

**PARKS AND RECREATION COMMISSION  
AGENDA  
SEPTEMBER 14, 2015  
7:00 P.M.  
Town Hall Conference Room**

Call to order

Public Comments

Acceptance of Minutes

Correspondence

Email – Bill Urban, Trumbull Dog Park Projects

Old Business

Update on Proposed TDOG Improvements

New Business

Action: Request from Trumbull BMX for Schedule Modifications/ 2016 season.

Discussion: Review of Park Permit Policies

Budget Review

Park Assignments/Committee Reports

Parks and Recreation Director

Any other business which might rightly come before this Commission

Adjournment

**IF YOU ARE UNABLE TO ATTEND,**

**PLEASE CONTACT CLERK AT (203) 261-0129**

**From:** bill urban <[billurban@hotmail.com](mailto:billurban@hotmail.com)>  
**Sent:** Tuesday, September 01, 2015 12:55 PM  
**To:** Parks Clerk  
**Cc:** Trumbull Dogpark  
**Subject:** Memo from TDOG - Trumbull Dog Park

Hi Joan,

We hope your summer is going well.

We wanted to share the memo below with the commission in preparation for your next meeting.

Please make sure it gets to Stuart, Bob & Dmitri.

Thanks!

***Dear Parks & Recreation Commission:***

***Thank you for the recent engagement and the removal of the ailing trees in the park.***

***Due to limited funds, we have had to recently adjust our plan for the gate project at the Trumbull Dog Park.***

***With your suggestion, we propose a new 12' gate at the top of the hill for truck access and adequate turn width.***

***However, to save some money, but still allow full truck access, we propose to leave the "middle" gate as is.***

***It has been our recent experience that large trucks (e.g., a cherry picker) can still enter and exit safely.***

***So in summary, (1) new 12' gate at the top, (1) 10' gate as is in the middle & (1) 10' gate as is on side.***

***Please let us know if this requires clarification or if we need to attend the next meeting on 9/14.***

***When feasible, please confirm if this is acceptable so we can proceed with the project shortly.***

***Best regards,***

***TDOG Board of Directors***

Bill Urban  
203.768.1534

Parks and Recreation Commission  
Staff report

- Meeting Date:** September 14, 2015
- Agenda Item:** Action: Request from Trumbull BMX to change event day from Tuesday evenings to Saturday mornings for the 2016 season.
- Background:** Trumbull BMX currently hosts races on Tuesday evenings. Practices are held on Monday evenings. The request is to move the race day to Saturdays 8:30 am-1:30 pm.
- Back-up Documents:** Letter of request from Trumbull BMX and proposed 2016 schedule.
- Staff recommendation:** Trumbull BMX has been operating for many years at Indian Ledge Park. The BMX track is a separate facility and the use of the track does not impact the other facilities within the park. The main consideration of the Parks and Recreation Commission is related to parking in regards to capacity as well as non-resident parking access. Based on the current estimate of 50-60 participants per race the parking capacity should not be an issue on Saturday mornings. The BMX sponsors have offered to provide volunteer parking monitors to maintain efficient use of the parking space near the track. As resident parking requirements are waived for other athletic events on Saturdays throughout the park system this request could be viewed as consistent with that practice. The Parks and Recreation Department recommends approval of the request for the 2016 BMX season and we will provide an operational review prior to the 2017 BMX racing season
- Proposed resolution:** The Parks and Recreation Commission approve a request from Trumbull BMX to move the regular practice night to Thursdays and schedule races on Saturday mornings for the 2016 BMX season subject to review and conditions of the Parks and Recreation Department.

## T.R.A.C.K. Trumbull BMX

180 Whitney Ave - Indian Ledge Park  
Trumbull, CT 06611  
203-452-0315  
Trumbulltrackbmx@yahoo.com

September 4, 2015

Directors and Committee Members of  
Trumbull Parks and Recreation  
5892 Main Street  
Trumbull, CT 06611

Regarding:

- 1) Request for BMX Race Day and Practice Day Change and
- 2) Request for Exception to Approve Next Year's BMX Sports Schedule As Soon As Possible Prior To Appointed February 2015 Submission Window.

Dear Sirs and Madams,

The Trumbull BMX Track operators and volunteers hope this letter finds you all well, and thank you for the opportunity to present our two requests.

Firstly, the Trumbull BMX Board Members would like to **switch our regular race day from Tuesday night to Saturday morning: 9:00 am to 1:00 pm, and to switch our practice night from Monday night to Thursday nights: 6:00-8:30 pm**, from 3rd week of April through October 31st, 2016, and going forward, for the following reasons:

- 1) Riders cannot physically make a race on a week night due to high volume of traffic on 95 and Merritt Parkway, and due to work and school obligations,
- 2) Riders have requested we move our race day to Saturday morning, for economy and efficiency: so they can race Trumbull in the morning and then the Meriden BMX track in the afternoon.
- 3) Trumbull BMX Operators and Trumbull BMX volunteer parents find it more convenient to volunteer on a weekend day as opposed to a typical school and work week day/night.
- 4) Rider count has dropped so low and steadily for the last several consecutive years, that it is unsustainable to raise enough cash to pay our operating expenses. We currently average only 50 riders on a typical race night. We only charge up to \$10 per rider, and it is a 'pay as you go' system, and no requirements for riders to have to race in Trumbull. Trumbull used to enjoy a much larger volume of riders in decades past,

between 80 to 100 riders on a typical race night, and was equipped to handle it then, and we feel, equipped to handle it now. We do not foresee an over-crowding or over-parking problem, and if we happen to have an influx or steady increase of ridership, we can make sure we dedicate a volunteer or two to manage race day parking and keep all BMX vehicles, licensed in town and otherwise, easily contained in the large lot directly outside the BMX track.

Secondly, the Trumbull BMX Operators **hope to have our 2016 Sports Schedule approved, a copy has been submitted to your office, as soon as possible, before the customary February Approval time**, in order to give our BMX track preference in scheduling our special races and events among the four CT BMX tracks. USABMX, our sanctioning and governing organization allows for local tracks to submit their 'next season 2016 schedule' as early as August 2015.

We would like to take advantage of this 'first come, first served' scheduling because it benefits our sports program, and because our Trumbull BMX program is the only Trumbull sports club that utilizes the physical BMX race track.

We believe this creates no conflicts with your other "Group 1, Group 2, or Group 3 clubs and programs" that may have same space and time scheduling considerations, and we hope that you would indulge us in this request, if simply to approve the schedule portion only, and we can provide rest of data necessary for approval in February, like all the other groups.

Thank you again for your time and consideration, and we are looking forward to your answers or further clarifying questions regarding this matter.

Sincerely yours,

Rich and Liz Parenzan, Track Operator and Clerk, 26 Meadowview Drive, Trumbull

Mark and Debra Reale, Assistant Track Operator and Treasurer, 28 Magnolia Road, Trumbull

And Trumbull Resident Volunteers:

Jim and Melissa Macconnie, 43 Highgate Road

Bill and Meghan Curran, 58 Riverside Dr

John and Diane Winchester, 15 Green Haven Road

# T.R.A.C.K.: TRUMBULL BMX

PROPOSED 2016 BMX SEASON (APRIL TO OCTOBER)

Track Contact Phone: 203-452-0315,

email: [trumbulltrackbmx@yahoo.com](mailto:trumbulltrackbmx@yahoo.com)

Website: [www.trumbullbmx.com](http://www.trumbullbmx.com),

Facebook: T.R.A.C.K. BMX

Indian Ledge Park, 180 Whitney Ave, Trumbull CT

Date	Day	Start	Finish	Event	Fee	Registration	Practice
04/23/16	SAT	9:00 AM	2:30 PM	Open House			
04/28/16	THURS	6:00 PM	8:30 PM	Gate Practice			
04/30/16	SAT	9:00 AM	2:30 PM	Open House			
05/01/16	SUN	2:00 PM	8:00 PM	Track rental	Birthday	Parties	
05/05/16	THURS	6:00 PM	8:30 PM	Gate Practice			
05/07/16	SAT	9:00 AM	2:30 PM	Single Pt Race			
05/08/16	SUN	2:00 PM	8:00 PM	Track rental	Birthday	Parties	
05/12/16	THURS	6:00 PM	8:30 PM	Gate Practice			
05/14/16	SAT	9:00 AM	2:30 PM	Single Pt Race			
05/15/16	SUN	2:00 PM	8:00 PM	Track rental	Birthday	Parties	
05/19/16	THURS	6:00 PM	8:30 PM	Gate Practice			
05/21/16	SAT	9:00 AM	2:30 PM	Single Pt Race			
05/22/16	SUN	2:00 PM	8:00 PM	Track rental	Birthday	Parties	
05/26/16	THURS	6:00 PM	8:30 PM	Gate Practice			
05/28/16	SAT	9:00 AM	2:30 PM	Single Pt Race			
05/29/16	SUN	2:00 PM	8:00 PM	Track rental	Birthday	Parties	
06/02/16	THURS	6:00 PM	8:30 PM	Gate Practice			
06/04/16	SAT	9:00 AM	2:30 PM	Single Pt. Race			
06/05/16	SUN	2:00 PM	8:00 PM	Track rental	Birthday	Parties	
06/09/16	THURS	6:00 PM	8:30 PM	Gate Practice			
06/11/16	SAT	9:00 AM	2:30 PM	Single Pt Race			
06/12/16	SUN	2:00 PM	8:00 PM	Track rental	Birthday	Parties	

Date	Day	Start	Finish	Event	Fee	Registration	Practice
06/16/16	THURS	6:00 PM	8:30 PM	Gate Practice			
06/18/16	SAT	9:00 AM	2:30 PM	Single Pt Race			
06/19/16	SUN	2:00 PM	8:00 PM	Track rental	Birthday	Parties	
06/23/16	THURS	6:00 PM	8:30 PM	Gate Practice			
06/25/16	SAT	9:00 AM	2:30 PM	Single Pt Race			
06/26/16	SUN	2:00 PM	8:00 PM	Track rental	Birthday	Parties	
06/30/16	THURS	6:00 PM	8:30 PM	Gate Practice			
07/02/16	SAT	9:00 AM	2:30 PM	Single Pt Race			
07/03/16	SUN	2:00 PM	8:00 PM	Track rental	Birthday	Parties	
07/07/16	THURS	6:00 PM	8:30 PM	Gate Practice			
07/09/16	SAT	9:00 AM	2:30 PM	Single Pt Race			
07/10/16	SUN	2:00 PM	8:00 PM	Track rental	Birthday	Parties	
07/11/16	07/15/16	9:00 AM	3:00 PM	BMX Camp 1	Mon 7/11	Through Fri 7/15	
07/14/16	THURS	6:00 PM	8:30 PM	Gate Practice			
07/16/16	SAT	9:00 AM	2:30 PM	Single Pt Race			
07/17/16	SUN	2:00 PM	8:00 PM	Track rental	Birthday	Parties	
07/18/16	07/22/16	9:00 AM	3:00 PM	BMX Camp 2	Mon 7/18	Through Fri 7/22	
07/21/16	THURS	6:00 PM	8:30 PM	Gate Practice			
07/23/16	SAT	9:00 AM	2:30 PM	Single Pt Race			
07/24/16	SUN	2:00 PM	8:00 PM	Track rental	Birthday	Parties	
07/25/16	07/29/16	9:00 AM	3:00 PM	BMX Camp 3	Mon 7/25	Through Fri 7/29	
07/28/16	THURS	6:00 PM	8:30 PM	Gate Practice			
07/30/16	SAT	9:00 AM	2:30 PM	Single Pt Race			
07/31/16	SUN	2:00 PM	8:00 PM	Track rental	Birthday	Parties	
08/01/16	08/05/16	9:00 AM	3:00 PM	BMX Camp 4	Mon 8/01	Through Fri 8/05	
08/04/16	THURS	6:00 PM	8:30 PM	Gate Practice			
08/06/16	SAT	9:00 AM	2:30 PM	Single Pt Race			
08/07/16	SUN	2:00 PM	8:00 PM	Track rental	Birthday	Parties	
08/08/16	08/12/16	9:00 AM	3:00 PM	BMX Camp 5	Mon 8/08	Through Fri 8/12	
08/11/16	THURS	6:00 PM	8:30 PM	Gate Practice			
08/13/16	SAT	9:00 AM	2:30 PM	Single Pt. Race			

Date	Day	Start	Finish	Event	Fee	Registration	Practice
08/14/16	SUN	2:00 PM	8:00 PM	Track rental	Birthday	Parties	
08/15/16	08/19/16	9:00 AM	3:00 PM	BMX Camp 6	Mon 8/15	Through Fri 8/19	
08/18/16	THURS	6:00 PM	8:30 PM	Gate Practice			
08/20/16	SAT	9:00 AM	2:30 PM	Single Pt Race			
08/21/16	SUN	2:00 PM	8:00 PM	Track rental	Birthday	Parties	
08/22/16	08/26/16	9:00 AM	3:00 PM	BMX Camp 7	Mon 8/22	Through Fri 8/26	
08/25/16	THURS	6:00 PM	8:30 PM	Gate Practice			
08/27/16	SAT	9:00 AM	2:30 PM	Single Pt Race			
08/28/16	SUN	2:00 PM	8:00 PM	Track rental	Birthday	Parties	
08/29/16	09/02/16	9:00 AM	3:00 PM	BMX Camp 8	Mon 8/29	Through Fri 9/02	
09/01/16	THURS	6:00 PM	8:30 PM	Gate Practice			
09/03/16	SAT	9:00 AM	2:30 PM	Single Pt Race			
09/04/16	SUN	2:00 PM	8:00 PM	Track rental	Birthday	Parties	
09/08/16	THURS	6:00 PM	8:30 PM	Gate Practice			
09/10/16	SAT	11:00 AM	2:30 PM	Single Pt Race			
09/11/16	SUN	2:00 PM	8:00 PM	Track rental	Birthday	Parties	
09/15/16	THURS	6:00 PM	8:30 PM	Gate Practice			
09/17/16	SAT	9:00 AM	2:30 PM	Single Pt Race			
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<b>Date</b>	<b>Day</b>	<b>Start</b>	<b>Finish</b>	<b>Event</b>	<b>Fee</b>	<b>Registration</b>	<b>Practice</b>
10/20/16	THURS	6:00 PM	8:30 PM	Gate Practice			
10/22/16	SAT	11:00 AM	2:30 PM	Single Pt Race			
10/23/16	SUN	2:00 PM	8:00 PM	Track rental	Birthday	Parties	
10/27/16	THURS	6:00 PM	8:30 PM	Gate Practice			
10/29/16	SAT	11:00 AM	2:30 PM	Single Pt Race			
10/30/16	SUN	2:00 PM	8:00 PM	Track rental	Birthday	Parties	

**Parks and Recreation Commission  
Staff report**

**Meeting Date:** September 14, 2015

**Agenda Item:** Discussion: Review of Park Permit Policies

**Background:** The Parks and Recreation Department staff is reviewing policies and procedures as well as updating the permit application process. The information is being presented to the Parks and Recreation Commission for review and comment. Should changes to the policies be forthcoming we will return to the Commission at a future meeting for action.

**Back-up Documents:** Conditions for Picnic Permit (with Current Fees)  
Permit Request  
Event Permit

**Staff recommendation:** The only item included in these conditions that is a change from current policy is the elimination of the requirement for the applicant to appear before the Parks and Recreation Commission for permission for a DJ or live music. We would propose that staff be empowered to approve a request for live music or DJ based on consideration of size and scope of the event. In all other cases the conditions reflect staff understanding of current policy.

**Proposed resolution:** None. Item is presented for discussion only.

**TRUMBULL PARKS AND RECREATION DEPARTMENT PARK PERMIT REQUEST**

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

Sponsoring Agency (if applicable) \_\_\_\_\_

Applicant (Must be Trumbull resident)

Name \_\_\_\_\_

Address \_\_\_\_\_

City/Town, State, Zip \_\_\_\_\_

Daytime Phone Number \_\_\_\_\_  
(Home) (Business)

E-Mail Address \_\_\_\_\_

**DETAIL DESCRIPTION OF EVENT:**

A) Type of event \_\_\_\_\_

B) Place \_\_\_\_\_

C) Day/Date \_\_\_\_\_

D) Time \_\_\_\_\_

E) # of People \_\_\_\_\_

**REQUEST FOR PERMIT/WAIVER:**

\_\_\_\_\_ Alcohol Permit (Old Mine Park PICNIC AREA ONLY)

\_\_\_\_\_ Live Band or DJ

\_\_\_\_\_ Other (please specify) \_\_\_\_\_

This Park Permit Request form does not constitute an approval of the event until you receive a Permit from the Parks & Recreation Department.

**HOLD HARMLESS CLAUSE**

Notwithstanding the issuance of a permit issued by the Town of Trumbull in conjunction with this facility request. The applicant \_\_\_\_\_ shall indemnify the Town of Trumbull for and hold the Town of Trumbull harmless and free from all damages sustained by person or property and for any damages or monies paid out by the Town of Trumbull in the settlement of any claim and claims of judgement as well as for costs, expenses and attorney's fee incurred in connection therewith.

\_\_\_\_\_  
Name (Please Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### Picnic Permit Fee Schedule

Category	# Guests	Weekday	Weekend
<b>Resident</b>	50 or less	\$55	\$85
	51-200	\$110	\$135
	200 +	\$220	\$270
<b>School or Non-profit</b>	50 or less	\$45	\$65
	51-200*	\$75	\$115
<b>Company</b>	50 or less	\$135	\$200
	51-200	\$185	\$300
	200 +	\$375	\$500

\*Maximum permitted for school groups

## CONDITIONS FOR PICNIC PERMIT

### PLEASE READ CAREFULLY BEFORE FILLING OUT ATTACHED PERMIT REQUEST

Permit is required for reservation of the picnic pavilions at Old Mine Park, Twin Brooks and Unity Park. (Separate application is available for Abraham Nichols Park Woods Estate)

1. Application must be submitted to the Trumbull Parks and Recreation Department at least 30 days prior to the event or your request may not be considered. No application will be considered within 72 hours of an event.
2. Permit approval will be contingent upon payment of applicable fees. Fee must be submitted within 7 days of notification of permit approval.
3. Applications will be considered on a first-come, first-served basis.
4. Additional Police/Security and rental of additional portable toilets will be required of any party over 200 guests. These additional services must be arranged for and paid by the Event Sponsor.

### GENERAL CONDITIONS

All parks close at Sunset.

**Parking:** Permit includes waiver of the resident parking sticker requirement. All vehicles must park in paved parking spaces.

**Access to Old Mine Upper and Lower Pavilion** – Upon request, with this permit, the gate may be opened to allow drop off only at the upper pavilion.

**Tents:** Any tent larger than 10 x 10 requires a permit. Permits for tents larger than 10 x 10 will be issued only to cover food service area and may not exceed 20 x 20.

**ALCOHOLIC BEVERAGES PROHIBITED IN ALL PARKS EXCEPT OLD MINE WITH A PERMIT** – Beer and Wine ONLY may be consumed at Old Mine Park and may not be taken out of the picnic area – NO Glass Containers - cans, plastic or paper containers only. No bottles, kegs, beer balls, or containers of beer in excess of 1 liter allowed. Wine must be in boxes only. This will be strictly enforced.

**Restroom Facilities** are open Memorial Day Weekend – Labor Day (earlier or later weather dependent) **BBQ Grates** – Grates for Old Mine and Twin Brooks cooking stoves are available. (\$50 refundable deposit, cash or check only, required 1 week prior to event)

**Electricity** Electric available at Old Mine Lower Pavilion ONLY

**No amplified music** including bands and DJ's without permit.

**Trash** – Trumbull Parks and Recreation Department adheres to a Carry In - Carry Out policy. **ALL TRASH** generated by the event must be removed from the site by the permit holder. The Town of Trumbull reserves the right to bill the permit holder for any clean-up costs related to the event.

**Vendors** – Ice Cream vendors must provide Trumbull PD issued vendor permit and proof of insurance. Vendor must be contracted for the event. No Cash transactions are permitted on Park property. One permit per **Trumbull Based Company** and Civic Organization per calendar year.

**This Facility Request form does not constitute an approval of the event until you receive a permit from the Parks and Recreation Department.**

**Town of Trumbull, CT  
Parks and Recreation Department**

**EVENT PERMIT**

**Date of Event:** \_\_\_\_\_  
**Time of Event:** \_\_\_\_\_  
**Location:** \_\_\_\_\_  
**Type of Event:** \_\_\_\_\_  
**Name of Group:** \_\_\_\_\_  
**Phone Number:** \_\_\_\_\_

**Name of Person in Charge:** \_\_\_\_\_

**WAIVERS**

**Tents (# & Size)** \_\_\_\_\_  
**Amplified Music** \_\_\_\_\_  
**Alcohol Permit \*** \_\_\_\_\_  
**OTHER** \_\_\_\_\_

\*Beer and Wine ONLY may be consumed at Old Mine Park and may not be taken out of the picnic area – NO Glass Containers - cans, plastic or paper containers only. No bottles, kegs, beer balls, or containers of beer in excess of 1 liter allowed. Wine must be in boxes only. This will be strictly enforced.

**Special Conditions:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Proper Clean-up Prior to Departure**

**NOTE:** All regulations for use of facilities apply unless specifically stated in the above waivers.  
No glass containers – cans, paper, or plastic only.  
Violation of any Parks and Recreation regulations may result in fine and/or suspension of privileges.  
This permit must present on site on the day of the event and must be provided to any Parks and Recreation Department employee or police officer of the Town of Trumbull upon request.

**Date Issued** \_\_\_\_\_ **Authorized Signature** \_\_\_\_\_