

PARKS AND RECREATION COMMISSION
JANUARY 11, 2016

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)	Vincent Lipinski
Kevin Bellows	Lee DeFusco
Michael Travisano	Nancy Walsh
Kenneth Martin	

Also,
Stuart McCarthy, Parks and Recreation Director

Guests:
Steve Finger, 21 Brookhedge Road, Trumbull Little League
Greg McDonald, 57 Raven Road, Trumbull Little League
Cindy Penkoff, 101 Columbine Drive, Relay for Life Event

Chairman welcomed Kenneth Martin on his return as a Commissioner.

Steve Finger and Greg McDonald, Trumbull Little League

Attended to discuss several topics:

Update on Unity Park irrigation project -.

Director McCarthy reported:

- We have completed a full replacement on all Little League 1&2 and Babe Ruth Irrigation lines.
- Unity 1 infield is stripped, regraded and ready for sod, which is deferred to spring as soon as sod farm opens.
- Unity 2 infield will be completed at the conclusion of the season, after All-Stars (mid-July), clay like Unity 1. Little League okay if not ready for play in time for Fall Ball on Unity 2.
- Valve cover boxes to be completed after the summer season.
- Total Project costs by the Town:
 - Total fields upgrades, clay and irrigation lines, etc. \$100,000.
(Of that total, irrigation lines, etc. \$58/\$60,000.)

Policy on Bids for Contractors

They need to send out their bid for contractor services on fields. Need to put written requirements, insurance, etc. in their Bid.

- Director McCarthy and Superintendent have drafted a policy which will be brought to the Commission. He forwarded their draft to Little League for their information. There are not any great changes from current practice, insurance requirements of the town, definition to some items which we will provide, indicates that the Parks and Recreation Department will approve the chosen vendor relative to qualifications. League will propose a vendor to us; and, we would approve if qualified based on reputation of the work they have done. If vendor is someone not familiar, we will request background references, experience to maintain facilities etc.

Mr. Lipinski stated that basically we are looking for the League to put in an RFP, bring to the Parks and Recreation Department for approval. They to manage however they want.

Chairman reiterated, the Commission will have a Draft Policy which is fairly consistent with past practice but reduced to writing.

With regard to insurance, Policy will state, "must meet the insurance requirements of the Town of Trumbull". If Town requirements change there would be no need to come back to the Commission for a Policy change.

Ball Field Fencing:

- Mr. Finger stated that there is lawn mower damage to Unity 5 fence. It is a long fence with 10 sections of poles, bent-up and dangerous. (Island Brook 1 and 4 backstops are turned-up as well.) Mower drivers don't get off the machines and weed-wack, they just get as close as they can with the mowers. To replace that whole fence would cost thousands of dollars. He questioned if there is any way the Town can repair these; and, hopefully not have this practice continue. Currently, because of the hazard they cannot play on Field 5.

Director stated that this hasn't been addressed in the past. He will have our Superintendent to look at the fence problem.

Director indicated that the Town needs to put in writing its relationship with user groups as to what responsibilities fall to what party so when a question comes up we're not rushing to determine who is going to do what. In the spirit of cooperative relationship he will be defining maintenance issues such as these more clearly in writing so there's not a lot of guessing. Leagues can plan and budget accordingly. He and the Superintendent are preparing a draft which we will share and have an agreement on how leagues view it before coming back to the Commission. A policy on shared facilities will be set.

Special Needs Field.

- League plans to meet with the organization they will be working with. They will probably hold off on the project this year. They need to know what portion of the field cost would be theirs. They need to keep some funds in reserve for their portion of the field costs in order to set their Registration Fees.

Chairman indicated the consensus of the Commission is that the Commission will need more information from this outside organization as to:

- What commitments and responsibility of Town to this new organization. This is a National Program. Is use of field to be state wide, regional or national.
- We need to hear from those currently running the special needs program to get an evaluation of where they stand with the program.
- There is the question of do we want to commit that open space to a particular need and deprive others on this open field.
- The way to proceed would be to get as much documentation and analysis as possible and present this to our Director; and, he will analyze with his department and prepare some options for the Commission.
- When they sit down with these people, this Commission should have representation as well.

Unity 2 Press Box Update

Chairman stated that this Commission unanimously passed a Motion in February 2013, approving plans submitted by Trumbull Little League for a press box at Unity #2 with change of facade material to brick consistent with architectural brick details of Unity #1 press box. Mr. Fritz was the architect. The Motion is in place and the consensus of the Commission is we will not be considering the current change request at this time.

Chairman questioned what does their group generate with their program, tournaments and fall ball.

Response:

- Total income. \$200,000 annually.
- Hold enough to cover start-up costs - \$15,000.
- Spending about \$185,000 per year.
- 800 youth.

Discussion:

- Difference between brick and wood about \$20,000.
- \$30,000 on stilts - \$40,000 if brick.
- Two story all brick - \$25,000 to \$45,000.
- Would need to do fundraising.
- Blueweiss Fund, put a scoreboard up which was a few thousand dollars, still have \$8,000 in reserve to be used toward the building, if they don't use it balance would go back to the family scholarship fund. (Holding three years.)
- Funds for project:
 - \$ 8,000 from Blueweiss Fund,
 - \$ 5,000 donation in Jeff's memory,
 - \$10,000 Board member foundation for late son
 - Plus Home Depot and others to donate.
- Haven't figured a way to get it down to that number without a significant fund raiser.

Atty. DeFusco commented that they are fairly close.

Chairman thanked them for their comments.

Cindy Penkoff, American Cancer Society of Trumbull and Monroe Relay for Life Event:

MOTION by Mr. Lipinski, second by Atty. DeFusco, unanimously passed to hear the request of Cindy Penkoff on behalf of the American Cancer Society of Trumbull and Monroe to formally request approval to use Trumbull High School's Football Field on Saturday, June 4, 2016 to host a Relay for Life event for the communities of Trumbull/Monroe.

Ms. Penkoff explained last year's approved event was a one-day event ending at 11:00 p.m. This year they are requesting a two-day event beginning 8:00 a.m. Saturday, June 4, 2016, and running continuous track activities through the night ending with a closing ceremony at 6:00 a.m., plus clean-up of track and field time, June 5, 2016. They look to involve people in the Trumbull and Monroe communities and focus towards the Trumbull High community in hopes to involve the students and staff in their event on their campus. She and her committee are looking for approval as soon as possible in order to begin their planning, booking vendors and entertainment opportunities.

As the Commission needs to clear dates and facilities for events, upon question she stated they are not tied to the dates of June 4/5; but, are looking for an early response to their request so they can get the date up on the Web Site as soon as possible, teams are already signing up and their first question is what is the date. Upon question, they expect approximately 200 attendees. Hoping to have more this year with entire field use.

Commission Questioned:

- Does event comply with the Town's Noise Ordinance? (Event not booming, low key. Frisby, theme walks, Zumba, entertainment through the night. Someone from each team on the track and walking all night long.)
- Police and EMS Security requirements? (Typically have volunteers)
- Age Limit of Children at an over-night event? (Group of 5/6 under age 16 with adult supervision.)
- Arms bands, can leave but not come back in.
- Maintaining Field and Track facilities Rules and Regulations? (Staking, high heels, etc. not allowed; sneakers only.)
- Monroe and Trumbull, how many other area groups? Throughout the area Wspt, Ffld, each college. All do over-night events. It's a National program.
- Last year's leadership too new to do a two-day event.

Chairman thanked Ms. Penkoff for her presentation. We will try to get an answer as soon as possible.

MOTION by Mr. Martin, second by Atty. DeFusco, unanimously passed to close Public Comments.

MOTION by Dr. Bellows, second by Mrs. Walsh, and passed (two abstains, Mr. Martin and Atty. DeFusco) to approve the minutes of the December 14, 2015 as distributed.

Old Business:

Cost Recovery Policy Draft - Presented at the December 14, 2015 meeting.

Director commented:

- This Policy covers the Town's 20/30 Recreation Programs for Trumbull residents.
- Distributed a list of Current and Proposed Participation Rates including Amount of Revenue, Expenses, Scholarships, Ratio, Increase in Fees.
- No questions or comments received.
- Policy will act as a guide for cost recovery targets to guide us when proposals come to us and responding to what we are trying to recover with programs. These are the Direct program costs - staff that direct the programs and materials as well.
- Substantial 'indirect program costs' which are not calculated in the policy ie. full-time salaries, salaries of the part-time supervisors, insurance, overhead, etc.
- Current target is 80%. Some take up to 100% on small costs. Looking for consistency in pricing. Some won't get close to 80% because it's been a long time since increased. Some programs stayed the same. These will be reviewed throughout the year...how they did, fee adjustments going forward, fee considerations.
- Budget will have a similar addendum.
- Fees for groups outside Trumbull not addressed here.
- Fees not overly expensive but some decent increases. Cost of Living adjustment since year 2000 up 38 percent. Our Fees were established in 2,000. Stayed the same all that time. He noted that our two playground programs are heavily subsidized. The Jr. Program is a 4 week program and the Playgrounds is an 8 week program. Field trips will be lumped in with the 5 day playgrounds program, option to go on field trip on the 5th day. Jr. Camp expensive, young kids 1 to 5 for camps. Subsidies need to be in place. Programs need to be affordable and available to everyone in the community.
- Contract Programs are not reported here. They are more expensive, and in process of evaluating them.

Mr. Martin commented that we do get a lot of out-of-town programs which should be in the fee schedule, ie. Dog groups.

MOTION by Vin Lipinski, second Dr. Bellows, unanimously passed to accept the Trumbull Parks and Recreation Department Recreation Program Cost Recovery Policy as submitted and made a part of these minutes.

Recreation Fees Discussion was held with vote planned for the January meeting.

Little League :

Chairman indicated that Commissioners Richard Moore not in attendance this evening requested he expressed for him a concern with the close proximity of the proposed Special Needs Field to the neighboring Funeral Home and the noise generated would be undesirable. (Little League representatives indicated they are not going forward with this request this year.)

Press Box Request:

Mr. Lipinski wished to discuss their request noting that this Commission has voted on items in the past and then revisited them...ie. Dog Shows.

Those from Little League who brought us the request in 2013 are no longer on the Little League board. It seems like a lot of things changed since 2013. Felt that perhaps we should consider their new proposal.

The consensus is that they need to first completely price-out their project maintaining the brick facade. They may find that it's not the facade but the structure that needs to change and that they are closer to meeting their funding needs than it currently appears.

Relay for Life Event, June 4th and 5th.

Request not on this meeting Agenda. Commission Motioned to hear request tonight. Item will be placed on the February Agenda giving neighbors or others who may want to comment on the requested Over-Night Event the opportunity to do so.

Director will contact the High School Athletic Director and our Recreation Manager on user program impact on June 4th busy weekend for youth sports programs as well as the Chief of Police on any issues on record from last year's event. Director will provide this information that we can use to make our decision.

Old Business:

Outdoor Natural Ice Rink:

Atty. DeFusco questioned if there has been any thought given to installing a raised ice-skating rink somewhere in the system. Put in a depressed rectangle with a berm, a frost-free stand- pipe to open and fill to 5 inches, smooth out every day. Simply filling-in ground in freezing weather.

Director commented:

- Not certain we are going to get a non-refrigerated rink in this environment that is going to freeze.
- Best to skate on ponds around the area when frozen.
- With a public facility, you need to maintain it on all freezing days...Saturdays, Sundays, Holidays involving overtime costs, etc, liability issues.
- Director will arrange a meeting with he, the Superintendent, and Attorney DeFusco to look at potential locations for outdoor ice skating. Wagner Parcel thought a possibility.
- He will gather information, price it all out, how cold, how many skate days overall benefit and come back to Commission with his recommendation.

Director's Report:

- Working on Budget. Will review with Commission at our next meeting.
 - Complete reorganization of the Budget is part of the proposal.
 - Utilizing the Recreation Programs Evaluation in the Budget preparation. He will identify which portion of budget funding is by the general fund and which from the special agency account. Audit Report highlights the need to straighten that out.
 - All direct costs of programs will come out of Special Agency Account and Town will make a contribution into the Special Agency Account representing the Scholarships and Subsidized Grants that the Town supports.
 - Items out of general fund will be salaries, cost for pools, maintenance etc.
 - Increase the wage rates for the Park Rangers. Currently starting at or near minimum wage...they interact with the public, enforce regulations, must have good common sense, need to be reliable, 6:00 a.m. to middle of night, So, improved wage structure for the Park Rangers a priority.
 - Third, developing technology for the Recreation Division, getting on-board iPads for Rangers, GPS software for the Parks Division for mapping, improvements, identify problem areas.
 - Hope is to do all that without increasing the Budget. Meeting with the First Selectman this week.

We are planning to begin working with our software vendor. Going to be investing in some training. Town actually owns the software that was never implemented. Allows tracking program registration, eventually on-line registrations, management automation. Hope for spring program registration on the program...or at least managed through the system. Will give immediate reports and much improved tracking of revenues.

Parks Department:

- Taking advantage of good weather, doing work at the historic Abraham Nichols Park barn.
- Working on upper cottage lavatory, painting the floors, clean-up when wedding utilization, etc.
- Trails, picking up debris.

MOTION to adjourn a 8:35 p.m. by Atty. DeFusco, second by Dr. Bellows, unanimously passed.

Respectfully submitted:

Joan E. Plouffe
Clerical Adm. Assistant

**PARKS AND RECREATION COMMISSION
JANUARY 11, 2016
MOTIONS**

MOTION by Mr. Lipinski, second by Atty. DeFusco, unanimously passed to hear the request of Cindy Penkoff on behalf of the American Cancer Society of Trumbull and Monroe to formally request approval to use Trumbull High School's Football Field on Saturday, June 4, 2016 to host a Relay for Life event for the communities of Trumbull/Monroe.

MOTION by Mr. Martin, second by Atty. DeFusco, unanimously passed to close Public Comments.

MOTION by Dr. Bellows, second by Mrs. Walsh, and passed (two abstains, Mr. Martin and Atty DeFusco) to approve the minutes of the December 14, 2015 as distributed.

MOTION by Vin Lipinski, second Dr. Bellows, unanimously passed to accept the Trumbull Parks and Recreation Department Recreation Program Cost Recovery Policy as submitted and made a part of these minutes.

MOTION to adjourn a 8:35 p.m. by Atty. DeFusco, second by Dr. Bellows, unanimously passed.



*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.