

PARKS AND RECREATION COMMISSION
SEPTEMBER 14, 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)
Richard Moore
Marie Petitti
Lee DeFusco

Kevin Bellows
Nancy Walsh
Matthew Caron

Also,
Stuart McCarthy, Parks and Recreation Director

Guests:
Liz Parenzan, 26 Meadowview Drive, BMX Track
Michael Hehir, Tarrantino Landscapers, 1&1/2 Island Brook Avenue, Bpt.

Public Comments:

Liz Parenzan, BMX Track:

Request to change event day at Indian Ledge Track from Tuesday evenings to Saturday mornings and move regular practice night to Thursday nights for the 2016 season.

Michael Hehier, represents Tarrantino Landscapers. Here to request the Tax Returns for Trumbull Babe Ruth Baseball and Trumbull Travel Baseball for fiscal years 2012, 2013, 2014. There appears to be some confusion regarding their Contract with the Babe Ruth League and hoping this information can create some clarity for it.

Chairman questioned if this information a part of our Public Record? If so, we would want to check with legal to see if it can be released by us.

Mr. Hehier responded to comments and questions:

- His understanding is that Tarrantino Landscapers made a request to Trumbull Babe Ruth for this information. He doesn't know Babe Ruth's answer. He is not sure who at Tarrantino Landscapers has this answer.
- The purpose of this request is that there are some billing issues. Trumbull Travel says that Babe Ruth encompasses Trumbull Travel. Tarrantino is disputing that, so they need some clarity.
- To his knowledge they have not contacted their attorneys concerning this.
- The Contract was reviewed by Don Dickson, Operations Manager. There is no distinguishing between the two groups in the Contract?
- It appears that Babe Ruth is saying that all the teams are under their umbrella, so they should be under their contract.
- The extra games are adding to work which requires maintenance, and Tarrantino is looking to get the additional games paid for which in their opinion are not being paid for.
- This represents approximately 80 additional games.

Director noted that if we have the information requested, under FOI it is available; and, we will provide it to them.

Consensus: We will check with the Legal Department on how to proceed with their request.

MOTION by Atty. DeFusco, second by Dr. Bellows, unanimously passed to close Public Comments.

MOTION by Atty. DeFusco, seconds by Mrs. Petitti and Dr. Bellows, unanimously passed to accept the Minutes of the August 10, 2015 meeting as distributed.

Correspondence:

From: TDOG Organization stating that due to funding availability, site inspection when trucks were able to get through the second gate of the dog park, they request consideration to change their August approval from adding two seven foot gates to existing five foot gates to adding one 7' addition at the top of the hill gate (wider opening on the outside fence, smaller on the inside section).

MOTION by Mrs. Walsh, seconds by Mr. Caron and Dr. Bellows amending previous motion for TDOG Organization to add one (rather than two) 7 foot addition to the top of the hill perimeter gate with location to be based on the decision of the Director and Superintendent.

Discussion:

This has been driest summer we have had and that area gets boggy after rains, maneuvering on the dry land might be different inside that area after rain storms. Director felt the location at the top of the hill would be adequately firm.

Vote: unanimously passed.

Chairman noted that when a site inspection was made by he, the Director, and Superintendent tree issues on the perimeter of the property were noticed; and, the Director and Parks Superintendent arranged for the tree concerns to be addressed. TDOG Organization greatly appreciated the work done at the site.

Old Business:

Beach Pool Liner:

Mr. Moore noted that the Plan was to immediately work on the pool liner when the season closed. The Pool looks full with no work done yet to drain the pool.

Director indicated we have had an engineer develop specifications for repairs. Putting the pool liner repair out-to-bid will allow us to get unit pricing for any additional repairs. Bid will go out in the next day or two and contractor to identify the work which needs to be done. There will be no change to the design of the pool.

BMX Request to modify their 2016 Season schedule:

Staff Recommendation: Track is a separate facility at Indian Ledge Park and use does not impact other facilities within the park. Main consideration is related to parking in regards to capacity as well as non-resident parking access. 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.

MOTION by Dr. Bellows, second by Mr. Moore, unanimously passed to 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 and may at the request of the Parks and Recreation Commission provide volunteer parking monitors.

Review of Park Permit Policies:

Director and staff reviewed policies and procedures as well as updating of the permit application process (Picnic Permit and Fees, Event Permit). The only item that is proposed for 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. They propose the staff be empowered to approve a request for live music or DJ based on consideration of size and scope of the event.

MOTION by Atty. DeFusco, second by Dr. Bellows, unanimously passed to change the current Picnic/Event Permit by elimination of the requirement for the applicant to appear before the Parks and Recreation Commission for permission for a DJ or live music.

Discussion ensued on the need for organizers of events or picnics with guests over 200 persons with alcohol and DJ permitted to appear before the Commission for review and approval. Also discussed was possibly requiring a refundable Deposit for Events and Picnics covering cleanup conditions.

MOTION by Atty. DeFusco, seconds by Mr. Moore and Mrs. Petitti, unanimously passed to **Table** other change considerations to the Park Permit Policies for further review and recommendation by the Director at a future meeting.

Budget:

Director reported working on a Five Year Forecast including an additional artificial turf field, Indian Ledge turf replacement on carpet, large paving projects within the parks system, Tashua Pool projects years four and five. He will bring whole plan to Commission for review.

Mr. Moore noted that at Twin Brooks Park there is need for brush removal growing into the roadway lane heading toward Pinewood Lake which is creating a dangerous blind turn. Director to do a site inspection and work order.

Tarrantino Landscapers request for Copies of Trumbull Babe Ruth IRS Returns for 2012, 2013 and 2014:

- Director to determine if the requested records are in our department office and if so provide under FOI within a week.
- Chairman will review with the Town Attorney the contract question raised by Tarrantino Landscapers concerning their contract with the Babe Ruth League as to additional games played by another team falling under the umbrella of their League.

Director's Report:

- The Facilities Use Policy will be reviewed with recommendations for approvals and will take into consideration how affiliations and use of facilities change over time.
- Department working on getting summer recreation program reviews on attendance, financial impact to those programs, expenses and revenues.
- At beginning of season we had some issues with sanitary conditions of the pools, those were improved as the season went along.
- We were able to keep the pools open to end of season, restricted hours at Tashua Pool for the last week. People suggested we keep the pools open beyond Labor Day because of the heat. We just didn't have the Lifeguards available.
- Sprinkler Parks were open for a longer period. That's a nice component.
- In process of addressing the conditions of the structure of Beach Pool.
- Reviewing all the submissions for fall fields and information from the user groups. We are 80% compliant, working to get the remainder in and all compliant with the existing regulations.
- Working with Recreation staff regarding cash handling and accountability within the office. How we're processing and receipts in office. We have installed a programmable cash register. Now getting an itemized receipt for transactions. Able to track the discounts, 50% for second member of family, scholarships (if you can't afford a program it will be provided to you for free. Starting with this fall program registration, written request needs to be submitted and approved indicating no payment was made for the program and this is recorded with their program registration.
- Streamlining our reconciliations and reporting with the Finance Department. Where fees are coming from, how they are being used.
- Program registration went very smoothly. Web site changes and improvements have been made on how we present the programs. We were able with assistance from the Town Web Master to provide a program menu for choices. Made small improvements; more fully by spring program registrations.

Director commented that given the circumstances of Departmental change this season with his arrival, the Recreation Manager Mary Markham and Parks Superintendent Dmitri Paris have been tremendously helpful and very open to him and wanted the Commission to know this.

Parks...

- Parks Ranger Division has been very understaffed this summer; essentially without our two fulltime Park Rangers all summer. Ranger Mark Ceneri has just announced his resignation. Chief Ranger Hawley has been out for most of the summer with health related issues.
- Superintendent has done a nice job managing Summer Rangers. Summer Ranger Marty Diemon has been tremendous filling-in; she took on a lot of additional responsibilities. She's a school teacher and now only working on weekends. This is a challenge.
- Civil Service Board did approve the process for hiring a new Park Ranger. We are in the process of revising the Job Descriptions.

- The Job Description for the Rangers hasn't been revised in many years and includes references to carrying weapons which is no longer the case. There is reference also to doing environmental education but not currently happening and not the current critical task we are looking for. They are needed for monitoring the park facilities and dealing with people in the parks so we're going to focus on that in at least the description for the park ranger. As we look to the future and a Chief Park Ranger position opening, we could perhaps look at that environmental education as a component of that job description. We will try to get someone in place as quickly as possible.

Chairman noted the Commission has always had members involved in the selection of the Rangers...part of the interview process. There are several levels of interviews that they do; written which must be passed, background checks etc, then the interview process of the top three, and part of that process involved one or two of the Commissioners. Chairman feels it is important that we have representation in that process as we have in the past. Not only with the Park Ranger position but potentially the interview for any future Chief Park Ranger opening. He is aware that the Police Chief wants to be a part of the process as well.

Consensus of agreement that one or two members of the Park Commission should be a part of the review process for the Ranger and Chief Park Ranger positions.

Director will pass that comment along to the Human Resources Director.

- Audit: Should have a draft end of September. Good direction for how we want to proceed, define gaps in service, strengths, give us concrete steps moving forward.

Chairman noted that the Facilities Use Policy defined in particular manner the Core Programs; and, we may have to go back and visit that Core Program definition which is a key to decisions. Any point following the original core designation would not be part of the Core Program.

Director: There is a changing landscape of recreation programs. There is a need to define programs. Expansions and affiliates need to be presented to the Commission for approvals. He will put a structure in place for Commission approval.

MOTION to adjourn at 8:15 p.m. by Dr. Bellows, second by Mr. Moore, unanimously passed.

Respectfully submitted:

Joan E. Plouffe
Clerical Adm. Asst.

PARKS AND RECREATION COMMISSION
SEPTEMBER 14, 2015
MOTIONS

MOTION by Atty. DeFusco, second by Dr. Bellows, unanimously passed to close Public Comments.

MOTION by Atty. DeFusco, seconds by Mrs. Petitti and Dr. Bellows, unanimously passed to accept the Minutes of the August 10, 2015 meeting as distributed.

MOTION by Mrs. Walsh, seconds by Mr. Caron and Dr. Bellows amending previous motion for TDOG Organization to add one 7 foot addition (rather than two) to the top of the hill perimeter gate with location to be based on the decision of the Director and Superintendent.

MOTION by Dr. Bellows, second by Mr. Moore, unanimously passed to 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 and may at the request of the Parks and Recreation Commission provide volunteer parking monitors.

MOTION by Atty. DeFusco, second by Dr. Bellows, unanimously passed to change the current Picnic/Event Permit by elimination of the requirement for the applicant to appear before the Parks and Recreation Commission for permission for a DJ or live music.

MOTION by Atty. DeFusco, seconds by Mr. Moore and Mrs. Petitti, unanimously passed to **Table** other change considerations to the Park Permit Policies for further review and recommendation by the Director at a future meeting.

MOTION to adjourn at 8:15 p.m. by Dr. Bellows, second by Mr. Moore, unanimously passed.