

**CITY OF NORWALK
RECREATION, PARKS & CULTURAL AFFAIRS COUNCIL COMMITTEE
BY VIDEO CONFERENCE AND TELECONFERENCE
WEDNESDAY, FEBRUARY 9, 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; Thomas Keegan; John Kydes; Nicol Ayers; Jen McMurrer; Lisa Shanahan

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

I. ROLL CALL

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

II. MINUTES OF JANUARY 22, 2022

**** MS. AYERS MOVED TO APPROVE THE MINUTES OF JANUARY 22, 2022, 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

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. 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 VETERANS PARK MEMORIAL AND IMMEDIATE SURROUNDING GROUNDS BY THE NORWALK POLICE EMERALD SOCIETY FOR THEIR NORWALK ST. PATRICK'S DAY PARADE TO BE HELD ON SATURDAY MARCH 12, 2022, FRO 11:00AM TO 11:15AM SET UP TO BEGIN AT 9:00AM WITH TEAR-DOWN AT 11:30AM. APPROXIMATE 50 PEOPLE.

Ms. Young asked if there have been any issues with the event in the past. Mr. Stowers said “no”.

****MS. SHANAHAN MOVED TO APPROVE THE USE OF VETERANS PARK MEMORIAL AND IMMEDIATE SURROUNDING GROUNDS BY THE NORWALK POLICE EMERALD SOCIETY FOR THEIR NORWALK ST. PATRICK’S DAY PARADE TO BE HELD ON SATURDAY MARCH 12, 2022, FRO 11:00AM TO 11:15AM SET UP TO BEGIN AT 9:00AM WITH TEAR-DOWN AT 11:30AM. APPROXIMATE 50 PEOPLE.**

**** THE MOTION PASSED UNANIMOUSLY.**

2. APPROVE THE USE OF CALF PASTURE BEACH PARKING LOT AND IMMEDIATE SURROUNDING GROUNDS BY THE NORWALK KARTING ASSOCIATION FOR THEIR GO KART RACING CLUB EVENT TO BE HELD IN THE FOLLOWING SATURDAYS DURING SPRING: MARCH 12, 19, 26; APRIL 2,16,23, 30 AND MAY 7, 14, 21, 2022 AND SEPTEMBER 17, 24; OCTOBER 1, 8, 15, 22, 29 AND NOVEMBER 5, AND 12 FROM 9:30AM TO 4:00PM. SET-UP TO BEGIN AT 7:00AM WITH TEAR-DOW AT 4:30PM EVERY SATURDAY. APPROXIMATE 70 PEOPLE.

Mr. Pratt provided a brief overview of the event and said the 2021 season was the 50th year they have been racing at Calf Pasture Beach, and they are a family-oriented club, and it is good for the kids. Ms. Young asked what the age range is. Mr. Pratt said from five to adults.

**** MS. MCMURRER MOVED TO APPROVE THE USE OF CALF PASTURE BEACH PARKING LOT AND IMMEDIATE SURROUNDING GROUNDS BY THE NORWALK KARTING ASSOCIATION FOR THEIR GO KART RACING CLUB EVENT TO BE HELD IN THE FOLLOWING SATURDAYS DURING SPRING: MARCH 12, 19, 26; APRIL 2,16,23, 30 AND MAY 7, 14, 21, 2022 AND SEPTEMBER 17, 24; OCTOBER 1, 8, 15, 22, 29 AND NOVEMBER 5, AND 12 FROM 9:30AM TO 4:00PM. SET-UP TO BEGIN AT 7:00AM WITH TEAR-DOW AT 4:30PM EVERY SATURDAY. APPROXIMATE 70 PEOPLE.**

**** THE MOTION PASSED UNANIMOUSLY.**

3. APPROVE THE USE OF VETERANS PARK MEMORIAL AND IMMEDIATE SURROUNDING GROUNDS BY THE FRANK C. GODFREY AMERICAN LEGION POST 12 FOR THEIR WALL THAT HEALS; REPLICA OF VIETNAM VETERANS MEMORIAL EVENT TO BE HELD FROM 8:00AM TUESDAY MAY 31, 2022, TO 12:00PM SUNDAY JUNE 5, 2022. SET-UP TO BEGIN AT 6:00AM ON TUESDAY MAY 31, 2022, WITH TEAR-DOWN AT 6:00PM ON SUNDAY JUNE 5, 2022. UNKNOWN NUMBER OF PEOPLE.

THE ITEM WAS TABLED UNTIL THE NEXT MEETING.

4. APPROVE THE USE OF MATHEWS PARK AND IMMEDIATE SURROUNDING GROUNDS BY TRIANGLE COMMUNITY CENTER FOR THEIR PRIDE IN THE PARK TO BE HELD ON SATURDAY JUNE 1, 2022, FROM 12:00PM TO 8:00PM. SET-UP TO BEGIN AT 8:00AM WITH TEAR-DOWN AT 9:00PM. APPROXIMATE 7,000 PEOPLE.

Ms. Henck provided an overview of the event and said the event has been held for eight years and is their largest event and is one of the largest in the state of Connecticut and she anticipates attracting approximately 7,000 people. Ms. Young asked if the event was held last year. Ms. Henck said it was held virtually due to Covid-19. She said they have put in their special event permits and will be putting in all the other required permits.

**** MS. SHANAHAN MOVED TO APPROVE THE USE OF MATHEWS PARK AND IMMEDIATE SURROUNDING GROUNDS BY TRIANGLE COMMUNITY CENTER FOR THEIR PRIDE IN THE PARK TO BE HELD ON SATURDAY JUNE 1, 2022, FROM 12:00PM TO 8:00PM. SET-UP TO BEGIN AT 8:00AM WITH TEAR-DOWN AT 9:00PM. APPROXIMATE 7,000 PEOPLE.**

**** THE MOTION PASSED UNANIMOUSLY.**

5. APPROVE THE USE OF VETERANS PARK MEMORIAL AND IMMEDIATE SURROUNDING GROUNDS BY NORWALK SEAPORT ASSOCIATION FOR THEIR OYSTER FESTIVAL TO BE HELD FROM FRIDAY, SEPTEMBER 9., 2022 TO SUNDAY SEPTEMBER 11, 2022.

Mr. Reilly said they are very excited to be able to hold the event this year. Ms. Young asked if the set up for the event will be the same as in the past. Mr. Reilly said it should be the same as it has been with no major changes.

**** MS. MCMURRER MOVED TO APPROVE THE USE OF VETERANS PARK MEMORIAL AND IMMEDIATE SURROUNDING GROUNDS BY NORWALK SEAPORT ASSOCIATION FOR THEIR OYSTER FESTIVAL TO BE HELD FROM FRIDAY, SEPTEMBER 9., 2022 TO SUNDAY SEPTEMBER 11, 2022.**

**** THE MOTION PASSED UNANIMOUSLY.**

6. APPROVE THE USE OF CALP PASTURE & TAYLOR FARM PARKING LOTS AND IMMEDIATE SURROUNDING GROUNDS BY THE LEUKEMIA AND LYMPHOMA SOCIETY FOR THEIR LLS LIGHT THE NIGHT EVENT TO BE HELD ON SATURDAY, OCTOBER 8, 2022, FROM 5:00PM TO 11:59PM. SET-UP ON FRIDAY OCTOBER 7, 2022, AT 8:00AM WITH TEAR-DOWN ON SATURDAY OCTOBER 8, 2022, BY 11:59PM. APPROXIMATE 1,000 PEOPLE.

Ms. Fanwick provided a brief overview of the event and said it is an opportunity to help people and Norwalk is a great community to do it in. Ms. Fanwick said they have started the process for the special event permit and as they move closer to the event will have it completed.

**** MS. AYERS MOVED TO APPROVE THE USE OF CALP PASTURE & TAYLOR FARM PARKING LOTS AND IMMEDIATE SURROUNDING GROUNDS BY THE LEUKEMIA AND LYMPHOMA SOCIETY FOR THEIR LLS LIGHT THE NIGHT EVENT TO BE HELD ON SATURDAY, OCTOBER 8, 2022, FROM 5:00PM TO 11:59PM. SET-UP ON FRIDAY OCTOBER 7, 2022, AT 8:00AM WITH TEAR-DOWN ON SATURDAY OCTOBER 8, 2022, BY 11:59PM. APPROXIMATE 1,000 PEOPLE.**

**** THE MOTION PASSED UNANIMOUSLY.**

7. APPROVE THE USE OF THE VETERANS PARK LAUNCH RAMPS BY THE US FISH AND WILDLIFE SERVICES BOAT AT VETERANS PARK MEMORIAL.

Mr. Hughes said that a fish and wildlife festival is held at the docks in the summer at Veterans Park and staff stays of the vessel and do research in the harbor as well as research on the islands and report back if they find any deficiencies on the island as well as looking after the park because they stay on the vessel overnight which helps them during the busy season.

**** MR. KEEGAN MOVED TO APPROVE THE USE OF THE VETERANS PARK LAUNCH RAMPS BY THE US FISH AND WILDLIFE SERVICES BOAT AT VETERANS PARK MEMORIAL.**

**** THE MOTION PASSED UNANIMOUSLY.**

8. AUTHORIZE THE PURCHASING AGENT TO ISSUE A PURCHASE ORDER TO GENGAS FORD, FOR A 2022 FOR F550 DUMPING RACK BODY TRUCK, IN AN AMOUNT NOT TO EXCEED \$56,349.00, SOLE SOURCE STATE CONTRACT NUMBER 19PSX0161, FROM ACCOUNTS 09216030 C0486 AND 09226030-5777-C0486

Mr. Stowers said this is a request they had in the 2020 budget and the spending was delayed due to Covid-19.

**** MS. SHANAHAN MOVED TO AUTHORIZE THE PURCHASING AGENT TO ISSUE A PURCHASE ORDER TO GENGAS FORD, FOR A 2022 FOR F550 DUMPING RACK BODY TRUCK, IN AN AMOUNT NOT TO EXCEED \$56,349.00, SOLE SOURCE STATE CONTRACT NUMBER 19PSX0161, FROM ACCOUNTS 09216030 C0486 AND 09226030-5777-C0486.**

**** THE MOTION PASSED UNANIMOUSLY.**

**9. AUTHORIZE THE PURCHASING AGENT TO ISSUE A PURCHASE ORDER TO
GENGRAS FORD, FOR A 2022 F250 WITH SERVICE BODY, IN THE AMOUNT
NOT TO EXCEED \$58,528.90, SOLE SOURCE STATE CONTRACT NUMBER
19PSX0161, FROM ACCOUNT 09226030-5777-C0486.**

Mr. Stowers said this is the same as the previous item and had the funds in the 2020 budget, but the spending was delayed due to Covid-19 and the reason it is a sole source is because it is a blanket contract that the state has and is specifically for municipal vehicles.

**** MS. MCMURRER MOVED TO AUTHORIZE THE PURCHASING AGENT TO ISSUE A PURCHASE ORDER TO GENGRAS FORD, FOR A 2022 F250 WITH SERVICE BODY, IN THE AMOUNT NOT TO EXCEED \$58,528.90, SOLE SOURCE STATE CONTRACT NUMBER 19PSX0161, FROM ACCOUNT 09226030-5777-C0486.
** THE MOTION PASSED UNANIMOUSLY.**

VI. DISCUSSION

Mr. Stowers provided an update on the Master Plan process and said that there is a letter that will be going out that the mayor had signed today to public officials and the consultant will be interviewing each of the Common Council members. He said a letter will also go out to the public inviting them to various focus groups and have also selected some diverse stakeholders to represent the community and have searched for the organizations that serve the youth. He said they want to engage the community because this is an opportunity to have the residents say what they would like to see for recreation in Norwalk and it will be a comprehensive Master Plan. He said the interviews for the Common Council member will begin on February 21, 2022 and will go through the end of the month and a sign-up schedule will be sent out next week.

Mr. Stowers provided an update on the certification for the accreditation for the National Parks and Recreation Association and said they have developed five teams to work on the GAP analysis and there are 154 standards that have to be met, and 35 are core standards that that are the topics for the other standards. He said a mentor will also be assigned to help with the process.

Ms. Shanahan asked what the time frame is for having the Master Plan completed. Mr. Stowers said he is hoping to have a draft by the fall, and then hold some public hearings for comments and have a final draft by the end of the year. Ms. Shanahan asked if there is a comprehensive list of the organizations or if he would like help with some names of people to reach out to that have been working in the parks. Mr. Stowers said they would like the names because the consultant would like as many as possible and need some from the environmental groups. Ms. Shanahan said she will send the list to Mr. Stowers and Ms. Young.

Mr. Kydes asked if the group that is conducting the study have been made aware that they will probably have little to no funding to accomplish any of the goals that they set forth and suggested giving them direction to give them the budget version so that some of the plan can be implemented. Mr. Stowers agreed and said without a funding mechanism implementing a Master Plan isn't that useful, but he is hopeful that there will be a funding mechanism.

Ms. McMurrer said that she plans on attending the Finance Committee meeting to speak in support of extra staffing for the Recreation and Parks Department.

Mr. Keegan said the committee is committed to trying to get extra personnel for the Recreation and Parks Department and asked if there is anything the committee members can do to support the department. Ms. Young suggested that the members of the committee join the Finance Committee meeting.

Ms. Ayers said the work that the Recreation and Parks Department has done does not go unnoticed and that Mr. Stowers and Mr. Hughes are a strong team, and the city is very fortunate to have their passion and expertise. She also thanked staff for applying for and receiving the grant for Cranbury Park.

ADJOURNMENT

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

**** THE MOTION PASSED UNANIMOUSLY.**

The meeting adjourned at 7:40PM.

Respectfully submitted,

Dilene Byrd