



Norwalk City Hall,
Recreation and Parks
Department
125 East Avenue, PO Box 5125
Norwalk, CT 06856-5125
203-854-7806

**RECREATION, PARKS & CULTURAL AFFAIRS COUNCIL COMMITTEE
BY VIDEO CONFERENCE AND TELECONFERENCE
WEDNESDAY, APRIL 14, 2021
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 March 10, 2021

III Public Participation

IV Old Business

V New Business

1. Authorize the Mayor, Harry W. Rilling to enter into an agreement with Norwalk Youth Symphony for their use of Cranbury Park for an Outdoor Concert to be held on Sunday, June 6, 2021 from 2:00 PM – 5:00 PM. Set up to begin at 12:00 Noon with teardown no later than 7:00 PM on Sunday, June 6, 2021. Estimated attendance 450-500.
2. Approve the use of Mathews Park by the Lockwood-Mathews Mansion Museum for a Scavenger Hunt to be held Sunday, June 6, 2021 from 12:00 Noon – 4:00 PM. Set up to begin at 10:00 AM with teardown no later than 5:00 PM on Sunday, June 6, 2021. Estimated attendance 100.

3. A) Authorize the Mayor, Harry W. Rilling to enter into an agreement with NICE Inc. for the use of Oyster Shell Park for the 5th Annual NICE Festival to be held Saturday, July 10, 2021 from 11:00 AM – 10:00 PM. Set up to begin at 5:00 AM with teardown no later than 12:00 Midnight on Saturday, July 10, 2021. Estimated attendance 500+. 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.

B) Approve the use of the Show Mobile by NICE INC. for the 5th Annual NICE Festival to be held Saturday, July 10, 2021 from 6:00 AM – 10:00 PM.
4. Authorize the Mayor, Harry W. Rilling to enter into an agreement with National Marine Manufacturers Association for their use of Calf Pasture Beach, Shady Beach, Taylor Farm and Marvin School for the 2021 Norwalk Boat Show to be held Thursday, September 23, 2021, Friday, September 24, 2021, Saturday, September 25, 2021 and Sunday, September 26, 2021 from 10:00 AM – 7:00 PM daily. Estimated attendance 15,000. 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.
5. Authorize the Mayor, Harry W. Rilling to enter into a contract with the Exchange Club of Norwalk, CT for the Parking at Calf Pasture Beach, Shady Beach, Marvin School and Taylor Farm for Norwalk Boat Show to be held Thursday, September 23, 2021 through Sunday, September 26, 2021 for a sum not to exceed \$5,000.00. Account #014118-5258. 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.
6. A) Authorize the Mayor, Harry W. Rilling to enter into a contract with Frank Cappasso & Sons, Inc. for Project #4111 Window Flashing and Exterior Wall Repairs at Gallaher Mansion for a sum not to exceed \$231,833.00. Approved as part of the Fiscal Year 2021-2022 Recreation and Parks Capital Budget. Account #0921-6030-5777-C0366.

B) Authorize the Director, Recreation and Parks to issue change orders to Frank Cappasso & Sons, Inc. for Project #4111 Window Flashing and Exterior Wall Repairs at Gallaher Mansion for a sum not to exceed \$23,183.00. Account #0921-6030-5777-C0366.
7. Authorize the Mayor, Harry W. Rilling to enter into a contract with Kimley-Horn and Associates, Inc. for Project #3999R Recreation and Parks Master Plan for a sum not to exceed \$249,975.50. Approved as part of the Fiscal Year 2019-2020 Recreation and Parks Capital Budget. Account #0920-6030-5777-C0664.
8. A) Authorize the Mayor, Harry W. Rilling to enter into a contract with New Line Skateparks FL, Inc. Project #4110 for the Design of the Calf Pasture Beach Skate Park for a sum not to exceed \$58,800.00. Approved as part of the Fiscal Year 2020-2021 Recreation and Parks Capital Budget. Account #0921-6030-5777-C0365.

B) Authorize the Director, Recreation and Parks to issue change orders to New Line Skateparks FL, Inc. for the Design of the Calf Pasture Beach Skate Park for a sum not to exceed \$5,880.00. Account #0921-6030-5777-C0365.

9. Authorize to increase construction contingency allowance with TD and Sons, Inc. for Project # RNP2020-2 West Rocks Middle School Proposed Soccer Field Complex for an Additional amount of \$25,000.00. Approved as part of the Fiscal Year 2020-2021 Recreation and Parks Capital Budget. Account #0921-6030-5777-C0631.

VI Discussion



**CITY OF NORWALK
RECREATION, PARKS & CULTURAL AFFAIRS COUNCIL COMMITTEE
BY VIDEO CONFERENCE AND TELECONFERENCE
WEDNESDAY, MARCH 10, 2021.
REGULAR MEETING
7:00PM.**

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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.org to provide written comment prior to the meeting.

ATTENDANCE: Darlene Young, Chair; Thomas Keegan; Kadeem Roberts; John Kydes;
George Tsiranides

STAFF: Nick Roberts, Director, Parks and Recreation

I. ROLL CALL

Ms. Young called the meeting to order at 7:00PM and stated that a quorum was present.

II. MINUTES OF FEBRUARY 10, 2021.

**** MR. ROBERTS MOVED TO APPROVE THE MINUTES OF FEBRUARY 10, 2021 AS SUBMITTED.**

**** THE MOTION PASSED UNANIMOUSLY.**

III. PUBLIC PARTICIPATION

There was no public participation this evening.

IV. OLD BUSINESS

There was no old business discussed this evening.

V. NEW BUSINESS

1. AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE THE HGAC BUY INTERLOCAL CONTRACT FOR THE CITY OF NORWALK TO PARTICIPATE IN THE HOUSTON-GALVESTON AREA COUNCIL (H-GAC) COOPERATIVE PURCHASING PROGRAM. THE AGREEMENT ALLOWS THE CITY TO PURCHASE PRODUCTS AND SERVICES THAT HAVE BEEN CONTRACTED AFTER HAVING BEEN SUBJECTED TO EITHER A COMPETITIVE BIB (IFB) OR COMPETITIVE PROPOSAL (RFP) PROCESS.

Mr. Roberts said the H-GAC is a typical cooperative program that municipal governments have to access and purchase equipment and supplies from as well as the vendors that have gone through a competitive bid process. He said we are particularly interested in having an agreement with the H-GAC because we were interested in purchasing a beach cleaner and there was an agreement in place for that through the H-GAC , but we decided to use a sole source method instead due to timing because we would like to get the machine before the beach season to be able to clean the beach. He said the purchasing agent has called

around to several departments in Connecticut and realized there are a number of municipalities here in Connecticut that also have an agreement in place with the H-GAC and there are vendors including C.N. Wood which we used to purchase additional vehicles through DPW so she thought it was a good idea to move ahead and authorize an agreement to enter into this contract with the H-GAC

****MR. KEEGAN MOVED TO APPROVE TO EXECUTE THE HGAC BUY INTERLOCAL CONTRACT FOR THE CITY OF NORWALK TO PARTICIPATE IN THE HOUSTON-GALVESTON AREA COUNCIL (H-GAC) COOPERATIVE PURCHASING PROGRAM. THE AGREEMENT ALLOWS THE CITY TO PURCHASE PRODUCTS AND SERVICES THAT HAVE BEEN CONTRACTED AFTER HAVING BEEN SUBJECTED TO EITHER A COMPETITIVE BIB (IFB) OR COMPETITIVE PROPOSAL (RFP) PROCESS.**

**** THE MOTION PASSED UNANIMOUSLY.**

2. AUTHORIZE THE PURCHASING AGENT TO ISSUE A PURCHASE, VIA SOLE SOURCE ORDER TO KASSBOHRER ALL TERRAIN VEHICLES, INC. FOR THE PURCHASE OF ONE (1) CHERRINGTON MODEL 5500 BEACH CLEANER FOR A SUM NOT TO EXCEED \$124,010.00. ACCOUNT# 09216030-5777-C0486. APPROVED FY 2021 CAPITAL FLEET PURCHASE.

Mr. Roberts said this item was requested and approved in the capital fleet budget in fiscal year 2021. He said the beach cleaner will replace a more than 20 year old pull behind beach cleaner that we currently have and this model is a closed cab once piece of equipment so instead of having a tractor pulling a piece of equipment behind it this is an all-encompassing one vehicle and one driver operated piece of equipment. He said this is the only one that is available and are requesting a sole source method due to timing but we are getting the same price through the vendor via sole source that we would under the cooperative agreement. He said the purchasing agent has also signed off on the process.

Ms. Young asked what happens to the old equipment. Mr. Roberts said it is still functional and will be used as a backup until it is no longer functional.

Mr. Roberts asked what the life expectancy of the new machine will be. Mr. Roberts said he believes it is 12 years but one of the benefits is that the replacement parts are readily available through a company in Georgia and it is maintenance free.

****MR KYDES MOVED TO AUTHORIZE THE PURCHASING AGENT TO ISSUE A PURCHASE, VIA SOLE SOURCE ORDER TO KASSBOHRER ALL TERRAIN VEHICLES, INC. FOR THE PURCHASE OF ONE (1) CHERRINGTON MODEL 5500 BEACH CLEANER FOR A SUM NOT TO EXCEED \$124,010.00. ACCOUNT# 09216030-5777-C0486. APPROVED FY 2021 CAPITAL FLEET PURCHASE.**

**** THE MOTION PASSED UNANIMOUSLY.**

Mr. Roberts said that staff is still processing special event permit requests and have processed all requests through April, May and June and have reached out to some of the local organizers that typically hold events but they are either not comfortable either because of the restrictions or because of the Covid-19 requirements, but he thinks that once the Governor announces the new guidelines on March 19, 2021, there will be an increase in events.

Mr. Roberts asked if the events that have been cancelled decide they would like to hold their events if they would be able to make the request. Mr. Roberts said “yes” but we ask that they give 45 days’ notice so that it can go through the approval process through this committee and the Common Council.

Mr. Roberts provided an overview on a meeting that was held with the Seaport Association and said they are proposing to hold the light show again this year and we wanted to meet with them internally and discuss what they are proposing and what recommendation and concerns the city staff had. He said that he has asked them to reconsider some of the things they had requested such as putting a cap of the number of attendees per night, eliminating selling tickets at the gate and selling tickets with designated times of entry, reaching out the East Norwalk Neighborhood Association since it will have a direct impact on their community, and lastly to provide a detailed traffic management plan to include more information. He said once a revised plan is received based on their recommendations he will make a recommendation to the committee members to see if and how it will work.

Mr. Kydes asked if they are aware of what the costs will be as far as the city is concerned. Mr. Roberts said by having some of the caps we can determine what some of the costs will be but a lot will depend on what they agree to.

Ms. Young asked for an update on the sports programming meeting. Mr. Roberts said it has been pushed back because when the meeting was scheduled we didn’t realize it was on the same night and time as the Common Council meeting so it will be held next week. He said it actually will work out better because there will be new guidelines in place on March 19th and will have a discussion with the teams to let them know what the protocols are in regards to field permits, scheduling games, locations etc.

ADJOURNMENT

**** MR. ROBERTS MOVED TO ADJOURN.**

**** THE MOTION PASSED UNANIMOUSLY.**

The meeting adjourned at 7:20PM.

Respectfully submitted,

Dilene Byrd

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

PLEASE PRINT

ORGANIZATION NAME: Norwalk Youth Symphony 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: Sara Watkins TITLE: Executive Director
YOUR NAME: Sara Watkins TITLE: Executive Director
ADDRESS: 71 East Ave Suite N E-MAIL ADDRESS: nysed@optonline.net
CITY: Norwalk STATE: CT ZIP CODE: 06851
HOME PHONE: _____ BUSINESS PHONE: 203 866 4100 CELL: 203 258 7526

FACILITY REQUESTED: Cranbury Park FACILITY & EVENT INFORMATION # OF PARTICIPANTS 450-500
EVENT: Outdoor Concert DATE REQUESTED: June 6 2021
SET UP TIME: noon STARTING TIME: 2pm BREAKDOWN TIME: _____ END TIME: 2:00pm 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) 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: Sara Watkins

DATE: 3-17-2021

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

PRINT
ORGANIZATION NAME: The Lockwood-Mathews Mansion Museum PERSONAL/FAMILY _____
COMPANY/BUSINESS _____
NON-PROFIT (501C3) Yes ☒ No _____
NAME OF BENEFICIARY: _____ Is this an Annual Event: Yes ☒ No ☐ # of years 3
NAME OF CORPORATE OFFICER AUTHORIZED TO EXECUTE THE LICENSE AGREEMENT: Patsy Brescia TITLE: Chairman of the Board
YOUR NAME: Charles W. Hill TITLE: Building & Events Coordinator
ADDRESS: 295 West Avenue E-MAIL ADDRESS: chill@lockwoodmathewsmansion.com
CITY: Norwalk STATE: CT ZIP CODE: 06850
HOME PHONE: _____ BUSINESS PHONE: 203-838-9799 x117 CELL: 203-300-7547

FACILITY REQUESTED: Mathews Park FACILITY & EVENT INFORMATION # OF PARTICIPANTS 100
EVENT: Scavenger Hunt DATE REQUESTED: 6/6/2021
SET UP TIME: 10:00 STARTING TIME: 12:00 BREAKDOWN TIME: 4:00 END TIME: 5:00 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) 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) 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: Chris Hill DATE: 3/17/21

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

PERMIT
ORGANIZATION NAME: NICE INC PERSONAL/FAMILY _____
COMPANY/BUSINESS x
NON-PROFIT (501C3) Yes x No _____
NAME OF BENEFICIARY: NICE INC Is this an Annual Event: Yes x No _____ # of years 5
NAME OF CORPORATE OFFICER AUTHORIZED TO EXECUTE THE LICENSE AGREEMENT: JANET EVELYN TITLE: FOUNDER/EXECUTIVE DIRECTOR
YOUR NAME: JANET EVELYN TITLE: FOUNDER/EXECUTIVE DIRECTOR
ADDRESS: 20 ELMWOOD AVE E-MAIL ADDRESS: JANET@NORWALKNICE.ORG
CITY: NORWALK STATE: CT ZIP CODE: 06854
HOME PHONE: 203 919 3000 BUSINESS PHONE: 203 919 3000 CELL: 203 919 3000

FACILITY & EVENT INFORMATION

FACILITY REQUESTED: OYSTER SHELL PARK # OF PARTICIPANTS 500 +
EVENT: 5TH ANNUAL NICE FESTIVAL DATE REQUESTED: SATURDAY, JULY 10, 2021
SET UP TIME: 5 AM STARTING TIME: 11 AM BREAKDOWN TIME: 10 PM END TIME: 12M RAIN DATE: RAIN OR SHINE
(RAIN DATE FOR BEACH RENTALS ONLY)
ARE YOU REQUESTING THE USE OF ALCOHOLIC BEVERAGES AND/OR BEER KEGS? YES x NO NO

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

SERVING FOOD: YES x NO NO ARE YOU USING A FOOD TRUCK? YES x NO NO NAME: VARIES, MORE THAN ONE

ARE YOU REQUESTING A TENT? YES x NO 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 x NO NO
ARE YOU REQUESTING TO SOLICIT CONTRIBUTIONS AT YOUR EVENT? YES x NO NO
ARE YOU REQUESTING TO SELL FOOD, BEVERAGES, GOODS OR WARES? YES x NO NO
WILL YOU BE USING TEMPORARY ELECTRICAL RESOURCES? YES x NO NO

BEACH PERMITS ONLY:

WILL THE GROUP BE GOING INTO THE WATER IN ANY WAY, WADING, WALKING OR SWIMMING at the Beach? YES NO NO NO
WILL THE GROUP HAVE ANY ACTIVITIES NEAR OR AROUND THE WATER (including Splash Pad) at the Beach YES NO NO 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 NO 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: JANET EVELYN DATE: MARCH 2 2021

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

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

ORGANIZATION NAME: National Marine Manufacturers Association

NAME OF BENEFICIARY: Norwalk Boat Show Is this an Annual Event: Yes X No _____ #of years _____

NAME OF CORPORATE OFFICER AUTHORIZED

TO EXECUTE THE LICENSE AGREEMENT: Jon Pritko TITLE: Vice President, Northeast Shows

YOUR NAME: Josh Rosales TITLE: Operations Manager

ADDRESS: P.O. Box 266 E-MAIL ADDRESS: jrosales@nmma.org

CITY: Bath STATE: PA ZIP CODE: 18014

HOME PHONE: _____ BUSINESS PHONE: 646-370-3679 CELL: 631-944-0469

FACILITY & EVENT INFORMATION

FACILITY REQUESTED: Calf Pasture Beach Park, Shady Beach, Marvin School Sites, Taylor Farm, # OF PARTICIPANTS 15,000+

EVENT: 2021 Norwalk Boat Show DATE REQUESTED: September 23-26

SET UP TIME: _____ STARTING TIME: _____ BREAKDOWN TIME: Sept. 26 END TIME: 5pm RAIN DATE: _____
10am-7pm Fri-Sat
10am-5pm Sun
(RAIN DATE FOR BEACH RENTALS ONLY)

ARE YOU REQUESTING THE USE OF ALCOHOLIC BEVERAGES AND/OR BEER KEGS? YES ☐ NO ☒
Exchange club - Sold in Marina

(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: _____
Food sold in marina

Tents to be used in Marina
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 ☒
Event at Marina

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

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

APPLICANT'S SIGNATURE: _____

DATE: 3/12/21

OFFICE USE ONLY

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



EXCHANGE

THE EXCHANGE CLUB OF NORWALK, CT

150 Connecticut Avenue * Norwalk, CT 06854-1930 * 203-852-1800

March 17, 2021

Nick Roberts
Director, Recreation & Parks Dept.
City Hall
East Avenue
East Norwalk, CT 06851

Dear Nick;

Please let this letter serve as a formal request to renew our contract for the parking at the annual **Norwalk International In-Water Boat Show**.

This event will be taking place on **September 23-26, 2021** at Cove Marina.

If you have any questions, please call, write or email.

Sincerely,

Ray A. Cooke

Ray A. Cooke
Past President, Norwalk Exchange Club
ray@exchangeclub.com

03/18/2021

NORWALK PURCHASING DEPARTMENT

RESPONSE SUMMARY - PROJECT #4111

Window Flashing and Exterior Wall Repairs at Gallaher Mansion

Thank you for your response to our Bid. The following pages are a summary of the responses received.

BID SECURITY	VENDOR	ELECTRONIC SUBMISSION (ATTACHED)	HARD COPY SUBMISSION	TOTAL AMOUNT
Yes	East Coast Wall Systems	Yes	Yes	\$241,000.00
Yes	Titan Enterprises, Inc	Yes	Yes	\$345,500.00
Yes	Frank Capasso & Sons, Inc.	Yes	Yes	\$231,833.00
Yes	Gilberto & Sons, LLC	Yes	Yes	\$286,400.00
Yes	G.L. Capasso, Inc	Yes	Yes	\$258,300.00
Yes	Tris State Land Management Contractors, Inc.	Yes	Yes	\$289,750.00
	Kafa Group LLC*	No	Yes	

*Non-confirming bid: did not submit a Bid Security and/or did not submit the other required forms and/or submission requirements

02/22/2021

NORWALK PURCHASING DEPARTMENT

RESPONSE SUMMARY - PROJECT #3999R

Recreation and Parks Masterplan Update (REBID)

Thank you for your response to our RFP. The following pages are a summary of the responses received.

VENDOR	ELECTRONIC SUBMISSION (ATTACHED)	HARD COPY SUBMISSION
Woodard & Curran	Yes	Yes
Kimley-Horn and Associates, Inc	Yes	Yes
GreenPay, LLC	Yes	Yes
PROS Consulting, Inc.	Yes	Yes

*Non-confirming bid: did not submit a Bid Security and/or did not submit the other required forms and/or submission requirements

03/02/2021

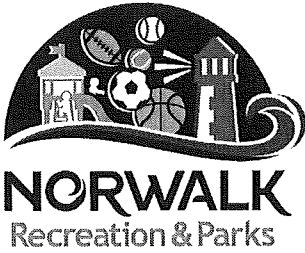
NORWALK PURCHASING DEPARTMENT
RESPONSE SUMMARY - PROJECT #4110

Design Services – Skatepark Project

Thank you for your response to our RFP. The following pages are a summary of the responses received.

VENDOR	ELECTRONIC SUBMISSION (ATTACHED)	HARD COPY SUBMISSION
American Ramp*	No	Yes
Pillar Design Services LLC	Yes	Yes
New Line Skateparks	Yes	Yes
California Skateparks	Yes	Yes
Grindline Skateparks, Inc	Yes	Yes

*Non-confirming bid: did not submit a Bid Security and/or did not submit the other required forms and/or submission requirements



CITY OF NORWALK
Nick Roberts
Director of Recreation and Parks
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Norwalk City Hall
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Norwalk, CT 06856-5125

MEMORANDUM

DATE: April 7th 2021
TO: Recreation and Parks Committee
FROM: Nick Roberts, Director Recreation and Parks
RE: West Rocks Contingency

On July 14th 2020, the Common Council “Authorized the Director or Recreation and Parks to execute orders on contract with TD and Sons, Inc for Project RNP2020-02 West Rocks Middle School Proposed Soccer Field Complex for a sum to exceed \$170,024.06”. The amount is based on a standard 10% contingency for capital projects, however due to the existing site conditions and we are requesting an increase in the purchase order amount.

Due to existing drainage conditions at the site we had to modify the original drainage plan to improve the downstream conditions. Additionally, the location presented a few challenges with regards to the sub surface rock ledge which increased the cost to install the field lights, concession stand, and terrace seating.

While the current shortage is approximately \$5,000, we are requesting to **“Authorize an increase construction contingency allowance with TD and Sons, Inc. for Project # RNP2020-2 West Rocks Middle School Proposed Soccer Field Complex for an Additional amount of \$25,000.00.”** The request allows us to address any other unforeseen expenses, which we do not expect, and ensures we complete the project on time without having to resubmit approval for any additional funds.

Sincerely,

Nick Roberts
Director, Recreation and Parks

Change Order Log

Change order description	Numbered	Amount
Electrical Line	1	\$ 1,735.20
Water line	2	N/A
Winter Coditions N/A	3	N/A
Rock removal Concession stand, walls	4	\$ 34,392.00
Rock Drilling Final	5	\$ 23,750.00
Retaining Wall and removal of unsitables	6	\$ 35,040.00
Fence above walls	7	\$ 11,790.00
Deduct Stairs in parking lot area	8	\$ 136.00
Add stairs to south side	8a	\$ 220.80
Add Catch basin on raod and deduct level spreader	9	\$ 2,904.00
Rock removal (Yard Drains and import suiable material	10	\$ 15,300.00
Bottom Rail	11	\$ 6,000.00
Install manhole and catch basin provided by town	12	\$ 6,000.00
Fill existing pipe	13	\$ 12,000.00
Create berm on toe of slope approx 200Lx10Wx6H	14	\$ 15,000.00
Special Testing to date 3-29-21	15	\$ 3,500.00
10' Gate Assuming the cost	16	\$ 5,000.00
Asphalt access way (300 sqft)	17	\$ 1,950.00

Total: \$ 174,718.00
Authorized Contingency: \$ 170,024.26
\$ (4,693.74)