







Norwalk City Hall,
Recreation and Parks
Department
125 East Avenue, PO Box 5125
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**RECREATION, PARKS & CULTURAL AFFAIRS COUNCIL COMMITTEE
BY VIDEO CONFERENCE AND TELECONFERENCE
WEDNESDAY, DECEMBER 9, 2020 – 7:00 PM
<https://www.norwalkct.org/1913/Meeting-Notices>**

-  Members of the public can call in and listen to a meeting. They will not be able to speak or see any of the meeting participants. Each meeting will use a unique Meeting/Webinar ID. Please find the information using the link above.
-  Members of the public who wish to provide "live comments" will need to register in advance and use the Zoom meeting platform. All participants will be muted upon entering the meeting. To speak, click the "raise your hand indicator" and you will be called on by the host of the meeting during the public comment section. Please find the information using the link above.
-  Members of the public who wish to view the meeting, but are not participating, can view a live stream on the City of Norwalk YouTube channel. This stream is delayed by approximately 20 seconds. Please find the information using the link above. The meeting recording and minutes will be posted on the City of Norwalk website within seven (7) days after the meeting.
-  Members of the public who wish to provide public comment are encouraged to submit those via email in advance of the meeting. For these comments to be read into the record, they should be submitted at least three hours in advance of the meeting start time. Please email Dilene Byrd at dbyrd@norwalkct.org to provide written public comment prior to the meeting.

I Roll Call

II Minutes of October 14, 2020

III Public Participation

V New Business

1. A) Authorize the Mayor, Harry W. Rilling to enter into a contract with Classic Turf Company, LLC for Project #4073 Brien McMahon High School Tennis Courts for a sum not to exceed \$435,000.00, Base Bid (\$400,000.00), Add Alternate 1 – Drainage Work (\$35,000.00). Account # 0921-6030-5777-C0321.

B) Authorize the Director of Recreation and Parks to execute change orders on contract with Classic Turf Company, LLC for Project #4073 Brien McMahon High School Tennis Courts for a sum not to exceed \$43,500.00. Account #'s 0921-6030-5777-C0771.

2. A) Authorize the Mayor, Harry W. Rilling to enter into a contract with Diamond Landscape and Athletic fields for Project #4072 Calf Pasture Beach Softball Fields (3) Renovation for a sum not to exceed \$43,524.00. Account #'s 0921-6030-5777-C0771.

B) Authorize the Director of Recreation and Parks to execute change order on contract with Diamond Landscape and Athletic fields for Project #4072 Calf Pasture Beach Softball Fields (3) Renovation for a sum not to exceed \$4,352.00. Account #0921-6030-5777-C0771.

VI Discussion



**CITY OF NORWALK
RECREATION, PARKS & CULTURAL AFFAIRS COUNCIL
REGULAR MEETING
BY VIDEO CONFERENCE AND TELECONFERENCE
October 14, 2020**

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ATTENDANCE: Darlene Young, Chair; Manny Langella; Thomas Keegan; Kadeem Roberts; John Kydes; George Theodoridis; Manny Langella

STAFF: Nick Roberts, Director; Mario Coppola, Corporation Counsel

I. ROLL CALL

Ms. Young called the meeting to order at 7:00PM and stated that a quorum was present.

II. MINUTES OF SEPTEMBER 9, 2020

**** MR. KYDES MOVED TO APPROVE THE MINUTES AS SUBMITTED.
** THE MOTION PASSED UNANIMOUSLY.**

III. PUBLIC PARTICIPATION

The following was read into the record:

“We are very disappointed that once again our event has been moved to an executive session for review and discussion which excludes the Seaport and the general public.

From the onset the Seaport Association has been detailed with our plans & intentions, we have responded to each and every inquiry and request for information and are anxious and prepared to continue this conversation if given the opportunity.

Jerry Toni & are looking forward to our meeting on Friday, October 16th to discuss the event and expect we will have a more complete explanation from the City of Norwalk as to why our proposed event has not been approved as of this date.”

Thank you,

Mike Reilly, President, Seaport Association

V. NEW BUSINESS

1. AUTHORIZE THE PURCHASING DIRECTOR TO ISSUE A PURCHASE ORDER TO TIGER CORPORATION FOR THE PURCHASE OF ONE (1) TRACTOR WITH SIDE MOUNT ROTARY MOWER FOR A SUM NOT TO EXCEED \$119,932.00. ACCOUNT #09196030-5777-C0486, 09216030-5777-C0486

Mr. Roberts said the tractor will be used to clear brush and to cut the steep embankments at Flax Hill and Oyster Shell Parks. He said this was and is approved in the capital fleet plan and was approved two years ago, but at that time the quotes had come in higher than what was funded and he has now put it back out to bid and received a quote that came in within budget.

Mr. Roberts asked if the tractor they currently have no longer works. Mr. Roberts said he is not sure of the age of the current tractor but this particular machine is able to cut slopes, and the current vehicle that they have belongs to DPW and is shared and they only get it once per month when DPW is not cutting the right of ways and cul-de-sacs.

Ms. Young asked what the life expectancy is on the new machine. Mr. Roberts said generally 8-10 years.

**** MR. ROBERTS MOVED TO APPROVE THE PURCHASING DIRECTOR TO ISSUE A PURCHASE ORDER TO TIGER CORPORATION FOR THE PURCHASE OF ONE (1) TRACTOR WITH SIDE MOUNT ROTARY MOWER FOR A SUM NOT TO EXCEED \$119,932.00.**

**** THE MOTION PASSED UNANIMOUSLY.**

2. EXECUTIVE SESSION- DISCUSSION REGARDING NORWALK SEAPORT ASSOCIATION'S SEAPORT HOLIDAY SHOW.

****MR. KYDES MOVED TO ENTER INTO EXECUTIVE SESSION
** THE MOTION PASSED UNANIMOUSLY.**

Executive session began at 7:08PM
Executive session ended at 7:34PM

There was no motions made or votes taken.

**** MR. ROBERTS MOVED TO TABLE THE DISCUSSION REGARDING THE NORWALK SEAPORT ASSOCIATION'S SEAPORT HOLIDAY SHOW TO A FUTURE DATE TO BE DETERMINED TO DISCUSS THIS ITEM IN FURTHER DETAIL IN PARTICULAR WITH THE MEMBERS OF THE SEAPORT ASSOCIATION AND WILL BE DISCLOSED TO THE PUBLIC FOR INPUT AND WILL FOLLOW THE SAME PROCESS AS IS DONE WITH ANY OTHER AGENDA ITEM.
** THE MOTION PASSED UNANIMOUSLY.**

Ms. Young said the commission will be working with the Seaport Association to work out the details for this event and recognize the Seaport Association's commitment to the City of Norwalk as well as their history, and will do everything they can to ensure we are able to provide events for the City of Norwalk that work for everyone.

VI. DISCUSSION

1. BROAD RIVER TURF FIELD PROJECT UPDATE.

Mr. Roberts presented the site in its current condition and said there is currently no concession or bathroom on the site so and is very limited. He said they did have funding to create a baseball complex at the site and are still in the design phase and is expected to take a few more weeks and are anticipating a final completion in November. He said once there is a final design it will go through the permitting process and out to bid and will then be brought back to the committee for approval for the construction of the project.

Mr. Roberts presented the rendering of the proposed layout of the new site and said it has three fields but will come at the cost of losing the tennis court. He said the courts were lightly used and were scheduled to

be renovated anyway, but they are used by the community and the closest tennis courts to Broad River are at Silvermine School which is 1.6 miles away and at Mathews Park which is 2 miles away.

Mr. Kyes asked if there are currently any tennis programs that use the courts. Mr. Roberts said “no” but there are individuals that do use it from time to time but having courts within a two mile radius should be able to easily accommodate them at the other locations.

Ms. Young asked if the tennis court is removed how many will be left. Mr. Roberts said there is one at Silvermine School and three at Mathews Park.

Mr. Keegan asked if the courts at Oak Hills Park were factored in. Mr. Roberts said “no” because there is a fee to use them but they are available.

Mr. Roberts said the layout was also shown to the Cal Ripkin Little League who is the primary user and they were happy with it but requested the availability to have various base lengths for different age groups, an area to locate their storage container and a press box location or electrical to be able to do announcements so those elements will be incorporated into the design and will share the final design with them once it is completed.

Ms. Young asked if parking will be impacted for the Broad River Homes. Mr. Roberts said “no” and will be reducing the size of the islands for additional parking spaces. He said the parking lot near the fire station is underutilized so there will be an additional entrance from that parking lot. Mr. Kydes asked if there will be enough parking to accommodate the cars for the three fields. Mr. Roberts said in the parking lot near the fire department there is green space available and that they will incorporate and include an add alternate to be able to build that out for additional parking and are maximizing all the space possible for parking. Ms. Young asked how many parking spaces there are in total. Mr. Roberts said they can get up to approximately 100 spaces.

Mr. Langella asked if there is any thought around Norwalk catering to adult leagues. Mr. Roberts said the adult leagues are played at the beach to be able to accommodate multiple games and the fields are larger to accommodate adults, and as part of the capital plan last year they did put in a request to renovate some of those fields and it was approved and are scheduled to do that work in the spring

2. PARKS DEVELOPMENT RETIREMENTS AND PERSONNEL UPDATE.

Mr. Roberts provided an update and said due to the recent city retirement package that was offered the Parks Department had seven employees that have accepted the package which include heavy equipment operators, laborers as well as his admin/ bookkeeper and the athletics coordinator. There was some concerns regarding the positions being eliminated but they were able to keep all seven of the positions but the athletics coordinator position will be downgraded and put on pause until programming begins again, and he will work with DPW regarding the positions at the garage but there will be a delay in filling those positions so they will be short staffed until those are filled.

Mr. Langella asked what the process is for someone to apply to the positions. Mr. Roberts said that six out of the seven positions as well as the admin/bookkeeper position are union positions and will be bid first within the union, but if no one does bid on them they will be posted on the city's website.

Mr. Kydes said it has been protocol that these positions go to DPW staff and asked if it will effect DPW going into the snow season. Mr. Roberts said "yes" and he will be meeting with Mr. Burney, Mr. Torre and Mr. Carr to work out the timing of filling the vacancies. He said he does not expect all five of the positions to come over immediately and they will be filled using a phased approach. He said he would like to see the process change down the road to allow part time/seasonal parks employees have an opportunity to apply for those positions but they will need to be worked out with Mr. Burney. He said he has also spoken with the CFO to extend the part time summer staff until December because of the transition, and also requested additional unexpended monies from last to cover the gaps so there is a plan in place to handle the transition.

ADJOURNMENT

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

The meeting adjourned at 8:16PM.

Respectfully submitted,

Dilene Byrd

November 12, 2020

Norwalk Purchasing Department
Response Summary Project # 4073
Brien McMahon High School Tennis Courts

Thank you for your response to our Request for Bids Submission. The following is a summary of the submitted bids for this solicitation process.

CONTRACTORS

	Classic Turf Company LLC	Sport-Tech Construction Corp	Hinding Tennis LLC					
Total Lump Sum	\$400,000.00	\$456,000.00	\$594,555.00					
Add - Alternate 1 - Drainage Work	\$35,000.00	\$20,000.00	\$24,500.00					
Total Lump Sum+Alternate=	\$435,000.00	\$476,000.00	\$559,055.00					

*Non-confirming bid: did not submit a Bid Security and/or did not submit the other required forms

11/5/2020

NORWALK PURCHASING DEPARTMENT
RESPONSE SUMMARY - PROJECT #4072
Softball Field (3) Renovation at Calf Pasture Beach

Thank you for your response to our Bid. The following pages are a summary of the responses received.

VENDOR	ELECTRONIC SUBMISSION (ATTACHED)	HARD COPY SUBMISSION	TOTAL AMOUNT
Priority Landscaping LLC	Yes	Yes	\$46,980.36
Sport-Tech Construction Corp.	Yes	Yes	\$60,000.00
Liberty Landscapes, LLC Athletic Field Contractors	Yes	Yes	\$51,000.00
Diamond Landscape and Athletic Fields	Yes	Yes	\$43,524.00
Athletic Field Services, LLC	Yes	Yes	\$45,000.00

*Non-confirming bid: did not submit a Bid Security and/or did not submit the other required forms and/or submission requirements

VENDOR	ELECTRONIC SUBMISSION (ATTACHED)	HARD COPY SUBMSSION	TOTAL AMOUNT
R.A.D. Corp. d/b/a/ R.A.D. Sports	Yes	Yes	\$48,776.00
aqua turf irrigation*	Yes	No	
US Pitchcare LLC*	Yes	No	

*Non-confirming bid: did not submit a Bid Security and/or did not submit the other required forms and/or submission requirements