



REGULAR MEETING – RECREATION, PARKS & CULTURAL AFFAIRS AGENDA

**AUGUST 12, 2026, 7:00 PM
BY ZOOM VIRTUAL MEETING**

To allow public access, anyone may access a meeting by telephone and/or Zoom, or a recording in the City of Norwalk YouTube channel. Specific instructions and links can be found at norwalkct.gov/meetings.



Members of the public may call in to participate. Callers will not be able to see the meeting participants. All participants will be muted upon entering the meeting. To speak, dial *9 on the phone and you will be called on by the host of the meeting during the public comment section. All speakers must state their name and address. Comments must be on a topic on the agenda, and are limited to three minutes. Anyone disrupting the orderly conduct of the meeting, including by using threatening, hateful, or sexually-explicit language, will be removed. Please find the information using the link above.



Members of the public who wish to provide "live comments" may also 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 by the host of the meeting during the public comment section. All speakers must state their name and address. Comments must be on a topic on the agenda, and are limited to three minutes. Anyone disrupting the orderly conduct of the meeting, including by using threatening, hateful, or sexually-explicit language, will be removed. Please find the information using the link above.



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 included into the record, they must be submitted by 12:00 p.m. the day of the meeting. Please email Dilene Byrd at dbyrd@norwalkct.gov with the subject line "Public Comment" to provide written public comment prior to the meeting.

- I. CALL TO ORDER**
- II. ROLL CALL**
- III. ACCEPTANCE OF MINUTES**
 - A. Regular Meeting: July 8th**
- IV. PUBLIC PARTICIPATION**
- V. OLD BUSINESS**
- VI. NEW BUSINESS**
 - A. Authorize the use of Tracey Magnet School and immediate surrounding grounds by Tracey Magnet PTA for their Annual Movie Night to be held on Friday, October 23rd, 2026, from 3:00 P.M to 9:00 P.M. Approximately 250 people.**
 - B. Authorize the use of Calf Pasture Beach and immediate surrounding grounds by**

Mountain Workshop for their Improving School Climate Building Programs be held on Wednesday, September 23rd and Thursday, October 8th, 2026, from 7:00 A.M to 4:00 P.M. Approximately 175 people.

- C. Authorize the purchasing agent to increase the existing purchase order, # 200749, issued to Stantec Consulting, for an amount not to exceed \$17,500, for Broadriver Field design services, from account 0921 6030 5777 C0658.**
- D. Authorize the Mayor, Barbara C. Smyth, to execute an amendment to the October 26, 2021 agreement between the City of Norwalk and Race Coastal Engineering for purchasing project 4154 Design and Permitting for Replacement of Veteran's Memorial Park Public Marina Docks for a sum not to exceed \$19,000.00 for construction administration services.
ACCOUNT NO: 09 22 6030 5777 C0367, 09 23 6030 5777 C0367, 09 24 6030 5777 C0367, 09 25 6030 5777 C0367, 09 26 6030 5777 C0367, 09 26 6030 5799 C0367**
 - 1. Authorize the Chief of Operations and Public Works to execute Orders on Contract with Terry Contracting & Materials Inc. for Project RNP2025-1 – Veteran's Memorial Park Marina Docks for a sum not to exceed \$10,000.00ACCOUNT NO. 09 22 6030 5777 C0367, 09 23 6030 5777 C0367, 09 24 6030 5777 C0367, 09 25 6030 5777 C0367, 09 26 6030 5777 C0367, 09 26 6030 5799 C0367**
- E. Authorize the Mayor, Barbara C. Smyth, to execute an Agreement between the City of Norwalk and BioHabitats, Inc., for Engineering Design Services for the Design Planning to Improve Resiliency, Habitat and Public Access at Veteran's Park Project for a sum not to exceed of \$351,000. Funding: NFWF Grant & Capital Funds
Account No. 36 3730 5298 G0053, 09 25 4021 5777 C0715, 09 26 4021 5777 C0715 ,09 23 4021 5777 C0816 ,09 25 6030 5777 C0367**
- F. Approve the naming of the small storage building at Andrews Field (commonly referred to as the "greenhouse") located at Andrews Field; County Street, Parcel ID 5-6-100-0, Norwalk CT 06851 after Douglas Oravec and forward recommendation to the Land Use and Building Management Committee for consideration.**

VII. DISCUSSION

VIII. ADJOURNMENT



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

WEDNESDAY, JULY 8, 2026.

REGULAR MEETING

7:00 PM.



Members of the public may call in to participate. Callers will not be able to see the meeting participants. All participants will be muted upon entering the meeting. To speak, dial *9 on the phone and you will be called on by the host of the meeting during the public comment section. All speakers must state their name and address. Comments must be on a topic on the agenda and are limited to three minutes. Anyone disrupting the orderly conduct of the meeting, including by using threatening, hateful, or sexually explicit language, will be removed. Please find the information using the link above.



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ATTENDANCE: Darlene Young, Chair; Nicole’ Eaddy; Jesse Buccolo; Richard Dellinger; Johan Lopez (arrived at 7:04 PM)

ABSENT: Nicol Ayers

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

OTHERS: Ryan Downey; Amy Hodgekins; Melodye Green-Ragin; Katherine Snedaker;
Marvita Tyson

I. CALL TO ORDER

Ms. Young called the meeting to order at 7:02 PM.

II. ROLL CALL

Ms. Young called the roll, and all those listed were present.

III. ACCEPTANCE OF MINUTES

A. Regular Meeting: June 10, 2026

**** MR. DELLINGER MOVED TO APPROVE THE MINUTES AS
SUBMITTED.**

**** THE MOTION PASSED UNANIMOUSLY**

IV. PUBLIC PARTICIPATION

There was no public participation this evening.

V. OLD BUSINESS

There was no old business discussed this evening.

VI. NEW BUSINESS

A. AUTHORIZE THE MAYOR, BARBARA C. SMYTH, TO ENTER INTO AN AGREEMENT FOR THE USE OF NATHANIEL ELY SCHOOL FIELD AND IMMEDIATE SURROUNDING GROUNDS BY PROJECT 9 FOUNDATION FOR THEIR COMMUNITY FUN DAY TO BE HELD ON SATURDAY, AUGUST 15TH, 2026, FROM 12:00 P.M TO 6:00 P.M WITH SET-UP AT 11:00 A.M AND TEAR-DOWN BY 7:00 P.M. APPROXIMATELY 75 PEOPLE.

Mr. Stowers provided a brief overview of the event and said that staff supports it.

**** MR. BUCCOLO MOVED TO APPROVE THE ITEM.**

**** THE MOTION PASSED UNANIMOUSLY.**

B. AUTHORIZE THE MAYOR, BARBARA C. SMYTH, TO ENTER INTO AN AGREEMENT FOR THE USE OF MATHEWS PARK AND IMMEDIATE SURROUNDING GROUNDS BY MARVEDIA TYSON/TYSON TOURS FOR THEIR BACK TOGETHER AGAIN WITH FAMILY & FRIENDS TO BE HELD ON SUNDAY, AUGUST 9TH, 2026, FROM 2:00 P.M. TO 7:00 P.M WITH SET-UP AT 12:00 P.M. AND TEAR-DOWN BY 8:00 P.M. APPROXIMATELY 300 PEOPLE.

Mr. Stowers provided a brief overview of the event and said that staff supports it.

**** MS. EADDY MOVED TO APPROVE THE ITEM.**

**** THE MOTION PASSED UNANIMOUSLY.**

C. AUTHORIZE THE MAYOR, BARBARA C. SMYTH, TO ENTER INTO AN AGREEMENT FOR THE USE OF CALF PASTURE BEACH AND IMMEDIATE SURROUNDING GROUNDS BY PROJECT PURPLE FOR THEIR STEPS FOR A CURE: CONNECTICUT TO BE HELD ON SUNDAY, OCTOBER 25TH, 2026, FROM 9:00 A.M. TO 11:30 A.M. WITH SET-UP AT 6:30 A.M. AND TEAR-DOWN BY 12:15 P.M. APPROXIMATELY 350 PEOPLE.

Mr. Downey provided a brief overview of the event.

**** MR. DELLINGER MOVED TO APPROVE THE ITEM.**

**** THE MOTION PASSED UNANIMOUSLY.**

D. AUTHORIZE THE MAYOR, BARBARA C. SMYTH, TO ENTER INTO AN AGREEMENT FOR THE USE OF BRIEN MCMAHON HIGH SCHOOL CASAGRANDE FIELD AND IMMEDIATE SURROUNDING GROUNDS BY BMHS BAND PARENTS FOR THEIR CELEBRATION OF SOUND TO BE HELD ON

SATURDAY, SEPTEMBER 19TH, 2026, FROM 9:00 A.M. TO 11:00 P.M.
APPROXIMATELY 2,000 PEOPLE.

Ms. Hodgekins provided a brief overview of the event.

**** MR. DELLINGER MOVED TO APPROVE THE ITEM.**
**** THE MOTION PASSED UNANIMOUSLY.**

E. AUTHORIZE THE MAYOR, BARBARA C. SMYTH, TO ENTER INTO AN
AGREEMENT FOR THE USE OF WASHINGTON STREET PLAZA AND
IMMEDIATE SURROUNDING GROUNDS BY MELLODY GREEN-RAGIN/L.I.F.T.
FOUNDATION FOR THEIR BLACK HERITAGE PARADE CELEBRATION TO BE
HELD ON SATURDAY, SEPTEMBER 26TH, 2026, FROM 9:00 A.M. TO 6:00 P.M.
WITH SET-UP AT 7:00 A.M. AND TEAR-DOWN BY 10:45 P.M. APPROXIMATELY
200 PEOPLE.

Ms. Green-Ragin provided a brief overview of the event.

**** MS. EADDY MOVED TO APPROVE THE ITEM.**
**** THE MOTION PASSED UNANIMOUSLY.**

F. AUTHORIZE THE MAYOR, BARBARA C. SMYTH, TO ENTER INTO AN
AGREEMENT FOR THE USE OF TAYLOR FARM AND IMMEDIATE
SURROUNDING GROUNDS BY KATHERINE SNEDAKER FOR THEIR
NORWALK DOGS 4TH BIRTHDAY PARTY TO BE HELD ON SATURDAY,
SEPTEMBER 12TH, 2026, FROM 11:00 A.M. TO 3:00 P.M. WITH SET-UP AT
10:30 A.M. AND A RAIN DATE OF SUNDAY, SEPTEMBER 13TH.
APPROXIMATELY 200 PEOPLE.

Ms. Snedaker provided a brief overview of the event and noted that the date has been changed to August 22, 2026, with a rain date of August 23, 2026.

**** MR. DELLINGER MOVED TO APPROVE THE ITEM CONTINGENT UPON**
THERE BEING NO CONFLICTS ON THOSE DATES.
**** THE MOTION PASSED UNANIMOUSLY.**

G. AUTHORIZE THE MAYOR, BARBARA C. SMYTH TO ENTER INTO A 1 YEAR
CONTRACT EXTENSION WITH ALMSTEAD TREE, PROJECT #4047, TREE
REMOVAL AND TRIMMING SERVICES, IN AN AMOUNT NOT TO EXCEED
\$200,000.00 FROM ACCOUNTS 014029 5298, 09196030 5777 C0370,

09226030 5777 C0370, 09276030 5777 C0370, 09274021 5777 C0318, 09274201 5777 C0021.

Mr. Hughes said the city has a current tree removal/trimming contract with Almstead Tree and staff would like to exercise a one-year extension on that contract for both DPW and Recreation and Parks.

**** MR. DELLINGER MOVED TO APPROVE THE ITEM.
** THE MOTION PASSED UNANIMOUSLY.**

H. AUTHORIZE THE MAYOR, BARBARA C. SMYTH, TO ENTER INTO AN AGREEMENT FOR CATERING SERVICES AT GALLAHER MANSION AND SOUTH NORWALK RECREATION CENTER, PROJECT # 4512, WITH THE FOLLOWING VENDORS; CALIPH'S, INC. D/B/A ALCHEMY CUSTOM CELEBRATIONS & CUISINE, D/B/A FESTIVITIES, SIMPLY DELICIOUS CATERING, LLC, SPYC BABE CATERING SERVICES LLC, WINFIELD STREET FOOD CONCEPTS LLC, AND MUNCH EATERY LLC, ALL TO BE PLACED ON THE PREFERRED CATERING LIST.

Mr. Stowers said that an RFQ was issued for preferred caterers, that these five were chosen, and that they offer a variety of food options. Ms. Eaddy questioned if the preferred caterers were from Norwalk.

**** MR. BUCCOLO MOVED TO APPROVE THE ITEM.
** THE MOTION PASSED UNANIMOUSLY.**

I. AUTHORIZE THE MAYOR TO EXECUTE A CONTRACT WITH KEYSTONE CIVIC STRATEGIES FOR THE 4519 RISK MANAGEMENT PROGRAM ASSESSMENT AND ACCREDITATION SUPPORT FOR \$98,750.00 FROM AUGUST 1, 2026 THROUGH DECEMBER 31, 2027. THE CITY INSURANCE FUND – LAP ACCOUNT – PROFESSIONAL SERVICES (MUNIS ACCOUNT: 16-13-43-5258).

1. Authorize the Recreation and Parks Director or designee to issue three (3) One (1) year contract extensions on the Keystone Civic Strategies contract.

Mr. Stowers noted that as Recreation and Parks completes the accreditation process, one of the requirements is a risk management program assessment plan and implementation, and that the accreditation consultant has reviewed the proposal and agreed that it will meet the accreditation requirements.

**** MR. DELLINGER MOVED TO APPROVE THE ITEM.**
**** THE MOTION PASSED UNANIMOUSLY.**

Ms. Young noted that Ms. Tyson joined the meeting at 7:15 PM. Ms. Tyson provided a brief overview of the Back Together Again with Family and Friends event.

VII. DISCUSSION

There was no discussion this evening.

VIII. ADJOURNMENT

**** MR. BUCCOLO MOVED TO ADJOURN.**
**** THE MOTION PASSED UNANIMOUSLY.**
The meeting was adjourned at 7:56 PM.

Respectfully submitted,

Dilene Byrd

City of Norwalk Online
125 East Ave.
Room 225
Norwalk, CT 06851

PHONE:(203) 854-7806
EMAIL:recreation@norwalkct.gov

Permit # R4030

Status Tentative

Date of Issue Jun 22, 2026 11:10 AM

Expiration Date Jul 22, 2026

Customer Name	Michelle Tiani - 3207	Home Phone Number	(203) 856-0089
Customer Type	General Public	Email Address	michelletiani@gmail.com
Mailing Address	36 France Street Norwalk, CT 06851-3820		
System User	Internet User		

Rental Fee	\$0.00
Discounts	\$0.00
Subtotal	\$0.00
Deposits	\$0.00
Deposit Discounts	\$0.00
Total Permit Fee	\$0.00
Total Payment	\$0.00
Refunds	\$0.00
Balance	\$0.00

Tracey Magnet School PTA Annual Movie Night	1 resource(s)	1 booking(s)	Subtotal: \$0.00
Booking Summary			
Tracey Elementary School - Field (Field Rental)		Center: Tracey Elementary School	
START DATE/TIME	END DATE/TIME	ATTENDEE	AMT W/O TAX
Fri, Oct 23, 2026 3:00 PM	Fri, Oct 23, 2026 9:00 PM	250	\$0.00

Custom Questions	
QUESTION	ANSWER
*Will you require lights? (Fields only)	No
Are you a Non-Profit or 501C3?	Yes
Field Requested- Type in your selected facility/field.	Tracey Magnet School- Field/Track
Is there a 2nd date in mind or a rain date or location?	Friday, November 6th
What is the setup time?	3:30pm
What will you be bringing onto the site? (No helium balloons, confetti or drones allowed on City property)	Tables and tents

X: _____

Date: _____

City of Norwalk Online
Mailing Address: 125 East Ave., Room 225, Norwalk, CT
06851
Phone Number: (203) 854-7806
Email Address: recreation@norwalkct.gov

X: _____

Date: _____

Michelle Tiani
Customer ID: 3207
Home Phone Number: (203) 856-0089
Email Address: michelletiani@gmail.com

City of Norwalk Online
125 East Ave.
Room 225
Norwalk, CT 06851

PHONE:(203) 854-7806
EMAIL:recreation@norwalkct.gov

Permit # R3815
Status Approved
Date of Issue Aug 7, 2026 8:47 AM

Customer Name	KENT TULLO - 3339	Home Phone Number	(203) 512-1321
Customer Type	General Public	Cell Phone Number	(203) 512-1321
Mailing Address	158 Kenwood Avenue Fairfield, CT 06824	Email Address	ktullo@mountainworkshop.com
System User	Internet User		

Rental Fee	\$570.00
Discounts	\$0.00
Subtotal	\$570.00
Deposits	\$0.00
Deposit Discounts	\$0.00
Total Permit Fee	\$570.00
Total Payment	\$0.00
Refunds	\$0.00
Balance	\$570.00

Improving School Climate Team Building Program	1 resource(s)	1 booking(s)	Subtotal: \$570.00
Event Notes: Approved pending 8/12 RPCA meeting approval and insurance on file			
Booking Summary			
Calf Pasture Beach (Event)		Center: Calf Pasture Beach	
START DATE/TIME	END DATE/TIME	ATTENDEE	AMT W/O TAX
Thu, Oct 8, 2026 7:00 AM	Thu, Oct 8, 2026 4:00 PM	175	\$0.00
Resource level fees			\$570.00

Custom Questions	
QUESTION	ANSWER
*Will you require lights? (Fields only)	No
Are you a Non-Profit or 501C3?	No
Are you requesting a tent? Any tent 10x10 or larger needs approval and permit from Code Enforcement Dept.	No
Are you using a food truck? Food trucks not allowed at Calf Pasture or Shady Beach	No
Are you using the pavilion? (Cranbury, Calf Pasture & Fodor Farm sites only)	No
Do you plan on serving alcohol at your event? (No glass or glass bottles allowed at City parks)	No

If so, how many (Up to 2 allowed. Food trucks not allowed at Calf Pasture or Shady Beach)	0
Is there a 2nd date in mind or a rain date or location?	TBD
Number of people attending? (For the groups at the Cranbury Pavilion I, groups of over 70 are required to rent a portajohn)	175
What is the setup time?	7:00a
What type of event?	Programs
<i>Please describe your event in detail.</i>	<i>Workshop</i>
What will you be bringing onto the site? (No helium balloons, confetti or drones allowed on City property)	Program Gear and Equipment
Will the group be going into the water? (Beach permits only)	No
Will the public be invited to the event?	No
Will there be music? No amplified music at the beach.	No
Will you be bringing a grill? (Not allowed on grass, propane only)	No
Will you be having portable restrooms?	No
Will you be selling food, beverages, goods or wares?	No
Will you be using any inflatables? (Bounce houses, climb on and slides strictly prohibited)	No
Will you be using display advertising?	No
Will you be using temporary electrical resources?	No
Will you have a catering tent? (Gallaher Mansion site only)	No
Will you have over 200 guests- if so police officer will be required.	No
Will you need the Showmobile? (Calf Pasture only)	No
Will you solicit contributions at your event?	No

Waivers and Information

WAIVER NAME	DUE DATE	FOR	SIGNING STATUS
Facility- Facility Rental Event Application Form	Oct 8, 2026	KENT TULLO	Waiver Signed by: KENT TULLO on May 6, 2026

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

This Contract is further subject to the following covenants and agreements:

1.Renter is responsible to ensure that no accumulation of debris or waste or unsafe or hazardous condition is allowed on the premises; that the premises are at all times kept in a safe and clean condition; and that no damage to or destruction of property or the premises itself and its surrounding grounds, roadways and driveways occurs.

2.Dogs are strictly prohibited at all beaches, school grounds and parks except Taylor Farm and parts of Cranbury Park. This rule applies to all beaches at all times. Violation of this rule will result in issuance of a \$100 fine.

3.The City of Norwalk is not responsible for damage to or loss of Renter's property or that of Renter's licensees, invitees, agents and guests. Renter assumes all risks of damage and loss of its personal property. 4.The Renter may bring the following in or onto the Premises: *Any tent (structure) 10 X 10 Feet or larger, including but not limited to; additional electrical lighting equipment, which requires a separate permit from the Code Enforcement Department. It is the Renter's responsibility to obtain this permit from Code Enforcement, Room 121 at Norwalk City Hall *Dunking tanks and other forms of entertainment rentals must be preapproved prior to presenting to the Recreation & Parks subcommittee meeting. At no time will bounce houses be allowed on any city owned properties. Use of such rentals without approval may jeopardize future rental for the person/persons. Any and all rentals, machines, novelties will require a separate Insurance Certificate, which must be obtained prior to the event *No other furniture, structures; machinery or other equipment shall be brought in or onto the premises without the prior written approval of the City of Norwalk, by the Director of Recreation and Parks *Open fires are strictly prohibited from all our indoor facilities, tented areas, under pavilions, or on the Great Lawn in Cranbury Park. Items include candles, sparklers, tiki torches, fire pits, etc. Open wood burning grills are prohibited from being used at any City owned property, unless a separate permit is obtained from the Fire Marshall. Propane grills are allowed however they may not exceed 60" in length*Recreation & Parks strictly prohibits the use of personal or commercial drones at any of the City of Norwalk's properties where private events are taking place. If such usage is reported, appropriate action will be taken immediately and violators will risk disqualification from all future rentals 5.HOLD HARMLESS: Additionally, Renter agrees to indemnify, defend and save harmless the City of Norwalk, it's employees, agents and officials, from and against any and all claims, demands, suits proceedings, liabilities, judgments, financial losses, costs or damages, including attorneys' fees and court costs, on account of bodily injury or death, damage or destruction to property or other financial losses, costs and expenses, of any nature and to any extent which may arise out of or be related in any way to the actions or omissions of the Renter, his or her employees, agents, servants, guests, invitees, or licensees, in connection with Renter's use of the Premises hereunder whether arising directly or indirectly there from. The provisions of this section shall survive the expiration or early termination of this Agreement and shall not be limited in any way by reason of any insurance coverage.

6.Renter hereby releases the City of Norwalk, its agents, officers and employees from and against any and all claims it may have at any time arising out of the condition of the Premises or any fixtures or installations thereon 7.ALL POLICIES OF INSURANCE REQUIRED HEREUNDER IN CONNECTION WITH THE ACTIVITIES CONTEMPLATED HEREIN SHOULD INCLUDE A WAIVER OF SUBROGATION 8.The renter is entitled to use only the Premises described herein, including parking areas, and designated means of ingress to and egress from the Premises on such date and during such hours as stated on application. If additional time is used beyond the contracted hours, the renter will be responsible for any and all costs incurred and will be subtracted from the security deposit 9.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.10.CANCELLATION POLICY: If an event is cancelled by the Renter less than ninety (90) days prior to the confirmed date, there will be no refund of monies paid. If an event is cancelled more than ninety (90) days prior to the confirmed date, then any money paid to date will be refunded, less the non-refundable deposit- which will be retained by the City. However, if the scheduled date is thereafter booked by another event, then the deposit may, at the discretion of the City, be refunded The total fee for your use of the Premises are based upon rates pre-determined by the Recreation and Parks Committee. Facility application must be presented with a \$100 non-refundable deposit to confirm the date. Fees are payable by checks made out to Norwalk Recreation and Parks Department (please include phone number and driver's license number on check for processing purposes) or credit/debit card (NO American Express) Deposit is required at time of reservation to hold the date; the insurance, security deposit and balance of facility rental are due 45 days prior to the event date

MAIL TO: NORWALK RECREATION AND PARKS DEPARTMENT NORWALK CITY HALL ATTN: REBECCA KOVACS125 EAST AVENUE NORWALK, CT 06851 PHONE: 203-854-7806 FAX: 203-854-7869



Facility - Rental Agreement

Oct 8, 2026

KENT TULLO

Waiver Signed by: KENT
TULLO on May 6, 2026

A REFUNDABLE SECURITY DEPOSIT IS REQUIRED TO COVER DAMAGE CREATED BY THE RENTER, THEIR GUESTS OR THEIR CONTRACTORS. THE SECURITY DEPOSIT IS DUE (30) DAYS IN ADVANCE OF THE EVENT DATE. IF THE FACILITY IS NOT LEFT IN PROPER ORDER, NORWALK RESERVES THE RIGHT TO HOLD THE ENTIRE DEPOSIT UNTIL ADJUSTMENTS ARE MADE TO CORRECT ANY DAMAGE. THE SECURITY DEPOSIT LESS ANY DEDUCTIONS FOR DAMAGES IS REFUNDABLE AFTER THE EVENT.

Separate arrangements for a police / security officer MUST be made with the Norwalk Police Department if attendance is expected to be 200 people or more for all events including weddings.

RENTAL AGREEMENT

TERMS AND REQUIREMENTS

1.In consideration of RENTER agreeing to pay the user fee of, and having agreed to the terms and conditions set forth herein, the CITY hereby grants permission to the RENTER to utilize, (hereinafter the SITE) for the purpose of holding the EVENT described on the attached application, (hereinafter the EVENT) in compliance with all requirements, rules and regulations of the CITY.

2.The RENTER is permitted to use the SITE solely for purposes of the EVENT on the date(s) and time(s) set out on the application page. Such use must conform to all requirements of this agreement.

3.The RENTER agrees to pay in full all charges due under this Agreement 45 days prior to the date of the EVENT, in accordance with the payment schedule set forth herein.

4. This shall include on-site parking on the day of the EVENT for guests of the RENTER. The RENTER shall furnish sufficient personnel to manage the parking areas throughout the EVENT; shall adhere to and enforce all traffic and parking requirements of the CITY; and shall be fully responsible for the safety of all vehicles, their operators and passengers traveling along or parking on the Norwalk City Property in connection with the EVENT

5. The RENTER will provide, at its own expense, all equipment, staff and services necessary for its EVENT. The CITY has no responsibility for providing any equipment, personnel or services for the EVENT

6. The RENTER shall not assign this Agreement, nor permit any use of the SITE other than as is herein specified

7. The RENTER shall not:

- Commit any nuisance on the SITE or do or permit to be done anything which may result in the creation or commission of a nuisance on the SITE
- Allow or participate in any of the following: (1) activities related to the exposure or display for sale of any food, beverage, goods or wares on the SITE unless with the express, written permission of the Norwalk City Clerk; (2) the solicitation at the SITE of any contribution (except entry fees)
- The display of any advertising for commercial purposes on the SITE at any time-except for banners advertising the EVENT sponsors, which banners must be approved in writing by the Director of Recreation and Parks prior to installation at the SITE

8. The RENTER shall provide, at its expense, all reasonably necessary security, cleanup, garbage collection and removal services and shall be responsible for ensuring that the SITE is at all times maintained in a clean, orderly and safe condition. The RENTER is responsible for restoring the SITE and all surrounding areas at the conclusion of the EVENT. Representatives of the CITY shall inspect the SITE prior to the initial setup in order to establish the condition thereof and again, after the EVENT, in order to assess any resulting damage to the City's property. Following the EVENT, the RENTER shall restore (or cause to be restored) the SITE to the condition established at the initial inspection, ordinary wear and tear accepted. If the SITE, any portion thereof, or any surrounding area, is in any way damaged by the actions, omissions, default or negligence of the RENTER, its agents, employees patrons, volunteers, guests, or any person admitted to the SITE by or with the knowledge of the RENTER, the RENTER shall be responsible to pay to the CITY, upon demand, such sums as may be necessary to restore the SITE to its condition immediately prior to RENTER's use. The RENTER agrees to provide a certified bank check made payable to the City of Norwalk in the amount of Fifteen Hundred Dollars (\$1,500.00), to insure the satisfactory clean up, restoration, and/or repair of the SITE and surrounding areas following the completion of the EVENT. A check will be promptly returned by the CITY following inspection of the SITE and approval of its condition. [6]

9. The RENTER hereby assumes full responsibility for the character, acts and conduct of any and all persons admitted to the SITE by or with the consent of the RENTER or its employees, volunteers, agents, or any person acting for and on behalf of the RENTER. The RENTER agrees to have on SITE at all time, sufficient security to maintain order and protect all persons and property. If the expected attendance is to be 200 or more at any event, including weddings (200 is the maximum permitted at the Mansion) separate arrangements for security must be made with the Norwalk Police Department. All expenses related to such officer has to be paid directly to Norwalk Police Department – 203-854- 3023. The RENTER is responsible for taking any and all reasonable precautions necessary to ensure the safety of all persons coming into the SITE during its period of contracted use. The RENTER shall promptly notify the on-site staff member or the Director of the Recreation and Parks Department Office in writing (an email) of any physical defects impacting the safety of the SITE of which it is aware or should become aware of prior to or during its use. The RENTER is responsible for any damage to City property as a direct or indirect result of or in connection with the EVENT; and shall be responsible for making restitution to the City for any and all such damages based on the reasonable cost of restoration as determined by the City. Such restitution shall be due within thirty days following demand and may be deducted from the Security Deposit without the prior consent or permission of the RENTER.

10. The RENTER shall indemnify, defend, and save harmless the CITY OF NORWALK, and all of its officers, agents, and employees, from any and all suits, actions, claims, demands, financial losses and liabilities (including reasonable attorney's fees), of any character, name or description arising out of the RENTER's use of the SITE; or on account of any act or omission, neglect, default or misconduct of the RENTER, its agents, officers, employees, volunteers, guests, invitees or any other person on the SITE with RENTER's permission or authorization. The provisions of this paragraph shall not be limited by the insurance coverage provided hereunder, shall be separate and independent of any other condition or requirement stated herein, and shall survive the termination or expiration of this Agreement.

11. The RENTER shall release and hold harmless the CITY from any and all liability, damages of any nature and claims that may arise directly or indirectly in connection with or as a result of the EVENT, regardless of whether caused by vendors or any individuals and/or entities participating in the EVENT or anyone directly or indirectly employed by or acting as an agent, volunteer or employee, on behalf of any of them or by anyone for whose actions or omission any of such actors, including RENTER, are or may be liable. RENTER is solely responsible for the conduct of the EVENT and for all actions undertaken by participants of the EVENT, and agrees not to look to the CITY in terms of any claim or liability arising out of the conduct of the EVENT except to the extent of any negligence or willful misconduct of any CITY employee. The City is not responsible for damage to or loss of RENTER's property or that of RENTER's licensees, invitees, agents and guests.

12. The RENTER may bring only the following in or onto the SITE:

Unless listed above, no furniture, machinery or equipment may be brought onto the SITE without the prior written approval of the City of Norwalk, acting by its Director of Recreation and Parks Department.

13. Insurance Coverage: The RENTER shall maintain, at its own cost, insurance coverage applicable to its use of the SITE as stated herein. Such coverage shall be maintained in effect throughout the term of RENTER's use of the SITE until such time as the CITY indicates IN WRITING that RENTER has fulfilled its responsibilities hereunder. A Certificate of Insurance must be presented by the RENTER evidencing the coverage set out in the attached Insurance Rider. Insurance may be purchased through Recreation and Parks for the event.

14. If Alcoholic Beverages are being Served or Sold:

If alcoholic beverages will be SOLD at the EVENT, then the RENTER must:

- Contact the State Department of Consumer Protection Liquor Control Division and apply for a temporary permit. A copy of such permit must be provided to the City no later than two weeks prior to the date of the EVENT
- RENTER must provide Liquor Liability Insurance with minimum coverage of One Million Dollars and such Policy should name the City of Norwalk as an additional insured

If alcoholic beverages will be SERVED at the EVENT, then the RENTER must:

- Provide evidence of applicable Host Liquor Liability Insurance coverage in accordance with the requirements set out in the

Insurance Rider attached

- The Certificate of Insurance must indicate and the coverage must provide that the applicable insurance policies are written on a per occurrence basis and have been endorsed to name the City of Norwalk as an additional insured party. Such certificates must be presented with this Application and shall indicate that all coverage remain valid until the expiration of the RENTER's responsibilities hereunder

The City of Norwalk hereby issues the permit referenced above with the understanding that the RENTER has agreed to abide by and fulfill the conditions set forth herein and in the documents attached, which documents are incorporated into this Permit by reference.

15. The City may revoke this permit and any or all privileges hereby granted at any time if the RENTER fails to abide by the terms and requirements of

this permit or breaches any obligation or responsibility hereunder or if the CITY makes a determination that revoking this permit would be in its best interests. Effective upon revocation. [7]

16. Miscellaneous: No amendment of the Agreement shall be effective unless agreed to in writing by both parties. In the event that any provision of

this Agreement shall be held invalid or unenforceable, such provision shall be severed and the remainder of the Agreement shall continue in full force and effect, The Agreement, constitutes the entire Agreement between the parties and supersedes all prior written or oral understandings, bids,

offers, negotiations, or communications of every kind.

The undersigned hereby represents the following:

I hereby represent for myself and/ or the entity on behalf of which I am acting in connection with this permit that I have read, understood and agree to abide by the terms and conditions set forth above as a condition of being issued this permit.

If, as the undersigned, I am not acting as an individual but am acting on behalf of a corporation, LLC, partnership or other legal entity, I represent that I have been granted all necessary authority to execute this permit; to act on behalf of and bind the entity listed as the RENTER; and that I have complied with all applicable requirements necessary to bind such entity under the terms of this permit.

I hereby affirm my authority to act on behalf of and bind the RENTER to the terms set forth herein

SCHEDULE "B"

INSURANCE RIDER

The RENTER shall provide and maintain insurance coverage in compliance with the following requirements:

The insurance required shall be written for not less than the scope and limits of insurance specified hereunder, or required by applicable federal, state and/or municipal law, regulation or requirement, whichever coverage requirement is greater. It is agreed and understood that the scope and limits of insurance specified hereunder are minimum requirements and shall in no way limit or preclude the City from requiring additional limits and coverage to be provided under the RENTER's policies.

ALL POLICIES SHALL INCLUDE A WAIVER OF SUBROGATION

Minimum Scope and Limits of Insurance:

Commercial General Liability: Commercial General Liability insurance providing for a total limit of One Million Dollars (\$1,000,000.00) coverage per occurrence for all damages arising out of bodily injury, personal injury, property damage, products/completed operations, and contractual liability coverage for the indemnification obligations arising under this Agreement. The annual aggregate limit shall not be less than Two Million Dollars (\$2,000,000.00).

Liquor Liability: Whenever liquor will be served at an EVENT or on the SITE, RENTER shall carry a policy providing a minimum of one million dollars coverage for damages arising out of bodily injury and property damage imposed on the Renter as a result or by reason of the selling, serving or furnishing of any alcoholic beverage. Host Liquor Liability should be purchased with a minimum of one million dollars coverage for organizations not in

the business of manufacturing, distributing, selling or furnishing alcoholic beverages.

Acceptability of Insurers: The RENTER's policies shall be written by insurance companies licensed to do business in the State of Connecticut, with an AM Best rating of A-VII, or otherwise acceptable to the City. Additionally, all carriers are subject to approval by the City of Norwalk and/or the Norwalk Board of Education, as appropriate.

Aggregate Limits: Any aggregate limits must be declared to and be approved by the City. It is agreed that the RENTER shall notify the City

whenever fifty percent (50%) of the aggregate limits are eroded during the required coverage period. If the aggregate limit is eroded for the full limit, the RENTER agrees to reinstate or purchase additional limits to meet the minimum limit requirements stated herein. Any premium for such shall be paid by the RENTER.

Deductibles and Self-Insured Retentions: Any deductible or self-insured retention must be declared to and approved by the City. All deductibles or self-insured retentions are the sole responsibility of the RENTER to pay and/or to indemnify.

Notice of Cancellation or Nonrenewal: Each insurance policy required shall be endorsed to state that coverage shall not be suspended, voided or cancelled before the expiration date except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the City. Notwithstanding this requirement, the RENTER is primarily responsible for providing such written notice to the CITY thirty (30) days prior to any policy change or cancellation that would result in a change of the amount or type of coverage provided. In the EVENT of any such change the RENTER shall provide comparable substitute coverage so that there is no lapse in applicable coverage or reduction in the amount of coverage available to the CITY related to the RENTER's services.

Waiver of Governmental Immunity: Unless requested otherwise by the City, the RENTER and its insurer shall waive governmental immunity as defense and shall not use the defense of governmental immunity in the adjustment of claims or in the defense of any suit brought against the City.

Additional Insured: The liability insurance coverage, except Errors and Omissions, Professional Liability, or Workers' Compensation, if included, required for the performance of the Project shall include the City as an Additional Insured with respect to the RENTER's activities to be performed under this Agreement. Coverage shall be primary and noncontributory with any other insurance and self-insurance.

Certificate of Insurance: As evidence of the insurance coverage required by this Agreement, the RENTER shall furnish Certificate(s) of Insurance to the City Clerk's Office prior to the RENTER's EVENT. The Certificate(s) will specify all parties who are endorsed on the policy as Additional Insured (or Loss Payees). The Certificates and endorsements for each insurance policy are to be signed by a person authorized by the insurer to bind coverage on its behalf. Renewals of expiring Certificates shall be filed thirty (30) days prior to expiration. The City reserves the right to require complete, certified copies of all required policies at any time.

All insurance documents required should be mailed to the City of Norwalk Corporation Counsel, 125 East Avenue, Room 237, and P.O. Box 5125, Norwalk, Connecticut 06856-5125.

Waiver of requirements: The Corporation Counsel may vary these insurance requirements at Corporation Counsel's sole discretion if Corporation Counsel determines that the City's interests will be adequately protected by the provision of different types or other amounts of coverage.

Signature



Payment Schedules

Original Balance: \$570.00 Current Balance: \$570.00

DUE DATE	AMOUNT DUE	AMOUNT PAID	WITHDRAWAL ADJUSTMENT	BALANCE
Oct 8, 2026	\$570.00	\$0.00	\$0.00	\$570.00

X: _____

X: _____

Date: _____

Date: _____

City of Norwalk Online

Mailing Address: 125 East Ave., Room 225, Norwalk, CT
06851
Phone Number: (203) 854-7806
Email Address: recreation@norwalkct.gov

KENT TULLO

Customer ID: 3339
Mailing Address: 158 Kenwood Avenue, Fairfield, CT
06824
Home Phone Number: (203) 512-1321
Cell Phone Number: (203) 512-1321
Email Address: ktullo@mountainworkshop.com



Stantec Consulting Services Inc.
55 Church Street Suite 601, New Haven CT 06510-3014

April 6, 2026

Mr. Robert Stowers
Director of Recreation and Parks
City of Norwalk
125 East Avenue, Room 225
Norwalk, CT 06851

Reference: Broad River Park Athletic Fields – Drainage Coordination and Grading and Drainage Revisions

Dear Mr. Stowers:

Thank you for the opportunity to submit this proposal for additional services associated with the drainage coordination and grading and drainage revisions required for Woodard & Currans (W&C) watershed modeling. The following represents our understanding of the project scope and the services that will be performed by Stantec Consulting Services Inc. and W&C.

Scope

As part of the overall watershed modeling developed by Woodard & Curran, any modification of Broad River Park requires updating the initial model to ensure pre and post drainage and flooding scenarios remain the same or improved. Although several rounds of grading and drainage revisions have been completed along with model updates, the model requires additional updates that will result in further grading and drainage modifications. Stantec anticipates 2 additional rounds of model runs and associated grading and drainage revisions.

FEE

Stantec will provide the services described herein on a lump sum basis as follows:

Task 1 - Grading and Drainage Revisions	\$ 8,500.00
Task 2 – Modeling updates by Woodard & Curran	<u>7,500.00</u>
TOTAL	<u>\$16,000.00</u>

We look forward to the opportunity to provide the above-noted services. If you agree with this proposal, please sign the authorization below, and send back.

Please do not hesitate to contact us if you have any questions or need additional information.

April 6, 2026
Robert Stowers
Page 2 of 2

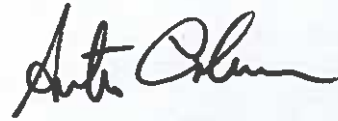
Reference: Broad River Park Athletic Fields – Drainage Coordination and Redesign

Regards,

Stantec Consulting Services Inc.



Jeff Olszewski, PLA, ASLA
Landscape Architect, Sr. Associate
Phone: 203 212 5796
jeff.olszewski@stantec.com



Antonio DiCamillo, PE
Civil Engineer, Sr. Associate
Phone: 203 495 1645
antonio.dicamillo@stantec.com

By signing this proposal, the City of Norwalk authorizes Stantec to proceed with the services herein described, and the Client acknowledges that it has read and agrees to be bound by the terms of the original contract.

This proposal is accepted and agreed on the ____ day of April, 2026.

Per: City of Norwalk

Robert Stowers, Director of Recreation and Parks

Print Name & Title

Signature



Stantec Consulting Services Inc.
55 Church Street Suite 601, New Haven CT 06510-3014

January 15, 2026

Mr. Robert Stowers
Director of Recreation and Parks
City of Norwalk
125 East Avenue, Room 225
Norwalk, CT 06851

Reference: Broad River Park Athletic Fields – Drainage Coordination and Redesign

Dear Mr. Stowers:

Thank you for the opportunity to submit this proposal for additional services associated with the drainage coordination and site redesign for the Broad River Park athletic fields. The following represents our understanding of the project scope and the services that will be performed by Stantec Consulting Services Inc.

Scope

Based on our meetings with Woodard & Curran on December 19, 2025, and January 14, 2026, we anticipate the following additional services will be required.

1. Drainage coordination and redesign
 - Confirm current pipe capacities for existing piping on Broad River Homes property.
 - Modify piping size and model to confirm pipe increase meets brings ponding to at or below current conditions.
 - Modify grading between northern and southern fields to increase flow.
 - Provide updated civil and grading files to Woodard & Curran for incorporation into their model.
 - Revise and finalize drainage memo.

FEE

Stantec will provide the services described herein for the lump sum amount of \$8,000.

We look forward to the opportunity to provide the above-noted services. If you agree with this proposal, please sign the authorization below, and send back.

Please do not hesitate to contact us if you have any questions or need additional information.

January 15, 2026
Robert Stowers
Page 2 of 2

Reference: Broad River Park Athletic Fields – Drainage Coordination and Redesign

Regards,

Stantec Consulting Services Inc.



Jeff Olszewski, F.L.A., A.S.L.A.
Landscape Architect, Sr. Associate
Phone 203 212 5796
jeff.olszewski@stantec.com



Antonio DiCamillo, PE
Civil Engineer
Phone 203 495 1645
antonio.dicamillo@stantec.com

By signing this proposal, the City of Norwalk authorizes Stantec to proceed with the services herein described, and the Client acknowledges that it has read and agrees to be bound by the terms of the original contract.

This proposal is accepted and agreed on the ____ day of January , 2026.

Per: City of Norwalk

Robert Stowers, Director of Recreation and Parks

Print Name & Title



Signature



Client: City of Norwalk
Department of Engineering
125 East Avenue
Norwalk, CT 06851

Date: July 17, 2026

Attn: Mr. Daniel Stanton
Senior Civil Engineer
dstanton@norwalkct.gov

Project Name/ Location: **City of Norwalk – Veteran’s Marina Docks**
Marina Replacement

CHANGE ORDER
SCOPE OF SERVICES:

- In accordance with discussions and revised Construction Administration Services on July 25, 2025 it was initial estimated that the construction duration would take approximately 4 months to complete. We have currently expended the estimated hours for CA Services excluding Project Closeout hours. Based on review of the authorized PO including change orders at \$135,138, we have a budget of \$4,501 remaining. As noted this was allocated for project closeout services.
- **RACE** is requesting the following budget increase to continue to assist with construction administration services as outlined in the original agreement and based on the contractors revised schedule.

FEE ARRANGEMENTS: Time and materials at the hourly rates included in PO# 02200707.
RACE Estimated 92 hours (\$13,000) and MEP subconsultant pass through (\$6,000), not to exceed \$19,000 without prior authorization

Retainer: \$0

TERMS AND CONDITIONS

Per Purchase Order PO#02200707

Very truly yours,

RACE COASTAL ENGINEERING

A handwritten signature in blue ink, appearing to read "Matthew P. Rakowski".

Matthew Rakowski, P.E.
Project Manager

CITY OF NORWALK
PLANNING & ZONING DEPARTMENT
125 EAST AVE., NORWALK, CT 06856

MEMORANDUM

DATE: August 4, 2026
TO: Robert Stowers, Director of Recreation & Parks
FROM: Alexis Cherichetti, Senior Environmental Officer/Assistant Director
RE: **Recreation, Parks & Cultural Affairs Committee Agenda of August 12, 2026**
Design for Veteran's Park to improve resiliency, habitat and public access

The City received a grant from the National Fish & Wildlife Foundation's (NFWF) Long Island Sound Futures Fund in 2023 to develop initial design plans for Veteran's Park, with the goal of improving the park's flood resilience while also supporting coastal habitat and public access. The grant provides a total of \$322,000 of reimbursement as the scope of work is completed. The grant also requires matching funds from the City that would amount to up to \$60,000 of capital funds and \$22,000 of in-kind services (staff time committed to the project).

To advance this project, a Request for Proposals (RFP) was issued seeking a qualified engineering design firm to develop the plans. On May 29, 2026, the Purchasing Agent received two (2) bid packages from engineering design firms. The Selection Committee invited the two (2) firms to interview. Following a day of interviews, Biohabitats, Inc. was selected as the most qualified firm for the project. Their proposed cost is below the total budgeted project amount.

I request that the following item be placed on the agenda for the August 12, 2026 meeting of the Recreation & Parks Committee of the City Council:

Authorize the Mayor, Barbara C. Smyth, to execute an Agreement between the City of Norwalk and BioHabitats, Inc., for Engineering Design Services for the Design Planning to Improved Resiliency, Habitat and Public Access at Veteran's Park Project for a sum not to exceed of \$351,000. Funding: NFWF Grant & Capital Funds

Account No. 36 3730 5298 G0053
09 25 4021 5777 C0715
09 26 4021 5777 C0715
09 23 4021 5777 C0816
09 25 6030 5777 C0367

Thank you!

From: **Sandra Faioes** <faioess@norwalkps.org>
Date: Wed, Jun 3, 2026 at 10:44 AM
Subject: Request to Name Storage Facility at Andrew's Field
To: Lo, Alan <alo@norwalkct.gov>
Cc: Diana Carpio <carpiod@norwalkps.org>

Dear Alan,

I am writing to request that you bring the following proposal before the Land Use Committee, as well as any other City committees whose approval may be required.

One of our longtime Norwalk High School marching band staff members, Douglas Oravez, recently retired after an extraordinary 37 years of service to the NHS Band program. Mr. Oravez has taught with the band every year since 1988 and has been an integral part of its success. During his tenure, the band earned dozens of state and national championships, and his dedication, expertise, and commitment played a significant role in those achievements.

Beyond his accomplishments, Mr. Oravez is deeply respected and beloved by generations of students, families, and community members. His impact on the Norwalk High School community has been profound and lasting.

To recognize his decades of service and contributions, I would like to propose naming the small storage building at Andrews Field (commonly referred to as the “green house”) in his honor. Andrews Field itself would retain its current name; only the storage building would be designated as the Douglas Oravez Building.

The Facilities Committee and the full Board of Education have voted in favor of the name change. Thank you for your consideration of this request. Please let me know if any additional information is needed to support the proposal.

Sincerely,

Sandra Faioes

Deputy Superintendent

Office (203) 854-4136

Mobile (203) 515-9808