



## **REGULAR MEETING – RECREATION, PARKS & CULTURAL AFFAIRS AGENDA**

**SEPTEMBER 11, 2025, 6:00 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](https://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](mailto: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: August 13th. 2025**
- IV. **PUBLIC PARTICIPATION**
- V. **OLD BUSINESS**
- VI. **NEW BUSINESS**
  - A. **Authorize the Mayor, Harry W. Rilling, to enter into an agreement for the use of Wolfpit Elementary School Field and immediate surrounding grounds by Wolfpit PTA for their Pumpkin Fest to be held on Saturday, October 18th, 2025 from 12:00 P.M. to 4:00 P.M. Set-up time by 8:00 A.M. with tear-down by 8:00 P.M. Approximately 500 people.**

- B. Authorize the Mayor, Harry W. Rilling, to enter into an agreement for the use of Taylor Farm and immediate surrounding grounds by Friends of Norwalk Dogs for their Halloween Dog Party to be held on Sunday, October 26th, 2025 from 10:00 A.M. to 2:00 P.M. Approximately 70 people.**
- C. Authorize the Mayor, Harry W. Rilling, to execute an Agreement between the City of Norwalk and Gerber Construction Inc. for Project RNP2025-3 Paving of Taylor Farm Parking Lot (Base Bid) and Drainage System Overflow (Alternate 1) for a sum not to exceed \$174,999.65 (Base Bid) plus \$5,117.00 (Alternate 1). Account No. 09256030 5777 C072009266030 5777 C0588**
- D. Authorize the Chief of Operations and Public Works to execute orders on the contract with Gerber Construction Inc. for Project RNP2025-3 Paving of Taylor Farm Parking Lot (Base Bid) and Drainage System Overflow (Alternate 1) for a sum not to exceed \$18,011.67. Account No. 09256030 5777 C072009266030 5777 C0588**

**VII. DISCUSSION**

**VIII. ADJOURNMENT**



**CITY OF NORWALK**  
**RECREATION, PARKS & CULTURAL AFFAIRS COUNCIL COMMITTEE**  
**BY VIDEO CONFERENCE AND TELECONFERENCE**  
**WEDNESDAY, AUGUST 13, 2025.**  
**REGULAR MEETING**  
**7:30 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.



Members of the public who wish to “view the meeting live” and/or “provide live comments” can 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. 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 comments are encouraged to submit those via email in advance of the meeting. For these comments to be read 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](mailto:dbyrd@norwalkct.gov) with the subject line “Public Comment” to provide written public comments prior to the meeting.

**ATTENDANCE:** Darlene Young, Chair; Nicole’ Eaddy; Johan Lopez; Douglas Sutton

**ABSENT:** Ms. Ayers; Ms. Dunn; Ms. Shanahan

STAFF: Robert Stowers, Director, Recreation and Parks; Jay Habansky, Chief of Economic and Community Development

OTHERS: Nadine Francis; Kenneth Tullo

**I. CALL TO ORDER**

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

**II. ROLL CALL**

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

**III. ACCEPTANCE OF MINUTES**

**A. Regular Meeting: July 9th, 2025**

**\*\* MS. EADDY 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. APPROVE THE USE OF TRACEY ELEMENTARY SCHOOL AND IMMEDIATE SURROUNDING GROUNDS BY TRACEY MAGNET PTA FOR THEIR ANNUAL MOVIE NIGHT TO BE HELD ON FRIDAY, OCTOBER 17TH, 2025 FROM 3:00 P.M. TO 9:00 P.M. APPROXIMATELY 350 PEOPLE.**

Ms. Francis provided a brief overview of the event and said this is an annual event that is well attended, where students and their families are on the field to watch a movie together.

Mr. Stowers said it is a successful event and has no issues with it.

**\*\* MR. SUTTON MOVED TO APPROVE THE ITEM.**

**\*\* THE MOTION PASSED UNANIMOUSLY.**

**B. APPROVE THE USE OF CALF PASTURE BEACH AND IMMEDIATE SURROUNDING GROUNDS BY MOUNTAIN WORKSHOP FOR THEIR POSITIVE SCHOOL CLIMATE TEAM BUILDING PROGRAMS TO BE HELD ON SEPTEMBER 12TH, 17TH, AND 26TH, AND OCTOBER 9TH AND 14TH, 2025, FROM 7:00 AM. TO 4:00 P.M. APPROXIMATELY 1500 PEOPLE.**

Mr. Tullo provided a brief overview of the event and said the event has been held for 30 years at Calf Pasture Beach and has always been a great experience, and they have always had a great relationship with the City of Norwalk and with the people who make that beautiful park what it is.

Ms. Young asked if the attendance is 1500 per day. Mr. Tullo said “No,” and the average attendance is 150 per day.

**\*\* MR. LOPEZ MOVED TO APPROVE THE ITEM.**

**\*\* THE MOTION PASSED UNANIMOUSLY.**

**B. AUTHORIZE THE MAYOR, HARRY W. RILLING, TO ENTER INTO AN AGREEMENT FOR THE USE OF WASHINGTON STREET PLAZA AND IMMEDIATE SURROUNDING GROUNDS BY CITY OF NORWALK DEPARTMENT OF ECONOMIC & COMMUNITY DEVELOPMENT FOR THEIR HALLOWEEN NIGHTFAIR TO BE HELD ON SATURDAY, OCTOBER 25TH, 2025, FROM 1:00 P.M. TO 10:00 P.M. SET-UP TIME BY 9:00 A.M. WITH TEAR-DOWN BY 11:55 P.M. APPROXIMATELY 5,000 PEOPLE.**

Mr. Habansky provided a brief overview of the event, which runs from 1:00 PM to 10:00 PM. The event will feature a combination of music, vendors, food, and beverages, but there will be no alcohol served. They are anticipating approximately 1000 attendees and will coordinate with TMP on the detour plan and the police department to ensure there is a police presence.

Ms. Young said she hopes the overall response from the businesses on the street was positive, and the event continues to draw people into the area. Mr. Habansky said he has canvassed many businesses and property owners in that area as well as around town, and folks have said that they would love to see more special events.

**\*\* MR. LOPEZ MOVED TO APPROVE THE ITEM.**

**\*\* THE MOTION PASSED UNANIMOUSLY.**

**C. AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXTEND THE EXISTING CONTRACT WITH ACTIVENET TO AN ADDITIONAL 3-YEAR TERM FOR AN AMOUNT NOT TO EXCEED \$28,875.00, FROM ACCOUNT 400000 2652.**

Mr. Stowers said originally in the fall of 2023, a contract was signed with Activenet and two one-year extensions were added; however, it should have been for three years. Activenet is used for scheduling reservations for programs, fields, special events, and facility rentals. Since the system has generated approximately \$2 million worth of activity and provides metrics and financial reports, which help them to budget. It has also been used in a joint agreement with the school district and has improved the administration of their planning.

**\*\* MR. SUTTON MOVED TO APPROVE THE ITEM.**

**\*\* THE MOTION PASSED UNANIMOUSLY.**

**D. AUTHORIZE THE PURCHASING AGENT TO ISSUE A SOLE SOURCE PURCHASE ORDER, IN AN AMOUNT NOT TO EXCEED \$149,822.44, TO O'BRIEN AND SONS, FOR THE PURCHASE AND INSTALLATION OF PLAYGROUND EQUIPMENT AT WOODWARD AVE. PARK. PRICING FROM THE 2025 MHEC MC16 B14 PRICING CONTRACT. FUNDING FROM ACCOUNT 0926 6030 5777 C0364.**

Mr. Stowers said this will provide a new playground at Woodward Park and will replace a 20-year-old playground. He said they have been replacing playgrounds throughout the city to

make them safe and enjoyable for the kids. He said it is included as part of the capital master plan and was passed as part of the capital budget.

Ms. Young asked if the replacement playground equipment is ADA-compliant. Mr. Stowers said “Yes” and that they work with the city’s ADA coordinator, and since he has been here, they have replaced eight.

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

**\*\* THE MOTION PASSED UNANIMOUSLY.**

**E. AUTHORIZE THE PURCHASING AGENT TO INCREASE THE EXISTING PURCHASE ORDER, #200749, ISSUED TO STANTEC CONSULTING, FOR AN AMOUNT NOT TO EXCEED \$48,000, FOR BROADRIVER FIELD DESIGN SERVICES, FUNDING FROM ACCOUNT 0921 6030 5777 C0658.**

Mr. Stowers said the Common Council recently approved the Broad River Complex project with a grass field, so more drainage will be needed, and the design needs to be modified. This is for Stantec to go back and change the original design, which was a hybrid model, which will cost \$48,000.

Ms. Eaddy asked if samples of the design would be shared or if there would just be one design. Mr. Stowers said there was a design already for three options, but the hybrid option was the preferred option, so they concentrated on that. Once they make the initial modifications, they can certainly send the committee the designs.

**\*\* MR. LOPEZ MOVED TO APPROVE THE ITEM.**

**\*\* THE MOTION PASSED UNANIMOUSLY.**

**F. AUTHORIZE THE PURCHASING AGENT TO ISSUE A SOLE SOURCE PURCHASE ORDER IN AN AMOUNT NOT TO EXCEED \$69,972.39 TO AVIVE SOLUTIONS INC. FOR THE PURCHASE OF 29 AED UNITS WITH A 5-YEAR MONITORING CONTRACT, FROM ACCOUNT 014150 5265.**

Mr. Stowers said these are recessed devices that will be deployed throughout the system. They come with a five-year agreement and a cell signal that notifies 911 when the device is opened. It also includes full installation and maintenance for the units. He said this is a great program, and the units have been requested by parents and coaches, and they are finally able to provide this option.

Mr. Lopez asked if the purchase comes with training. Mr. Stowers said “No,” but in-house training will be provided. Some of their staff members are already trained on how to use them, but when there are no staff around, it will be up to the resident to use them, which is why, once the unit is opened, 911 is notified.

- \*\* MR. SUTTON MOVED TO APPROVE THE ITEM.**
- \*\* THE MOTION PASSED UNANIMOUSLY.**

**H. AUTHORIZE THE PURCHASING AGENT TO ISSUE A SOLE SOURCE PURCHASE ORDER IN AN AMOUNT NOT TO EXCEED \$48,900 TO ALTA EQUIPMENT COMPANY. FOR THE PURCHASE OF AN ABI FORCE Z23HLT BALLFIELD LASER GRADER FROM ACCOUNT 09256030 5777 C0486.**

Mr. Stowers said this piece of equipment is necessary for the ballfields and will be very important when the tournaments begin because they need to be played on fields with the exact measurements, and this laser grader will help to do that.

Mr. Stowers also said this year they had negotiated with the union and will now be able to bring in professional people to renovate the fields to make them pristine. He said they will begin doing two fields a year until they can get the fields back to the way they should be.

Ms. Young asked what the life expectancy is on one of these machines. Mr. Stowers said 10 to 15 years, as long as they are maintained.

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

**VII. DISCUSSION**

There was no discussion this evening.

**VIII. ADJOURNMENT**

- \*\* MS. EADDY MOVED TO ADJOURN.**
- \*\* THE MOTION PASSED UNANIMOUSLY.**

The meeting was adjourned at 7:30 PM.

Respectfully submitted,

Dilene Byrd

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

PHONE:(203) 854-7806  
EMAIL:  
[recregistrationsupport@norwalkct.gov](mailto:recregistrationsupport@norwalkct.gov)

**Permit # R2925**

**Status** Approved  
**Date** Aug 11, 2025 4:02 PM

<b>Customer Name</b>	Wolfpit PTA - 14323	<b>Home Phone Number</b>	(203) 899-2980
<b>Customer Type</b>	General Public	<b>Email Address</b>	<a href="mailto:Wolfpitpta@gmail.com">Wolfpitpta@gmail.com</a>
<b>Mailing Address</b>	1 Starlight Drive Norwalk, CT 06851		
<b>System User</b>	Internet User		

Rental Fee	\$0.00
Discounts	\$0.00
Subtotal	\$0.00
Deposits	\$0.00
Deposit Discounts	\$0.00
<b>Total Permit Fee</b>	<b>\$0.00</b>
Total Payment	\$0.00
Refunds	\$0.00
Balance	\$0.00

<b>Pumpkin Fest</b>	1 resource(s)	1 booking(s)	<b>Subtotal: \$0.00</b>
<a href="#">Booking Summary</a>			
<b>Wolfpit Elementary School Field (Field Rental)</b>		<b>Center: Wolfpit Elementary School</b>	
START DATE/TIME	END DATE/TIME	ATTENDEE	AMT W/O TAX
Sat, Oct 18, 2025 8:00 AM	Sat, Oct 18, 2025 8:00 PM	500	\$0.00

<a href="#">Custom Questions</a>	
QUESTION	ANSWER
*Will you require lights? (Fields only)	No
Are you a Non-Profit or 501C3?	Yes
Do you have a 2nd date in mind or a rain date	October 19th
Field Requested- Type in your selected facility/field.	upper fields
Is there a 2nd date in mind or a rain date or location?	october 19th
What will you be bringing onto the site? (No helium balloons, confetti or drones allowed on City property)	None of the above, we will have arts and crafts, food trucks food and games

X: \_\_\_\_\_

Date: \_\_\_\_\_

**City of Norwalk Online**

Mailing Address: 125 East Ave., Norwalk, CT  
06851

Phone Number: (203) 854-7806

Email Address: [reregistrationsupport@norwalkct.gov](mailto:reregistrationsupport@norwalkct.gov)

X: \_\_\_\_\_

Date: \_\_\_\_\_

**Wolfpit PTA**

Customer ID: 14323

Home Phone Number: (203) 899-2980

Email Address: [Wolfpitpta@gmail.com](mailto:Wolfpitpta@gmail.com)

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

PHONE:(203) 854-7806  
EMAIL:  
[recregistrationsupport@norwalkct.gov](mailto:recregistrationsupport@norwalkct.gov)

**Permit # R3006**

**Status** Tentative  
**Date** Aug 29, 2025 1:24 PM  
**Expiration Date** Sep 28, 2025

<b>Customer Name</b>	Katherine Snedaker - 1103	<b>Home Phone Number</b>	(203) 984-0860
<b>Customer Type</b>	General Public	<b>Cell Phone Number</b>	(203) 984-0860
<b>Mailing Address</b>	14 Haviland St Unit B1 Norwalk, CT 06854	<b>Email Address</b>	<a href="mailto:pricesned@gmail.com">pricesned@gmail.com</a>
<b>System User</b>	Internet User		

Rental Fee	\$0.00
Discounts	\$0.00
Subtotal	\$0.00
Deposits	\$0.00
Deposit Discounts	\$0.00
<b>Total Permit Fee</b>	<b>\$0.00</b>
<b>Total Payment</b>	<b>\$0.00</b>
Refunds	\$0.00
Balance	\$0.00

**Friends of Norwalk Dogs' Halloween Dog Party** 1 resource(s) 1 booking(s) **Subtotal: \$0.00**

[Booking Summary](#)

Taylor Farm (Event)		Center: Taylor Farm	
START DATE/TIME	END DATE/TIME	ATTENDEE	AMT W/O TAX
Sun, Oct 26, 2025 10:00 AM	Sun, Oct 26, 2025 2:00 PM	70	\$0.00

[Custom Questions](#)

QUESTION	ANSWER
*Will you require lights? (Fields only)	No
Are you a Non-Profit or 501C3?	Yes
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?	Yes
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 beach)	less than 2
Is there a 2nd date in mind or a rain date or location?	Sunday, 11-2

Number of people attending? (For the groups at the Cranbury Pavilion I, groups of over 70 are required to rent a portajohn)	50
What is the setup time?	10:30
What type of event?	Holiday Social
What will you be bringing onto the site? (No helium balloons, confetti or drones allowed on City property)	A few tables
Will the group be going into the water? (Beach permits only)	No
Will the public be invited to the event?	Yes
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?	Yes
Will you be using any inflatables? (Bounce houses, climb on and slides strictly prohibited)	No
Will you be using display advertising?	Yes
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?	Yes

### Waivers and Information

WAIVER NAME	DUE DATE	FOR	SIGNING STATUS
Facility- Facility Rental Event Application Form	Oct 26, 2025	Katherine Snedaker	Waiver Signed by: Katherine Snedaker on Aug 29, 2025

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 26, 2025	Katherine Snedaker	Waiver Signed by: Katherine Snedaker on Aug 29, 2025
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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:

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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 

X: \_\_\_\_\_

X: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**City of Norwalk Online**

Mailing Address: 125 East Ave., Norwalk, CT 06851

Phone Number: (203) 854-7806

Email Address: [reregistrationsupport@norwalkct.gov](mailto:reregistrationsupport@norwalkct.gov)

**Katherine Snedaker**

Customer ID: 1103

Home Phone Number: (203) 984-0860

Cell Phone Number: (203) 984-0860

Email Address: [pricesned@gmail.com](mailto:pricesned@gmail.com)

Project Number : RNP2025-3

Project Name : PAVING OF TAYLOR FARM PARKING LOT (BASE BID)

Items	Description	Quantity	Apparent Low Bidder		Second Bidder		Third Bidder		Engineering's Estima	
			Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount
0202000	EARTH EXCAVATION	540	\$35.00	\$18,900.00	\$60.00	\$32,400.00	\$40.00	\$21,600.00	\$7.00	\$3,780.00
0202503A	REMOVAL OF CONCRETE CURBING	170	\$19.00	\$3,230.00	\$12.00	\$2,040.00	\$20.00	\$3,400.00	\$30.00	\$5,100.00
0209001	FORMATION OF SUBGRADE	1,320	\$6.00	\$7,920.00	\$4.00	\$5,280.00	\$20.00	\$26,400.00	\$2.50	\$3,300.00
0219001	SEDIMENTATION CONTROL SYSTEM	160	\$5.00	\$800.00	\$8.00	\$1,280.00	\$5.00	\$800.00	\$8.00	\$1,280.00
0219011A	SEDIMENTATION CONTROL AT CATCH BASIN	2	\$139.00	\$278.00	\$300.00	\$600.00	\$150.00	\$300.00	\$220.00	\$440.00
0304002	PROCESSED AGGREGATE BASE	440	\$53.00	\$23,320.00	\$55.00	\$24,200.00	\$55.00	\$24,200.00	\$10.50	\$4,620.00
0406172A	HMA SUPERPAVE 0.375" (9.5) LEVEL 2	220	\$246.00	\$54,120.00	\$188.00	\$41,360.00	\$250.00	\$55,000.00	\$235.00	\$51,700.00
0406267A	BITUMINOUS CONCRETE MILLING (0" - 4")	725	\$8.00	\$5,800.00	\$9.00	\$6,525.00	\$15.00	\$10,875.00	\$8.50	\$6,162.50
0507120	CATCH BASIN (TYPE C)(3'SUMP) (0-10 FEET DEEP)	1	\$3,066.00	\$3,066.00	\$3,950.00	\$3,950.00	\$6,500.00	\$6,500.00	\$5,000.00	\$5,000.00
0586810A	STORMWATER DETENTION CHAMBERS	260	\$96.00	\$24,960.00	\$178.00	\$46,280.00	\$150.00	\$39,000.00	\$100.00	\$26,000.00
0651743	6" POLYVINYL CHLORIDE, SDR 35 STORM DRAINAGE PIPE	10	\$53.00	\$530.00	\$105.00	\$1,050.00	\$65.00	\$650.00	\$55.00	\$550.00
0811005	CONCRETE WHEEL STOPS	15	\$313.00	\$4,695.00	\$200.00	\$3,000.00	\$150.00	\$2,250.00	\$150.00	\$2,250.00
0944003A	FURNISHING AND PLACING TOPSOIL	110	\$29.00	\$3,190.00	\$22.00	\$2,420.00	\$15.00	\$1,650.00	\$35.00	\$3,850.00
0950003A	TURF ESTABLISHMENT (LAWN)	110	\$10.00	\$1,100.00	\$7.00	\$770.00	\$5.00	\$550.00	\$10.00	\$1,100.00
0971001A	MAINTENANCE AND PROTECTION OF TRAFFIC	1	\$14,490.00	\$14,490.00	\$8,400.00	\$8,400.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00
0975004A	MOBILIZATION AND PROJECT CLOSEOUT (MAX 3% OF BID)	1	\$5,000.00	\$5,000.00	\$4,800.00	\$4,800.00	\$25,000.00	\$25,000.00	\$5,000.00	\$5,000.00
1210105	EPOXY RESIN PAVEMENT MARKINGS - SYMBOLS AND LEGENDS	505	\$7.13	\$3,600.65	\$8.00	\$4,040.00	\$9.00	\$4,545.00	\$10.00	\$5,050.00
			<b>\$174,999.65</b>		<b>\$188,395.00</b>		<b>\$227,720.00</b>		<b>\$130,182.50</b>	

Apparent Low Bidder : Gerber Construction, Inc.

Second Bidder : FGB CONSTRUCTION

Third Bidder : Priority Landscaping LLC

Project Number : RNP2025-3

Project Name : PAVING OF TAYLOR FARM PARKING LOT (ALTERNATE 1)

Items	Description	Quantity	Apparent Low Bidder		Second Bidder		Third Bidder		Engineering's Estima	
			Unit Price	Amount	Unit Price	Amount	Unit Price	Amount	Unit Price	Amount
0202000	EARTH EXCAVATION	40	\$35.00	\$1,400.00	\$60.00	\$2,400.00	\$65.00	\$2,600.00	\$7.00	\$280.00
0302906	3/4" WASHED CRUSHED STONE	10	\$69.00	\$690.00	\$82.00	\$820.00	\$85.00	\$850.00	\$45.00	\$450.00
0651743	6" POLYVINYL CHLORIDE, SDR 35 STORM DRAINAGE PIPE	24	\$53.00	\$1,272.00	\$105.00	\$2,520.00	\$65.00	\$1,560.00	\$55.00	\$1,320.00
0944003A	FURNISHING AND PLACING TOPSOIL	45	\$29.00	\$1,305.00	\$22.00	\$990.00	\$20.00	\$900.00	\$35.00	\$1,575.00
0950003A	TURF ESTABLISHMENT (LAWN)	45	\$10.00	\$450.00	\$7.00	\$315.00	\$5.00	\$225.00	\$10.00	\$450.00
				<b>\$5,117.00</b>		<b>\$7,045.00</b>		<b>\$6,135.00</b>		<b>\$4,075.00</b>

Apparent Low Bidder : Gerber Construction, Inc.

Second Bidder : FGB CONSTRUCTION

Third Bidder : Priority Landscaping LLC



**DEPARTMENT OF  
ENGINEERING**

CITY OF NORWALK  
*Department of Engineering*

**Project:** RNP2025-3

**BID OPENING:** Monday  
August 25, 2025

<b>PROJECT RNP2025-3</b>					
<b>Contractor</b>	Gerber Construction	FGB Construction Company	Priority Landscaping LLC	B&W Paving	The Grasso Companies LLC
Electronic Submittal	X	X	X	X	X
Bid Bond	X	X	X	X	X
Base Bid	\$174,999.65	\$188,395.00	\$230,720.00	\$247,275.00	\$351,410.00
Alternate 1 (Drainage Overflow)	\$5,117.00	\$7,045.00	\$6,135.00	\$7,550.00	\$6,870.00
Base Bid + Alternate 1	<b>\$180,116.65</b>	\$195,440.00	\$236,855.00	\$254,825.00	\$358,280.00



CITY OF NORWALK
Yiorgos Panaelidis
Junior Engineer / Department of Engineering
125 East Avenue
Norwalk, CT 06851
Office: (203) 854-7258
www.norwalkct.gov
ypanaelidis@norwalkct.gov

MEMORANDUM

TO: Vanessa Valadares, P.E. – Chief of Operations and Public Works
CC: Robert Stowers – Director of Recreation & Parks
James Meehan, P.E. – Principal Engineer
Ken Hughes – Superintendent of Parks & Public Property
FROM: Yiorgos Panaelidis – Junior Engineer
RE: Project Bid No. 4466 RNP2025-3 Paving of Taylor Farm Parking Lot (Base Bid) and Drainage System Overflow (Alternate 1)
DATE: August 25, 2025

The Department of Public Works in collaboration with Recreation & Parks has prepared plans for Project RNP2025-3 Paving of Taylor Farm Parking Lot (Base Bid) and Drainage System Overflow (Alternate 1). This project includes the expansion and paving of the Taylor Farm parking lot with a new stormwater detention system.

On August 25, 2025, the Purchasing Agent received five (5) bid packages from various construction firms for the above referenced project and the apparent low bidder for the Base Bid plus Alternate 1 is Gerber Construction Inc. with a bid amount of \$180,116.65.

I have attached a copy of the selection results received from five (5) bidders for your reference, including an itemized comparison of the three (3) apparent low responsive bid results and Engineer’s Estimate for your reference.

Therefore, I would like to request that the following items be included on the agenda for the September 10, 2025 Recreation & Parks Committee meeting:

- 1) Authorize the Mayor, Harry W. Rilling, to execute an Agreement between the City of Norwalk and Gerber Construction Inc. for Project RNP2025-3 Paving of Taylor Farm Parking Lot (Base Bid) and Drainage System Overflow (Alternate 1) for a sum not to exceed \$174,999.65 (Base Bid) plus \$5,117.00 (Alternate 1).

Table with 3 columns: Account No., 09256030, 09266030, 5777, 5777, C0720, C0588



CITY OF NORWALK  
**Yiorgos Panaelidis**  
*Junior Engineer / Department  
of Engineering*  
125 East Avenue  
Norwalk, CT 06851  
Office: (203) 854-7258  
[www.norwalkct.gov](http://www.norwalkct.gov)  
[ypanaelidis@norwalkct.gov](mailto:ypanaelidis@norwalkct.gov)

- 2) Authorize the Chief of Operations and Public Works to execute orders on the contract with Gerber Construction Inc. for Project RNP2025-3 Paving of Taylor Farm Parking Lot (Base Bid) and Drainage System Overflow (Alternate 1) for a sum not to exceed \$18,011.67.

Account No.		
09256030	5777	C0720
09266030	5777	C0588

A copy of the bid information from the Purchasing Department for Project 4466, RNP2025-3 Paving of Taylor Farm Parking Lot (Base Bid) and Drainage System Overflow (Alternate 1) may be found at: <https://www.norwalkct.gov/DocumentCenter/Index/1783>