

PARKS AND RECREATION COMMISSION
FEBRUARY 17, 2015

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)	Kevin Bellows
Vin Lipinski	Richard Moore
Lee DeFusco	Marie Petitti
Michael Travisano	Nancy Walsh
Matthew Carron	

Also,
Dmitri Paris, Parks Superintendent
Kevin Bova, Purchasing Agent for the Town of Trumbull

Guests:
Michael Mastroni, 9 Bear Den Road, Fallen Heroes Event
Doug Imri, 32 Ridgeview Avenue, Trumbull Babe Ruth
Byron Campbell, 49 Woodlawn Drive, AYSJO
Mike Fedell, 117 Pinewood Trail, Sr. City Baseball
John Egan, A.D., 575 White Plains Road, Christian Heritage School
Jason Lewis, 23 Columbine Drive, Trumbull United Soccer
Bruce Bartolucci, 121 Fresh Meadow Drive, Pop Warner
Robby Barhpage, 460 Edison Road, Cheetah Cricket Club
Ted Chase, 27 Francis Street, Trumbull Youth Lacrosse
Steve Fingers, 21 Brookhedge Road, Trumbull Little League
Bruce Pine, Co-Director Trumbull American Legion

Chairman introduced and welcomed Matthew Carron newly appointed Parks and Recreation Commissioner.

Chairman announced that the Town has a new Policy for field users that the Town will now manage and control all physical activity in the parks as far as contractors are concerned...ie. sports group wants to have something done at their facility, requests for contracted work will be presented to the Parks Superintendent, to the Commission when necessary, to the Purchasing Agent, bid or quotes provided, then awarded. Accordingly the Town will reimburse the contractor and invoice the individual organizations. ...it will be a direct liaison between the Town and the contractor instead of the group and the contractor.

The chairman introduced the Town's Purchasing Agent Kevin Bova who was in attendance to review with our facilities users the Town's Policy concerning the hiring of contractors doing work at Town facilities within our Parks System which requires the Town obtain three quotes through the Purchasing Agent for all bids on all work being contracted. This Policy has been in effect since 2010 and never acted upon. It brings transparency to the contractual process and timing for when a project is to be completed. For purchases under a certain amount three quotes will be obtained and work to be completed approximately within a week. Emergencies to be accomplished as quickly as possible. Existing contracts entered into by individual leagues are no longer valid and must be re-bid through the Purchasing Department. The Purchasing Agent provided a Letter of Understanding to each facility user for signature acknowledging the new Purchasing Policy.

Upon question of existing contracts in place, the Purchasing Agent said (under the Town's policy) there are no existing contracts in place. League representative said there are valid contracts in place for 2015 which they have signed; and, requested the Purchasing Agent submit in writing that current contracts are invalid so there's no question with the vendor. The leagues can view the low bid for breakdowns of work. Leagues have already

set their fees for this year based on the contract they have. The Purchasing Agent will provide the dollar figures to them to accommodate them in this regard. A new RFP will be going out this year for a new contractor. If they want to add more specificationsto it, the Town will be happy to include them.

Michael Mastroni, Gold Star Mothers Fallen Heroes Event:

Requested use of Indian Ledge Park field 1, amphitheatre stage area, Saturday, September 26, 2015, 12:00 noon to 3:30 p.m. for the Gold Star Mothers' event. This will be their sixth year. They will honor three fallen heroes, three combat heroes, and the last living survivor of the USS Intrepid, and two WW2 soldiers that fought in the Battle of Bulge and D-Day, US Marine Core Band, State and Local Officials. There will be no helicopter drop requested. They will provide a tent and food for guests. They will partner with Trumbull Veterans Organizations for this event.

Doug Imri, Trumbull Babe Ruth:

Provided two copies of spring request information. Request same as previous years. Varsity, Junior Varsity. They use Jane Ryan, Madison, Unity Park. They work in conjunction with the Recreation Director and American Legion. Expressed concern with their existing maintenance contract and need to know exactly what they need to do going forward with the new Purchasing Policy in effect.

Byron Campbell, AYSO:

Present all request information except their 501c3 paper work which they will provide. Same request for Kaechele Field. Only change is on the extent that this winter's heavy snow my cut into their getting on field as early as they would like. Usually on field at Spring break from 9:00 to Noon and would now request use of Indian Ledge because of the wet ground at Kaechele. They will have 1,200 players this year. Continue to do community programs, month of October sponsored the Mammography Van from St. Vincents and Bridgeport Hospitals, sponsored a Coat Drive for the Rescue Mission and conducted a Food Pantry Drive, involved Boy Scouts for assistance. They work in conjunction with the BOE Athletic Director. Spring and Fall their primary season. Don't have the High School field in the spring.

Superintendent announced to all a new Web Site for Field Closures will be up and running soon. The new link is extremely clear and will be utilized by the Schools, Recreation and all Organizations year-round.

Mike Fedell, Sr. City Baseball:

Presented his application for spring scheduling. No 501c3 (paid privately by him). No revenue. No profit and loss.

John Egan, Athletic Director, Christian Heritage School:

Presented their spring athletic request for Varsity Baseball games at Unity, Varsity Soft Ball games at Unity, Middle School/ Varsity practice at Madison, Varsity Soft Ball at Nothnagle, Tennis at Unity and Tashua. Consistent with the past. No longer doing summer camps.

Jason Lewis, Trumbull United:

Requested same field use as in the past. Submitted paper work. Top Soccer special needs soccer program during the spring months . Travel Team for U13-14 boys and girls, approximately 60 home games; small size fields approximately 16 home games for girls and boys; full size fields, 16 games home games and two weekly practices Mondays through Fridays. Requesting Indian Ledge for practices Monday through Friday, Old Mine

Park, IL 3 and 4, IL Turf for games Saturday and Sunday. Year round fall and spring, 350 players. All rosters were checked and reviewed at the meeting for residency; and, all were Trumbull residents.

Commissioner Lipinski noted in their paper work presented that the Town of Trumbull is not included on the Insurance Certificate (only Board of Education Fields). He will have this corrected and presented.

Bruce Bartolucci, Pop Warner League:

Paper work to be presented at a later date. Their season begins August 1st through third week in October at Madison Middle School field. This past year played through November 15th because in a Tournament.

Robby Barhpaga, Cheetah Cricket Club:

They have been scheduled for the past three years at the upper Madison Avenue field and look to be scheduled again. Presented all paper work. They supply the materials, we provide the labor for field preparation. Work with our Superintendent. Presented all paper work.

Ted Chase, Trumbull Youth Lacrosse:

Presented paper work for spring scheduling. They need Insurance Certificate for Board of Education properties. They have 375/400 players, 23 teams. Total schedules in paper work. Use High School Turf Field weekends. They factored in scheduling from web site information. Schedule is 75/80 % done. Still finalizing that. The field requests are in. Once their schedule is done we will submit it. One night at Indian Ledge not being used and will be available for others.

Start March 30th through ending picnic on Fathers Day weekend. Spring is their Primary (only) Season, they are co-ed. Co Ed fields are different. Boys game and girls game are different and lines are different. When we say we need x number of fields it may actually be half of what you might think because for example now at the high school with the pit being out of commission traditionally the only other field lined for lacrosse is the sidewalk field so this year it would only be one field lined for boys at the high school other than the turf field. They have some background checks still to come in.

Steve Finger, Trumbull Little League, including Soft Ball:

Presented paperwork, need to complete background checks . They have 850 players, less than in the past. Less kids around town and other options for them. Program the same. Regular season, Tournament season and then Fall ball. Still doing Challenger Program. Spent \$6,500. Last year, more than brought into program....repairs to fence.

Commissioner Walsh noted that there is a past Trumbull Little League player, Charlie Morgan, pitching for the Pirates.

Bruce Pine, Trumbull American Legion:

Presented forms. Everything the same as in the past. Two teams, we start when the high school season is over around June 10th and go to August and playoffs in the state and then have two fall ball teams playing mainly weekends. Play 34 games on the THS varsity and Jr. varsity fields. Additional paperwork to be presented to Recreation Director. All Trumbull residents. Two, 18 man rosters; in the fall, 15 or less man teams. Play in Zone 4 which is Fairfield County on the 95 corridor. All guest teams have their own insurance certificates, American Legion requires that.

MOTION by Mr. Lipinski, second by Dr. Bellows and Mr. Moore, unanimously passed closing guest portion of the meeting.

MOTION by Attorney DeFusco, second Dr. Bellows, unanimously passed approving the minutes of the January 12, 2015 meeting.

Old Business:

Commissioner Lipinski reviewed information on the past question concerning soccer vs lacrosse scheduling of Indian Ledge turf field in the spring which seems to indicate that soccer has more field time than lacrosse in its primary season.

Superintendent explained that the fields at THS are not lined for soccer and therefore soccer is scheduled on park fields. Lacrosse is scheduled at the High School more with weather back-up at Indian Ledge. The scheduling is only a problem when it rains. This season Indian Ledge #1 grass field will be available for play so we shouldn't have a problem with scheduling both leagues unless it rains and the grass field is closed for play. There are more fields lined for lacrosse than soccer.

Mr. Lipinski expressed an opinion that in the spring, 50 percent of lacrosse games should be on Indian Ledge turf field because it's their season.

Mr. Moore questioned what happens when we have another sport 'turns-up' and want to be scheduled, do we move lacrosse off the field? What of an anomaly....something unforeseen and field unavailable for a year.

Atty. DeFusco noted that we rely on the Superintendent, Athletic Director and Recreation Director for the details of counting out games and which we can and can't schedule. We should leave it to them to work out the scheduling details, who plays when and where.

Dr. Travisano questioned if the two groups have sat down together to work scheduling out.

Superintendent said they absolutely trade times during the seasons.

MOTION by Mr. Lipinski, second by Dr. Travisano , and passed with two opposed, Attorney DeFusco and Richard Moore, that the field schedulers do their best to give a higher percentage of games on the artificial turf fields to the sports who play during their primary season.

Old Business:

Indian Ledge Sign Damage– Five damage reports are currently with the Police Department for processing.

Stickers:

- Purchased (8,000). Distribution last year 11,000.
- Free to Trumbull residents. \$112 for Non-Resident Sticker.
- Funds from balance in Special Agency Account.
- Change in physical appearance, now vinyl (cut cost by 1.2).
- Will be publicized once distribution program finalized.

Beach Pool Pump House:

- Work in progress.
- Utilizing supplemental heat to 50 degrees to allow work in building.
- Repair below liner to be determined once liner is removed at end of the 2015 season.

Ice Skating preparation at Unity Park.

- Superintendent has requested this project be placed on an upcoming Inland Wetlands Commission Agenda.

Correspondence:

- From Joan Rosenbaum, Pondview Road, indicating that geese have returned to Gunther Pond, and to her property directly across the street from the Pond. In advance of the upcoming spring season, she is seeking any assistance we can provide to correct this problem.

Actions on Spring Scheduling requests:

MOTION by Mrs. Walsh, second by Mrs. Petiti and Dr. Bellows, (one abstain, Mr. Lipinski out of room during presentation), passed approving Indian Ledge Park field #1, amphitheatre stage area, Saturday, September 26, 2015, 12:00 noon to 3:30 p.m. for the Gold Star Mothers' Fallen Heroes event in conjunction with the Trumbull Veterans Groups under the direction of the Parks Superintendent and Park Rangers with scheduling through the Recreation Department.

MOTION by Dr. Travisano, second by Mrs. Walsh, (one abstain, Mr. Lipinski out of room during presentation) passed to approve Babe Ruth League request for field scheduling, subject to field availability and Facilities Use Policy requirements being met.

MOTION by Mrs. Petitti, second by Atty. DeFusco, (one abstain, Mr. Lipinski out of room during presentation) passed to approve AYSO request for field scheduling, subject to field availability and Facilities Use Policy requirements being met.

MOTION by Mr. Carron, second by Dr. Bellows, unanimously passed to approve Sr. City League request for field scheduling, subject to field availability and Facilities Use Policy requirements being met.

MOTION by Atty. DeFusco, second by Dr. Travisano, and unanimously passed to approve Christian Heritage School request for field scheduling, subject to field availability and Facilities Use Policy requirements being met.

MOTION by Mr. Moore, second by Atty. DeFusco, and passed to approve Trumbull United request for field scheduling, subject to field availability and Facilities Use Policy requirements being met.

MOTION by Dr. Bellows, second by Mr. Carron, and unanimously passed to approve Pop Warner League request for field scheduling, subject to field availability and Facilities Use Policy requirements being met.

MOTION by Mr. Lipinski, second by Mrs. Petitti, and unanimously passed to approve Cheetah Cricket request for field scheduling, subject to field availability, providing materials and Facilities Use Policy requirements being met.

MOTION by Mrs. Walsh, second by Atty. DeFusco, and unanimously passed to approve Trumbull Lacrosse request for field scheduling, subject to field availability and Facilities Use Policy requirements being met.

MOTION by Dr. Travisano, second by Dr. Bellows, and unanimously passed to approve Trumbull Little League request for field scheduling, subject to field availability and Facilities Use Policy requirements being met.

MOTION by Mrs. Petitti, second by Mr. Carron, and unanimously passed to approve American Legion League request for field scheduling, subject to field availability and Facilities Use Policy requirements being met.

It is noted that Field Hockey, Pisces and BMX did not attend this evening.

Chairman distributed copies of the First Selectman's proposed budget for a quick review. Included are details for reorganization which adds a Director of Parks and Recreation position. This person would oversee our Superintendent and Recreation Director. Recreation Director title is changed to Recreation Manager with the removal of a clerk and Asst. Recreation Director positions. Budget goes to Board of Finance for approval and then to the Town Council for adoption. Some services to be out-sourced. Board of Finance can cut back, Town Council can add to the First Selectman level.

Chairman stated that he would try to get further clarification on the Budget proposal as it goes forward over the next few months.

Mr. Lipinski noted that last year the Commission requested a spread sheet be provided indicating that each organization has submitted all information required by the Facilities Use Policy prior to scheduling. This spread sheet was not prepared and he would like to bring this request current to be certain this information is provided the Commission in a timely manner this season.

Following discussion the following motion was made.

MOTION by Mr. Lipinski, second by Atty. DeFusco, unanimously passed that the Park Superintendent and Recreation Director will provide this Commission with a list of proof that the primary paper work (ie. 501c3 information, insurance certificate, financials and tax return) is submitted by all facilities users before the season is scheduled and the secondary information (ie. Rosters, background checks) is provided as soon as possible.

Superintendent's Report:

- Heavy snow has kept crew and himself quite busy.
- Working whenever they can on Beach Pool Filter House project.
- We may be involved in some moving of Little League and Babe Ruth Legion storage in the old Ranger Building which is to be repurposed. The Ranger's will be moving to new facilities at the Drew Bill Property.
- Represented the Budget this morning at the Board of Finance hearing. The restructuring of the Department is included in the Budget Proposal. Other components, pay raises for part-time rangers, substantial increase in the overtime account which is a direct result of the Town Leaf Program were reviewed.

- One employee coming back for light duty who has been out with a heart malady for three months.
- Human Resources is near to testing for a replacement mechanic position we have not had since April.

MOTION to adjourn at 9:09 p.m. by Atty. DeFusco, second Mrs. Walsh, unanimously passed.

Respectfully submitted:

Joan E. Plouffe,
Clerical Administrative Assistant

**PARKS AND RECREATION COMMISSION
FEBRUARY 17, 2015
MOTIONS**

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MOTION by Attorney DeFusco, second Dr. Bellows, unanimously passed approving the minutes of the January 12, 2015 meeting.

MOTION by Mr. Lipinski, second by Dr. Travisano , and passed with two opposed, Attorney DeFusco and Richard Moore, that the field schedulers do their best to give a higher percentage of games on the artificial turf fields to the sports who play during their primary season.

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MOTION by Dr. Bellows, second by Mr. Carron, and unanimously passed to approve Pop Warner League request for field scheduling, subject to field availability and Facilities Use Policy requirements being met.

MOTION by Mr. Lipinski, second by Mrs. Petitti, and unanimously passed to approve Cheetah Cricket request for field scheduling, subject to field availability, providing materials and Facilities Use Policy requirements being met.

PARKS AND RECREATION COMMISSION

FEBRUARY 17, 2015

MOTIONS

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MOTION by Mrs. Walsh, second by Atty. DeFusco, and unanimously passed to approve Trumbull Lacrosse request for field scheduling, subject to field availability and Facilities Use Policy requirements being met.

MOTION by Dr. Travisano, second by Dr. Bellows, and unanimously passed to approve Trumbull Little League request for field scheduling, subject to field availability and Facilities Use Policy requirements being met.

MOTION by Mrs. Petitti, second by Mr. Carron, and unanimously passed to approve American Legion League request for field scheduling, subject to field availability and Facilities Use Policy requirements being met.

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