

TOWN COUNCIL
Town of Trumbull
CONNECTICUT
www.trumbull-ct.gov

TOWN HALL
Trumbull

TELEPHONE
(203) 452-5000



AGENDA No. 807

- I CALL TO ORDER
- II MOMENT OF SILENCE
- III PLEDGE OF ALLEGIANCE
- IV ROLL CALL
- V PUBLIC COMMENT
- VI APPROVAL OF MINUTES
- VII NEW BUSINESS

DATE: March 2, 2020
TIME: 7:30 p.m.
PLACE: Town Hall

NOTICE is hereby given that the Town Council of the Town of Trumbull, Connecticut will hold its meeting on March 2, 2020 at 7:30 p.m. at the Town Hall, 5866 Main Street, Trumbull, Connecticut for the following purpose:

DISCUSSION ITEM: Auditor's Report FY Ending 2019

PUBLIC HEARING: To discuss the completion of the Town of Trumbull 2018 Small Cities grant for the replacement of windows at Stern Village

NEW BUSINESS:

1. RESOLUTION TC28-38: To consider and act upon a resolution which would approve the funding for a labor agreement between the Trumbull Police Union Local 1745, Council #4 AFSCME, AFL-CIO beginning July 1, 2019 and ending June 30, 2023. (L&A)
2. RESOLUTION TC28-39: To consider and act upon a resolution which would authorize the Town attorney to settle a workers compensation claim known as Jim McGuire v. the Town of Trumbull. (L&A)

3. RESOLUTION TC28-40: To consider and act upon a resolution which would authorize the Town attorney to settle a workers compensation claim known as Robert Troesser v. the Town of Trumbull. (L&A)
4. RESOLUTION TC28-41: To consider and act upon a resolution which would appoint Douglas Sutherland of 14 Petticoat Lane as a member of the Greater Bridgeport Transit Authority Board. (R&R)
5. RESOLUTION TC28-42: To consider and act upon a resolution which would reappoint James Meisner of 62 Driftwood Lane as a member of the Pension Board for a term extending to the first Monday in December 2023. (R&R)
6. RESOLUTION TC28-43: To consider and act upon a resolution which would correct the end date of the term of Tatiana Rampino as an alternate member of the Zoning Board of Appeals to the first Monday of December, 2020. (R&R)
7. RESOLUTION TC28-44: To consider and act upon a resolution which would form the Veterans & First Responders Center Building Committee to plan, design, seek grant funding for, and oversee the construction of a new facility. (L&A)
8. RESOLUTION TC28-45: To consider and act upon a resolution which would appoint Raymond G. Baldwin Jr. of 700 Booth Hill Rd as a member and Chairman of the Veterans & First Responders Center Building Committee. (R&R)
9. RESOLUTION TC28-46: To consider and act upon a resolution which would appoint Mary Beth Thornton of 24 Cherry Gate Lane as a Town Council representative on the Veterans & First Responders Center Building Committee. (R&R)
10. RESOLUTION TC28-47: To consider and act upon a resolution which would appoint Dan Sacco of 10 Misty Lane as a member of the Veterans & First Responders Center Building Committee. (R&R)
11. RESOLUTION TC28-48: To consider and act upon a resolution which would appoint Michael Lombardo of 158 Edison Road as a member of the Veterans & First Responders Center Building Committee. (R&R)
12. RESOLUTION TC28-49: To consider and act upon a resolution which would appoint Preston Merritt of 136 North Stowe Place as a member of the Veterans & First Responders Center Building Committee. (R&R)
13. RESOLUTION TC28-50: To consider and act upon a resolution which would appoint Bruce Silverstone of 126 Whitney Avenue as a member of the Veterans & First Responders Center Building Committee. (R&R)
14. RESOLUTION TC28-51: To consider and act upon a resolution which would appoint Steve Lemoine of 46 Pert Street as a Town Council representative on the Veterans & First Responders Center Building Committee. (R&R)

15. RESOLUTION TC28-52: To consider and act upon a resolution which would authorize the filing of an application by the Town of Trumbull in an amount not to exceed \$1,500,000 to undertake a Small Cities Community Development Block Grant Program administered by the State of Connecticut Department of Housing. (L&A) (*Public Hearing Town Council March 2, 2020*)
16. RESOLUTION TC28-53: To consider and act upon a resolution which would endorse a Fair Housing Policy for the Town of Trumbull. (L&A)
17. RESOLUTION TC28-54: To consider and act upon a resolution which would approve the revised Field Use Policy Fee Schedule. (Finance)
18. RESOLUTION TC28-55: To consider and act upon a resolution which would appropriate \$47,734 from the General Fund to Fire Marshal account # 01022800-581888. (Finance)
19. RESOLUTION TC28-56: To consider and act upon a resolution entitled "RESOLUTION APPROPRIATING \$12,000,000 FOR THE ACQUISITION OF REAL PROPERTY (2020) FOR OPEN SPACE, RECREATION AND OTHER TOWN PURPOSES AND AUTHORIZING THE ISSUE OF \$12,000,000 BONDS OF THE TOWN TO MEET SAID APPROPRIATION AND PENDING THE ISSUANCE THEREOF THE MAKING OF TEMPORARY BORROWINGS FOR SUCH PURPOSE. (Finance)
20. RESOLUTION TC28-57: To consider and act upon a resolution which would authorize the submission of the funding application for the U.S. DOJ COPS Hiring Program (L&A)
21. RESOLUTION TC28-58: To consider and act upon a resolution which would authorize the submission of the funding application to the Firehouse Subs Public Safety Foundation. (L&A)
22. RESOLUTION TC28-59: To consider and act upon a resolution which would initiate a revision of the Charter of the Town of Trumbull with a draft report to be submitted not later than June 1, 2020 and to appoint a 6 member Commission. (L&A)
23. RESOLUTION TC28-60: To consider and act upon a resolution which would appoint Kate Donahue of 83 Meadow Road West as a member and Chairman of the Charter Revision Commission 2020. (R&R)
24. RESOLUTION TC28-61: To consider and act upon a resolution which would appoint Thomas Tesoro of 133 Beechwood Avenue as a member of the Charter Revision Commission 2020. (R&R)
25. RESOLUTION TC28-62: To consider and act upon a resolution which would appoint Nancy Gardiner of 34 Parkwood Road as a member of the Charter Revision Commission 2020. (R&R)

26. RESOLUTION TC28-63: To consider and act upon a resolution which would appoint Susan Gilson of 194 Lake Avenue as a member of the Charter Revision Commission 2020. (R&R)
27. RESOLUTION TC28-64: To consider and act upon a resolution which would appoint Martin McCann of 63 Teeter Rock Road as a member of the Charter Revision Commission 2020. (R&R)
28. RESOLUTION TC28-65: To consider and act upon a resolution which would appoint J.C. Cinelli of 47 Parkway Drive as a member of the Charter Revision Commission 2020. (R&R)

VIII ADJOURNMENT

COPY OF THE RESOLUTION ATTACHED HERETO
Mary Beth Thornton, Chairman
Trumbull Town Council

RESOLUTIONS

1. RESOLUTION TC28-38: BE IT RESOLVED, That the funding for a labor agreement between the Trumbull Police Union Local 1745, Council #4 AFSCME, AFL-CIO beginning July 1, 2019 and ending June 30, 2023 is hereby approved.
2. RESOLUTION TC28-39: BE IT RESOLVED, That the Town attorney is hereby authorized to settle a workers compensation claim known as Jim McGuire v. the Town of Trumbull.
3. RESOLUTION TC28-40: BE IT RESOLVED, That the Town attorney is hereby authorized to settle a workers compensation claim known as Robert Troesser v. the Town of Trumbull.
4. RESOLUTION TC28-41: BE IT RESOLVED, That Douglas Sutherland of 14 Petticoat Lane, be and the same is hereby appointed as a member of the Greater Bridgeport Transit Authority Board.
5. RESOLUTION TC28-42: BE IT RESOLVED, That James Meisner of 62 Driftwood Lane, be and the same is hereby reappointed as a member of the Pension Board for a term extending to the first Monday in December 2023.
6. RESOLUTION TC28-43: BE IT RESOLVED, That the end date of the term of Tatiana Rampino as an alternate member of the Zoning Board of Appeals is corrected to read the first Monday of December, 2020.
7. RESOLUTION TC28-44: BE IT RESOLVED, That the Veterans & First Responders Center Building Committee is hereby formed to plan, design, seek grant funding for, and oversee the construction of a new facility; BE IT FURTHER RESOLVED, That the membership shall consist of seven (7) members, including two (2) Town Council members, provided that such members shall not be from the same political party, and five (5) electors of the Town of Trumbull.
8. RESOLUTION TC28-45: BE IT RESOLVED, That Raymond G. Baldwin Jr. of 700 Booth Hill Rd, be and the same is hereby appointed as a member and Chairman of the Veterans & First Responders Center Building Committee.
9. RESOLUTION TC28-46: BE IT RESOLVED, That Mary Beth Thornton of 24 Cherry Gate Lane, be and the same is hereby appointed as a Town Council representative on the Veterans & First Responders Center Building Committee.
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13. RESOLUTION TC28-50: BE IT RESOLVED, That Bruce Silverstone of 126 Whitney Avenue, be and the same is hereby appointed as a member of the Veterans & First Responders Center Building Committee.
14. RESOLUTION TC28-51: BE IT RESOLVED, That Steve Lemoine of 46 Pert Street, be and the same is hereby appointed as a Town Council representative on the Veterans & First Responders Center Building Committee.
15. RESOLUTION TC28-52: BE IT RESOLVED, That the filing of an application by the Town of Trumbull in an amount not to exceed \$1,500,000 to undertake a Small Cities Community Development Block Grant Program administered by the State of Connecticut, Department of Housing is hereby authorized, and First Selectman Vicki A. Tesoro is authorized and directed to file such application with the Commissioner of the Department of Housing, to provide such additional information, to execute such other documents as may be required by the Commissioner, to execute an Assistance Agreement with the State of Connecticut for State financial assistance if such an agreement is offered, to execute any amendments, rescissions, and revisions thereto, and to act as the authorized representative of the Town of Trumbull. (Full Resolution Attached) (*Public Hearing Town Council March 2, 2020*)
16. RESOLUTION TC28-53: BE IT RESOLVED, That the Town of Trumbull hereby endorses a Fair Housing Policy to ensure equal opportunity for all persons to rent, purchase, obtain financing and enjoy all other housing-related services of their choice on a non-discriminatory basis as provided by state and federal law. (Full Resolution Attached)
17. RESOLUTION TC28-54: BE IT RESOLVED, That the revised Field Use Policy Fee Schedule is hereby approved. (Field Use Policy Fee Schedule Attached)
18. RESOLUTION TC28-55: BE IT RESOLVED, That \$47,734 is hereby appropriated from the General Fund to Fire Marshal account # 01022800-581888.
19. RESOLUTION TC28-56: BE IT RESOLVED, That a resolution entitled "RESOLUTION APPROPRIATING \$12,000,000 FOR THE ACQUISITION OF REAL PROPERTY (2020) FOR OPEN SPACE, RECREATION AND OTHER TOWN PURPOSES AND AUTHORIZING THE ISSUE OF \$12,000,000 BONDS OF THE TOWN TO MEET SAID APPROPRIATION AND PENDING THE ISSUANCE

THEREOF THE MAKING OF TEMPORARY BORROWINGS FOR SUCH PURPOSE is hereby approved. (Full Resolution Attached)

20. RESOLUTION TC28-57: BE IT RESOLVED, That the submission of the funding application for the U.S. DOJ COPS Hiring Program is hereby authorized and Vicki A. Tesoro, First Selectman or her designee is hereby authorized as the individual to sign the application and all subsequent amendments, reports and related documents in order to administer and implement the project. (Full Resolution Attached)
21. RESOLUTION TC28-58: BE IT RESOLVED, That the submission of the funding application to the Firehouse Subs Public Safety Foundation is hereby authorized and Vicki A. Tesoro, First Selectman is hereby authorized as the individual authorized to sign the application and all subsequent amendments, reports and related documents in order to administer and implement the project. (Full Resolution Attached)
22. RESOLUTION TC28-59: BE IT RESOLVED, That the Trumbull Town Council initiates a revision of the Charter of the Town of Trumbull as approved November 3, 1981, as revised November 4, 2003, as revised November 8, 2011, and as amended January 7, 2019, and further authorizes a six (6) member commission, to be known as the Charter Revision Commission 2020, not more than three (3) members of which shall be members of one political party. The commission shall submit a draft report not later than June 1, 2020. (2/3 vote of the entire membership required)
23. RESOLUTION TC28-60: BE IT RESOLVED, That Kate Donahue of 83 Meadow Road West, be and the same is hereby appointed as a member and Chairman of the Charter Revision Commission 2020.
24. RESOLUTION TC28-61: BE IT RESOLVED, That Thomas Tesoro of 133 Beechwood Avenue, be and the same is hereby appointed as a member of the Charter Revision Commission 2020.
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28. RESOLUTION TC28-65: BE IT RESOLVED, That J.C. Cinelli of 47 Parkway Drive, be and the same is hereby appointed as a member of the Charter Revision Commission 2020.

FULL RESOLUTIONS

RESOLUTION TC28-52

WHEREAS, Federal monies are available under the Connecticut Small Cities Community Development Block Grant Program, administered by the State of Connecticut, Department of Housing pursuant to Public Law 93 -3 83, as amended; and

WHEREAS, pursuant to Chapter 127c, and Part VI of Chapter 130 of the Connecticut General Statutes, the Commissioner of Housing is authorized to disburse such Federal monies to local municipalities; and

WHEREAS, it is desirable and in the public interest that the Town of Trumbull make application to the State for up to \$ 1,500,000.00 in order to undertake a Small Cities Community Development Program and to execute an Assistance Agreement therefor, should one be offered.

NOW, THEREFORE, BE IT RESOLVED BY THE Town Council:

1. That it is cognizant of the conditions and prerequisites for State Assistance imposed by Part VI of Chapter 130 of The Connecticut General Statutes; and
2. That the filing of an application by the Town of Trumbull in an amount not to exceed \$1,500,000.00 is hereby approved, and that the First Selectman is hereby authorized and directed to file such Application with the Commissioner of the Department of Housing, to provide such additional information, to execute such other documents as may be required by the Commissioner, to execute an Assistance Agreement with the State of Connecticut for State financial assistance if such an Agreement is offered, to execute any amendments, rescissions, and revisions thereto, and to act as the authorized representative of the Town of Trumbull.

RESOLUTION TC28-53

**FAIR HOUSING RESOLUTION
TOWN OF TRUMBULL**

WHEREAS, All persons are afforded a right to full and equal housing opportunities in the neighborhood of their choice; and

WHEREAS, Federal fair housing laws require that all individuals, regardless of race, color, religion, sex, handicap, familial status or national origin, be given equal access to all housing-related opportunities, including rental and homeownership opportunities, and be allowed to make free choices regarding housing location; and

WHEREAS, Connecticut fair housing laws require that all individuals, regardless of race, creed, color, national origin, ancestry, sex, marital status, age, lawful source of income, familial status, learning disability, physical or mental disability, sexual orientation, or gender identity or expression be given equal access to all housing-related opportunities, including rental and home ownership opportunities, and be allowed to make free choices regarding housing location; and

WHEREAS, The Town of Trumbull is committed to upholding these laws, and realizes that these laws must be supplemented by an Affirmative Statement publicly endorsing the right of all people to full and equal housing opportunities in the neighborhood of their choice.

NOW THEREFORE, BE IT RESOLVED, That the Town of Trumbull hereby endorses a Fair Housing Policy to ensure equal opportunity for all persons to rent, purchase, obtain financing and enjoy all other housing-related services of their choice on a non-discriminatory basis as provided by state and federal law; and

BE IT FURTHER RESOLVED, That the chief executive officer of the Town of Trumbull or his/her designated representative is responsible for responding to and assisting any person who alleges to be the victim of an illegal discriminatory housing practice in the Town of Trumbull and for advising such person of the right to file a complaint with the State of Connecticut Commission on Human Rights and Opportunities (CHRO) or the U.S. Department of Housing and Urban Development (HUD) or to seek assistance from the CT Fair Housing Center, legal services, or other fair housing organizations to protect his or her right to equal housing opportunities.

RESOLUTION TC28-56

RESOLUTION APPROPRIATING \$12,000,000 FOR THE ACQUISITION OF REAL PROPERTY (2020) FOR OPEN SPACE, RECREATION AND OTHER TOWN PURPOSES, AND AUTHORIZING THE ISSUE OF \$12,000,000 BONDS OF THE TOWN TO MEET SAID APPROPRIATION AND PENDING THE ISSUANCE THEREOF THE MAKING OF TEMPORARY BORROWINGS FOR SUCH PURPOSE

Section 1. The sum of \$12,000,000 is appropriated for the acquisition of real property or interests therein, including any easement, covenant or agreement concerning development, slope, riparian or similar rights, for the purpose of preserving open space and recreational spaces-including spaces for recreational facilities- developing senior or other housing, fostering economic development, and to meet any other real property requirements of the Town as may be determined from time to time by the Town Council. Said appropriation may include expenses for the construction of facilities related to the acquisition, such as recreational facilities, infrastructure improvements, and code compliance improvements, and for appraisal, testing, environmental remediation, surveying, title insurance and such other expenses necessary or appropriate for such acquisition, including expenses for acquisition by eminent domain, and including administrative, printing, legal and financing costs related thereto. Each acquisition of land or interest therein shall be approved by the Town Council. The Director of Finance is authorized to establish a fund within which to deposit the proceeds of bonds, notes or other obligations issued pursuant to this resolution..

Section 2. To meet said appropriation \$12,000,000 bonds of the Town or so much thereof as shall be necessary for such purpose, shall be issued, maturing not later than the twentieth year after their date, or such later date as may be allowed by law. Said bonds may be issued in one or more series as determined by the First Selectman and the Town Treasurer (hereafter the Town Officials), and the amount of bonds of each series to be issued shall be fixed by the Town Officials, provided that the total amount of bonds to be issued shall not be less than an amount which will provide funds sufficient with other funds available for such purpose to pay the principal of and the interest on all temporary borrowings in anticipation of the receipt of the proceeds of said bonds outstanding at the time of the issuance thereof, and to pay for the administrative, printing and legal costs of issuing the bonds. Capital project revenues, including bid premiums and investment income derived from investment of bond proceeds (and net investment income derived from note proceeds) are authorized to be credited by the Director of Finance to the project account and expended to pay project expenses customarily paid therefrom. The remaining appropriation and bond authorization shall be reduced by the amount of capital project revenues so credited. The bonds shall be in the denomination of \$1,000 or a whole multiple thereof, or, be combined with other bonds of the Town and such combined issue shall be in the denomination per aggregate maturity of \$1,000 or a whole multiple thereof, be issued in bearer form or in fully registered form, be executed in the name and on behalf of the Town by the manual or facsimile signatures of the Town Officials, bear the Town seal or a facsimile

thereof, be certified by a bank or trust company designated by the Town Officials, which bank or trust company may be designated the registrar and transfer agent, be payable at a bank or trust company designated by the Town Officials, and be approved as to their legality by Joseph Fasi LLC, Attorneys-at-law, Bond Counsel of Hartford. They shall bear such rate or rates of interest as shall be determined by the Town Officials. The bonds shall be general obligations of the Town and each of the bonds shall recite that every requirement of law relating to its issue has been duly complied with, that such bond is within every debt and other limit prescribed by law, that the full faith and credit of the Town are pledged to the payment of the principal thereof and the interest thereon and will be paid from property taxation to the extent not paid from other sources. The aggregate principal amount of the bonds to be issued, the annual installments of principal, redemption provisions, if any, the date, time of issue and sale and other terms, details and particulars of such bonds, shall be determined by the Town Officials, in accordance with the General Statutes of the State of Connecticut, as amended.

Section 3. Said bonds shall be sold by the Town Officials, in a competitive offering or by negotiation, in their discretion. If sold at competitive offering, the bonds shall be sold upon sealed proposals, auction, or similar competitive process at not less than par and accrued interest on the basis of the lowest net or true interest cost to the Town. A notice of sale or a summary thereof describing the bonds and setting forth the terms and conditions of the sale shall be published at least five days in advance of the sale in a recognized publication carrying municipal bond notices and devoted primarily to financial news and the subject of state and municipal bonds. If the bonds are sold by negotiation, the provisions of purchase agreement shall be approved by the Town Officials.

Section 4. The Town Officials are authorized to make temporary borrowings in anticipation of the receipt of the proceeds of said bonds. Notes evidencing such borrowings shall be executed in the name and on behalf of the Town by the manual or facsimile signatures of the Town Officials, bear the Town seal or a facsimile thereof, be payable at a bank or trust company designated by the Town Officials, be approved as to their legality by Joseph Fasi LLC, Attorneys-at-law, Bond Counsel of Hartford, and be certified by a bank or trust company designated by the Town Officials, pursuant to Section 7-373 of the General Statutes of Connecticut, as amended. They shall be issued with maturity dates which comply with the provisions of the General Statutes governing the issuance of such notes, as the same may be amended from time to time. The notes shall be general obligations of the Town and each of the notes shall recite that every requirement of law relating to its issue has been duly complied with, that such note is within every debt and other limit prescribed by law, that the full faith and credit of the Town are pledged to the payment of the principal thereof and the interest thereon and will be paid from property taxation to the extent not paid from other sources. The net interest cost on such notes, including renewals thereof, and the expense of preparing, issuing and marketing them, to the extent paid from the proceeds of such renewals or said bonds, shall be included as a cost of the project. Upon the sale of said bonds, the proceeds thereof, to the extent required, shall be applied forthwith to the payment of the principal of and the interest on any such notes then outstanding or shall be deposited with a bank or trust company in trust for such purpose.

Section 5. Resolution of Official Intent to Reimburse Expenditures with Borrowings. The Town (the "Issuer") hereby expresses its official intent pursuant to §1.150-2 of the Federal

Income Tax Regulations, Title 26 (the "Regulations"), to reimburse expenditures paid sixty days prior to and after the date of passage of this ordinance in the maximum amount and for the capital project defined in Section 1 with the proceeds of bonds, notes, or other obligations ("Bonds") authorized to be issued by the Issuer. The Bonds shall be issued to reimburse such expenditures not later than 18 months after the later of the date of the expenditure or the substantial completion of the project, or such later date the Regulations may authorize. The Issuer hereby certifies that the intention to reimburse as expressed herein is based upon its reasonable expectations as of this date. The Director of Finance or his designee is authorized to pay project expenses in accordance herewith pending the issuance of reimbursement bonds, and to amend this declaration.

Section 6. The Town Officials, are hereby authorized to exercise all powers conferred by section 3-20e of the general statutes with respect to secondary market disclosure and to provide annual information and notices of material events as enumerated in Securities and Exchange Commission Exchange Act Rule 15c2-12, as amended, as may be necessary, appropriate or desirable to effect the sale of the bonds and notes authorized by this resolution.

Section 7. It is hereby found and determined that it is in public interest to issue all, or a portion of, the Bonds, Notes or other obligations of the Town as qualified private activity bonds, or with interest that is includable in gross income of the holders thereof for purposes of federal income taxation. The Town Officials are hereby authorized to issue and utilize without further approval any financing alternative currently or hereafter available to municipal governments pursuant to law including but not limited to any "tax credit bonds" or "Build America Bonds" including Direct Payment and Tax Credit versions.

RESOLUTION TC28-57

Resolution- FY 2020 COPS Hiring Program (CHP)

WHEREAS, the U.S. Department of Justice (DOJ) Community Oriented Policing Services (COPS) Office offers competitive grants through the COPS Hiring Program (CHP) to increase the capacity of law enforcement agencies to implement community policing strategies that strengthen partnerships for safer communities and enhance law enforcement's capacity to prevent, solve, and control crime through funding for additional officers; and

WHEREAS, 2020 CHP awards will cover up to 75 percent of the approved entry-level salary and fringe benefits of each newly hired or rehired full-time sworn career law enforcement officer over the three year (36-month) award period, with a minimum 25 percent local match requirement and a maximum total federal share of \$125,000 per officer position; and

WHEREAS, the Town of Trumbull as local applicant is required to maintain authorized budgeted staffing levels for the three-year grant period plus an additional 12-month period in order to comply with DOJ grant funding requirements; and

WHEREAS, the Town of Trumbull as local applicant is required to pay for any other additional costs (training, equipment, remaining salary and fringe benefits not covered by grant funds, etc.) associated with hiring and maintaining each officer for the grant period plus an additional 12 months; and

WHEREAS, the Town of Trumbull intends to apply for one new officer anticipated to be hired for July 2021 under the COPS Hiring Program; and

WHEREAS, if awarded, the newly hired officer would help expand Trumbull's community policing efforts at the Westfield Trumbull Mall;

NOW THEREFORE, the Trumbull Town Council authorizes the submission of the funding application for the U.S. DOJ COPS Hiring Program and authorizes Vicki A. Tesoro, First Selectman or her designee as the individual authorized to sign the application and all subsequent amendments, reports and related documents in order to administer and implement the project.

RESOLUTION TC28-58:

Whereas, the Firehouse Subs Public Safety Foundation offers grants to first responders and public safety organizations to help supply lifesaving equipment, prevention education tools and financial resources to assist in their mission to impact the lifesaving capabilities, and the lives, of local heroes and their communities; and

Whereas, Trumbull EMS is applying for grant support to purchase three mid fidelity patient simulators to be used for broad-scope training to the value of \$26,000 with no matching funds requested. Each simulator has multiple life-like functions including pulse, blood pressure, lung and heart sounds, CPR and airway training capabilities; and

Whereas, these mannequins will have a profound impact on our initial and continuing education program, allowing EMT students and practicing EMTs to hone their assessment skills; Paramedics to practice IV skills, intubation and EKG interpretation; and all team members can practice communication and collaboration during simulation experiences; and

Whereas, the devices will enhance our Community Education programs, ensuring participants in community training events will have an opportunity to evaluate a “patient” with shallow respirations and administer life-saving naloxone, and see the difference between effective and ineffective respirations; and

Whereas, Trumbull EMS, as a department of the Town of Trumbull, will submit an application for funding to support the purchase three mid fidelity patient simulators to the Firehouse Subs Public Safety Foundation Grant in February, 2020; and,

THEREFORE, the Trumbull Town Council authorizes the submission of the funding application to the Firehouse Subs Public Safety Foundation and authorizes Vicki A. Tesoro, First Selectman as the individual authorized to sign the application and all subsequent amendments, reports and related documents in order to administer and implement the project.

Town of Trumbull, Connecticut
Parks & Recreation Department
Policies & Procedures

Title: Athletic Field Use Policy	
Policy: PR-006	
Date Approved: <u> </u> September 10, 2018	Approved By: Parks & Recreation Commission
Date Effective: <u> </u> January 1, 2019	Date Revised:
Supersedes / Replaces: Field_Use_Policy.pdf	

I. Purpose

This document establishes the policies and procedures that determine the allocation and use of the Trumbull Parks & Recreation (TP&R) Department governed athletic and community fields with the goal of fair and equitable distribution among all users. Specifically, the policy outlines who is eligible to receive a permit for use of Trumbull public athletic fields and the process used to allocate and schedule fields for athletic leagues/organizations, individuals, groups and corporate applicants.

Two governing ideas formed the basis for the development of the policy;

- a. The rules for scheduling enable the largest number of town residents to have access to public athletic fields.
- b. The field scheduling process is designed to maximize use of available resources in a fair and equitable manner.

II. Scope of Authority

The TP&R Department, in cooperation with the TP&R Commission shall implement this policy, comply with regulations and provide equal access to courts and fields to the best of their ability.

The TP&R Department has the authority to; make changes to the field allocation guidelines, season dates, primary/secondary sport designations, practice/game allocations, fee charges as usage and field availability change, and to interpret and determine appropriate procedures for implementation of the policy. Additionally, the TP&R Department has the authority to deny or terminate the use of a field to any person, group, or organization at any time, for any reason, and/or impose a penalty for not complying with this policy and its rules and regulations.

For purposes of this policy, an "athletic and community field on school grounds" is defined as any outdoor location adjacent to a school or building operated by the Trumbull Board of Education, and whose typical purpose is organized recreation, whether amateur or professional. An "athletic and community field on school grounds" shall include tennis courts, as well as track and field complexes. It shall not include parking lots adjacent to schools or buildings operated by the Trumbull Board of Education, nor lawns and playgrounds whose typical purpose is not organized recreation.

Use of athletic and community fields on school grounds is governed by the Town of Trumbull Board of Education, in accordance with this policy and supporting regulations and procedures, provided that programs and activities sponsored by the Trumbull Public Schools shall have priority over all other programs and activities. No use of athletic and community fields will be permitted if it interferes with programs or activities of the Trumbull Public Schools as determined

by the Superintendent of Schools or his/her designee. Use of public-school buildings and sites, apart from athletic and community fields on school grounds, are governed by the Board of Education in accordance with relevant Board of Education policies and supporting regulations and procedures.

The TP&R Commission shall recommend policy, procedural, and planning guidance to the TP&R Department, Trumbull Public Schools Board of Education, and the Trumbull Public Schools Athletic Director and/or Superintendent, and review usage conflicts and make recommendations for resolution.

The TP&R Field Use Committee may review the policy and identify needs for updates and changes based upon the current usage environment.

III. Limitations on Facility Use

- a. Use of Trumbull athletic and community fields by organizations and individuals can only be permitted during those periods designated for community use and for those activities which the TP&R Department is responsible for scheduling.
- b. Community use hours of Trumbull Parks & Recreation facilities shall be defined as:
 - i. Each day from dawn until dusk at unlit facilities and from 5:30 PM to 10:00 PM for lighted fields provided the field is open for use.
 - ii. The actual hours and dates of availability of individual fields may be restricted by the TP&R Commission or TP&R Department to reflect earlier or later lights-out times, use, or other restrictions.
- c. A request for a particular athletic or community field does not guarantee availability or assignment of that field to the requestor. Fields are assigned at the discretion of the TP&R Department to maximize overall field utilization.
- d. Fee-based camps, clinics, tryouts, and other revenue-based activities may be subject to use agreements and fees imposed by the TP&R Department. Such programs with paid coaches and/or third-party trainers are acceptable uses of TP&R-allocated space if the services are available only to registered members of the organization and not for an additional fee.
- e. Fields taken out of service for renovation or maintenance by the TP&R Department, TP&R Commission, Department of Public Works, or Trumbull Board of Education will not be permitted for use.
- f. Assigned facilities shall only be used for the activities for which they were approved by TP&R Department and may not be reallocated to another entity by the original permit holder.

IV. Organization / Program User Groups and Certification

All organizations are placed in one of ~~eight (8)~~ **nine (9)** user groups based upon the information submitted within their application. All group definitions will be determined and approved by the TP&R Department and certified by vote by the TP&R Commission.

To be recognized as a TP&R Department Certified Organization / Program, the organization will:

- a. Apply for an initial three (3) year group status certification, regardless of prior status,
- b. Re-apply for group status and re-certification every three (3) years from the initial certification date,

- c. Re-apply for group status and re-certification any season the program realizes a participant reduction or growth of equal to or greater than 20% from the initial application,
- d. Meet the participant requirements as defined by each grouping as defined by the Group Definitions and Prioritization of Field Availability (Section V),
- e. Re-apply for group status and re-certification any season the program has a reduction or growth of non-resident participants that would classify them to a different Group.
- e-f. Provide program information prior to each season as defined by the Group Certification Process (Section VII).
- f-g. Be a non-profit sports organization with 501(c)(3) status focused on serving Trumbull residents and/or;
- g-h. Be a property tax paying company with a physical location within the geographic borders of the town of Trumbull and/or;
- h-i. Be a community group including private school, church, or other recognized community organization within the geographic borders of the Town of Trumbull.
- i. Registrations and revenue must be collected and processed by the named organization and may not be subsidized by an outside party.

Any organization/program not meeting the above qualifications shall be considered a non-certified and/or non-resident organization/program.

V. Group Definitions and Prioritization of Field Availability

Group:	Description:	Examples:	Participant Requirement:
1	Trumbull Public Schools Interscholastic Programs		18 19 years and younger
2	TP&R Department Administered Programs		Varies by program
3	Certified Non-Profit Youth Organizations / Programs		18 19 years and younger and 85 -100% residency
4	Non-Trumbull Public Schools Interscholastic Programs		18 19 years and younger
5	Certified Non-Profit Adult Organizations / Programs		19 18 years and older and 75% Residency-100% residency
6	<u>Certified Non-Profit Youth Organizations / Programs</u>		<u>19 years and younger and 75-85% residency</u>
6	Certified Non-Profit Community Groups Adult Organizations / Programs	Religious groups, community organizations within the town of Trumbull, et al.	19 18 years and older and 50% Residency-75% residency
7	Corporate Partner	Any property tax paying company with facilities within the physical borders of the town of Trumbull.	No age or residency requirements

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89 Open

Any organization or program not meeting a Group 1-78 criteria.

No age or residency requirements

VI. Fee Structure

Group:	Turf	Grass	Baseball	Little League/ Softball	Tennis/ Basketball Courts	Lights
1	\$0	\$0	\$0	\$0	\$0	\$0
2	----- Varies per activity -----					
3	\$20 per player per calendar year	\$20 per player per calendar year	\$40 per player per calendar year			
3*	\$8/hour	\$8/hour	\$18 /hour	\$15 /hour	\$1/hour	\$10 /hour
4/5/6	\$25/hour	\$17.50 /hour	\$62.50/hour	\$50/hour	\$2/hour	\$25 /hour
7	\$30/hour	\$25/hour	\$75/hour	\$62.50/hour	\$5/hour	\$37.50/hour
8	\$37.50/hour	\$30/hour	\$100/hour	\$75/hour	\$10/hour	\$45/hour
9	\$50/hour	\$37.50/hour	\$125/hour	\$87.50/hour	\$20/hour	\$60/hour

Commented [JH1]: Group 3 rate changed to an hourly fee

Commented [JH2]: Rates for Groups 4-9 changes from a "per permit" rate to a "per hour rate"

In original policy the each "permit" was not to exceed 2 hours. "P

*Group 3 rate is shown with 100% residency. \$1 per hour will be added for every 1% of non-residents registered. All Group 3 organizations must be comprised of at least 85% Trumbull residents (i.e. Group X has 100% residents and is billed at \$8 per hour per grass field. Group Y has 92% residents and is billed at \$16 per hour per grass field. Group Z has 87% residents and is billed at \$21 per hour per grass field.)

- a. Additional costs will apply for all clinics, tournaments, special events and other activities scheduled outside of originally agreed upon season of play (see Section XVI).
- b. Fee collection for Group 3 organizations will be due within thirty (30) days after invoicing. Payment not received within thirty (30) days of the close of organizations registrations will result in a termination of all use and services.
- c. Fees for Groups 4 through 9 are due at time of permit approval.
- d. Cancellation of permit will apply if payment is not received prior to permit date.

VII. Group Certification Process

Applicant will be asked to provide the following items to the TP&R Department:

- a. Fully completed "Group Certification Application"
- b. Insurance Certificate
- c. Previous year's tax return
- d. 501(c)(3) document if applicable

- e. An official, complete participant roster, including residency, every season and/or registration period (Group 3, 5, 6, 7).

The TP&R Department will review all submissions and notify the applicant of any missing or incomplete documentation. All documentation and a recommendation will be provided by the TP&R Department to the TP&R Commission prior to the next scheduled commission meeting.

The TP&R Department will perform random data validation of all documentation submitted. Any group found providing false or inaccurate information will forfeit their permits for the season and must re-apply for Group Status with the TP&R Commission.

The TP&R Commission will vote on the application during a regularly scheduled meeting (currently held on the second Monday of each month) provided no additional information is requested of the applicant by the TP&R Commission. The TP&R Department will notify applicant of the result within 3 business days following the commission meeting.

Those wishing to apply for a field permit without being “certified” as a group should contact the TP&R Department for assistance.

VIII. Contact Information

If questions arise regarding the scheduling, use, or maintenance of any property within the Trumbull Parks & Recreation system please contact the TP&R Department. For assistance outside of normal business hours please contact the Trumbull Park Rangers.

Trumbull Parks & Recreation Main Office
(203) 452-5060

Ranger on Duty
(203) 650-6078

Mon.-Fri. 9:00 AM - 5:00 PM (closed Federal Holidays)

IX. Athletic Court and Field Listing

Court/Field availability at each location may vary due to current conditions or improvement projects.

Hillcrest / High School Campus			
2	Baseball Fields (1 with lights)	2	Softball Fields
1	Javelin/Shot Put Area	2	Synthetic Turf - Multi-Purpose Fields w/ Lights
7	Multi-Purpose Fields	1	Track
6	Tennis Courts		
Indian Ledge Park			
1	Regulation Size Lighted Softball Field	3	Multi-Purpose Fields
1	Synthetic Turf - Multi-Purpose Field w/ Lights	1	BMX Racing Track
Island Brook Park			
3	Little League Baseball Fields	3	Tennis Courts
1	Softball /Little League Field	1	Basketball Court
Kaechele Property Soccer Fields Complex on Madison Avenue			
= < 12	U6-U19 Soccer Fields		
Long Hill			

1	Softball Field		
Madison Middle School Complex			
1	Baseball Field & Multi-Purpose Practice Area	1	Running Track
1	Football Field		
Nothnagle Memorial Field			
1	Little League Baseball Field	2	Tennis Courts
Old Mine Park			
1	Meadow Multi-Purpose Field		
Tashua Recreation Area			
6	Tennis Courts (2 with lights)	1	Softball/Cricket Field
2	Basketball Courts	2	Tennis/Pickleball Courts with lights
Unity Park			
1	Lighted Little League Baseball Field	2	Tennis Courts
4	Little League Baseball Fields	2	Tennis/Pickleball Courts
1	Lighted Babe Ruth Baseball Field	2	Volleyball Courts

X. General Guidelines & Procedures for Obtaining Facility Use Permits

- a. Facility use permits are allocated bi-annually, approximately by mid-March and mid-August respectively, and are a result of the most current and accurate information submitted to the TP&R Department at those times.
- b. A field is defined as the following for permitting purposes:
 - i. Baseball, Little League, and Softball:
 - a. Includes a defined infield and outfield area and may or may not contain a backstop, clay, dugouts, fencing or field lines.
 - ii. Soccer, Lacrosse, Football, Field Hockey, Cricket:
 - a. Either natural or synthetic turf
 - b. 3,150 square yards or larger (example: 45yd x 70yd area)
- c. The designated user group's representative(s) that is/are listed on the "Athletic Field Use Application" will be the only individual(s) allowed to book field times for their group/organization.
- d. Fields will be allocated and permitted as sustainability allows. The following requirements will influence the way in which field allocations will be conducted:
 - i. Fields will be allocated by priority use (see section V).
 - ii. If two or more user groups fall equally within the same tier-group priority classification, the TP&R Department will consider the following factors in assigning specific fields including the synthetic turf:
 - a. Impact of activity on natural turf sites, preference given to less impactful.

- b. The number of Trumbull residents served, preference given to greater number served.
- c. Total amount of field hours requested as it pertains to available fields.
- iii. After the scholastic schedules are finalized the TP&R Department will work with user group's requests to permit all open field slots.
- iv. Within each tier, games will take priority over practice.
- v. More turf aggressive activities will be prioritized onto synthetic turf during the early spring season for preservation of the natural fields.

e. Interscholastic Group 4 games will take priority over a Group 3 practice.

f. Fields will be assigned in a manner that will maximize usage.

g. Teams/organizations will be required to provide schedules to the TP&R Department that indicate all games and practices at time of request.

h. Teams/organizations will be required to give TP&R access to all online schedules/websites accessible to players/participants.

i. Teams/organizations who fail to utilize the fields assigned to them three (3) times within a season will forfeit their remaining scheduled field times. Teams/organizations will be notified by the TP&R Department when a field has not been utilized and prior to forfeiture of fields.

j. No alterations which could potentially damage any facility and/or field(s) will be approved.

k. Requests for additional use of fields, after the "Field Allocation" process has been finalized, will be on a first-come, first-served basis.

l. All organizations hosting tournaments, clinics or special events outside of their "Athletic Field Use Application" are required to meet with the TP&R Department a minimum of ninety (90) days before the event date (see section XVI for details).

m. Once all "Athletic Field Use Application" requirements are met, a formal permit will be issued authorizing use of fields.

n. A copy of the permit must be available for inspection by the TP&R staff or Trumbull Park Rangers. Digital proof may be accepted.

o. The TP&R Department reserves the exclusive right to reassign field assignments to accommodate the needs for tournaments, clinics and/or special events.

p. All first-come, first-served field reservations and all field preparation requests must be submitted and paid for by user group/organization when the reservation is made, prior to the rental agreement. Schedules for the upcoming week are finalized at this time and no further changes will be made to the schedule unless approved by the TP&R Department.

q. Submission of an application does not guarantee that the permit request has been/will be approved and authorized.

XI. Scheduling Process

All scheduling of fields will commence once all necessary paperwork, including a detailed listing of number of games, practices and participants, is submitted by the applicant. Initial scheduling will be conducted by the TP&R staff who will review all permit applications and then determine the field availability accordingly. All field assignments will be authorized and/or issued through the TP&R Department.

- a. All Groups/Organizations must be sanctioned by the TP&R Commission before any field assignments shall be determined and/or allocated.
- b. The TP&R Department may hold "Field Use Meetings" as needed in order to coordinate maintenance needs, facility usage for the various clubs/organizations and for the organizations to submit the documents that are required for usage.
- c. Each Group/Organization in good standing MUST provide one representative to act as a liaison between the group and the TP&R Department. If a league's representative is unavailable, another member of the group may be appointed at club discretion providing they are a member of the club in question.
- d. The TP&R staff will review all requested documents to ensure that the organization meets required standards. If the staff find that an organization does not meet the standards, the organization will be contacted in writing via a confirming email or certified postal mail with details outlining the discrepancy and recommended corrective measures. This communication will provide a plan for the organization to make required changes and resubmit the document for approval.
- e. Failure to provide the requested information within the required time may result in the organization being denied access to the field or facility until all requirements are met.
- f. Any group/organization that fails to pay their facility usage balance will not be permitted to apply for further usage of any grounds or facilities until balance is paid in full.
- g. Maintenance of facilities, field preparation needs, and special requests must be submitted in advance in writing to the TP&R Department who will coordinate scheduling with the TP&R Maintenance Division.
- h. Cooperation with the TP&R Maintenance Division is required at all times. This includes altering all schedules if necessary to accommodate field maintenance.
- i. All groups/organizations must comply with weather policies and regulations as set by the TP&R Department and the TP&R Commission.
- j. Any groups/organizations using facilities will be responsible for providing proper supervision and janitorial services for the area.
- k. Custodial/maintenance fees will be charged when services are requested for special setups and area restoration. If personnel are not normally scheduled, custodial fees shall be paid at an hourly rate set by the TP&R Department which will be for a minimum of three (3) hours.
- l. All facility users that provide their own dumpsters and portable toilets must be pre-approved for location of units and ADA accessibility by the TP&R Department prior to delivery each season.
- m. The TP&R Commission and/or Department may conduct unannounced field visits to ensure that all organizations are in compliance with all requirements.

XII. Violations

Any user/group who obtains field time through the TP&R Department and violates the guidelines and/or regulations stated in this policy or engages in behavior otherwise deemed detrimental by the TP&R Department, will be subject to the following disciplinary action schedule:

- i. **1st Violation:** A written warning to the permit holder who shall then disseminate the message to the appropriate coaches and/or parents.
- ii. **2nd Violation:** Temporary suspension and/or fine at the discretion of TP&R Commission and/or Department.

- iii. **3rd Violation:** Team or organization shall forfeit field usage for the remainder of the season. A representative from the suspended organization must then come before the TP&R Commission to be reinstated. Fines will be set by the TP&R Commission as appropriate.

XIII. Grievances

- a. Any person who feels they have a grievance against the TP&R Department and/or the Town of Trumbull for these procedures, policies and guidelines must submit a written letter to the TP&R Department for discussion. The Superintendent of TP&R may request possible action at the next TP&R Commission meeting. Special meetings may be called by the TP&R Commission if necessary.
- b. All grievances will be investigated and reviewed by the Superintendent of TP&R or designated representative.
- c. All decisions regarding grievances will be distributed in writing to all members involved by the TP&R Department Head and/or TP&R Commission within thirty (30) days of the grievance being filed.

XIV. Special Event Applications and Scheduling

- a. "Special Events" are defined as tournaments, clinics, camps, fundraisers and other activities outside of the normally scheduled season of play.
- b. Special Events will be charged the applicable Certified Group rate plus all additional field grooming fees, labor, rental fees, and remediation costs as a result of wear and tear from the event.
- c. Special Events will be charged for all fields impacted by their event and may be charged a Park Rental Fee instead if they are limiting access to the public and/or any other user.
- b-d. Applications must be submitted by the user group/organization a minimum of ninety (90) days in advance for consideration.
- e-e. Groups conducting fundraising events must obtain prior approval from the TP&R Department and/or Commission.
- d-f. The applicant completing the "Special Event Request Form" must prioritize the events/activities, if requesting more than one.
- e-g. Applicants conducting special events must agree to pay for any damages to the facilities used prior to permit being issued and may be required to provide deposit that will be returned if no damage occurs.
- f-h. Field allocations for special events are dependent upon available resources and may be modified to provide required resources for regular season games.
- g-i. Special event applications must include the anticipated number of participants and spectators. Requests may be denied if available facility capacity (including, but not limited to, parking and spectator space) cannot accommodate the event.
- h-j. Cancellations submitted a minimum of five (5) business days prior to the start of the tournament/camp/clinic will receive full credit of rental fees. Cancellation requests submitted less than five (5) business days in advance will not receive any credit of rental fees or deposit.

i.k. Applicants must agree that the special event may be cancelled by the TP&R Department due to an inclement weather-related field closing. Deposits will be returned when the TP&R Department officially cancels use of the fields because the fields are unplayable due to inclement weather or when damage occurs. Fees to line/groom fields may not be returned.

XV. Facility Use Permits

- a. Users should include anticipated set-up and break-down times in their permit request. Set-up and break-down time is billed at the regular rate.
- b. Users may not have access to field(s) prior to their permitted rental time, and the field(s) must be vacated at the time specified in the "Facility Use Permit" and placed on the current "Field Use Schedule". Users will be billed for all un-permitted field usage.
- c. Field users are required to have a copy of the "Facility Use Permit" on hand during each rental and must be prepared to present the "Facility Use Permit" to a park ranger on demand; electronic versions of "Facility Use Permits" are accepted. Field users that do not have their permit(s) may be asked to vacate the field(s).
- d. The TP&R Department reserves the right to add conditions and/or modifications to the "Facility Use Permit", on a case-by-case basis.

XVI. Sublease Policy

Subleasing fields is not allowed under any circumstances.

XVII. Liability of Insurance Requirements

Field users are required to obtain insurance that provides protection from claims arising from injuries or damage to other people or property. The following is required to appear on the insurance certificate:

- a. The insured's name is the same name listed on the "Facility Use Application".
- b. Minimum of \$1,000,000 of General Liability Insurance.
- c. Minimum of \$2,000,000 Aggregate.
- d. Name the "Town of Trumbull" and/or "Board of Education" as "Additional Insured" on all applicable properties.
- e. Certificate Holder shall be named as: Trumbull Parks & Recreation Department.

XVIII. Field Use Rules

- a. Athletic and community fields are available for reservation and use through the TP&R Department. Permits may be obtained during regular business hours.
- b. Trumbull Parks and Recreation Ordinances must be adhered to at all times.
- c. The permit and a responsible party (18 years of age or older) must be on site when the field is being used.
- d. The permit holder will leave the field in a clean and neat condition. If it is necessary for the town to provide cleaning services following the reserved activity, the permit holder will be charged an hourly fee.

- e. No amplified music including bands and DJ's without a permit. The use of excessively loud music is prohibited. Permit holders must adhere to the Town of Trumbull Noise Control Ordinance at all times.
- f. The destruction or alteration of any town property is prohibited. Decorations may be attached to the structures with tape only. NO NAILS OR TACKS. All decorations and tape must be removed at the conclusion of the event.
- g. Permit holder is responsible for trash collection and removal. The TP&R Department adheres to a "Carry-In, Carry-Out" policy. ALL TRASH generated by the event must be removed from the site by the permit holder. The Town of Trumbull reserves the right to bill the permit holder for any clean-up costs related to the event.
- h. Alcoholic beverages are strictly prohibited including in both play and spectator areas. Glass containers of any kind are prohibited.
- i. For activities on non-school grounds, the use of tobacco products or electronic nicotine delivery devices is prohibited within 50 feet of any permitted activity. The use or possession of drugs is strictly prohibited at all times.
- j.i. For any activity on school grounds, use or possession of smoking products, tobacco products, electronic nicotine delivery devices, drugs, or alcohol, as defined by Trumbull Board of Education policies and supporting regulations and procedures, shall not be permitted.
- j.k. The reservation is for the sports field(s) and lights; fields are permitted "as is". Bases and other equipment are not included in the permit. Field use is limited to the activity specified on the permits.
- k.l. No apparatus or equipment may be located on the sports fields unless the use and location of equipment has received prior approval by the TP&R Department. Equipment may not be relocated without prior approval from TP&R Department.
- l.m. No animals are allowed on the courts or fields at any time.
- m.n. No vendors allowed on premises without express written approval from the TP&R Department.
- n.o. No fires and/or outdoor cooking will be allowed except by permit from the TP&R Department.
- o.p. Any tent larger than 10'x10' requires a permit. Permits for tents larger than 10'x10' will be issued only to cover food service area and may not exceed 20'x20'. All tents larger than 10'x10' must also be approved and inspected by the office of the Fire Marshal. Please call for an inspection at (203) 452-5080.
- q.g. Permit includes waiver of the resident parking sticker requirement. All vehicles must park in designated vehicle parking spaces.
- p.r. Unauthorized (non-town) vehicles may not be driven or parked on grass/turf areas, sidewalks, service driveways, or emergency zones. Only parking lots may be used for loading and unloading.
- q.s. In case of rain or inclement weather conditions, permit holders must check the TP&R facility status web page in order to be notified of field closures or changes.

- ~~f.t.~~ Once a determination has been made to close a facility, no user group or individual will for any reason override that decision or take any corrective measures to any type of field in an attempt to make it playable.
- ~~s.u.~~ If damages are incurred on a closed field, the responsible party will be assessed the full cost of repairs to be determined by the TP&R Department or designee.
- ~~t.v.~~ In addition to Section XIV, the first violation of this provision will result in a 1-game suspension of field usage; the second violation will result in a 3-game suspension; any additional violations will result in forfeiture of field time for the remainder of the season.
- ~~u.w.~~ Athletic field lights will be turned on and off by the TP&R Department, Park Rangers, or designee. In the event of a problem, contact either party (see Contact Information, section VIII).
- ~~v.x.~~ Cancellations must be made to the TP&R main office 72 hours prior to the reservation to avoid billing.
- ~~w.y.~~ Unless specifically stated on the permit, it is understood that the gathering to be held is not a fundraiser, no admission is to be charged, no tickets will be sold or collections taken, and that no items or services will be sold.
- ~~x.z.~~ Groups conducting fundraising events must obtain prior approval from the TP&R Department and/or Commission.
- ~~y.aa.~~ User agrees to indemnify, defend, and save harmless the Town of Trumbull, its agents, officers, and employees from and against any accident, injury, including death, and/or loss of property, or damage to neighboring property.
- ~~z.bb.~~ At no time shall any permit holder charge fees of any kind for fields allocated to them by the TP&R Department.
- ~~aa.cc.~~ Permit holder must comply with instructions given by the TP&R Department and/or Park Rangers. Failure to comply with instructions, park regulations or engaging in behavior otherwise deemed detrimental may forfeit the right to use town facilities in the future. Permits are revocable at any time for violation of rule, ordinance or state law.
- ~~bb.dd.~~ Users should be prepared to present, upon request, by the designated proper authority, their permits and/or roster cards.
- ~~cc.ee.~~ The TP&R Commission reserves the right to change these rules at any time.

XIX. Restrooms

Restroom facilities are scheduled to open Memorial Day Weekend – Labor Day Weekend. Opening and closing dates are subject to change depending on the weather or at the discretion of the TP&R Department.

Portable toilets may be made available upon request. Portable toilets will be coordinated by the TP&R Department and may be payable by the requestor.

XX. Synthetic Turf Information

The Town of Trumbull requires all users to be responsible for the actions of its participants, including educating them about what is allowed and not allowed synthetic fields. To preserve turf quality and provide a clean, healthy and safe environment, some items are PROHIBITED on synthetic turf fields. Items include, but are not limited to:

- a. Chairs
- b. Tobacco products or electronic nicotine delivery devices
- c. Fireworks
- d. Food of any kind
- e. Gum
- f. Glass of any kind
- g. Heaters (gas or electric)
- h. Metal cleats
- i. Motorized and non-motorized vehicles
- j. Scaffolding
- k. Spectators
- l. Stakes, posts, poles or markers (only freestanding field markers and sports equipment may be used on the surface, unless underground sleeves are available)
- m. Tables
- n. Tents
- o. Pets

If damage is caused the user holding the permit will be held liable for all repairs and clean up. The user will be billed at a rate of \$40 per person, per hour, plus the costs of equipment and materials for necessary repairs. The TP&R Department reserves the right to revoke the user's permit and suspend field use at any time.

XXI. Trumbull Recreation Department Code of Conduct

The Trumbull Recreation "Code of Conduct" will be enforced before, during and after all field reservations for practices, games or tournament play. The Town of Trumbull park rules, regulations and ordinances will be strictly enforced. Each individual or organization that reserves fields from the TP&R Department will be responsible for the conduct and actions of ALL individuals involved with the permit. Once the permit has been issued it is to be understood that ALL individuals associated with the permitted group have been made aware of all park rules and regulations in addition to the code of conduct.

The following outlines the basic categories of those involved in Trumbull Recreation activities and guidelines designed to focus on acceptable roles and behaviors for each.

The Program Director and/or Superintendent:

- a. Must be committed to high standards of ethics, sportsmanship and personal conduct for him/herself, members of the coaching staff and the athletes representing the recreation department;
- b. Will develop a program for teaching and promoting the ideals and fundamentals of good sportsmanship within the programs, coaching staffs, sports teams, individual athletes and spectators;
- c. Will provide appropriate supervisory personnel at each event;
- d. Will openly recognize exemplary sportsmanlike behavior, while at the same time actively discouraging undesirable conduct by participants, coaches and fans;
- e. Shall provide and enforce a code of conduct for players, coaches and spectators.

- f. The Program Director and/or Superintendent or his designee has responsibility and authority to eject any player, coach or individual for flagrant violation of the rules.

The Coach:

- a. Must be aware of his/her powerful influence in affecting the attitudes and conduct of the players and fans, and shall model good sportsmanship in word and action;
- b. Shall be thoroughly acquainted with the spirit and letter of contest rules and interpret these rules to team members;
- c. Must exhibit dignity and self-control during athletic contests, and follow proper and acceptable processes for registering a complaint or protest;
- d. Shall treat opposing players, coaches and fans with respect, avoiding deliberate attempts to humiliate (such as running up the score);
- e. Must be aware of the importance of substituting whenever possible, especially when the outcome of the contest has become clear;
- f. Must take quick and decisive action when athletes exhibit poor sportsmanship, removing them from the contest if necessary;
- g. Will assist the program Director and/or Superintendent in promoting sportsmanship among players and spectators;
- h. Shall respect the judgment of contest officials, abide by the rules of the contest and display no negative behavior that could incite fans;
- i. Must assist the athletes in learning self-restraint and good sportsmanship both at practices and contest situations.

The Athlete:

- a. Will try always to be the best that he/she can be, both physically and mentally, and play hard to win within the contest rules;
- b. Will accept seriously the responsibility and privilege of representing his/her team and community, displaying positive public action at all times;
- c. Shall respect the judgment of contest officials, abide by the rules of the contest and display no negative behavior that could incite fans;
- d. Will treat opponents with respect, and resist the temptation to taunt or "show boat";
- e. Shall live up to standards of sportsmanship established by the league, rec. dept. and coach;
- f. Will resist the temptation to find fault with others, and be equally fair with him/herself, not feeling personally responsible for failure;
- g. Shall accept the fact that winning a contest, which is everyone's goal, is not the only way to be a winner. (Knowing that you have done your best makes you a winner regardless of the score).

The Spectator:

- a. Must recognize that attending Trumbull Recreation contest is a privilege to enjoy the contest, not a license to verbally assault officials or coaches;
- b. Should show respect and courtesy to both players and fans from opposing teams;
- c. Should know and understand the rules of the game;
- d. Should enjoy and acknowledge good performance from players from every team;
- e. Must respect the decisions of the officials and demonstrate self-control and restraint if they make a poor call, recognizing that they too, are human;

- f. Should congratulate players, coaches and fans from both sides following a well-played contest;
- g. Should support without recrimination your players and coaches following a loss;
- h. Should denounce fans who share the stands with you who are abusive or use profanity in cheers or otherwise.
- i. Must be guided by the phrase "Cheer for your team, not against your opponent."

The Official

- a. Must know and understand the rules of the contest he/she officiates;
- b. Should understand his/her role in controlling not only the contest, but also the safety of players and the contest environment;
- c. Must not tolerate unsportsmanlike behavior on the part of players or coaches, and must provide timely and appropriate rulings when such is displayed;
- d. Should use his/her influence to encourage players to learn and practice good sportsmanship and fair play;
- e. Must help players stay focused on the game before natural tensions and emotions get beyond control;
- f. Must be consistent, calling the same game throughout, making decisions promptly, fairly and without arrogance;
- g. Must maintain confidence and poise, must not exhibit emotions or argue with participants and/or coaches when enforcing rules.

A Note to Parents

You have entrusted your child to the care of a coach. This coach has accepted the responsibility for many reasons, including: He/she loves the game, desires to pass on the benefits of athletic participation, thrives on the challenge and excitement of preparing a team for competition and truly enjoys the association with eager and enthusiastic children.

You may not always agree with the philosophy or coaching techniques of your child's coach, but it is important to respect these differences. Your child will have many tutors as he or she matures. Dealing with these different influences enhances the maturation process.

But if you find that your disagreement is sufficiently strong, be fair with the coach and openly discuss your concerns with him or her. If this communication proves unproductive, you are encouraged to discuss the issue with the program Director and/or Superintendent. Please refrain from "coach bashing." Such activity creates a negative environment which polarizes rather than solves problems.

The Trumbull Parks and Recreation Department admires and respects the sacrifices made by the families of athletic children in the pursuit of sports. We appreciate your cooperation in helping us provide the most positive athletic experience possible.

Town of Trumbull, Connecticut
Parks & Recreation Department
Policies & Procedures

Title: Athletic Field Use Policy	
Policy: PR-006	
Date Approved: September 10, 2018	Approved By: Parks & Recreation Commission
Date Effective: January 1, 2019	Date Revised:
Supersedes / Replaces: Field_Use_Policy.pdf	

I. Purpose

This document establishes the policies and procedures that determine the allocation and use of the Trumbull Parks & Recreation (TP&R) Department governed athletic and community fields with the goal of fair and equitable distribution among all users. Specifically, the policy outlines who is eligible to receive a permit for use of Trumbull public athletic fields and the process used to allocate and schedule fields for athletic leagues/organizations, individuals, groups and corporate applicants.

Two governing ideas formed the basis for the development of the policy;

- a. The rules for scheduling enable the largest number of town residents to have access to public athletic fields.
- b. The field scheduling process is designed to maximize use of available resources in a fair and equitable manner.

II. Scope of Authority

The TP&R Department, in cooperation with the TP&R Commission shall implement this policy, comply with regulations and provide equal access to courts and fields to the best of their ability.

The TP&R Department has the authority to; make changes to the field allocation guidelines, season dates, primary/secondary sport designations, practice/game allocations, fee charges as usage and field availability change, and to interpret and determine appropriate procedures for implementation of the policy. Additionally, the TP&R Department has the authority to deny or terminate the use of a field to any person, group, or organization at any time, for any reason, and/or impose a penalty for not complying with this policy and its rules and regulations.

For purposes of this policy, an “athletic and community field on school grounds” is defined as any outdoor location adjacent to a school or building operated by the Trumbull Board of Education, and whose typical purpose is organized recreation, whether amateur or professional. An “athletic and community field on school grounds” shall include tennis courts, as well as track and field complexes. It shall not include parking lots adjacent to schools or buildings operated by the Trumbull Board of Education, nor lawns and playgrounds whose typical purpose is not organized recreation.

Use of athletic and community fields on school grounds is governed by the Town of Trumbull Board of Education, in accordance with this policy and supporting regulations and procedures, provided that programs and activities sponsored by the Trumbull Public Schools shall have priority over all other programs and activities. No use of athletic and community fields will be permitted if it interferes with programs or activities of the Trumbull Public Schools as determined

by the Superintendent of Schools or his/her designee. Use of public-school buildings and sites, apart from athletic and community fields on school grounds, are governed by the Board of Education in accordance with relevant Board of Education policies and supporting regulations and procedures.

The TP&R Commission shall recommend policy, procedural, and planning guidance to the TP&R Department, Trumbull Public Schools Board of Education, and the Trumbull Public Schools Athletic Director and/or Superintendent, and review usage conflicts and make recommendations for resolution.

The TP&R Field Use Committee may review the policy and identify needs for updates and changes based upon the current usage environment.

III. Limitations on Facility Use

- a. Use of Trumbull athletic and community fields by organizations and individuals can only be permitted during those periods designated for community use and for those activities which the TP&R Department is responsible for scheduling.
- b. Community use hours of Trumbull Parks & Recreation facilities shall be defined as;
 - i. Each day from dawn until dusk at unlit facilities and from 5:30 PM to 10:00 PM for lighted fields provided the field is open for use.
 - ii. The actual hours and dates of availability of individual fields may be restricted by the TP&R Commission or TP&R Department to reflect earlier or later lights-out times, use, or other restrictions.
- c. A request for a particular athletic or community field does not guarantee availability or assignment of that field to the requestor. Fields are assigned at the discretion of the TP&R Department to maximize overall field utilization.
- d. Fee-based camps, clinics, tryouts, and other revenue-based activities may be subject to use agreements and fees imposed by the TP&R Department. Such programs with paid coaches and/or third-party trainers are acceptable uses of TP&R-allocated space if the services are available only to registered members of the organization and not for an additional fee.
- e. Fields taken out of service for renovation or maintenance by the TP&R Department, TP&R Commission, Department of Public Works, or Trumbull Board of Education will not be permitted for use.
- f. Assigned facilities shall only be used for the activities for which they were approved by TP&R Department and may not be reallocated to another entity by the original permit holder.

IV. Organization / Program User Groups and Certification

All organizations are placed in one of nine (9) user groups based upon the information submitted within their application. All group definitions will be determined and approved by the TP&R Department and certified by vote by the TP&R Commission.

To be recognized as a TP&R Department Certified Organization / Program, the organization will:

- a. Apply for an initial three (3) year group status certification, regardless of prior status,
- b. Re-apply for group status and re-certification every three (3) years from the initial certification date,

- c. Re-apply for group status and re-certification any season the program realizes a participant reduction or growth of equal to or greater than 20% from the initial application,
- d. Meet the participant requirements as defined by each grouping as defined by the Group Definitions and Prioritization of Field Availability (Section V),
- e. Re-apply for group status and re-certification any season the program has a reduction or growth of non-resident participants that would classify them to a different Group.
- f. Provide program information prior to each season as defined by the Group Certification Process (Section VII).
- g. Be a non-profit sports organization with 501(c)(3) status focused on serving Trumbull residents and/or;
- h. Be a property tax paying company with a physical location within the geographic borders of the town of Trumbull and/or;
- i. Be a community group including private school, church, or other recognized community organization within the geographic borders of the town of Trumbull.
- j. Registrations and revenue must be collected and processed by the named organization and may not be subsidized by an outside party.

Any organization/program not meeting the above qualifications shall be considered a non-certified and/or non-resident organization/program.

V. Group Definitions and Prioritization of Field Availability

Group:	Description:	Examples:	Participant Requirement:
1	Trumbull Public Schools Interscholastic Programs		19 years and younger
2	TP&R Department Administered Programs		Varies by program
3	Certified Non-Profit Youth Organizations / Programs		19 years and younger and 85-100% residency
4	Non-Trumbull Public Schools Interscholastic Programs		19 years and younger
5	Certified Non-Profit Adult Organizations / Programs		18 years and older and 75-100% residency
6	Certified Non-Profit Youth Organizations / Programs		19 years and younger and 75-85% residency
7	Certified Non-Profit Adult Organizations / Programs		18 years and older and 50-75% residency
8	Corporate Partner	Any property tax paying company with facilities within the physical borders of the town of Trumbull	No age or residency requirements
9	Open	Any organization or program not meeting a Group 1-8 criteria	No age or residency requirements

VI. Fee Structure

Group:	Turf	Grass	Baseball	Little League/ Softball	Tennis/ Basketball Courts	Lights
1	\$0	\$0	\$0	\$0	\$0	\$0
2	----- Varies per activity -----					
3*	\$8/hour	\$8/hour	\$18 /hour	\$15 /hour	\$1/hour	\$10 /hour
4/5/6	\$25/hour	\$17.50 /hour	\$62.50/hour	\$50/hour	\$2/hour	\$25 /hour
7	\$30/hour	\$25/hour	\$75/hour	\$62.50/hour	\$5/hour	\$37.50/hour
8	\$37.50/hour	\$30/hour	\$100/hour	\$75/hour	\$10/hour	\$45/hour
9	\$50/hour	\$37.50/hour	\$125/hour	\$87.50/hour	\$20/hour	\$60/hour

*Group 3 rate is shown with 100% residency. 1\$ per hour will be added for every 1% of non-residents registered. All Group 3 organizations must be comprised of at least 85% Trumbull residents. (i.e. Group X has 100% residents and is billed at \$8 per hour per grass field. Group Y has 92% residents at is billed at \$16 per hour per grass field. Group Z has 87% residents at is billed at \$21 per hour per grass field.)

- a. Additional costs will apply for all clinics, tournaments, special events and other activities scheduled outside of originally agreed upon season of play (see Section XVI).
- b. Fee collection for Group 3 organizations will be due within thirty (30) days after invoicing. Payment not received within thirty (30) days of the close of organizations registrations will result in a termination of all use and services.
- c. Fees for Groups 4 through 9 are due at time of permit approval.
- d. Cancellation of permit will apply if payment is not received prior to permit date.

VII. Group Certification Process

Applicant will be asked to provide the following items to the TP&R Department:

- a. Fully completed “Group Certification Application”
- b. Insurance Certificate
- c. Previous year’s tax return
- d. 501(c)(3) document if applicable
- e. An official, complete participant roster, including residency, every season and/or registration period (Group 3, 5, 6, 7).

The TP&R Department will review all submissions and notify the applicant of any missing or incomplete documentation. All documentation and a recommendation will be provided by the TP&R Department to the TP&R Commission prior to the next scheduled commission meeting.

The TP&R Department will perform random data validation of all documentation submitted. Any group found false or inaccurate information will forfeit their permits for the season and must re-apply for Group Status with the TP&R Commission.

The TP&R Commission will vote on the application during a regularly scheduled meeting (currently held on the second Monday of each month) provided no additional information is requested of the applicant by the TP&R Commission. The TP&R Department will notify applicant of the result within 3 business days following the commission meeting.

Those wishing to apply for a field permit without being a “certified” as a group should contact the TP&R Department for assistance.

VIII. Contact Information

If questions arise regarding the scheduling, use, or maintenance of any property within the Trumbull Parks & Recreation system please contact the TP&R Department. For assistance outside of normal business hours please contact the Trumbull Park Rangers.

Trumbull Parks & Recreation Main Office
 (203) 452-5060
 Mon.-Fri. 9:00 AM - 5:00 PM (closed Federal Holidays)

Ranger on Duty
 (203) 650-6078

IX. Athletic Court and Field Listing

Court/Field availability at each location may vary due to current conditions or improvement projects.

Hillcrest / High School Campus			
2	Baseball Fields (1 with lights)	2	Softball Fields
1	Javelin/Shot Put Area	2	Synthetic Turf - Multi-Purpose Fields w/ Lights
7	Multi-Purpose Fields	1	Track
6	Tennis Courts		
Indian Ledge Park			
1	Regulation Size Lighted Softball Field	3	Multi-Purpose Fields
1	Synthetic Turf - Multi-Purpose Field w/ Lights	1	BMX Racing Track
Island Brook Park			
3	Little League Baseball Fields	3	Tennis Courts
1	Softball /Little League Field	1	Basketball Court
Kaechele Property Soccer Fields Complex on Madison Avenue			
= < 12	U6-U19 Soccer Fields		
Long Hill			
1	Softball Field		
Madison Middle School Complex			
1	Baseball Field & Multi-Purpose Practice Area	1	Running Track
1	Football Field		
Nothnagle Memorial Field			
1	Little League Baseball Field	2	Tennis Courts

Old Mine Park			
1	Meadow Multi-Purpose Field		
Tashua Recreation Area			
6	Tennis Courts (2 with lights)	1	Softball/Cricket Field
2	Basketball Courts	2	Tennis/Pickleball Courts with lights
Unity Park			
1	Lighted Little League Baseball Field	2	Tennis Courts
4	Little League Baseball Fields	2	Tennis/Pickleball Courts
1	Lighted Babe Ruth Baseball Field	2	Volleyball Courts

X. General Guidelines & Procedures for Obtaining Facility Use Permits

- a. Facility use permits are allocated bi-annually, approximately by mid-March and mid-August respectively, and are a result of the most current and accurate information submitted to the TP&R Department at those times.
- b. A field is defined as the following for permitting purposes:
 - i. Baseball, Little League, and Softball:
 - a. Includes a defined infield and outfield area and may or may not contain a backstop, clay, dugouts, fencing or field lines.
 - ii. Soccer, Lacrosse, Football, Field Hockey, Cricket:
 - a. Either natural or synthetic turf
 - b. 3,150 square yards or larger (example: 45yd x 70yd area)
- c. The designated user group’s representative(s) that is/are listed on the “Athletic Field Use Application” will be the only individual(s) allowed to book field times for their group/organization.
- d. Fields will be allocated and permitted as sustainability allows. The following requirements will influence the way in which field allocations will be conducted:
 - i. Fields will be allocated by priority use (see section V).
 - ii. If two or more user groups fall equally within the same tier-group priority classification, the TP&R Department will consider the following factors in assigning specific fields including the synthetic turf:
 - a. Impact of activity on natural turf sites, preference given to less impactful.
 - b. The number of Trumbull residents served, preference given to greater number served.
 - c. Total amount of field hours requested as it pertains to available fields.
 - iii. After the scholastic schedules are finalized the TP&R Department will work with user group’s requests to permit all open field slots.
 - iv. Within each tier, games will take priority over practice.

- v. More turf aggressive activities will be prioritized onto synthetic turf during the early spring season for preservation of the natural fields.
- e. Interscholastic Group 4 games will take priority over a Group 3 practice.
- f. Fields will be assigned in a manner that will maximize usage.
- g. Teams/organizations will be required to provide schedules to the TP&R Department that indicate all games and practices at time of request.
- h. Teams/organizations will be required to give TP&R access to all online schedules/websites accessible to players/participants.
- i. Teams/organizations who fail to utilize the fields assigned to them three (3) times within a season will forfeit of their remaining scheduled field times. Teams/organizations will be notified by the TP&R Department when a field has not been utilized and prior to forfeiture of fields.
- j. No alterations which could potentially damage any facility and/or field(s) will be approved.
- k. Requests for additional use of fields, after the “Field Allocation” process has been finalized, will be on a first-come, first-served basis.
- l. All organizations hosting tournaments, clinics or special events outside of their “Athletic Field Use Application” are required to meet with the TP&R Department a minimum of ninety (90) days before the event date (see section XVI for details).
- m. Once all “Athletic Field Use Application” requirements are met, a formal permit will be issued authorizing use of fields.
- n. A copy of the permit must be available for inspection by the TP&R staff or Trumbull Park Rangers. Digital proof may be accepted.
- o. The TP&R Department reserves the exclusive right to reassign field assignments to accommodate the needs for tournaments, clinics and/or special events
- p. All first-come, first-served field reservations and all field preparation request must be submitted and paid for by user group/organization when the reservation is made, prior to the rental agreement. Schedules for the upcoming week are finalized at this time and no further changes will be made to the schedule unless approved by the TP&R Department.
- q. Submission of an application does not guarantee that the permit request has been/will be approved and authorized.

XI. Scheduling Process

All scheduling of fields will commence once all necessary paperwork, including a detailed listing of number of games, practices and participants, is submitted by the applicant. Initial scheduling will be conducted by the TP&R staff who will review all permit applications and then determine the field availability accordingly. All field assignments will be authorized and/or issued through the TP&R Department.

- a. All Groups/Organizations must be sanctioned by the TP&R Commission before any field assignments shall be determined and/or allocated.
- b. The TP&R Department may hold “Field Use Meetings” as needed in order to coordinate maintenance needs, facility usage for the various clubs/organizations and for the organizations to submit the documents that are required for usage.

- c. Each Group/Organization in good standing MUST provide one representative to act as a liaison between the group and the TP&R Department. If a league's representative is unavailable, another member of the group may be appointed at club discretion providing they are a member of the club in question.
- d. The TP&R staff will review all requested documents to ensure that the organization meets required standards. If the staff find that an organization does not meet the standards, the organization will be contacted in writing via a confirming email or certified postal mail with details outlining the discrepancy and recommended corrective measures. This communication will provide a plan for the organization to make required changes and resubmit the document for approval.
- e. Failure to provide the requested information within the required time may result in the organization being denied access to the field or facility until all requirements are met.
- f. Any group/organization that fails to pay their facility usage balance will not be permitted to apply for further usage of any grounds or facilities until balance is paid in full.
- g. Maintenance of facilities, field preparation needs, and special requests must be submitted in advance in writing to the TP&R Department who will coordinate scheduling with the TP&R Maintenance Division.
- h. Cooperation with the TP&R Maintenance Division is required at all times. This includes altering all schedules if necessary to accommodate field maintenance.
- i. All groups/organizations must comply with weather policies and regulations as set by the TP&R Department and the TP&R Commission.
- j. Any groups/organizations using facilities will be responsible for providing proper supervision and janitorial services for the area.
- k. Custodial/maintenance fees will be charged when services are requested for special setups and area restoration. If personnel are not normally scheduled, custodial fees shall be paid at an hourly rate set by the TP&R Department which will be for a minimum of three (3) hours.
- l. All facility users that provide their own dumpsters and portable toilets must be pre-approved for location of units and ADA accessibility by the TP&R Department prior to delivery each season.
- m. The TP&R Commission and/or Department may conduct unannounced field visits to ensure that all organizations are in compliance with all requirements.

XII. Violations

Any user/group who obtains field time through the TP&R Department and violates the guidelines and/or regulations stated in this policy or engages in behavior otherwise deemed detrimental by the TP&R Department, will be subject to the following disciplinary action schedule:

- i. **1st Violation:** A written warning to the permit holder who shall then disseminate the message to the appropriate coaches and/or parents.
- ii. **2nd Violation:** Temporary suspension and/or fine at the discretion of TP&R Commission and/or Department.
- iii. **3rd Violation:** Team or organization shall forfeit field usage for the remainder of the season. A representative from the suspended organization must then come before the TP&R Commission to be reinstated. Fines will be set by the TP&R Commission as appropriate.

XIII. Grievances

- a. Any person who feels they have a grievance against the TP&R Department and/or the Town of Trumbull for these procedures, policies and guidelines must submit a written letter to the TP&R Department for discussion. The Superintendent of TP&R may request possible action at the next TP&R Commission meeting. Special meetings may be called by the TP&R Commission if necessary.
- b. All grievances will be investigated and reviewed by the Superintendent of TP&R or designated representative
- c. All decisions regarding grievances will be distributed in writing to all members involved by the TP&R Department Head and/or TP&R Commission within thirty (30) days of the grievance being filed.

XIV. Special Event Applications and Scheduling

- a. "Special Events" are defined as tournaments, clinics, camps, fundraisers and other activities outside of the normally scheduled season of play.
- b. Special Events will be charged the applicable Certified Group rate plus all additional field grooming fees, labor, rental fees, and remediation costs as a result of wear and tear from the event.
- c. Special Events will be charged for all fields impacted by their event and may be charged a Park Rental Fee instead if they are limiting access to the public and/or any other user.
- d. Applications must be submitted by the user group/organization a minimum of ninety (90) days in advance for consideration.
- e. Groups conducting fundraising events must obtain prior approval from the TP&R Department and/or Commission.
- f. The applicant completing the "Special Event Request Form" must prioritize the events/activities, if requesting more than one.
- g. Applicants conducting special events must agree to pay for any damages to the facilities used prior to permit being issued and may be required to provide deposit that will be returned if no damage occurs.
- h. Field allocations for special events are dependent upon available resources and may be modified to provide required resources for regular season games.
- i. Special event applications must include the anticipated number of participants and spectators. Requests may be denied if available facility capacity (including, but not limited to, parking and spectator space) cannot accommodate the event.
- j. Cancellations submitted a minimum of five (5) business days prior to the start of the tournament/camp/clinic will receive full credit of rental fees. Cancellation requests submitted less than five (5) business days in advance will not receive any credit of rental fees or deposit.
- k. Applicants must agree that the special event may be cancelled by the TP&R Department due to an inclement weather-related field closing. Deposits will be returned when the TP&R Department officially cancels use of the fields because the fields are unplayable due to inclement weather or when damage occurs. Fees to line/groom fields may not be returned.

XV. Facility Use Permits

- a. Users should include anticipated set-up and break-down times in their permit request. Set-up and break-down time is billed at the regular rate.
- b. Users may not have access to field(s) prior to their permitted rental time, and the field(s) must be vacated at the time specified in the "Facility Use Permit" and placed on the current "Field Use Schedule". Users will be billed for all un-permitted field usage.
- c. Field users are required to have a copy of the "Facility Use Permit" on hand during each rental and must be prepared to present the "Facility Use Permit" to a park ranger on demand; electronic versions of "Facility Use Permits" are accepted. Field users that do not have their permit(s) may be asked to vacate the field(s).
- d. The TP&R Department reserves the right to add conditions and/or modifications to the "Facility Use Permit", on a case-by-case basis.

XVI. Sublease Policy

Subleasing fields is not allowed under any circumstances.

XVII. Liability of Insurance Requirements

Field users are required to obtain insurance that provides protection from claims arising from injuries or damage to other people or property. The following is required to appear on the insurance certificate:

- a. The insured's name is the same name listed on the "Facility Use Application".
- b. Minimum of \$1,000,000 of General Liability Insurance.
- c. Minimum of \$2,000,000 Aggregate.
- d. Name the "Town of Trumbull" and/or "Board of Education" as "Additional Insured" on all applicable properties.
- e. Certificate Holder shall be named as: Trumbull Parks & Recreation Department.

XVIII. Field Use Rules

- a. Athletic and community fields are available for reservation and use through the TP&R Department. Permits may be obtained during regular business hours.
- b. Trumbull Parks and Recreation Ordinances must be adhered to at all times.
- c. The permit and a responsible party (18 years of age or older) must be on site when the field is being used.
- d. The permit holder will leave the field in a clean and neat condition. If it is necessary for the town to provide cleaning services following the reserved activity, the permit holder will be charged an hourly fee.
- e. No amplified music including bands and DJ's without a permit. The use of excessively loud music is prohibited. Permit holders must adhere to the Town of Trumbull Noise Control Ordinance at all times.
- f. The destruction or alteration of any town property is prohibited. Decorations may be attached to the structures with tape only. NO NAILS OR TACKS. All decorations and tape must be removed at the conclusion of the event.

- g. Permit holder is responsible for trash collection and removal. The TP&R Department adheres to a "Carry-In, Carry-Out" policy. ALL TRASH generated by the event must be removed from the site by the permit holder. The Town of Trumbull reserves the right to bill the permit holder for any clean-up costs related to the event.
- h. Alcoholic beverages are strictly prohibited including in both play and spectator areas. Glass containers of any kind are prohibited.
- i. For activities on non-school grounds, the use of tobacco products or electronic nicotine delivery devices is prohibited within 50 feet of any permitted activity. The use or possession of drugs is strictly prohibited at all times.
- j. For any activity on school grounds, use or possession of smoking products, tobacco products, electronic nicotine delivery devices, drugs, or alcohol, as defined by Trumbull Board of Education policies and supporting regulations and procedures, shall not be permitted.
- k. The reservation is for the sports field(s) and lights; fields are permitted "as is". Bases and other equipment are not included in the permit. Field use is limited to the activity specified on the permits.
- l. No apparatus or equipment may be located on the sports fields unless the use and location of equipment has received prior approval by the TP&R Department. Equipment may not be relocated without prior approval from TP&R Department.
- m. No animals are allowed on the courts or fields at any time.
- n. No vendors allowed on premises without express written approval from the TP&R Department.
- o. No fires and/or outdoor cooking will be allowed except by permit from the TP&R Department.
- p. Any tent larger than 10'x10' requires a permit. Permits for tents larger than 10'x10' will be issued only to cover food service area and may not exceed 20'x20'. All tents larger than 10'x10' must also be approved and inspected by the office of the Fire Marshal. Please call for an inspection at (203) 452-5080.
- q. Permit includes waiver of the resident parking sticker requirement. All vehicles must park in designated vehicle parking spaces.
- r. Unauthorized (non-town) vehicles may not be driven or parked on grass/turf areas, sidewalks, service driveways, or emergency zones. Only parking lots may be used for loading and unloading.
- s. In case of rain or inclement weather conditions, permit holders must check the TP&R facility status web page in order to be notified of field closures or changes.
- t. Once a determination has been made to close a facility, no user group or individual will for any reason override that decision or take any corrective measures to any type of field in an attempt to make it playable.
- u. If damages are incurred on a closed field, the responsible party will be assessed the full cost of repairs to be determined by the TP&R Department or designee.
- v. In addition to Section XIV, the first violation of this provision will result in a 1-game suspension of field usage; the second violation will result in a 3-game suspension; any additional violations will result in forfeiture of field time for the remainder of the season.

- w. Athletic field lights will be turned on and off by the TP&R Department, Park Rangers, or designee. In the event of a problem, contact either party (see Contact Information, section VIII).
- x. Cancellations must be made to the TP&R main office 72 hours prior to the reservation to avoid billing.
- y. Unless specifically stated on the permit, it is understood that the gathering to be held is not a fundraiser, no admission is to be charged, no tickets will be sold or collections taken, and that no items or services will be sold.
- z. Groups conducting fundraising events must obtain prior approval from the TP&R Department and/or Commission.
- aa. User agrees to indemnify, defend, and save harmless the Town of Trumbull, its agents, officers, and employees from and against any accident, injury, including death, and/or loss of property, or damage to neighboring property.
- bb. At no time shall any permit holder charge fees of any kind for fields allocated to them by the TP&R Department.
- cc. Permit holder must comply with instructions given by the TP&R Department and/or Park Rangers. Failure to comply with instructions, park regulations or engaging in behavior otherwise deemed detrimental may forfeit the right to use town facilities in the future. Permits are revocable at any time for violation of rule, ordinance or state law.
- dd. Users should be prepared to present, upon request, by the designated proper authority, their permits and/or roster cards.
- ee. The TP&R Commission reserves the right to change these rules at any time.

XIX. Restrooms

Restroom facilities are scheduled to open Memorial Day Weekend – Labor Day Weekend. Opening and closing dates are subject to change depending on the weather or at the discretion of the TP&R Department.

Portable toilets may be made available upon request. Portable toilets will be coordinated by the TP&R Department and may be payable by the requestor.

XX. Synthetic Turf Information

The Town of Trumbull requires all users to be responsible for the actions of its participants, including educating them about what is allowed and not allowed synthetic fields. To preserve turf quality and provide a clean, healthy and safe environment, some items are PROHIBITED on synthetic turf fields. Items include, but are not limited to:

- a. Chairs
- b. Tobacco products or electronic nicotine delivery devices
- c. Fireworks
- d. Food of any kind
- e. Gum
- f. Glass of any kind
- g. Heaters (gas or electric)

- h. Metal cleats
- i. Motorized and non-motorized vehicles
- j. Scaffolding
- k. Spectators
- l. Stakes, posts, poles or markers (only freestanding field markers and sports equipment may be used on the surface, unless underground sleeves are available)
- m. Tables
- n. Tents
- o. Pets

If damage is caused the user holding the permit will be held liable for all repairs and clean up. The user will be billed at a rate of \$40 per person, per hour, plus the costs of equipment and materials for necessary repairs. The TP&R Department reserves the right to revoke the user's permit and suspend field use at any time.

XXI. Trumbull Recreation Department Code of Conduct

The Trumbull Recreation "Code of Conduct" will be enforced before, during and after all field reservations for practices, games or tournament play. The Town of Trumbull park rules, regulations and ordinances will be strictly enforced. Each individual or organization that reserves fields from the TP&R Department will be responsible for the conduct and actions of ALL individuals involved with the permit. Once the permit has been issued it is to be understood that ALL individuals associated with the permitted group have been made aware of all park rules and regulations in addition to the code of conduct.

The following outlines the basic categories of those involved in Trumbull Recreation activities and guidelines designed to focus on acceptable roles and behaviors for each.

The Program Director and/or Superintendent:

- a. Must be committed to high standards of ethics, sportsmanship and personal conduct for him/herself, members of the coaching staff and the athletes representing the recreation department;
- b. Will develop a program for teaching and promoting the ideals and fundamentals of good sportsmanship within the programs, coaching staffs, sports teams, individual athletes and spectators;
- c. Will provide appropriate supervisory personnel at each event;
- d. Will openly recognize exemplary sportsmanlike behavior, while at the same time actively discouraging undesirable conduct by participants, coaches and fans;
- e. Shall provide and enforce a code of conduct for players, coaches and spectators.
- f. The Program Director and/or Superintendent or his designee has responsibility and authority to eject any player, coach or individual for flagrant violation of the rules.

The Coach:

- a. Must be aware of his/her powerful influence in affecting the attitudes and conduct of the players and fans, and shall model good sportsmanship in word and action;
- b. Shall be thoroughly acquainted with the spirit and letter of contest rules and interpret these rules to team members;

- c. Must exhibit dignity and self-control during athletic contests, and follow proper and acceptable processes for registering a complaint or protest;
- d. Shall treat opposing players, coaches and fans with respect, avoiding deliberate attempts to humiliate (such as running up the score);
- e. Must be aware of the importance of substituting whenever possible, especially when the outcome of the contest has become clear;
- f. Must take quick and decisive action when athletes exhibit poor sportsmanship, removing them from the contest if necessary;
- g. Will assist the program Director and/or Superintendent in promoting sportsmanship among players and spectators;
- h. Shall respect the judgment of contest officials, abide by the rules of the contest and display no negative behavior that could incite fans;
- i. Must assist the athletes in learning self-restraint and good sportsmanship both at practices and contest situations.

The Athlete:

- a. Will try always to be the best that he/she can be, both physically and mentally, and play hard to win within the contest rules;
- b. Will accept seriously the responsibility and privilege of representing his/her team and community, displaying positive public action at all times;
- c. Shall respect the judgment of contest officials, abide by the rules of the contest and display no negative behavior that could incite fans;
- d. Will treat opponents with respect, and resist the temptation to taunt or "show boat";
- e. Shall live up to standards of sportsmanship established by the league, rec. dept. and coach;
- f. Will resist the temptation to find fault with others, and be equally fair with him/herself, not feeling personally responsible for failure;
- g. Shall accept the fact that winning a contest, which is everyone's goal, is not the only way to be a winner. (Knowing that you have done your best makes you a winner regardless of the score).

The Spectator:

- a. Must recognize that attending Trumbull Recreation contest is a privilege to enjoy the contest, not a license to verbally assault officials or coaches;
- b. Should show respect and courtesy to both players and fans from opposing teams;
- c. Should know and understand the rules of the game;
- d. Should enjoy and acknowledge good performance from players from every team;
- e. Must respect the decisions of the officials and demonstrate self-control and restraint if they make a poor call, recognizing that they too, are human;
- f. Should congratulate players, coaches and fans from both sides following a well-played contest;
- g. Should support without recrimination your players and coaches following a loss;
- h. Should denounce fans who share the stands with you who are abusive or use profanity in cheers or otherwise.
- i. Must be guided by the phrase "Cheer for your team, not against your opponent."

The Official

- a. Must know and understand the rules of the contest he/she officiates;
- b. Should understand his/her role in controlling not only the contest, but also the safety of players and the contest environment;
- c. Must not tolerate unsportsmanlike behavior on the part of players or coaches, and must provide timely and appropriate rulings when such is displayed;
- d. Should use his/her influence to encourage players to learn and practice good sportsmanship and fair play;
- e. Must help players stay focused on the game before natural tensions and emotions get beyond control;
- f. Must be consistent, calling the same game throughout, making decisions promptly, fairly and without arrogance;
- g. Must maintain confidence and poise, must not exhibit emotions or argue with participants and/or coaches when enforcing rules.

A Note to Parents

You have entrusted your child to the care of a coach. This coach has accepted the responsibility for many reasons, including: He/she loves the game, desires to pass on the benefits of athletic participation, thrives on the challenge and excitement of preparing a team for competition and truly enjoys the association with eager and enthusiastic children.

You may not always agree with the philosophy or coaching techniques of your child's coach, but it is important to respect these differences. Your child will have many tutors as he or she matures. Dealing with these different influences enhances the maturation process.

But if you find that your disagreement is sufficiently strong, be fair with the coach and openly discuss your concerns with him or her. If this communication proves unproductive, you are encouraged to discuss the issue with the program Director and/or Superintendent. Please refrain from "coach bashing." Such activity creates a negative environment which polarizes rather than solves problems.

The Trumbull Parks and Recreation Department admires and respects the sacrifices made by the families of athletic children in the pursuit of sports. We appreciate your cooperation in helping us provide the most positive athletic experience possible.

TOWN OF TRUMBULL
BOARD OF FINANCE

REQUEST FOR ACTION

DATE: 13-Feb-20
AGENDA: 2-20-02
AMOUNT: \$47,734

2019-2020

(A) APPROPRIATION FROM: ACCOUNT NO. \$47,734
ACCOUNT NAME General Fund

(B) TRANSFER

(C) BOND

TO: ACCOUNT NO. 01022800-581888 \$47,734
ACCOUNT NAME Capital Outlay

(D) SUMMARY OF REQUEST: Purchase radio equipment to communicate on new fire department radio frequency/system.

(E) REQUESTED BY: Megan Murphy, Fire Marshal

(F) SUPPORTING DATA: See attached

(G) CONCURRENCE: YES NO NEED ADD'L INFORMATION



Vicki A. Tesoro, First Selectman

(H) BOARD OF FINANCE ACTION:

1. APPROVED ___
2. RECOMMENDED TO TOWN COUNCIL ___
3. TABLED ___
4. DENIED ___
5. OTHER ___

Town of Trumbull

CONNECTICUT



**Trumbull Fire
Marshal's Office**
firemarshal@trumbull-ct.gov

Town Hall
5866 Main Street
Trumbull, Connecticut 06611
203-452-5080
Fax: 203-452-5093

February 5, 2020

Maria Pires
Director of Finance
Town of Trumbull
5866 Main Street
Trumbull, CT 06611

RE: Supplemental appropriation to Fire Marshal capital outlay #01022800581888

Dear Maria,

I am requesting a supplemental appropriation to the Fire Marshal capital outlay account 01022800581888, in the amount of \$47,733.25. This money will be used to purchase radio equipment to be able to communicate on the new fire department radio frequency/system.

The fire departments are moving their very old and outdated radio system to the statewide platform. This will provide enhanced communications and better safety for both firefighters and residents. Without the purchase of these radios for the Fire Marshal's office, we will no longer be able to communicate with our dispatch center or other fire units; creating a safety concern for the Fire Marshal's staff.

This was an unforeseen expenditure and was not known about when doing budget planning for the 2019-2020 fiscal year. The benefit to purchasing the equipment now versus in the new budget year 2020-2021, is we can participate in a group discount with the fire departments. Should this purchase wait until the new budget cycle the cost will be \$67,160.25. Another added benefit to purchasing now is we will receive a 5 year accidental warranty on the portable radios. These radios can be extremely expensive to fix if not covered under warranty. Waiting until July, we will be receive a one year manufacturer defect warranty only, accidents will not be covered.

Thank you for your consideration.

Megan Murphy
Fire Marshal/Emergency Management Director
Town of Trumbull

Customer
Trumbull Fire Marshal

Qty	Description	Item	Unit	Extended
3	APX™ 8000XE P25 All-Band Portable Radio	H91TGD9PW6 N	\$ 7,557.10	\$ 22,671.30
3	ENH: ASTRO DIGITAL CAI OP APEX	G808		
3	ENH: SMARTZONE OPERATION APX	G51		
3	ADD: TDMA OPERATION	GA00580		
3	ADD: P25 TRUNKING SOFTWARE	G361		
3	ADD: ADVANCED SYSTEM KEY - HARDWARE KEY	QA01648		
3	ADD: PROGRAMMING OVER P25 (OTAP)	G998		
3	ENH: APX8000XE RUGGED RADIO	QA02008		
3	ADD: GROUP SERVICES	GA09008AA		
3	ADD: RADIO MANAGEMENT LICENSES	UA00048AA		
3	ADD: DVRS PSU ACTIVATION	QA00631		
3	ADD: 5Y ESSENTIAL ACCIDENTAL DAMAGE PROGRAMMING	HA00025AH SVC03SVC0116D		

Qty	Description	Item	Unit	Extended
1	APX8500 ALL BAND MP MOBILE	M37TSS9PW1 N	\$ 6,769.20	\$ 6,769.20
1	ENH: ASTRO DIGITAL CAI OP APEX	G808		
1	ENH: SMARTZONE OPERATION APX	G51		
1	ADD: TDMA OPERATION	GA00580		
1	ADD: P25 TRUNKING SOFTWARE	G361		
1	ADD: ADVANCED SYSTEM KEY - HARDWARE KEY	QA01648		
1	ADD: PROGRAMMING OVER P25 (OTAP)	G998		
1	ADD: REMOTE MOUNT MID POWER	G87		
1	ADD: OS CONTROL HEAD	G442		
1	ADD: STD PALM MICROPHONE APX	W22		
1	ADD: AUXILIARY SPKR 7.5 WATT	B18		
1	ADD: CBL REMOTE MOUNT 75 FEET	G607		
1	ADD: GROUP SERVICES	GA09008AA		
1	ADD: RADIO MANAGEMENT LICENSES	UA00048AA		
1	ADD: DVRS MSU ACTIVATION	GA00631		
1	ADD: 5Y ESSENTIAL SERVICE PROGRAMMING	GA00318 SVC03SVC0116D		

Qty	Description	Item	Unit	Extended
3	VRX1000 - UHF 380-430/450-512 MHZ	TT2793	\$ 5,333.05	\$ 15,999.16
3	DVR/VRX FOR USE WITH DUAL BAND APX MOBILE	TT05716AA		
3	ADD: P25 PHASE 1 OPERATION	TT05951AA		
3	ADD: P25 ENHANCED TRUNKING FEATURES	TT05953AA		
3	ADD: VRX CROSS BAND 4 YEAR EXTENDED WARRANTY	TT05959AA		
3	ANTENNA, UHF (450-470 MHZ) 1/4 WAVE ROOF MOUNT	HAE4003		
3	PROGRAMMING	SVC03SVC0116D		

Qty	Description	Item	Unit	Extended
3	AUDIO ACCESSORY-REMOTE SPEAKER MICROPHONE,IMPRES XE RSM XT CABLE BLACK	PMMN4106CBLK	\$ 431.20	\$ 1,293.60

1,000 next page

47,733.25

Notes

Budgetary Pricing per State of CT Master Contract A-99-001 and is valid for 90 days
 Please issue PO to Motorola Solutions, Inc.
 Note on PO to ship order to 7 Great Hill Road, Naugatuck, CT 06770
 Note on PO your address as the "Ultimate Destination"
 Note on PO "Net 30 days"
 Equipment installation not included
 Programming includes up to 48 channels in three zones
 Up to 50 alias ID's
 Programming more than above will incur an hourly rate of \$95.00, billed directly from Norcom to the customer

Prepared By: Jack Ahern
 Northeastern Communications, Inc. an
 Authorized Channel Partner
 Manufacturer's Representative



Prepared For:
Trumbull Fire Marshal

Prepared By: Jack Ahern/Holly Brown – hbrown@norcomct.net

Date: February 5, 2020

Total **\$1,000.00**

Statement of Work:

- a. Install APX8500 all band mobile
- b. Install VRX1000 Vehicle Extender and interface to APX8500

Notes:

- Pricing Budgetary per State Contract 14PSX0073
- Mobile installation price assumes installation of new radio in the same configuration (remote mount or dash mount) mounted in the same location with exiting antenna location
 - o Any relocation or special mounting of radio and/or antenna will require customer authorization and may incur additional charges
- Standard installation is a vehicle with 12VDC electrical system, under one ton (including but not limited to sedan, pickup, SUV) requiring standard equipment and antenna mounting. Vehicles with partitions, prisoner compartments, and/or speciality vehicles, hybrid vehicles, fire apparatus, command cars, EMS vehicles, vehicles with electrical system other than 12VDC-negative ground, and other non-standard vehicles are not considered to be "standard".
 - o All vehicles are assumed to have a 12VDC, negative ground electrical system. Vehicles with other electrical systems require a converter for an additional charge.
- Installation into Fire vehicle does not include installation or interface to Knox Boxes, jump seat speakers, rear/pump panel mics/speakers, or headset systems unless otherwise noted
- Work to be performed during normal business hours



NORCOM CTTM
 NORTHEASTERN COMMUNICATIONS, INC.

QUOTATION: C95896

7 Great Hill Road, Naugatuck, Connecticut 06770
 (800) 223-9008 | customerservice@norcomct.com

Terms: Net 30 Days
Delivery: 6-8 Weeks
Price Validity: 30 Days
Warranty: 90 Days Labor Normal Business Hours

Limit of Liability:

Northeastern Communications, Inc., dba NorcomCT will not be liable for any damages, including any lost profits, lost savings, loss of life or other incidental or consequential damages arising out of the use or inability to use this product, even if Northeastern Communications, Inc. or its employee has been advised of the possibility of such damages, or for any claim by any other party. Northeastern Communications, Inc. will have its liability limited to the repair or replacement of the supplied original equipment or program diskette, associated publication and any part or parts of the product or system purchased for the period of the warranty.

Applicable Sales Tax and Shipping Will Be Added.

Pricing, Descriptions, Quantities, Conditions and Terms have been read and accepted.

Quotation Accepted By: _____ Title _____ Date: _____
 (Signature of Authorizing Person)



MOTOROLA SOLUTIONS
 Radio Solutions Channel Partner

www.norcomct.com

**SUBJECT TO MODIFICATION AND APPROVAL
MINUTES
BOARD OF FINANCE
February 13, 2020**

CALL TO ORDER

The Chairman called the Board of Finance meeting to order at 7:00 p.m. in the Town Hall, Trumbull, Connecticut. All joined in the Pledge of Allegiance.

PUBLIC COMMENT

There was no public comment.

ATTENDANCE

Present

Michael Barker, Secretary (entered at 7:10 pm)
Elaine Hammers
Marty Isaac
Lainie McHugh, Chairman
Steve Choi
Paul Timpanelli, Vice Chairman
Vincent DeGennaro – Alternate
Marc Mascola – Alternate
Christine El Eris – Alternate

Absent

Also present:

Vicki Tesoro, First Selectman; Maria Pires, Director of Finance; Daniel Schopick, Esq., Town Attorney; Kathleen McGannon, Chief Administrative Officer; Cynthia Katske, Chief Administrative Officer; Therese Keegan, Auditor; Rina Bakalar, Economic and Community Development Director; Richard White, Vice Chairman Land Acquisition Commission.

AUDITOR'S REPORT – Therese Keegan

Ms., Keegan presented her report: **Tashua Knolls Golf Course**. To access the report, use the following links:

- <https://www.trumbull-ct.gov/215/Internal-Audit>
- <https://www.trumbull-ct.gov/DocumentCenter/View/3809/2020-02-Tashua-Knolls-Golf-Course-Operational-Review-PDF>

Ms. Hammers moved, seconded by Mr. Isaac, to take 02-20-02 out of order.

Vote: 6-0-0 motion carries

02-20-02- FISCAL YEAR 2019-2020 SUPPLEMENTAL APPROPRIATION

Mr. Timpanelli moved, seconded by Mr. Isaac, to appropriate \$47,734 from the General Fund to account #01022800-581888 Capital Outlay \$47,734 to purchase radio equipment to communicate on new fire department radio frequency system.

Ms. Murphy, Fire Marshal for the Town of Trumbull, spoke to the Board indicating the old system needs to be upgraded in order to communicate with the fire departments on the new radio frequency system they are implementing.

She did not include this expense in her budget for 2020, since the change had not yet been finalized; however, she has since learned that if she purchases the equipment now, along with the Fire Department, instead of July when her new budget is approved, she will be able to do so at a discounted price, saving \$20,000. In addition, the system will come with a 5 year accidental warranty, which will cover repairs vs a one year warranty if we wait until July.

Vote: 6-0-0

02-20-01 - BOND RESOLUTION

Mr. Isaac moved, seconded by Mr. Barker, to read the title of the resolution in its entirety and to waive the reading of the remainder of the resolution, incorporating its full text into the minutes of this meeting.

Vote: 6-0-0 motion carries

Mr. Timpanelli moved, seconded by Mr. Barker, to adopt the resolutionn introduced.

Attorney Schopick spoke to the Board indicating the Town occasionally purchases property. This is done when there is an immediate need or when we can put together seveal parcels to be used later. Since 1998, \$30,000,000 has been bonded for this purpose. The process involves having the money in place, but we spend it only when the propert is actually purchased. The First Selectman would consult with the Town Council who would in turn ask the Planning and Zoning Commisision to provide an opinion, either negative or positive. The Town Council would then review the opinion and make their decisioin.

Mr. Isaac moved, seconded by Mr. Choi, to move into Executive Session at 7:41 p.m.

Vote: 6-0-0 motion carries

The Chairma asked the following individuals to remain: Vicki Tesoro, First Selectman, Daniel Schopick, Esq., Town Attorney; the Board of Finance and Alternates, Rina Bakalar, Economic and Community Development Director; Richard White, Vice Chairman Land Acquisition Commission.

Executive session began at 7:41 p.m.

Mr. Barker moved, secnded by Ms. Hammers, to come out of executive session at 8:50. p.m.

Vote: 6-0-0 motion carries

Mr. Timpanelli moved, seconded by Mr. Barker, to amend the the resolution from \$12,000,000 to \$10,000,000.

Vote: 6-0-0 motion carries

The Chairman asked the clerk to call the vote on the amended resolution of \$10,000,000.

	<u>Aye</u>	<u>Nay</u>
Mr. Choi		x
Ms. Hammers		x
Ms. McHugh	x	
Mr. Isaac	x	
Mr. Timpanelli	x	
Mr. Barker	x	

Vote: 4-2-0 (opposed: Choi; Hammers) motion carries

DISCUSSION ITEMS

- Budget to actual FY 2020
 - Ms. Pires was asked to add columns to the excel version of the report to show the percentages 65% 75% 85% and to highlight in yellow. In addition, the Board requested she use Times New Roman Font. They no longer require the Munis report
 - Salaries are 59%; some departments may be over due to retirement payouts for vacation and sick time.
 - Workers comp is 79%; we should have funds to cover the shortage from Fica and Medical.
 - Police overtime is 77%; there are vacancies so overtime is necessary; however, there are extra funds in the full time account.
 - EMS salaries are 62%; there was a retirement with sick time and vacation time payout

- Fund Balance FY 2020- this includes the appropriation request from the Fire Marshal approved at this meeting.

- Memo from Dmitri Paris regarding the Ash Tree infestation
The Board asked for an estimate to be provided indicating the cost to take down the 11 trees referred to in the Memo.

- Audit Database – If you have any questions regarding this, please send them to Therese Keegan.

APPROVAL OF MINUTES – January 9, 2020

By unanimous consent, the Board approved the Minutes of the January 9, 202 meeting as presented.

ADJOURNMENT

By unanimous consent, the meeting adjourned at 9:12 p.m.

Respectfully submitted

Phyllis C. Collier, Board of Finance Clerk

RESOLUTION APPROPRIATING \$12,000,000 FOR THE ACQUISITION OF REAL PROPERTY (2020) FOR OPEN SPACE, RECREATION AND OTHER TOWN PURPOSES, AND AUTHORIZING THE ISSUE OF \$12,000,000 BONDS OF THE TOWN TO MEET SAID APPROPRIATION AND PENDING THE ISSUANCE THEREOF THE MAKING OF TEMPORARY BORROWINGS FOR SUCH PURPOSE

Section 1. The sum of \$12,000,000 is appropriated for the acquisition of real property or interests therein, including any easement, covenant or agreement concerning development, slope, riparian or similar rights, for the purpose of preserving open space and recreational spaces-including spaces for recreational facilities- developing senior or other housing, fostering economic development, and to meet any other real property requirements of the Town as may be determined from time to time by the Town Council. Said appropriation may include expenses for the construction of facilities related to the acquisition, such as recreational facilities, infrastructure improvements, and code compliance improvements, and for appraisal, testing, environmental remediation, surveying, title insurance and such other expenses necessary or appropriate for such acquisition, including expenses for acquisition by eminent domain, and including administrative, printing, legal and financing costs related thereto. Each acquisition of land or interest therein shall be approved by the Town Council. The Director of Finance is authorized to establish a fund within which to deposit the proceeds of bonds, notes or other obligations issued pursuant to this resolution..

Section 2. To meet said appropriation \$12,000,000 bonds of the Town or so much thereof as shall be necessary for such purpose, shall be issued, maturing not later than the twentieth year after their date, or such later date as may be allowed by law. Said bonds may be issued in one or more series as determined by the First Selectman and the Town Treasurer (hereafter the Town Officials), and the amount of bonds of each series to be issued shall be fixed by the Town Officials, provided that the total amount of bonds to be issued shall not be less than an amount which will provide funds sufficient with other funds available for such purpose to pay the principal of and the interest on all temporary borrowings in anticipation of the receipt of the proceeds of said bonds outstanding at the time of the issuance thereof, and to pay for the administrative, printing and legal costs of issuing the bonds. Capital project revenues, including bid premiums and investment income derived from investment of bond proceeds (and net investment income derived from note proceeds) are authorized to be credited by the Director of Finance to the project account and expended to pay project expenses customarily paid therefrom. The remaining appropriation and bond authorization shall be reduced by the amount of capital project revenues so credited. The bonds shall be in the denomination of \$1,000 or a whole multiple thereof, or, be combined with other bonds of the Town and such combined issue shall be in the denomination per aggregate maturity of \$1,000 or a whole multiple thereof, be issued in bearer form or in fully registered form, be executed in the name and on behalf of the Town by the manual or facsimile signatures of the Town Officials, bear the Town seal or a facsimile thereof, be certified by a bank or trust company designated by the Town Officials, which bank or trust company may be designated the registrar and transfer agent, be payable at a bank or trust company designated by the Town Officials, and be approved as to their legality by Joseph Fasi LLC, Attorneys-at-law, Bond Counsel of Hartford.

They shall bear such rate or rates of interest as shall be determined by the Town Officials. The bonds shall be general obligations of the Town and each of the bonds shall recite that every requirement of law relating to its issue has been duly complied with, that such bond is within every debt and other limit prescribed by law, that the full faith and credit of the Town are pledged to the payment of the principal thereof and the interest thereon and will be paid from property taxation to the extent not paid from other sources. The aggregate principal amount of the bonds to be issued, the annual installments of principal, redemption provisions, if any, the date, time of issue and sale and other terms, details and particulars of such bonds, shall be determined by the Town Officials, in accordance with the General Statutes of the State of Connecticut, as amended.

Section 3. Said bonds shall be sold by the Town Officials, in a competitive offering or by negotiation, in their discretion. If sold at competitive offering, the bonds shall be sold upon sealed proposals, auction, or similar competitive process at not less than par and accrued interest on the basis of the lowest net or true interest cost to the Town. A notice of sale or a summary thereof describing the bonds and setting forth the terms and conditions of the sale shall be published at least five days in advance of the sale in a recognized publication carrying municipal bond notices and devoted primarily to financial news and the subject of state and municipal bonds. If the bonds are sold by negotiation, the provisions of purchase agreement shall be approved by the Town Officials.

Section 4. The Town Officials are authorized to make temporary borrowings in anticipation of the receipt of the proceeds of said bonds. Notes evidencing such borrowings shall be executed in the name and on behalf of the Town by the manual or facsimile signatures of the Town Officials, bear the Town seal or a facsimile thereof, be payable at a bank or trust company designated by the Town Officials, be approved as to their legality by Joseph Fasi LLC, Attorneys-at-law, Bond Counsel of Hartford, and be certified by a bank or trust company designated by the Town Officials, pursuant to Section 7-373 of the General Statutes of Connecticut, as amended. They shall be issued with maturity dates which comply with the provisions of the General Statutes governing the issuance of such notes, as the same may be amended from time to time. The notes shall be general obligations of the Town and each of the notes shall recite that every requirement of law relating to its issue has been duly complied with, that such note is within every debt and other limit prescribed by law, that the full faith and credit of the Town are pledged to the payment of the principal thereof and the interest thereon and will be paid from property taxation to the extent not paid from other sources. The net interest cost on such notes, including renewals thereof, and the expense of preparing, issuing and marketing them, to the extent paid from the proceeds of such renewals or said bonds, shall be included as a cost of the project. Upon the sale of said bonds, the proceeds thereof, to the extent required, shall be applied forthwith to the payment of the principal of and the interest on any such notes then outstanding or shall be deposited with a bank or trust company in trust for such purpose.

Section 5. Resolution of Official Intent to Reimburse Expenditures with Borrowings. The Town (the "Issuer") hereby expresses its official intent pursuant to §1.150-2 of the Federal Income Tax Regulations, Title 26 (the "Regulations"), to reimburse expenditures paid sixty days prior to and after the date of passage of this ordinance in the maximum amount and for the capital project defined in Section 1 with the proceeds of bonds, notes, or other obligations ("Bonds") authorized to be issued by the Issuer. The Bonds shall be issued to reimburse such expenditures not later than

18 months after the later of the date of the expenditure or the substantial completion of the project, or such later date the Regulations may authorize. The Issuer hereby certifies that the intention to reimburse as expressed herein is based upon its reasonable expectations as of this date. The Director of Finance or his designee is authorized to pay project expenses in accordance herewith pending the issuance of reimbursement bonds, and to amend this declaration.

Section 6. The Town Officials, are hereby authorized to exercise all powers conferred by section 3-20e of the general statutes with respect to secondary market disclosure and to provide annual information and notices of material events as enumerated in Securities and Exchange Commission Exchange Act Rule 15c2-12, as amended, as may be necessary, appropriate or desirable to effect the sale of the bonds and notes authorized by this resolution.

Section 7. It is hereby found and determined that it is in public interest to issue all, or a portion of, the Bonds, Notes or other obligations of the Town as qualified private activity bonds, or with interest that is includable in gross income of the holders thereof for purposes of federal income taxation. The Town Officials are hereby authorized to issue and utilize without further approval any financing alternative currently or hereafter available to municipal governments pursuant to law including but not limited to any "tax credit bonds" or "Build America Bonds" including Direct Payment and Tax Credit versions.