

**PARKS AND RECREATION COMMISSION**  
**OCTOBER 19, 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  
Richard Moore  
Nancy Walsh  
Lee DeFusco

Kevin Bellows  
Matthew Caron  
Michael Travisano

Also,  
Stuart McCarthy, Parks and Recreation Director

Guests:  
Bob Stoppel, 55 Quail Trail, TDOG Organization  
Bill Urban, 49 Midland Road, TDOG Organization

Public Comments:

Bob Stoppel, TDOG:

Reviewed Commission's previous approval to install two 7 foot additions to their entrance gates and formally requested that this approval be amended to one 7 foot addition at the top entrance.

Chairman indicated that permission was granted at the September 14, 2015 meeting for TDOG Organization to add one 7 foot addition to the top of the hill perimeter gate with the location to be based on the decision of the Director and Superintendent.

Bill Urban, TDOG:

Reported on their previous request to install a permanent Shade Structure inside the Dog Park.

Provided drawing and specifications for this proposed structure.

Home Depot to donate expertise and materials

They provided:

- Handwritten drawing by the foreman of Home Depot.
- Engineering Department questions on the drawing which they have addressed (hurricane ties, depth of footings, specifications for the LDLs).
- List of materials,

General Information:

- Building Permit application submitted by Parks and Recreation Director for Town project. No contractor of record.
- Planning and Zoning suggested they not exceed 15 feet in height.
- Size 16'x16'.
- Standard gable roof.
- Four corner beams.
- All open, no walls.
- Cement footings.
- 6'x6' LDL's with hurricane ties.
- Agreed on neutral solid stain.
- Grant from Trumbull Rotary for \$1500. Nominal out-of-pocket expenses.
- Home Depot: Expertise, coupons to cover materials.
- Will be placed out of the driveway path enough to get large equipment in.

**MOTION** by Mr. Moore, second by Mr. Caron, unanimously passed to close Public Comments.

**MOTION** by Dr. Bellows, second by Atty. DeFusco, unanimously passed to accept the minutes of the September 14, 2015 minutes as distributed.

Correspondence:

From Town Attorney: Reply to Commission's Inquiry on Release of Information indicating that the Commission has no authority to release the Tax Return of Trumbull Babe Ruth and/or Trumbull Travel Baseball without the written permission of either of both entities.

From Commission to the Mallett Charitable Trustee expressing appreciation for designating the Summer Concert Series to receive a \$5,000 grant from the Trust for the 2016 series. The generous contribution has made it possible to extend the number of concerts that we are able to offer.

Old Business:

On Line Registrations: Director stated that we have the software...we need the staff in place that can put the software into use. On-line system in Westport, three plus people working 75% of their time four or five months in order to implement the program. We are looking to incorporate some portions of the program in time for spring registration.

Pool: Director stated that:

- Bids for the pool liner project came in significantly over budget (\$200,000) because of the issues related to the deteriorating concrete shell.
- The liner came in at \$75/\$80,000 range. We had budgeted \$100,000 with engineering costs and contingencies. We put an allowance for the concrete and we won't know how much of that we will need for the pool.
- Determined (as opposed to an emergency appropriation right now) to fold the appropriation for the shell repair into the Town's Capital Forecast which should be going through Finance and Town Council in the January time-frame. We will have the funding in place and looking at spring construction.
- We have a good contractor in place and very pleased. The low bidder was the contractor who did the work on the pool in the past so they are familiar with the site. Engineer will be on site during the concrete work determining what needs to be removed to meet solid foundation. They know that the perimeter of the shallow end of the pool is in poor condition, the issue is once they get the liner off how much more is in poor condition.

Park Permit Policies tabled from September meeting:

The Staff Recommendation is requiring events with over 200 attendees with alcohol and DJ or live music to obtain approval of the Parks and Recreation Commission prior to issuance of a permit.

Following discussion:

**MOTION** by Mr. Moore, second by Mr. Caron, unanimously passed that the Parks and Recreation Commission approves additions to the Park Permit Policy as:

- Events with over 200 attendees with alcohol **and/or** DJ or live music must obtain approval of the Parks and Recreation Commission prior to issuance of a permit; and,
- Tents: **Total tent area not to exceed 400 sq. feet per event.**

TDOG Shade Structure:

**MOTION** by Mr. Moore, second by Dr. Travisano, unanimously passed to approve TDOG Organization request to construct as presented to the Commission and subject to approval and permits by the Town Building and Engineering Departments, a 16' x 16' x 15' high Shade Structure, with standard gable roof, four corner beams, 6'x6' LDL's with hurricane ties, open walls, cement footings and wood chip floor.

Winter Ice Skating:

Atty. DeFusco questioned if there has been any progress with the past discussed long-range project to reconstruct the once outdoor ice skating area at lower Unity Park which needed Inland Wetlands approval. He noted that his original thought was to create a grassed space 6 inches lower than surrounding area, have a flow pipe close by, if cold fill late in the day for next day skating. If it doesn't freeze...no skating.

The Director will follow up on this discussed project and check into its status and wetland requirements.

Budget preparation. Director reported:

- Just beginning.
- First step is to break down into smaller pieces for his and Commission's information.
- Will discuss at the November meeting a draft for comment, final draft for approval.
- Such things as:
  - Identifying the costs for each individual program. Youth and Adult Program costs to produce, revenue, how priced; costs recovery; subsidized programs ie. special needs; defining scholarships and reviewing model programs on qualifying.
  - Current No Refund Policy. Unrealistic if program costs increase.

Atty. Defusco stated with regard to our Special Needs Programs and Scholarship Programs that those with non-special needs or scholarship children, if given the opportunity, would possibly choose to donate a small amount toward supporting a special needs child and or a scholarship child in that same activity. Director felt this was a good suggestion and will take a look at how of if a statement could be included on program applications.

Director's Report:

- Favorable Bid for the irrigation system replacement at Unity #1, #2 and Babe Ruth Fields. Replacement on the three fields that were first to be irrigated. Starting as early as next week. System is expandable for future additions. Modern technology, more efficient, less water use.
- Resurfaced the infields on the ball fields at Island Brook.
- Sidewalks on Town Hall Green by Gazebo being replaced. Differential settling on the concrete was hazardous.
- Closing down all facilities with water. Trying to leave Old Mine and Indian Ledge upper facilities as long as possible before freezing.
- Vandalism at Tashua Pool lavatory; breaking in and stealing the copper. Golf Course was targeted last year. Our building has been secured. Movement camera suggested.
- Park Rangers: We have not had our two full-time Ranger since spring. Medical Leave, retirement. Chairman, Police Chief, Superintendent and Director revised the Job Descriptions. Second position has been posted.
- We have several applications in place for seasonal rangers as well. Any dollar savings will be re-allocated toward seasonal rangers. Director feels that the seasonal rangers are grossly underpaid. We need to look at how we compensate them so will get quality applicants.

- THS switching the softball field position. Flipping to the higher end to play more often. Allows them to take back the football field to full size at that location. Funded by the Booster Clubs also going to install dugouts and fencing at that location. Parks Department coordinating fence and backstop removal.
- Replacement of the Indian Ledge Playground Structure. That a part of the Capital Forecast. Funding for replacement. A section of it has been roped off. We are hopeful of getting funding for that. If not, we would do a partial demolition of the roped area.

**MOTION** to adjourn at 7:45 p.m. by Dr. Bellows, second by Atty. DeFusco, unanimously passed.

Respectfully submitted:

Joan E. Plouffe  
Clerical Adm. Assistant

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