the machine if approved this evening. Mr. Hughes said prior to this budget season there was only one ball field crew, but the Common Council was kind enough to approve additional employees so there are now two ball field crews. He said they currently have two machines, but the spare is the one that is down and if approved should be delivered within a month.

Mr. Goldstein asked how old the other machines are. Mr. Hughes said that one was purchased last year and the other is four years old.

MS. SHANAHAN MOVED TO AUTHORIZE THE PURCHASING OFFICER TO ISSUE A PURCHASE ORDER TO MTE EQUIPMENT SOLUTIONS, INC. IN AN AMOUNT NOT TO EXCEED \$30,742.80, SOLE SOURCE PURCHASE OFF THE MA FA116 PRICING CONTRACT, FOR A 2023 SAND STAR III IN-FIELD PREP MACHINE FROM ACCOUNTS # 014150-5585 AND 0923-6030-5777-C0771.

**** 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 \$53,799.70 FOR YEAR 1, \$28,875.00 FOR YEAR 2, \$20,319 FOR YEAR 3, \$31,835 FOR YEAR 4 (EXTENSION) AND \$33,442.70 FOR YEAR 5 (EXTENSION). FUNDING FOR YEAR 1 THROUGH ARPA ACCOUNT; YEAR 2, 3, 4 AND 5 THROUGH THE RECREATION AND PARKS OPERATING BUDGET.

Mr. Hughes said this item is a technical correction and was approved last July and are currently in the contract phase with the legal department. He said in the original authorization the wrong number was used in year one and were \$2,500 too low and had to correct that.

**** MS. MCMURRER MOVED TO 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 \$53,799.70 FOR YEAR 1, \$28,875.00 FOR YEAR 2, \$20,319 FOR YEAR 3, \$31,835 FOR YEAR 4 (EXTENSION) AND \$33,442.70 FOR YEAR 5 (EXTENSION). FUNDING FOR YEAR 1 THROUGH ARPA ACCOUNT; YEAR 2, 3, 4 AND 5 THROUGH THE RECREATION AND PARKS OPERATING BUDGET.**

**** THE MOTION PASSED UNANIMOUSLY.**

5. AUTHORIZE THE PURCHASING AGENT TO ISSUE A PURCHASE ORDER TO KOMPAN, IN AN AMOUNT NOT TO EXCEED \$383,176.32 FOR THE SOLE SOURCE PURCHASE OF A NEW PLAYGROUND FOR VETERANS PARK, OFF THE OMNIA PURCHASING CONTRACT # 2017001135. FUNDING FROM THE DEEP BEAUTIFICATION GRANT ACCOUNT # 0923-030-5796-C0832.

Mr. Hughes said this is from the grant from the DEEP and had received \$4.5 million dollars for some work at Woodward Park, Veteran's Park, as well as citywide refuse systems. He said this item is for the playground replacement at Veteran's Park and is a larger playground compared to other sites but is an entire replacement.

Ms. Ayers asked when the last time the playground was replaced. Mr. Hughes said he will send the committee an email and provide a list of when the playground equipment was replaced at each of the sites. Ms. McMurrer asked if that list will include school playgrounds as well. Mr. Hughes said "yes". Ms. Ayers asked if there is a replacement plan based on priority and how the playground at Veterans Park was chosen to be first. Mr. Hughes said the DEEP grant focused on the waterfront areas and as part of the capital replacement plan there are two other playgrounds that will be replaced after July 1st. He also said through ARPA funding the playground at Flax Hill Park, Kendall School, Bouton Street, and Meadow Street will be replaced.

Mr. Goldstein asked when construction is expected to begin and when it will be completed. Mr. Hughes said it generally takes four to six months after the approval so it should be completed late fall/early winter.

Ms. McMurrer asked when the playground at Ludlow Park will be replaced. Mr. Hughes said the equipment has already been ordered.

Ms. Young asked if all the playground equipment is ADA compliant. Mr. Hughes said "yes".

Mr. Hughes shared photos of the new playground at Veteran's Park and Ludlow Park.

**** MR. GOLDSTEIN MOVED TO AUTHORIZE THE PURCHASING AGENT TO ISSUE A PURCHASE ORDER TO KOMPAN, IN AN AMOUNT NOT TO EXCEED \$383,176.32 FOR THE SOLE SOURCE PURCHASE OF A NEW PLAYGROUND FOR VETERANS PARK, OFF THE OMNIA PURCHASING CONTRACT # 2017001135. FUNDING FROM THE DEEP BEAUTIFICATION GRANT ACCOUNT # 0923-030-5796-C0832.**

**** THE MOTION PASSED UNANIMOUSLY.**

VI DISCUSSION

Modify the Code of Norwalk, CT, Department of Recreation and Parks, Section 1-4, Pets, to add the following "At no time shall one handler have more than three dogs under his/her command.

Mr. Hughes said the Recreation and Parks department has an internal code for operations and have been fielding a lot of complaints about dog walkers at Cranbury Park with more than three dogs and asked the committee if there is any interest in possibly regulating the number of dogs per handler at Cranbury Park. Ms. Young asked how that could be controlled. Mr. Hughes said that they would coordinate with the Animal Control Officer and signage would be posted.

Ms. McMurrer requested that this item be brought to the Public Safety Committee before any decisions are made.

Ms. Ayers asked if this would just be from Cranbury Park or will it be citywide. Mr. Hughes said per the regulations dogs are not allowed at any other city park except for Cranbury Park and Taylor as they are dog parks so this would just pertain to Cranbury Park because Taylor Farm is an off-leash site so it would be difficult to patrol. Ms. McMurrer suggested that if this was to move forward that it pertain to both Cranbury Park and Taylor Farm.

Mr. Goldstein asked how many complaints there have been. Mr. Hughes said over the past few weeks there have been approximately six complaints.

Ms. Ayers suggested developing a partnership with Economic Development to do outreach. Ms. McMurrer suggested to do other types of outreach such as writing an opt-ed and getting people's opinions.

Mr. Goldstein suggested that staff reach out to other municipalities to see how they are handling this situation.

Ms. Young said that she has received some complaints regarding the new parking layout at the beach stating that it is difficult to get out of the beach. Mr. Hughes said the traffic engineers are working with the DPW engineers and are looking to change the one-way section by the volleyball courts back to a two-way which would elevate that issue.

Ms. McMurrer said if people donate toys to the toy library, please do not take them home and leave them there for other children to play with because none of the toys that she had donated are still there. Mr. Hughes said that signage has been added stating that as well.

ADJOURNMENT

**** MS. AYERS MOVED TO ADJOURN.**

**** THE MOTION PASSED UNANIMOUSLY.**

The meeting adjourned at 7:45PM.

Respectfully submitted,

Dilene Byrd

City of Norwalk Recreation & Parks Department
Facility Rental Event Application Form

2

PLEASE PRINT

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

ORGANIZATION (IF APPLICABLE) City of Norwalk

NAME OF BENEFICIARY (IF APPLICABLE) _____ Annual Event: Yes _____ No _____ # of years _____

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

TITLE: _____

YOUR NAME: Anna Breault

TITLE: Special Event Coordinator

ADDRESS: 125 East Avenue

E-MAIL ADDRESS: abreault@norwalkct.gov

CITY: Norwalk

STATE: CT

ZIP CODE: 06851

HOME PHONE: _____

BUSINESS PHONE: _____

CELL: (203) 943-9299

FACILITY & EVENT INFORMATION

FACILITY REQUESTED: Ryan Park

OF PARTICIPANTS 100 +

EVENT: SoNo Farmers Market

DATE REQUESTED: 7/30/23

SET UP TIME: 9-10a START TIME: 10 am END TIME: 3pm BREAKDOWN TIME 3-4p

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? (NOT ALLOWED AT BEACH) 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) _____. 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: Anna Breault

DATE: 6/14/23

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 Recreation & Parks Department

Facility Rental Event Application Form

PLEASE PRINT

ORGANIZATION (IF APPLICABLE) Project 9 Foundation PERSONAL/FAMILY _____
 COMPANY/BUSINESS _____
 NON-PROFIT (501C3) Yes ☒ No _____
 NAME OF BENEFICIARY (IF APPLICABLE) _____ Annual Event: Yes ☒ No _____ # of years 5
 NAME OF CORPORATE OFFICER AUTHORIZED TO EXECUTE THE LICENSE AGREEMENT: Terrence Fuller TITLE: Chairman
 YOUR NAME: Terrence Fuller TITLE: Chairman
 ADDRESS: P.O. Box 134 E-MAIL ADDRESS: Project9Foundation@yahoo.com
 CITY: Norwalk STATE: Ct. ZIP CODE: 06852
 HOME PHONE: _____ BUSINESS PHONE: _____ CELL: 203-515-7775

FACILITY REQUESTED: Springwood Park # OF PARTICIPANTS: 75-100
 EVENT: Community Event DATE REQUESTED: Aug 19 (Rain date Aug 26)
 SET UP TIME: 10am START TIME: 12pm END TIME: 7pm BREAKDOWN TIME: 8pm 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? (NOT ALLOWED AT BEACH) 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
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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: Terrence Fuller

DATE: 5-23-23

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 Recreation & Parks Department
Facility Rental Event Application Form

2

PLEASE PRINT

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

ORGANIZATION (IF APPLICABLE) The Lockwood-Mathews Mansion Museum

NAME OF BENEFICIARY (IF APPLICABLE) _____ Annual Event: Yes ☒ No _____ # of years 16

NAME OF CORPORATE OFFICER AUTHORIZED

TO EXECUTE THE LICENSE AGREEMENT: Douglas E Hempstead TITLE: Chairman of the Board

YOUR NAME: Charles W. Hill TITLE: Building, Education & Events Coordinator

ADDRESS: PO Box 488 E-MAIL ADDRESS: chill@lockwoodmathewsmansion.com

CITY: Norwalk STATE: CT ZIP CODE: 06856

HOME PHONE: N/A BUSINESS PHONE: 203-838-9799 x117 CELL: 203-300-7547

FACILITY REQUESTED: Mathews Park FACILITY & EVENT INFORMATION

OF PARTICIPANTS 2,500

EVENT: Old-Fashioned Flea Market DATE REQUESTED: 8/27/23

SET UP TIME: 7:00 Am START TIME: 10:00 Am END TIME: 4:00 pm BREAKDOWN TIME: 6:00 pm

RAIN DATE: N/A
(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? (NOT ALLOWED AT BEACH) YES ☒ NO ☐ NAME: TBD

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 ACITIVITIES 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) N/A. 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: Chas Hill DATE: 5/22/23

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 Recreation & Parks Department

Facility Rental Event Application Form

W

PLEASE PRINT

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

ORGANIZATION NAME: Tracey Magnet School PTA

NAME OF BENEFICIARY: Michelle Tiani Is this an Annual Event: Yes ☒ No _____ # of years 3

NAME OF CORPORATE OFFICER AUTHORIZED

TO EXECUTE THE LICENSE AGREEMENT: Michelle Tiani TITLE: President of the PTA

YOUR NAME: Michelle Tiani TITLE: President of the PTA

ADDRESS: 20 Camp St E-MAIL ADDRESS: michelletiani@gmail.com

CITY: Norwalk STATE: CT ZIP CODE: 06851

HOME PHONE: _____ BUSINESS PHONE: _____ CELL: 203 856 0089

FACILITY & EVENT INFORMATION

FACILITY REQUESTED: Tracey Magnet School Field # OF PARTICIPANTS 450

EVENT: Harvest Movie Night DATE REQUESTED: 10/13

SET UP TIME: 3:30pm STARTING TIME: 6pm BREAKDOWN TIME: 8:30pm ENDTIME: 9pm RAIN DATE: 10/20
(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: Planet Pizza

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) _____. 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: Michelle Tiani DATE: 06/14/2023

OFFICE USE ONLY

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



DEPT OF FINANCE
Purchasing Department
NONCOMPETITIVE PROCUREMENT JUSTIFICATION FORM

DATE: 6/29/2023

DEPARTMENT: Rec and Parks

Procurement by non-competitive proposals may be used only when the award of a contract is infeasible under informal competitive Quotations (§3-204), Informal Competitive Request for Proposals (§3-205), seal bids, or competitive proposals and at least one of the following circumstances applies:

Check One:

☐	The item is available only from a single source (justification is attached). The provisions of this regulation apply to all sole source procurements unless emergency conditions exist as defined by Purchasing Guideline on Emergency Procurements
☐	After solicitation of a number sources, competition is determined inadequate (record of source contacts and/or attempts to obtain pricing is attached)
☒	The compatibility of equipment, accessories, or replacement parts is of paramount consideration
☒	The item/service is available on a Cooperative Purchasing Agreement (please provide the organization name, quote and the contract/agreement number)
☐	The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation (documented emergency contingency is attached). Please forward this form and supporting documentation within 48 hours of the Emergency
☐	Other, please explain:

TOTAL COST: \$87377.04 MUNIS Account: 0921/22/23-6030-C0364

VENDOR: Brien and Sons

Purchasing Agent Signature		The Purchasing Agent		Department Head Signature	
Sharon Conners Digitally signed by Sharon Conners Date: 2023.07.06 08:48:12 04:00'		X Supports			
Purchasing Agent Name		Does Not Support		Department Head Name	
Date		Single Source Requires Common Council Authorization (in excess of \$20,000.00)?		Robert Stowers Date 6/29/2023	

JUSTIFICATION:

There are 2 existing playgrounds at Marvin School, both are Landscape Structures equipment. This quotation is for the replacement of the smaller playground, which will need to match the existing playground. Obrien and Sons is our distributor for Landscape Structures playground equipment.
Pricing is off the MHEC MC15-B14 State Contract.

ANY OTHER VENDORS CONTACTED FOR PRICING? (Please attach quotes): _____

Vendor 1: _____

Vendor 2: _____

EMERGENCY: Explain in detail the nature of the emergency _____