

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