

**PARKS AND RECREATION COMMISSION
DECEMBER 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)
Kevin Bellows
Vincent Lipinski

Richard Moore
Nancy Walsh
Michael Travisano

Also,
Stuart McCarthy, Parks and Recreation Director

Guests:

Greg McDonald, 57 Raven Road, Trumbull Little League President
Kevin Chamberlain, 43 Coral Drive, Trumbull Little League
Steve Finger, 21 Brookhedge Road, Trumbull Little League

Public Comments:

MOTION by Mr. Lipinski, second Mr. Moore, unanimously passed to allow Trumbull Little League make a presentation as a guest.

Greg McDonald, Trumbull Little League President, gave a brief presentation and provided handouts for layout and design for a dedicated Special Needs field and a new concept for adding a Unity 2 Press Box.

They propose building a dedicated scaled-down field for the Challenger Program beyond Field 3 on the large grass area. Field would be provided by donation through a country-wide program called Miracle Network. Their grant would provide for installing an artificial-turf field. They spoke with the Parks Superintendent who indicated he would like to keep the area open without a fence.

He stated they are re-introducing their interest to build a 8'x18' press box for Unity 2 behind the backstop on Field 2, elevated, one-floor above grade, with brick piers to match the brick on current press box with external stairs and gravel storage area beneath. Asphalt shingle roof and plank siding.

Chairman thanked them for their presentation noting that past approval for building a press box required the construction material be consistent with the current brick building. This proposal is a transition to siding. He noted the Commission will consider their requests at the January meeting. He commented that in the future, project request discussions should first be reviewed with the Parks and Recreation Director.

MOTION by Mrs. Walsh, second by Dr. Bellows, unanimously passed to close Public Comments.

Election of Officers:

MOTION by Mrs. Walsh, second by Mr. Moore, unanimously passed nominating Robert Ferrigno to continue as Chairman. Vote unanimously in favor.

MOTION by Mr. Lipinski, second by Dr. Travisano, unanimously passed nominating Kevin Bellows as Vice Chairman. Vote unanimously in favor.

Meeting begin time for regular meetings discussion:

Mr. Lipinski suggested changing our time of meetings to begin at 7:30 p.m. rather than 7:00 p.m. to allow for those Commissioners who travel or have longer working hours.

MOTION by Dr. Bellows, second by Mr. Moore, passed 4 in favor, 2 opposed (Mr. Lipinski, Dr. Bellows), to continue 7:00 p.m. as the meeting time for regular monthly meetings.

MOTION by Dr. Bellows, second by Mr. Moore, passed adopting the second Monday of each month as the regular meeting date for the Parks and Recreation Commission Meetings for 2016, with meetings being held the third Monday, or a date to be determined, if the regular meeting date falls on a holiday or must necessarily be rescheduled.

MOTION by Mr. Moore, second Mrs. Walsh, and passed (Mr. Lipinski abstained) approving the minutes of the November 9, 2015 meeting as distributed.

Parks and Recreation Director reviewed proposed Recreation Policies and Distribution of budgeted funds to support scholarships for youth sports activities with action as follows:

MOTION by Mr. Lipinski, second by Mr. Moore, unanimously passed that the Parks and Recreation Commission approves the Program and Activity Refund Policy as shared with Commission with Staff Report made a part of these minutes.

MOTION by Dr. Bellows, second by Mr. Moore, unanimously passed that the Parks and Recreation Commission approves the Policy on Commercial Photography as submitted with Staff Report made a part of these minutes.

Fee Reduction Policy Discussion:

Current policy allows for 50% discount for more than one family member in a program beginning with the second registration, first registration pays full price. Proposal reduces the discount to 20% to all registrations including the first registration. Discussion held on whether to continue the first registration at 100%, second with discount.

MOTION by Dr. Travisano, second by Mrs. Walsh, and passed (four in favor, Dr. Travisano, Mrs. Walsh, Mr. Moore, Mr. Ferrigno; and two opposed, Mr. Lipinski and Dr. Bellows) that the Parks and Recreation Commission approves the Fee Reduction Policy as submitted with the Staff Report made a part of these minutes.

Distribution of budgeted funds to support scholarships for youth sports activities Discussion:

Current budget contains \$5,000 intended to support scholarships to Trumbull youth provided by youth sports organizations. Staff looking for direction in distribution of funds for 2015 and a discussion of the program going forward.

MOTION by Mr. Lipinski, second by Mr. Moore, unanimously passed that the Parks and Recreation Commission directs staff to issue scholarship reimbursement using Option A, Reimbursed per Scholarship, to Trumbull Sports organizations for the Fiscal 2015/2016 budget year as submitted with the Staff Report made a part of these minutes.

Discussion - Recreation Program Cost Recovery Policy:

Designed to guide the Parks and Recreation Department and Commission in establishing appropriate fees for programs and activities. Current fees have not been adjusted in many years leaving the Town without the revenues necessary to support the Parks and Recreation Department budget. A draft policy was presented for discussion and approval at a later date and made a part of these minutes.

Discussion - Review of 2015 Summer Recreation Programs:

Summary of 2015 summer parks and recreation programs looking ahead to a potential cost-recovery policy and adjustment of program fees presented and made a part of these minutes.

Director's Report:

- Just beginning FY 16/17 Budget Presentation.
- Unity Fields renovations resulting from Irrigation Project will begin in the spring and later. (Hazard of clay warning-track around fences briefly discussed.)
- Capitol-funding for Pool Project will be discussed after first of the year, work to be done in the spring.
- We have an engineer for the Pool Project.
- Dog Park Shelter nearly completed. We will get wood chips in for them.
- Chief Ranger Bob Hawley back on duty.
- Ranger Exam Panel to meet in the next few weeks.

Notes:

Director to alert BOE Athletic Director about an abundance of empty plastic water bottles around fields at THS. Dr. Travisano mentioned that Pickle Ball is now being played at the High School Gym.

MOTION to adjourn at 8:40 p.m. by Mr. Lipinski, second by Mr. Moore, unanimously approved.

Respectfully submitted:

Joan E. Plouffe
Clerical Adm. Asst.

**PARKS AND RECREATION COMMISSION
DECEMBER 14, 2015
MOTIONS**

MOTION by Mr. Lipinski, second Mr. Moore, unanimously passed to allow Trumbull Little League make a presentation as a guest.

MOTION by Mrs. Walsh, second by Dr. Bellows, unanimously passed to close Public Comments.

Election of Officers:

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MOTION by Mr. Lipinski, second by Dr. Travissano, unanimously passed nominating Kevin Bellows as Vice Chairman. Vote unanimously in favor.

MOTION by Dr. Bellows, second by Mr. Moore, passed 4 in favor, 2 opposed (Mr. Lipinski, Dr. Bellows), to continue 7:00 p.m. as the meeting time for regular monthly meetings.

MOTION by Dr. Bellows, second by Mr. Moore, passed adopting the second Monday of each month as the regular meeting date for the Parks and Recreation Commission Meetings for 2016, with meetings being held the third Monday, or a date to be determined, if the regular meeting date falls on a holiday or must necessarily be rescheduled.

MOTION by Mr. Moore, second Mrs. Walsh, and passed (Mr. Lipinski abstained) approving the minutes of the November 9, 2015 meeting as distributed.

MOTION by Mr. Lipinski, second by Mr. Moore, unanimously passed that the Parks and Recreation Commission approves the Program and Activity Refund Policy as shared with Commission with Staff Report made a part of these minutes.

MOTION by Dr. Bellows, second by Mr. Moore, unanimously passed that the Parks and Recreation Commission approves the Policy on Commercial Photography as submitted with Staff Report made a part of these minutes.

MOTION by Dr. Travisano, second by Mrs. Walsh, and passed (four in favor, Dr. Travisano, Mrs. Walsh, Mr. Moore, Mr. Ferrigno; and two opposed, Mr. Lipinski and Dr. Bellows) that the Parks and Recreation Commission approves the Fee Reduction Policy as submitted with the Staff Report made a part of these minutes.

MOTION by Mr. Lipinski, second by Mr. Moore, unanimously passed that the Parks and Recreation Commission directs staff to issue scholarship reimbursement using Option A, Reimbursed per Scholarship, to Trumbull Sports organizations for the Fiscal 2015/2016 budget year as submitted with the Staff Report made a part of these minutes.

MOTION to adjourn at 8:40 p.m. by Mr. Lipinski, second by Mr. Moore, unanimously approved.



*Town of Trumbull
Connecticut*

Parks and Recreation Department

**Parks and Recreation Commission
Staff Report**

- Meeting Date:** December 14, 2015
- Agenda Item:** Action – Approval of Policy for Commercial Photography on Park Property
- Background:** Development of policy related to requests for commercial photography on Parks and Recreation property
- Back-up Documents:** Draft policy
- Staff Recommendation:**
Staff recommends approval of the policy as submitted
- Proposed resolution:** The Parks and Recreation Commission approves the policy on Commercial Photography as submitted (amended)



Town of Trumbull Connecticut

Parks and Recreation Department

Policy on Issuance of Photo Permits for Commercial Photography

Purpose: Trumbull's Parks and Recreation properties are attractive locations for photography including commercial and personal photography and video. The policy allows for use of park property for this purpose and establishes fees and conditions for use of Parks and Recreation Department properties for that purpose.

POLICY

Photo or video photography is considered commercial if the end product (photo, video) is being used for commercial or public not for profit purposes. A photo permit for commercial photography will require a certificate of insurance and payment of applicable fee.

Photography or video with the end product being for the personal use of a Trumbull resident (weddings, family portraits etc.) utilizing a commercial photographer, is subject to permit. Insurance Certificate and fee are not required. Trumbull resident must be applicant.

The Parks and Recreation Commission may establish a fee for the photo permit. In addition to the approved fee associated with the photography permit, the applicant will be responsible for any other direct costs to the Parks and Recreation Department associated with the shoot (services of the Park Rangers, parks maintenance employees, etc.) as determined by the Parks and Recreation Director.

Temporary parking permits may be issued in conjunction with the photo permit at no cost.



*Town of Trumbull
Connecticut*

Parks and Recreation Department

**Parks and Recreation Commission
Staff Report**

Meeting Date: December 14, 2015

Agenda Item: Action - Fee Reduction Policy

Background: The Parks and Recreation Department currently operates on the policy that no services of the Parks and Recreation Department will be withheld due to an inability to pay. This policy clearly states that policy while putting in place clearly both guaranteed reductions/discounts (senior citizen, multiple child discounts) as well as reduction or waiver of fees based on financial need.

Current policy allows for 50% discount for more than one family member in a program beginning with the second registration (first registration pays full price). This proposal reduces the discount to 20% but applies it to all registrations including the first registration. It should also be noted that this draft calls for the discount to be applied only to children and does not apply to parent/child or spouse/spouse registrations.

There is currently no senior discount offered.

There is currently no needs test for need based waiver of fees and all such waivers are approved if requested at 100% discount.

Back-up Documents: Draft Fee Reduction Policy

Staff recommendation:

Staff recommends approval of the policy. It should be noted that the policy includes the proposed reduction for multiple children.

Proposed resolution: The Parks and Recreation Commission approves the Fee Reduction Policy as Submitted (Amended).



*Town of Trumbull
Connecticut*

Parks and Recreation Department

**Parks and Recreation Department
Fee Reduction Policy**

No Trumbull resident should be excluded from the programs and activities of the Trumbull Parks and Recreation Department due to an inability to pay applicable fees. The Trumbull Parks and Recreation Commission authorizes the Parks and Recreation Director to approve a reduction or waiver of fees for residents based on the following criteria:

Multiple Child Family Discount – Siblings age 16 and under registering for the same program. Must register at the same time – 20% per registration.

Senior Citizen Discount (age 62 and over) – 20%.

Waiver of fees

Full Waiver (100%) Children Eligible for free school lunch
(Copy of Bd. of Educations form required)

Adults and Families

Income limit based on Federal Energy Assistance
Guidelines
(Eligibility Verification from Dept. of Social
Services required)

Partial or full waiver of fees may be approved on a temporary basis by the Director of Parks and Recreation or the Director of Social Services on a case by case basis if in their judgement temporary or extenuating circumstances warrant such waiver.



*Town of Trumbull
Connecticut*

Parks and Recreation Department

**Parks and Recreation Commission
Staff Report**

- Meeting Date:** December 14, 2015
- Agenda Item:** Discussion – Recreation Program Cost Recovery Policy
- Background:** The Parks and Recreation Department has developed a proposed cost recovery policy designed to guide the Parks and Recreation Department and Parks and Recreation Commission in establishing appropriate fees for programs and activities. Current fees have not been adjusted in many years leaving the Town without the revenues necessary to support the Parks and Recreation Department budget.
- The recommendation for such a policy is included in the recommendations which will be included in the recently commissioned audit report related to the Parks and Recreation Department operations. No policy currently exists.
- Back-up Documents:** Draft Fee Reduction Policy
- Staff recommendation:** The item is presented for discussion. Staff will incorporate comments and suggestion of the Commission and return the policy for approval at a later date.
- Proposed resolution:** None. The item is presented for discussion purposes.

DRAFT

Trumbull Parks and Recreation Department

Recreation Program Cost Recovery Policy

The cost recovery policy is intended to guide the Parks and Recreation Department in making recommendations to the Parks and Recreation Commission and Town Council relative to relationship between program revenues and expenses. The policy identifies targets for cost recovery for various program types provided by the Town as well as revenue sharing targets for programming provided by independent contractors.

The cost recovery policy refers to direct program costs. Direct program costs include program staffing and cost of program supplies. Cost recovery in excess of program costs recognizes that total program costs require overhead including full-time program staff developing and supervising the programs, marketing and promotion, registration costs, facility cost, insurance, personnel management etc.

The Cost Recovery Policy includes recognition that the public recreation program should be available to all residents of Trumbull regardless of ability to pay. As a result the Town of Trumbull has developed a fee reduction policy allowing resident to qualify for reduced fees or waiver of fees. The cost recovery calculation for individual programs will be based on the total number of participants assuming full payment of fees. This will result in the discounts and fee reductions being spread over the entire Parks and Recreation Department program budget and not be assumed by other participants in individual programs.

Category 1:	Basic Recreation Programs – Programs which should be available and affordable to all residents.
Cost Recovery:	80% of Direct Costs
Program Examples:	Playgrounds, Junior Camp, Open Gyms, Swim Instruction
Category 2:	Programs primarily offered to children staffed and supervised by the Parks and Recreation Department
Cost Recovery:	100 – 120% of Direct Costs
Program Examples:	Sports Clinics, Tennis Instruction, Youth Basketball, Volleyball Camp
Category 3:	Programs primarily offered to adults staffed and supervised by the Parks and Recreation Department
Cost Recovery:	150 – 200% of Direct Costs
Program Examples:	Adult Water training, Adult Tennis
Category 4:	Programs contracted using Trumbull Parks and Recreation Department facilities (contractor pays all direct program costs including staff and materials)
Cost Recovery:	40% of gross revenues
Program Examples:	Boot Camp, Mad Science

Category 5: Programs Contracted Using Contractors facilities
Cost Recovery: 20% of Gross Revenues OR payment to Town and resident discount equaling 20% of gross revenues
Program Examples: Horseback riding, Ice Skating, Future Stars

Category 6: Programs serving special needs populations should be priced no more than similar programs for the general population regardless of the cost of providing the program.



*Town of Trumbull
Connecticut*

Parks and Recreation Department

**Parks and Recreation Commission
Staff Report**

Meeting Date: December 14, 2015

Agenda Item: Action: Approval of Parks and Recreation Refund Policy

Background: The Parks and Recreation Department staff is reviewing policies and procedures. The attached policy related to refunds for recreation programs and activities is submitted for review and approval.

Currently the Parks and Recreation Department operates on a NO REFUND policy with limited exceptions made by staff based on extenuating circumstances.

Back-up Documents: Program and Activity Refund Policy DRAFT 11-5-15

Staff recommendation:

Refund policy should balance of the needs of the residents with the orderly administration of the program and impact on others who may wish to participate in the program. Program enrollment changes immediately prior to the program can affect Department staffing, supplies, revenues and facility needs. Allowing refunds inside of 30 days if space filled from wait list will encourage participants to withdraw and allow someone else to take the spot rather than no show for the program.

Proposed resolution: The Parks and Recreation Commission approves the Program and Activity Refund Policy as submitted (amended).



*Town of Trumbull
Connecticut*

Parks and Recreation Department

DRAFT 11-5-15

Program and Activity Refund Policy

Effective January 1, 2016

Following is the general refund policy for the Parks and Recreation Department. Refunds for specific programs and activities may vary at the discretion of the Director of Parks and Recreation.

Refund will be issued up to 30 days prior to program begin date less \$20.00 administrative fee.

Refunds within 30 days of program start date only if space can be filled by applicant on wait list, less \$20.00 administrative fee.

Refunds will be issued for medical reason up to program start date (physicians note may be required). No prorated refunds will be issued once program begins.

Full refund will be issued for any program cancelled by the Parks and Recreation Department.