

**CITY OF NORWALK
RECREATION, PARKS & CULTURAL AFFAIRS COUNCIL COMMITTEE
BY VIDEO CONFERENCE AND TELECONFERENCE
WEDNESDAY, APRIL 14, 2021.
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; 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 MARCH 10, 2021.

**** MR. TSIRINIDES MOVED TO APPROVE THE MINUTES OF MARCH 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 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 2:00PM-5:00PM. SET UP TO BEGIN AT 12:00 NOON WITH TEAR DOWN NO LATER THAN 7:00PM ON SUNDAY.. JUNE 6, 2021. ESTIMATED ATTENDANCE 450-500.

Ms. Watkins provided an overview of the event and said there will be 142 musicians and six ensembles and the musicians will be inviting as many guests as will be allowed. Mr. Roberts said the capacity for all municipal events is limited to a maximum of 500 people which are the guidelines that have been issued for the State of Connecticut and the state and local municipal restrictions takes precedence over the CDC guidelines. Mr. Roberts asked if this is the first year the event will be taking place. Ms. Watkins said “yes” and the musicians rehearse at City Hall on a weekly basis and normally hold the concerts at the

Concert Hall but due to Covid-19 would like to have an outdoor concert for safety. Mr. Tsirinides asked if the public facilities will be available. Mr. Roberts said “yes” the restrooms will be open the first week of May but for an event of this size we would require additional portlets.

**** MR. KYDES MOVED TO APPROVE TO 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 2:00PM-5:00PM. SET UP TO BEGIN AT 12:00 NOON WITH TEAR DOWN NO LATER THAN 7:00PM ON SUNDAY,. JUNE 6, 2021. ESTIMATED ATTENDANCE 450-500.**

**** THE MOTION PASSED UNANIMOUSLY.**

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- 4:00PM. SET UP TO BEGIN AT 10:00AM WITH TEARDOWN NO LATER THAN 5:00 PM ON SUNDAY, JUNE 6, 2021. ESTIMATED ATTENDANCE 100.

Mr. Hill provided an overview of the event and said they are planning to have a maximum of 100 people and are hoping to have food trucks on site and are working on how to keep them spaced apart. He said the event will open at 12:00PM and close at 4:00PM and families will have to reserve a time slot ahead of the event so that the attendees are staggered. Mr. Roberts asked how many participants will be allowed at each time slot. Mr. Hill said that is still being determined. Mr. Tsirinides asked if additional insurance is required for an event that is held inside the mansion. Mr. Roberts said “no” because that is covered under the mansion, but we do require additional insurance for the food trucks as well as a permit from the Health Department for the food truck providers and those can be submitted to Ms. Herring.

**** MR. ROBERTS MOVED TO 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- 4:00PM. SET UP TO BEGIN AT 10:00AM WITH TEARDOWN NO LATER THAN 5:00 PM ON SUNDAY, JUNE 6, 2021. ESTIMATED ATTENDANCE 100.**

**** THE MOTION PASSED UNANIMOUSLY.**

Ms. Tsirindes said the organizers of the events that are over 250 or open to the public should be notified to make them aware that they will need to attend the next Common Council meeting.

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, FRO 11:00AM-10:00PM. SET UP TO BEGIN AT 5:00AM WITH TEAR DOWN 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.

Ms. Evelyn said they are hoping to hold the event this year and it will be an open and free event as it always has been, but the municipal limit of 500 people may affect the festival. Mr. Roberts said the current limit for the State of Connecticut is 500 people for municipal events but he does not know if that may change by the time the event is scheduled to take place, but we are asking all of the event organizers to submit reopening plan protocols as to how they will be staying within the given threshold of the restrictions. Ms. Young said there is currently an uptick in Covid-19 cases and asked Ms. Evelyn if she thinks the event can even be scaled down to 500 because it is a big decrease. Ms. Evelyn said if the maximum number remains at 500 they would be setting themselves up for failure. Mr. Roberts said he will forward Ms. Evelyn the press release that was issued by the State of Connecticut and suggested that Ms. Evelyn contact him tomorrow to go over plan for the event and the current municipal guidelines.

**** MR. KYDES MOVED TO TABLE THE ITEM.**

**** THE MOTION PASSED UNANIMOUSLY.**

3. 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 6:00AM-10:00PM.

**** MR. KYDES MOVED TO TABLE THE ITEM.**

**** THE MOTION PASSED UNANIMOUSLY.**

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 10:00AM TO 7:00PM 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.

Mr. Pritko said that Recreation and Parks has just received their clean and safe plan that they have been utilizing in other markets that has been tailored to Norwalk. He said they understand that need to abide by city and state regulations but this event is a hybrid because it is held on a private facility and just use city property for the parking. He said at the limits now they would not be able to succeed but they do have confidence that things will open up and will do whatever they need to do to have a safe and successful event. Mr. Roberts said he did review the plan that was submitted and saw there are segmented times as well as a touchless system so a lot of what we are looking for is built into the plan, but as Mr. Pritko stated this event is a hybrid because it takes place on private property and will have to determine if it is classified as a private or commercial event and suggested that Mr. Pritko contact him to go over the details.

Mr. Kydes asked if there is a timeline on when Calf Pasture Beach will be paved. Mr. Roberts said “no” but it will most likely be paved in the spring.

Ms. Young said her concern is that the attendance number is high. Mr. Pritko said it is over a four day period and the most they have ever had in a day is a little over 5,000 and that is spread out from 10:00AM to 7:00PM., but there are systems in place so they can monitor the people who are entering and exiting so that they can pivot pretty well with whatever regulations are in place, but there will be a point where they will need to decide if it makes financial sense to hold the event but it is too early to make that decision. Mr. Roberts asked when the need to know date is. Mr. Pritko said sometime in July.

**** MR. KYDES MOVED TO APPROVE TO 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 10:00AM TO 7:00PM DAILY. ESTIMATED ATTENDANCE 15,000.**

**** THE MOTION PASSED UNANIMOUSLY.**

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 THE 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.

Mr. Kydes asked what the \$5,000 fee is for and why the city is paying for it. Mr. Roberts said that has been a long standing agreement with the Exchange Club and that it is built into the budget. He went on to say that we pay them to help with the coordination of parking in the parking lot so we are paying for it because we oversee the parking operations and keep the revenue for the parking facilities at the beach, and this is for the additional staff that is used to help offset the expenses and managing the control of traffic. Mr. Kydes asked if the Exchange Club has any other involvement with the boat show. Mr. Pritko said the Exchange Club handles all of the liquor sales inside of the boat show because they hold the license.

**** MR. KEEGAN MOVED TO APPROVE TO 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 THE 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 MOTION PASSED UNANIMOUSLY.**

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.

Mr. Roberts said the work is for the repairs at Gallaher Mansion and there was \$540,000 set aside for it and were extremely happy that this came in under budget and are now able to fund next year's capital request and that is why we subsequently reduced the request for fiscal year 2021/22. He said that five vendors had bid on the project and this was the low bid. Mr. Tsirinides asked if this company has been used in the past. Mr. Roberts said "no" but Mr. Hughes did call the references and they have done a lot of work at Yale and also historic restoration.

**** MR. TSIRINIDES MOVED TO APPROVE TO 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.**

**** THE MOTION PASSED UNANIMOUSLY.**

6. 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.

MR. TSIRINIDES MOVED TO APPROVE TO 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.

**** THE MOTION PASSED UNANIMOUSLY.**

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.

Mr. Roberts said this pertains to the citywide master plan and was approved two years ago and was going to be put out to bid last year but was paused due to Covid-19 and was put out to bid this year and had five vendors that had submitted bids and interviewed the top three and Kimley-Horn was found to be most

suited to perform the work. He said once it goes to contract and gets the final approvals the process would begin sometime over the summer when the parks are most busy.

**** MR. ROBERTS MOVED TO 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.
** THE MOTION PASSED UNANIMOUSLY.**

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.

Mr. Roberts said this is for the redesign of the existing skate park at Calf Pasture Beach and the existing skate park was a collection of modular pieces that were donated to the city. He said this will look at an overall new design of a skate park and this company was selected because they had done a lot of work in previous projects where they had tied a lot of green infrastructure into it as well as artistic pieces, and also had a really good plan on how to develop a skate park and they have done great projects throughout the United States. Mr. Kydes asked who will be running the skate camp. Mr. Roberts said and he will be discussing that with the Recreations Coordinator and the camp has had declining numbers in the past but there is definitely a desire for it by a few families, and we had made some adjustments a few years ago including having half day camps rather than full day and that seemed to work out well, so he will be recommending to run the program because a lot of families are looking for any type of programming activities for their kids and the fact that this is outdoors provides a safe environment to do that. Ms. Young asked how well attended the skate park is. Mr. Roberts said it is heavily used for different disciplines such as biking and roller skating as well as skateboarding.

**** MR. KYDES MOVED TO 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.**

8. 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# 0921-6030-577-C0365.

**** MR. KYDES MOVED TO APPROVE TO 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# 0921-6030-577-C0365.
** THE MOTION PASSED UNANIMOUSLY.**

9. AUTHORIZE TO INCREASE CONSTRUCTION CONTINGENCY ALLOWANCE WITH TD AND SONS, INC. FOR A 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.

Mr. Roberts said there was a number of change orders that had to be made for the project because there were a number of issues including the drainage at the site, addressing the erosion controls off the property itself and because the site itself is on a rock ledge will have to anchor down the light towers so the cost of the project was increased. He said the project is currently \$5,000 over the contingency that was approved but not everything was spent of the project itself and had a \$54,000 threshold that is still available in the account so are only asking to increase the contingency by \$25,000 to take care of any additional or unforeseen expenses. He said the site has really transformed including a new parking lot which will alleviate the parking issue on Aiken Street and will be an amazing facility. Mr. Keegan asked if the field will just be stripped for soccer. Mr. Roberts said “no” and will be multipurpose and multi-sport and will also be able to accommodate high school games.

**** MR. TSIRINIDES MOVED TO AUTHORIZE TO INCREASE CONSTRUCTION CONTINGENCY ALLOWANCE WITH TD AND SONS, INC. FOR A 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.
** THE MOTION PASSED UNANIMOUSLY.**

Mr. Kydes wished Mr. Roberts a very successful and happy future. Mr. Roberts said he appreciates everyone on the committee who have supported him and the park initiatives and he thinks it has been eye opening for some, but he thinks the committee understands what we are trying to do for the long term vision and strategy for the department, and he will be sharing his contact information with the committee members. Ms. Young said she was new to Recreation and Parks and she has learned a lot from Mr. Roberts and she appreciates his patience with her and wished him luck in his future endeavors and said wherever he goes he will do great things.

ADJOURNMENT

**** MR. ROBERTS MOVED TO ADJOURN.
** THE MOTION PASSED UNANIMOUSLY.**
The meeting adjourned at 8:10PM.

Respectfully submitted,

Dilene Byrd