

Parks and Recreation Commission  
Monday, July 11, 2016  
7:00 p.m.  
Town Hall  
Town Hall Long Hill Conference Room

Members present: Robert Ferrigno (Presiding), Kevin Bellows, Brian LeClerc, Lee DeFusco, Esq., Vin Lipinski, Ken Martin, Sr., Michael Travisano and Nancy Walsh.

Members absent: Richard Moore

Also in attendance, Stuart McCarthy, Parks and Recreation Director

Guests: Jeffery Kunkel, 56 Magnolia Rd., Trumbull, CT, Keep Trumbull Real, Community Picnic  
Request on behalf of Ms. Bulkley  
Dan Viera, 10 Buttercup Lane, Shelton, CT, LIVFREE, Family Movie Night  
Nick Cioffi, 95 Evelyn St., Trumbull, CT, Eagle Scout candidate

Meeting was called to order by the Chairman at 7:00 p.m.

**Public Comments**

Chairman asked if there were any Public Comments at this time.

Jeffery Kunkel presented on behalf of Ms. Bulkley that the group organizes blood drives, provides food for the Rescue Mission and would like the use of Old Mine Park to collect food donations for the Trumbull Food Pantry and a raffle with no rain date. See attached.

Chairman asked how many people would be attending and would they need any Park Rangers.

Stuart McCarthy stated that the group will be asking for RSVP's on the number of people with a cap of 200 and they would not need any Park Rangers.

Dan Viera of LIVFREE presented on his request for a Family Movie Night on Saturday, September 17, 2016 with a rain date of Saturday, September 24, 2016 from 7:00 p.m. – 9:00 p.m. to raise awareness of the LIVFREE organization supporting families battling childhood cancer. They will be having vendors, bounce houses with insurance certificates, police and Park Ranger fees will be paid by the organization and the movie to be shown will be "Inside Out". See attached.

**MOTION MADE** by Lee DeFusco, Esq. and seconded by Nancy Walsh to allow Nick Cioffi, eagle scout candidate to address the Commission. Motion carried unanimously.

Nick Cioffi of 95 Evelyn St., Trumbull spoke about a prospective eagle scout project that he would like to undertake at Madison Middle School Football field. The facilities are in need of repair and has done

some painting of the concession stand, etc. and that the facility is lacking in storage. He would like approval to build two 8 x 4 sheds.

Chairman stated that the control of that facility is under the Board of Education and would like to respectfully forward the request to the BOE.

Vin Lipinski stated that the Parks and Recreation Department is responsible for the maintenance of the facility and that Stuart McCarthy also stated that this request needs to be forwarded to the BOE.

**MOTION MADE** by Michael Travisano and seconded by Brian LeClerc to close the Public Comments. Motion carried unanimously.

### **Acceptance of Minutes**

**MOTION MADE** by Lee DeFusco, Esq. and seconded by Kevin Bellows to accept the minutes of the June 13, 2016 meeting with the following corrections:

Brian LeClerc submitted the following:

Page 3: "MOTION by Atty. LeClerc, second by Att. DeFusco and unanimously passed to accept the Minutes of the May 9, 2016 meeting as distributed" change to Mr. LeClerc.

Page 6: "Att. LeClerc noted that at Old Mine Park lower Gazebo area a sizable 8 foot branch fell. Director to have Superintendent check the trees in that area" change to Mr. LeClerc.

Kevin Bellows submitted the following:

In regards to the Trumbull track damage the size should be "3 x 3 inches" not feet.

Motion carried unanimously.

### **Correspondence**

Chairman asked if there were any correspondence.

Commission members had no correspondence.

### **Old Business**

Stuart McCarthy stated the following:

- The pool construction has been completed and generally pleased with the work, however, there were a couple of wrinkles in the liner which will be repaired next spring and will retain a portion of the fee for that purpose.
- The concrete work fees were less than expected and pool operations so far so good.
- Recreation programs are in full swing and no replacement as of yet for the Program Manager's position. A second candidate has been chosen and a prospective start date will be 8/1/16.

- Interviewing for Chief Ranger position and will be making an offer by the end of the week.
- Indian Ledge Playground proposals with 2 companies as the finalists representing to different visions of the playground. One being a wood playground and the other a steel and plastic structure. Construction to begin in September after the Sprinkler Park closes.
- Forwarded a photo of the track damage at THS to Mike King and Mark Deming.

Nancy Walsh stated that she observed that the Parks Department has been putting in a fence at Indian Ledge Park and it looks great.

Stuart McCarthy stated that they have also planted trees along that area.

### **New Business**

Chairman asked if there were any question regarding the Picnic request at Old Mine Park for Ms. Bulkley.

Stuart McCarthy stated that they were advertising to raise money and that the event was open to the public, therefore, this item was brought before the commission for approval.

**MOTION MADE** by Kevin Bellows and seconded by Lee DeFusco, Esq. to approve the picnic request at Old Mine Park for Ms. Bulkley. Motion carried unanimously.

Stuart McCarthy stated that the LIVFREE organization would like to bring awareness to the Trumbull Community.

Vin Lipinski asked where they would put the bounce houses.

Stuart McCarthy stated that he would work with the organization on set-up for the event.

Chairman asked if we would limit the number of people with a possible 20% reserved for Trumbull Residents.

Stuart McCarthy stated that the capacity would be 300 parking spaces.

Vin Lipinski asked if they would be responsible for the garbage.

Stuart McCarthy stated that the organization would be responsible for the garbage.

Michael Travisano stated that it was at the end of September and after school starts.

Kevin Bellows asked about the fee.

Chairman stated that the fee would be \$1,500.00 for the day.

Stuart McCarthy stated that the fee was already a precedent since we had in the past charged the Gaelic Club of Fairfield for the Irish Festival the same fee. This event is a charitable organization and free to the public.

Discussion continued.

Ken Martin stated that the event would be including set-up and clean-up from 3pm – 11pm respectively, that it is a large enough event to constitute a \$1,500.00 fee and would like to know where they are advertising.

Discussion continued.

Stuart McCarthy stated that the organization is affiliated with Al's Angels and that they will post an insurance certificate and the commission could require a cash bond to hold and release at the end of the event. Also, the organization will get paid from the vendors, will be selling T-shirts and accepting donations to gain exposure for their organization.

Stuart McCarthy will work with them and contact the police department to work out the details.

**MOTION MADE** by Vin Lipinski and seconded by Kevin Bellows to accept the application based on their document provided to the commission with allowance for 300 cars and any fees incurred with this type of event. Motion carried unanimously.

### **Park Assignments/Committee Reports**

Ken Martin stated that the access road along Pinewood Lake has a neighbor who has expanded his driveway onto the right of way and this may be an issue of adverse possession.

Stuart McCarthy stated that adverse possession does not apply to the town and he will look at this property and report back to the commission.

Stuart McCarthy stated that there is another issue on Hedgehog Road where a resident is parking trucks on town property.

Vin Lipinski stated that the sign at Great Oak Park is still broken and needs to be address and also the open space entrance on Lake Avenue the sign is not visible due to the overgrowth.

Chairman asked for an update on the Fall/Winter Programs.

Stuart McCarthy presented the Financial Statement for the Fall/Winter Programs for last year. He noted the following:

- Items highlighted may need to be updated
- This is a presentation on how to look at the programs from a financial and participant level
- Largest activity is the Basketball League and Swim Lessons
- Karate is fairly lucrative

- Adult Water and Deep Water Training garner a small amount of revenue
- HMS Pool water temperature seems to be an issue with the competitive swimmers requiring the water to be colder and the Adult Water Training participants requesting it to be warmer
- BOE sets the controls of the pool
- Great demand for Swim Lessons
- Pool is heavily scheduled
- Fees already approved for Fall/Winter
- Horsebacking riding at the Ridge in Newtown give Trumbull residents a discount

See attached.

Nancy Walsh asked how the scholarships are working with Social Services.

Stuart McCarthy stated that it was going well.

Vin Lipinski stated that the Travel Basketball program is light with only 8 teams, however, it was a very good program and also asked about Future Stars.

Stuart McCarthy stated that the Trumbull residents get a discount with Future Stars and that he would like to upgrade some of our programs.

Stuart McCarthy stated that the new Multi-sport Clinic was well attended and would like to expand the Multi-sport program and possibly move the venue to Indian Ledge Park.

**MOTION MADE** by Lee DeFusco and seconded by Kevin Bellows to adjourn. Motion carried unanimously. Meeting adjourned at 8:00 p.m.

Respectfully submitted by,



Christina L. Pereiro  
Temporary Clerk



*Town of Trumbull  
Connecticut*

*Parks and Recreation Department*

**Parks and Recreation Commission  
Staff Report**

**Meeting Date:** July 11, 2016

**Agenda Item:** Request for community picnic at Old Mine Park August 13, 2016

**Background:** Request for community picnic received. Event includes a fundraising component as well as an open public invitation necessitating Commission review and approval.

**Back-up Documents:** Permit request and email from Ms..Buckley

**Staff recommendation:** Staff recommends approval. Event will be subject to fee of \$135.00

**Proposed resolution:** The Parks and Recreation Commission approves the request for a community picnic event hosted by Ms. Buckley at Old Mine Park August 13, 2016 subject to applicable event fee.

**TRUMBULL PARKS AND RECREATION DEPARTMENT PARK PERMIT REQUEST**

Date: 6/23/16

Sponsoring Agency (if applicable) \_\_\_\_\_

Applicant (Must be Trumbull resident)

Name Angela Bulkley

Address 2373 Huntington Tpk

City/Town, State, Zip Trumbull CT 06611

Daytime Phone Number 203-895-7249  
(Home) (Business)

E-Mail Address angbulkley@gmail.com

**DETAIL DESCRIPTION OF EVENT:**

Description of Event Community Picnic

Type of event Private  Public  Fund Raising  Raffle to benefit food party

Place Old Mine Park - lower

Day/Date Sat., August 13 2016

Time 12pm

# of People < 200

**REQUEST FOR PERMIT/WAIVER:**

Vendor or Caterer

Alcohol Permit (Old Mine Park PICNIC AREA ONLY)  Live Band or DJ

Vehicle Access (Old Mine ONLY)  BBQ Grate Rental

Other (please specify) 10x10 canopies to cover food areas

This Park Permit Request form does not constitute an approval of the event until you receive a Permit from the Parks & Recreation Department.

**HOLD HARMLESS CLAUSE**

Notwithstanding the issuance of a permit issued by the Town of Trumbull in conjunction with this facility request. The applicant Angela Bulkley shall indemnify the Town of Trumbull for and hold the Town of Trumbull harmless and free from all damages sustained by person or property and for any damages or monies paid out by the Town of Trumbull in the settlement of any claim and claims of judgement as well as for costs, expenses and attorney's fee incurred in connection therewith.

Angela Bulkley Angela Bulkley \_\_\_\_\_  
Name (Please Print) Signature Date

Public - needs comm approval

## Stuart McCarthy

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**From:** Angela Bulkley <angbulkley@gmail.com>  
**Sent:** Tuesday, June 28, 2016 3:49 PM  
**To:** Stuart McCarthy  
**Cc:** Jon Bulkley  
**Subject:** Park Permit Request

Hello Mr. McCarthy,

Per your request I am forwarding additional information pursuant to my park permit request.

My husband and I will be hosting this picnic, which is open to the Trumbull community. We have asked for online RSVP's to ensure we do not breach the 200 guest limit. This is our 3rd year hosting this picnic and we have never had any issues.

There appears to be 3 categories on the permit form: Resident, School or non-profit, or Company. This would definitely fall under resident.

We have requested the lower pavilion of Old Mine Park for August 13th.

Due to the success of previous picnics we have decided to include a raffle this year, with prizes donated by local businesses; proceeds will benefit the Trumbull Food Pantry.

We do not intend to have any inflatables, vendors, or band/DJs. It is merely an opportunity for the community to come together and get to know their neighbors. Last year the Trumbull Times was present and they plan to attend again this year.

I am unable to attend the Park's meeting on July 11th, as we will be out of town but I can have someone there to speak on our behalf if necessary. Please feel free to contact me with any additional questions or concerns by email or phone at 203-895-7249.

Thank you,  
Angela Bulkley



*Town of Trumbull  
Connecticut*

*Parks and Recreation Department*

**Parks and Recreation Commission  
Staff Report**

- Meeting Date:** July 11, 2016
- Agenda Item:** Request for a Movie Night at Indian Ledge Park on September 17, 2016 sponsored by LIVFREE (rain date Sept 24)
- Background:** Request for charitable organization to host a family movie night at Indian Ledge Park to raise awareness of the LIVFREE organization supporting families battling childhood cancer. Event is not a fundraising event but donations will be accepted and t-shirts will be available for sale.
- Back-up Documents:** Event proposal
- Staff recommendation:** Staff recommends approval. The event would be a welcome community event, free to the public. Sponsor will be responsible for all cost involved including police and parking personnel as determined by the Parks and Recreation Director.

Commission should determine an event fee. The one day event fee for an outside organization using the park is \$1,500. Given the nature of the event as charitable, free to the public and not a fund raising event a reduction or waiver of the fee should be considered.

The Parks and Recreation Department has been considering hosting an outdoor movie night. This is viewed as a great opportunity to try the event. The Parks and Recreation Department is happy to provide support for that reason.

Public use of the park will not be curtailed unless the park reaches capacity and is closed. The Parks and Recreation Department will not schedule the athletic facilities for the evening to avoid conflicts.

**Proposed resolution:** The Parks and Recreation Commission approves the request for a community Movie Night at Indian Ledge Park on September 17, 2016 sponsored by LIVFREE (rain date Sept 24) with the following conditions:

- No admission charge
- Admission limited to the first 300 vehicles. The Parks and Recreation Department has the right to close the event at any time based on safety and capacity concerns.
- Sponsor to pay all direct expenses relate to Police and parking personnel as determined by the Parks and Recreation Department.
- Sponsor to pay fee of \_\_\_\_\_

## PROPOSAL FOR LIVFREE MOVIE NIGHT AT INDIAN LEDGE PARK

**Our Mission** for LIVFREE is to provide families battling pediatric cancer time away from treatment and replace it with old-fashioned family fun time. One of the hidden side effects of childhood cancer is the toll it takes on the family unit. By providing family fun time, we can help boost the morale of the patient all while giving the family a sense of normalcy.

**Our Proposal** We are requesting to have a free and open to the public movie night at Indian Ledge Park in Trumbull on Saturday, September 17<sup>th</sup>, 2016. We'll be showing a family friendly movie by Disney/Pixar on a screen attached to the bandstand on the main field. The screen, projector and sound system will be provided by LIVFREE. The event will begin at 5pm with the movie starting promptly at 7pm and ending at approximately 9pm. Vendors and attractions are listed below. All expenses for this event will be paid for by LIVFREE Inc.

**Our purpose** for this event is to provide a sense of connection for families who are battling pediatric cancer and to give them a fun night out as well as informing the public about pediatric cancer. With over ten Trumbull families currently in, or only a year removed from treatment, we feel this is the perfect opportunity to bring the communities together and raise awareness.

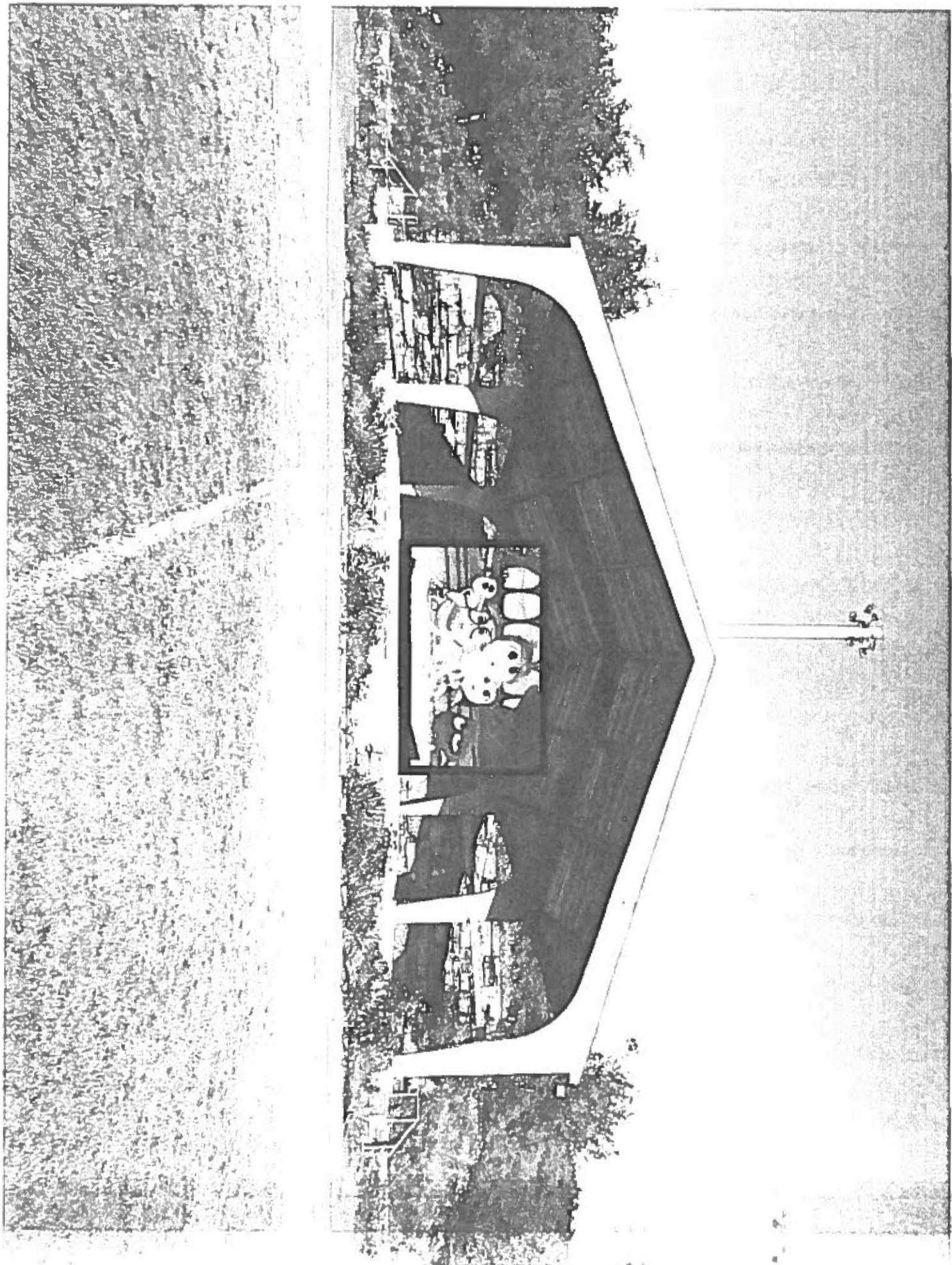
**Public Safety/Sanitation** All necessary police and park rangers will be available as needed. Restrooms are available on park grounds and more portable restrooms will be provided if deemed necessary. Waste bins will be provided and LIVFREE will be responsible for all cleanup of the viewing area. We will have an insurance policy of \$1M and will also cover the town of Trumbull.

Food will be sold by two food trucks, the Grump Hogg and Vazzy's. Both of which have the proper permits to serve food in Trumbull. Popcorn, Italian ice and water will also be sold at stands.

**Vendors/Attractions** In addition to the movie we will have two bounce houses available from 5pm-7pm. A DJ will be playing family friendly music from 5pm-7pm. We will have a face painter and a balloon artist as well. LIVFREE T-shirts will be sold at a cost of \$10 per shirt. We will also have a donation jar for families that would like to support our cause.

**Additional Notes** Screen size is 12ft x 20ft and will be put on the bandstand (please see attached photo) Parking at Indian Ledge is limited to approximately 300 parking spaces. An attendant will pass out tickets to the first 300 cars at the entrance as to not over occupy the parking lots. LIVFREE is working under a fiscal sponsorship of Al's Angels, a 501(c)(3) non-profit charity.

**Contact Info** For more information on LIVFREE please visit our website at [www.livfreetoday.org](http://www.livfreetoday.org). For questions or concerns please email at [daniel@livfreetoday.org](mailto:daniel@livfreetoday.org) or call 203-685-6624



**Recreation Programs**

	OLD FEE	Participation			Revenue		Expenses			Total	Ratio
		Total	Discount	Scholarshi	Program	Net	Staff	Supplies	Total		
<b>Fall Programs</b>											
Adult Water Training	\$ 35.00	62	3	14	2,170	1,628	2,200		2,200	(30)	98.6%
Adult Deep Water Aerobics	\$ 35.00	20	3	2	700	578	1,200		1,200	(500)	58.3%
Babysitting	\$ 90.00	43			3,870	3,870	1,710		1,710	2,160	226.3%
Basketball	\$ 35.00	1,058	250	46	37,030	31,045	30,320	1,320	31,640	5,390	117.0%
Basketball - Travel	\$ 250.00	65			16,250	16,250	6,500	5,500	12,000	4,250	135.4%
Open Recreation					-	-	12,900		12,900	(12,900)	0.0%
Childrens Art and Music	\$ 40.00	33	8		1,320	1,160	1,640	150	1,790	(470)	73.7%
Horseback riding	\$ 150.00	3			450	450	360		360	90	125.0%
TYO Karate	\$ 40.00	128	38	20	5,120	3,560	3,600		3,600	1,520	142.2%
Skate Lessons	\$ 179.00	15			2,685	2,685	2,535		2,535	150	105.9%
Spec Needs Karate	\$ 40.00	43	2	5	1,720	1,480	720		720	1,000	238.9%
Spec Needs Yoga	\$ 40.00	14			560	560	400		400	160	140.0%
Swim Lessons Adult	\$ 30.00	29	3		870	825	755		755	115	115.2%
Swim Lessons Kids	\$ 30.00	366	104	2	10,980	9,360	10,400		10,400	580	105.6%
Swim Lessons Toddlers	\$ 30.00	42			1,260	1,260	755		755	505	166.9%
Tennis Lessons Adult	\$ 70.00	6			420	420	840		840	(420)	50.0%
Boot Camp	\$ 120.00	10			1,200	1,200	875		875	325	137.1%
Future Stars	\$ 135.00	16			2,160	2,160	2,000		2,000	160	108.0%
Child Co-ed Volleyball	\$ 30.00	24	4	1	720	630	950		950	(230)	75.8%
<b>Totals</b>		<b>1,977</b>	<b>415</b>	<b>90</b>	<b>89,485</b>	<b>79,120</b>	<b>80,660</b>	<b>6,970</b>	<b>87,630</b>	<b>1,855</b>	<b>102.1%</b>
							Total Subsidy including Scholarships and Discounts			<b>(8,510)</b>	<b>90.3%</b>