

**CITY OF NORWALK
RECREATION, PARKS & CULTURAL AFFAIRS COMMITTEE
CRANBURY PARK -BUNK HOUSE CONFERENCE ROOM
300 GRUMMAN AVENUE
MAY 11, 2016**

ATTENDANCE: Travis Simms, Chair; Richard Bonenfant; Michael DePalma;
Steven Serasis

STAFF: Michael Mocciae, Director

ROLL CALL

Mr. Simms called the meeting to order at 7:01 p.m. and called the Roll. A quorum was present.

MINUTES OF APRIL 13, 2016

- ** MR. SERASIS MOVED TO ACCEPT THE MINUTES OF APRIL 13, 2016 AS PRESENTED**
- ** MOTION PASSED WITH ONE (1) ABSTENTION (MR. DEPALMA)**

PUBLIC PARTICIPATION

Mr. Simms asked if anyone present wished to speak about a topic other than Cranbury Park. He informed those wishing to speak about Cranbury Park that they would take public participation comments after new business. There were no other comments at this time.

OLD BUSINESS

No old business was discussed this evening.

NEW BUSINESS

- ** MR. DEPALMA MOVED TO AUTHORIZE THE MAYOR, HARRY W. RILLING TO ENTER INTO AN AGREEMENT WITH THE NORWALK SEAPORT ASSOCIATION FOR THE USE OF VETERANS PARK FOR THE 2016 OYSTER FESTIVAL TO BE HELD SATURDAY, SEPTEMBER 10, 2016 FROM 11:00 AM -8:00 PM AND SUNDAY, SEPTEMBER 11, 2016 FROM 11:00 AM - 8:00 PM. SET-UP TO TAKE PLACE SUNDAY, AUGUST 28, 2016 WITH TEAR DOWN NO LATER THAN NOON ON**

WEDNESDAY, SEPTEMBER 28, 2016.

**PRICES GENERAL ADMISSION \$12.00
 CHILDREN 5-12 \$ 5.00
 CHILDREN UNDER 5
 FREE ADVANCE TICKETS ADULTS TBD**

ESTIMATED ATTENDANCE 20,000.

Mr. Michael Riley was present. Mr. Bonenfant noted that the Oyster Festival is the only event being asked to provide prices. Mr. Mocciae explained that only happens with items that go before the Common Council for an Agreement.

**** MOTION PASSED UNANIMOUSLY**

Mr. Simms asked Mr. Riley to attend the May 24th meeting of the Common Council.

**** MR. DEPALMA MOVED TO AUTHORIZE THE MAYOR, HARRY W. RILLING TO ENTER INTO AN AGREEMENT WITH STEW LEONARD'S FOR THE USE OF THE ANDREWS FIELD PARKING LOT FOR THEIR EMPLOYEE VEHICLES DURING THE BUSY STORE DATES LISTED BELOW:**

**2016 JULY 1, 2, 3,
 NOVEMBER 22, 23
 DECEMBER 3, 4, 10, 11, 22, 23, 24**

**2017 APRIL 14, 15
 MAY 13, 14, 27, 28, 29**

Mr. Michael Riley was present. Mr. Bonenfant said that this happens every year on certain days of the year when Stew's becomes short on parking. Mr. Mocciae explained that Stew Leonard's is charged a fee. Mr. DePalma asked if Andrews field is used for anything else. Mr. Mocciae said that the field is not being used.

**** MOTION PASSED UNANIMOUSLY**

Mr. Simms asked Mr. Riley to attend the May 24th meeting of the Common Council.

**** MR. BONENFANT MOVED TO APPROVE THE USE OF CRANBURY PARK PAVILION #1 AND IMMEDIATE SURROUNDING GROUNDS BY CYCLING SPORTS GROUP FOR A FAMILY SUMMER BBQ TO BE**

**HELD ON WEDNESDAY, AUGUST 24, 2016 FROM 10:00 AM -5:00 PM.
ESTIMATED ATTENDANCE 200.**

Ms. Rachael Morris was present and described the event. She said that this is a BBQ for their employees and families. This will be their third year using the Pavilion.

**** MOTION PASSED UNANIMOUSLY**

Mr. Simms asked Ms. Morris to keep in touch with the office.

**** MR. DEPALMA MOVED TO AUTHORIZE THE MAYOR, HARRY W. RILLING TO ENTER INTO AN AGREEMENT WITH GEESE RELIEF LLC FOR PROJECT #3688 CANADIAN GEESE CONTROL/MANAGEMENT CALF PASTURE BEACH, VETERANS PARK FOR A THREE-YEAR TERM WITH THE OPTION OF 2 (1) YEAR TERMS FOR A SUM NOT TO EXCEED \$31,200 PER YEAR. ACCOUNT #016031-5585.
GENERAL PARK IMPROVEMENT OPERATING BUDGET.**

Mr. Mocciae explained the item. He said he was comfortable with Geese Relief, LLC. They did geese control last year and it worked out well. They also provide geese control for the Town of Greenwich. They use dogs to control the geese and educate the public.

**** MOTION PASSED UNANIMOUSLY**

DISCUSSION – PUBLIC PARTICIPATION

Bunk House/Pavilion

See attached changes to existing rules by new Cranbury Park Neighborhood Association.

Ms. Susanne Troetti reviewed the attached rules. She said that the rentals can have an impact on the quality of life for those residents living in close proximity to the Bunk House/Pavilion. She said that the Master Plan envisions the Bunk House being used for educational purposes and not for parties.

A discussion followed. Mr. Bonenfant noted that the rules can be changed along the way within the Recreation and Park Committee. Mr. Serasis noted that most of the people renting the Bunk House will be families due to the size of the facility and its close proximity to the playground.

Mr. Andrew Troetti said that the spirit of the Master Plan was that the Bunk House would be used for educational purposes, not for parties. Mr. Mocciae explained that a

supervisor is on site at all times.

Mr. Leo Raffael said that he was concerned about people going by his house and leaving bottles near his property. Mr. Simms explained that is a public street and that he should call the Police if he has concerns.

Mr. DePalma said that each person renting the Bunk House will need to go before this Committee for approval.

Ms. Diane Lauricella said that the Bunk House was lovely and that she looked forward to seeing groups here. She said that she was concerned about the number of cars that will be parked on site and asked where they will park. Mr. Mocciae explained that the Master Plan is an illustration of what could be there. He said that he did not think they would have more than 50-60 spaces and the only lined spaces will be for handicapped parking in front of the Pavilion.

Ms. Lauricella said that 60 cars is double the amount on the Master Plan and asked if his body would re-consider the number of bookings. She said that the Master Plan went through a public vetting process and felt that it would behoove the Committee to review the Master Plan. Mr. Mocciae explained that the Master Plan is a rendering and if they placed the parking lot where shown on the Master Plan, it would be against a water course and they would have to remove a lot of trees. He said that was only a conceptual drawing.

Ms. Lauricella said that she was on the Master Plan Committee and that changes can happen, and that it would be reasonable to take the temperature of the citizens to see if it is reasonable. She said that she would like to see recycling happen at the Parks and would like to see in the permit that people having parties have to follow the recycling program.

Ms. Lauricella asked if the Committee would consider reducing the maximum number of people to 60 to reduce the number of cars. She also asked if there is a way to discourage people from parking at Cranbury School.

Ms. Lauricella said that it would be nice to have a phone number that all of the neighbors could have so they could contact the supervisor on site. Mr. Mocciae explained that with 18 men no one is specifically assigned to this Park. He said that if there is an issue, the resident should call the Police or identify the Supervisor on site. Ms. Lauricella said that it would be more efficient for the first line of response to be the Supervisor. She suggested providing the Supervisor with a cell phone and giving that number to the neighbors. She said that it is not fair to have to call the Police and turn it into a hostile situation.

Mr. Bonenfant suggested that there could be a general number for the Supervisor and that number could be forwarded to the Supervisor on site. Mr. Mocciae said that his staff do not have City issued cell phones; they use their own phones.

Mr. Serasis asked about the Certificate of Occupancy for the Bunk House. Mr. Mocciae said that it is 100, but they are permitting only 80 occupants. Ms. Lauricella said that other towns provide City owned phones and give them to their supervisors. She said that it would be reasonable to have a number for a Cranbury Park Supervisor of Events.

Mr. Geraldo Williams thanked the Committee for bringing this out to the community. He suggesting having an open house so people get a feel for what is here.

Ms. Lori Kydes said that everyone should not have the Supervisor's cell phone number. She said that it could be a liability and delay a response. She said that in the event of a problem, the neighbors can call Dispatch.

Mr. Mocciae said that there has been a Constable on site for the past 15 years. Mr. Williams suggested calling the Police.

Mr. Simms said that the Committee will discuss this further. Mr. Mocciae suggested doing a few events and see if any issue arise. Mr. Bonenfant agreed and said that if something does not work, they can make changes to the rules. Mr. Mocciae said that he will make modifications to the rules and they will be provided to all the renters.

Food Truck Vendors

Mr. Simms said that some of the food truck owners asked about the City being more flexible in allowing them to go into Parks, because currently they are being moved to a small general area and losing business.

Mr. Mocciae suggested taking the list of approved vendors and giving renters the list of approved food trucks. Mr. DePalma noted that New Haven has a dedicated area for food trucks.

**** MR. DEPALMA MOVED TO ADJOURN**
**** MOTION PASSED UNANIMOUSLY**

There was no further business and the meeting was unanimously adjourned at 8:35 p.m.

Respectfully submitted,

Rosemarie Lombardi
Telesco Secretarial Services

City of Norwalk Recreation & Parks Department Rules
& Regulations -South Parcel Cranbury Park
Bunkhouse, Pavilion, Playground

The Bunkhouse: This newly renovated building had been used as the servants' quarters for those who were employed by the owners of the Mansion. It has an air of history and memories for those who worked tirelessly for the Gallaher's. It has a gorgeous, functioning stone fireplace, is air conditioned and is wonderful for hosting intimate special events.

The Pavilion: This Pavilion is fashioned after the main Pavilion at the Park, just a smaller version. It is perfect for events, such as birthday parties or event showers. Set in an idyllic area of the park, it provides the perfect backdrop to showcase the natural beauty of the park.

The Playground: This brand new structure has been designed for children 5 to 12 years old, and adult supervision is strongly recommended.

1. Parking Regulations: Parking on-site for employees, staff and permit holders of the Bunkhouse and Pavilion Only. (Please install signs in the parking lot stating as such. It's very important that this parking lot does not become a new entrance for regular park goers.)
2. The Parking area will be closed for all incoming/outgoing traffic by 8:00 p.m. (Can a gate be installed at the opening to the parking lot? Can the gate be opened only when there is a booked event?)
3. All picnics scheduled for the Pavilion and bunkhouse must end by 8:00 p.m. as is the rule for the main Pavilion in the park.
4. Any additional programs/events that take place in the park, other than the two aforementioned areas, will have to park in the main lots of Cranbury Park and walk the trail to the south park. No parking is permitted on Live Oak Road, Grumman Avenue or Field Street.
5. A maximum of 80 people will be booked for both facilities at the same time. (How will the number of people who actually show up to a booked event be monitored?)
6. Music may be played as in the other Pavilion in the Main Park at a decibel level only to be heard at the Pavilion. At any time, a park employee has the authority to ask that the music be turned down. No DJ's or Bands permitted. (Since the pavilion is so close to homes we would prefer music to be permitted inside the Bunkhouse only.)
7. Only one outside food truck rental permitted on premises at one time.
8. Cooking at the Pavilion Bunkhouse may be done outside with gas grills. Any charcoal used must be removed from the premises. (Charcoal grilling could potentially be a safety hazard and will need to be discussed and monitored.)
9. For large events, 50 or more participants, the garbage **must** be carried out and not left for the city as per your application. Part of an applicant's deposit will be in jeopardy if proper garbage handling procedures are not followed. (When filling out the application it needs to be stressed about proper garbage handling and removal procedures so animals are not attracted to the area. Recycling should be added.)
10. NO dogs are allowed in this area.
11. No firearms or weapons of any kind permitted.
12. No Buses permitted in the Bunkhouse parking lot. Drop off and pickup permitted in the main parking lot
13. No alcohol permitted at the Bunkhouse or Pavilion. (The Master Plan depicts this southern area as educational, alcohol consumption should be reserved for the Gallaher Estate and Main Pavilion.)
14. Parties of 50 or more are required to hire a police officer for safety. It is at the Committee's discretion to require the hiring of a police officer for parties under 50.
15. At Waveny Park the town requires renters to post an insurance bond for potential damages. They aren't very

expensive but will make funds available should damage occur.

Fines may be imposed if any of the aforementioned rules are not adhered to.