

PARKS AND RECREATION COMMISSION
NOVEMBER 17, 2014

The regular monthly meeting of the Commission was convened at Town Hall at 7:00 p.m. with the following in attendance:

Robert Ferrigno (Presiding)
Nicholas Bragano
Nancy Walsh

Kevin Bellows
Michael Travisano
Marie Petitti (7:25 p.m.)

Also,
Dmitri Paris, Parks Superintendent
Mary Markham, Recreation Director

Guests:
Cindy Penkoff, 101 Columbine Drive, Relay for Life Event
Eileen Defelice, 55 Tananger Lane, Relay for Life Event
Ben Carrara, 740 Clark Street, Bridgeport, Bpt. Little League

Public Comments:

Cindy Penkoff and Eileen Defelice on behalf of Relay for Life Event.

Ms. Penkoff: This is an event that is done every year. She represents a new group that is taking over the Trumbull/Monroe Relay for Life revamping and changing of structure and requesting a location in Trumbull, preferably Indian Ledge Park. She noted that Indian Ledge Park is a place where the Town has held concerts with thousands in attendance in the past, it's a level field and easily accessible for their survivors many of whom have ambulatory issues...one of their main concerns, it has plenty of parking (could shuttle from compost area), it's level, and it's contained. One of the other reasons that we like it is that it has the stage. When we have to rent a stage in order to accommodate announcements, DJ's, it's an additional \$3000 going out of the pocket of the Relay for Life. She stated that Indian Ledge is a complete and total package.

Ms. Defelice: She is a Committee member as well. Event was at Trumbull High School last year.

Ms. Penkoff: At least half of Committee as it exists right now are Trumbull residents. They are currently recruiting at least 4 or 5 others. Trying to make sure it's as organized as possible. Attendance has gone down and fund-raising has gone down. They restructured this year to hopefully have a total of ten members on the executive committee, so everyone will have a specific job to attend to and everyone will be accountable for those jobs. It will not be an over-night event this year. They are looking to hold the event May 30, 2015, 3:00 p.m. in the afternoon with closing-off ceremonies at midnight. Traditionally from 375 to 400 people. A combination of two towns...Monroe and Trumbull. Attempted to hold it in Monroe and unfortunately the few locations they have make it un-accessible for the survivors. Event is in a circle pattern? Basically, it's a circle within a circle with tents (or shelters) for sun, rain, snow...typically the track can be placed on the exterior or interior of where those tents are.

Dr. Travisano questioned the walk around on the track?

Ms. Penkoff explained, yes, it's a relay.

Dr. Travisano: Why not the track at the high school then?

Ms. Penkoff said it was held at the high school last year. She has several concerns. She is a Town Council member and the Council just approved and replaced the football field and the track at a huge expense. There are very few companies who deal in the materials that are on the football field and track and even fewer companies that are familiar with it on the East Coast.

Dr. Trivisano questioned if they were expecting a lot of damage?

Ms. Penkoff, said no; but should there be, she would want to make sure they have the least amount of impact on the high school field as possible. The more wear and tear on the field, the faster the field breaks down, the more injuries that happen over a certain amount of time. If they have to use the high school field, they will absolutely take it; but, personally feels it is better for the town, it's better for the event itself to use Indian Ledge Park.

Chairman questioned when field is mentioned, what takes place on the field?

Ms. Penkoff said walking takes place on the road. Tents are set up on the field. Typically, you have kids that are running around playing frisbee, maybe passing a football around, if we have a zumba instructor there...every hour we try to have some kind of activity. Most of it revolves around the 'laps'. Laps for survivors, things of that nature, but you have entertainment and you have activities to keep them busy during those nine hours. One of the things that we have done in the past is Zumba for twenty minutes, line dancing going for twenty minutes or half an hour, etc. It's not just the track, it's the entire area that gets used.

Chairman in the past event tents and cooking facilities have been set-up on the grass area between Stroble Road and the artificial turf, why not for this event?

Ms. Penkoff said that area is not enough room to accommodate the teams that will show up for this event.

Dr. Trivisano: Wasn't it on the turf field at Indian Ledge in the past?

Ms. Penkoff said that was before she was involved but she has done other events up there and attended concerts and is familiar with both of the fields. In order to pull off an event like this, and keep a separate area for survivors because we do special things for them, to be able to do check-in (things of that nature) and to set up the event itself you really do need designated areas and she does not believe the high school soccer field will accommodate them.

Chairman questioned if the survivors would have difficulty walking on that type of track at Indian Ledge?

Ms. Penkoff said no that it's a level field and that's really the whole point of it is to have something level. Indian Ledge allows them to get our survivors in by golf cart from parking lot up to cement area; there's a lot of reasons that logistically that works and it creates a nice place for them. They need the ability to control who comes in and who comes out.

Chairman noted that in the past when we had this activity in the parks, we had Park Rangers which were funded by the organization on an overtime basis (*Yes*), not sure if you're going to have EMS there (*that's the plan*), there were also special police...had to provide traffic control at the street. (*We will do whatever it is that the Town requires and will fully fund that. We are fully insured, event insurance to take care of anything that happens; but, again that is part of the reason of the new structure.*)

Chairman questioned if the liability is all in place, why wouldn't that work at the high school?

Ms. Penkoff said they did hold it there. Her feeling is that the more traffic we have on the football field, the more the field breaks down that's number one and number two there are not a lot of companies that deal in the types of materials that we have. Fixing it isn't a problem; but how quickly can we get it fixed and exactly where are we going to go to get it fixed because I believe the company for the football field came out of Texas so there are very few companies that deal in this specific material. She is not looking

at it from a liability issue but from a realistic point of view. Would the High School field work...absolutely. Would it be great to have the bleachers for some of our ceremonies...absolutely.

Dr. Travisano question impact to Indian Ledge turf with walking on the grass for ten hours or so? Superintendent said this is conditioned upon weather conditions...inclement, dry leading up to event, end up with a 'muddy trench' with costs and repairs involved.

Ms. Penkoff noted that with inclement weather they have a lot less walkers.

Ms. Penkoff submitted a list of Relay for Life events going on throughout the state with a majority being held at high schools and parks in the various towns.

Chairman noted that normally, the Commission doesn't schedule events into the following year. Hearing request at this meeting; but, we schedule in the year taking place.

Ms. Penkoff requested if at all possible could this request be pushed up because this is an extremely large event and they would want to make sure it's done right for the event and for the town. The sooner they can get approval, the sooner they can make sure that everything goes smoothly.

MOTION by Mr.Bragano, second by Dr. Travisano, unanimously passed to close meeting to guests.

MOTION by Dr. Bellows, second by Mrs. Walsh, unanimously passed approving the Minutes of the October 20, 2014 meeting as distributed.

Old Business:

Chairman reported we forwarded a copy of our Motion concerning a Deed Reversion Clause of State designated Parkland contiguous with Long Hill Green to the design engineer who was comfortable with the detail of our stated authorization.

Upon question as to any information received concerning painting on tennis courts for pickle ball, Superintendent stated that he reached out to Classic Turf and is waiting for a response as to cost. Owner is out of country.

New Business:

Annual Parking Permits:

Superintendent presented a proposed narrative that addresses the current accessibility issues into the parks system...Resident, Non-Resident, and various exceptions. He and the Chairman met with legal regarding non-resident accessibility, and, though we already were in good shape in how we manage the policy, we needed something a little clearer in what our intent is as to a restriction of non-residents in the parks. This required some verbiage changes to all of our entry signs which have been completed in the last several weeks...all the new signs say Permit Parking Only Year-Round. The key to the wording is **Permit** and what we represent as a permit...it can be a vehicle sticker, sanctioning of a sporting event, a picnic permit, and all various reasons that allow people access to our parks and to park their vehicles within them...so this language covers us legally. The following narrative will be put on the Town web site as a published policy:

THE TRUMBULL PARKS AND RECREATION COMMISSION REQUIRES PERMIT PARKING YEAR ROUND

The following permit options provide residents and visitors alike an affordable and convenient way to access all Trumbull Parks.

1. Vehicle Parking Emblems available for purchase at Trumbull Recreation, 5892 Main St with valid vehicle registration: Residents \$5.00 Out of Town \$150.00
2. Permitted Sporting Events: No fee for parking at approved, scheduled games & events
3. One Day Events: Parking is included with paid event permit
4. State Fishing License Holders: Parking permit available at no cost with valid fishing license
5. Company/Business Passes: 4 passes provided to town businesses upon request for employees to access the park system during lunch breaks

Proceeds from this program are used to self -fund its' operation and to improve and enhance visitor recreation services.

Upon question:

- Fishing License is a seasonal paper permit with marker number for state stocked fishing areas only.
- Business Pass is a small red and white plastic card, red and white, four to each requesting business for lunch break.
- Out of town pass just parking in parks.
- Resident Drivers license allows access to pools.
- Tennis courts by permit.
- Non Resident annual fee of \$150 is that of the State DEEP for out-of-state visitors forest trail system. Our policy was cleared with legal and is a mirror to the State policy for non-residents.

MOTION by Dr. Bellows, seconds by Dr. Travisano and Mr. Bragano, unanimously passed to accept the Trumbull Parks and Recreation Commission Permit Parking Year Round Policy with language presented and reviewed by Town legal to be posted on the Town Web Site concerning Annual Vehicle Permits for the upcoming year including Resident and Non-Resident parking fee for Residents \$5.00 and Non-Residents \$150; No fee for permitted and approved scheduled games and events; One-Day Events parking included with paid event-permit; State Fishing License Holders parking at valid fishing areas; Company/Business Passes, four provided upon request for employees during lunch breaks.

Superintendent noted there have been issues on work by contractors within parks facilities which made their way up to the finance level of the Town. Organizations in their financial dealings with private contractors on Town property, hire contractors and are paying directly for services with no over-site of what's happening on a financial level. Questions on whether proper oversight was being applied to the contractors on town property. If they are making these arrangement directly without going through the Town, Park Dept, there is no policing of that whatsoever. The Finance Department has mandated that organizations will now make their request through the Town and the Town will go through the purchasing department to the vendor, vendor will provide

the service and charge the Town and the Town will then charge the organization who requested the services. It may seem a little more cumbersome but it is just over-sight with less chance of someone saying I wanted 'this' but it didn't happen. There will be a 'trail' for any services asked and what was provided.

Chairman: Organizations will continue to make presentations to us, once we say yes the details will be passed on to the Superintendent and on to the Purchasing Department and eventually the Finance Department. Contractor does his work, Town's pays, Organization pays the Town Universal practice with the rest of the Town...Competitive bidding, legitimized, accountability, transparency. Emergency contracts will go through the Town. Practice will go into effect with new season requests.

Dr. Bellows questioned if we ever had a response on the proposed Nature Center at Old Mine Park.

Chairman stated that the Town Attorneys established a 90 day response time. That time has passed, the proposal is off the table. The impression is that the Nature Center is going to continue in its same capacity at the current location as a Commission and 501c3.

Superintendent hears some conversations concerning 501c3 status of others within the parks system... Historical Society and Veterans Administration...what were the agreements with the Commission and those organizations. He explained that those agreements were made a long time ago prior to being designated parkland based on the specifics of those organizations and particular installation.

MOTION by Dr. Bellows, second by Mr. Bragano, unanimously passed to re-open Public Comments portion of the meeting.

Ben Carrara, Bridgeport Little League:

Questioned the Town's policy on residency for Little League Players. There has been some question because a recent National Little League Policy allows youngsters eligibility to play in the town of their school attendance.

Chairman clarified the Town of Trumbull Parks and Recreation Policy as 100 percent residency policy required to play on a Trumbull Team. The President of Trumbull Little League indicated at the October 20, 2014 meeting that they would abide by the 100% residency policy with the exception of the Town approved Challenger Program because that is a special needs program offered by Trumbull.

MOTION by Dr. Bellows, second Dr. Travisano, unanimously passed to return to the order of the Agenda.

Relay for Life Facilities Request:

Discussion: Trumbull High School has ADA accessibility from the parking lot, cushioned track, new lavatories, bleachers, lights, concession stand, PA system, and ample parking.

MOTION by Dr. Travisano, second by Dr. Bellows and Mrs Petitti, unanimously passed to approve scheduling of the Relay for Life, May 30, 2015, from 3:00 p.m. to Midnight and set-up and closing time at Trumbull High School McDougall Stadium in accordance with the Facilities Use Policy and scheduling through the Recreation Director.

Superintendent's Report:

- Park Department personnel actively involved in Town-wide leaf collection program, working six days a week, we are giving all personnel Thursday, Fridays and Saturdays with everyone on the road, Mondays, Tuesdays and Wednesdays working in parks and soon on the Beach Pool project.
- Preliminary work on Wood's Estate Green House.
- Bill Property vandalized this past weekend...tore up new turf by ATV's.
- Once personnel back from highway leaves, we will do leaves in our parks.
- Doing a lot of oversight and supervision on Quarry Road Rail Trails project.
- Rail Trail signs coming in to be installed throughout the entire trail system...winter-months project.

Recreation Director's Report:

- Received two grants from the Mallett Trust, \$5,000 for Concerts on the Town Hall Green and \$1,000 for the Teen Center. A letter of appreciation was sent.
- Basketball Program started.
- Part-time assistant position working well. Also supervises Life Guards on Saturdays.
- Department very busy. Will soon be selling Movie Discount Tickets for the holidays and Parking Permits to follow.

MOTION to adjourn at 8:40 p.m. by Dr. Bellows, second by Mr. Bragano, unanimously passed.

Respectfully submitted:

Joan E. Plouffe
Clerical Administrative Assistant

PARKS AND RECREATION COMMISSION
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MOTIONS

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