

Parks & Recreation Commission Regular Meeting
Thursday, June 18, 2020 at 7:00 PM

Join the meeting online:

<https://zoom.us/j/92285227824?pwd=VGVvM01Mb2U1M3dxVEwrY0lhNHdXdz09>

Webinar ID: 922 8522 7824

Password: 974023

Join by telephone: (301) 715-8592 / Webinar ID: 922 8522 7824
(833) 548 0276 (Toll Free)

Call to Order

Public Comment

- There will be no live public comment. To submit a comment or question for the Commission, please email it to lshiel@trumbull-ct.gov and be sure to include your full name and address for the record. Please submit all comments/questions by Thursday, June 20, at 5:00 p.m.

Acceptance of Minutes

Correspondence

Old Business

New Business

- BMX National

Superintendent's Report

Division Reports

- Park Rangers
- Recreation

Any other business that might rightly come before this Commission

Adjournment

If you are unable to attend the meeting, please contact the clerk at lshiel@trumbull-ct.gov



Town of Trumbull
Parks and Recreation
Ranger Division

Parks and Recreation Commission
Ranger Division March/April/May 2020 Report

Commissioners,

This report is a summary of the Ranger Division activities for the months of March, April and May of 2020. During these months the Mission of the Ranger Division had evolved to meet the challenges of the Covid 19 Epidemic.

During these months, there were restrictions and closures to the parks and the rangers were tasked with closing these areas. There were numerous closure and parking control signage erected throughout Town and Covid 19 educational and social distancing signage was placed throughout the Rails to trails and park system. Rangers provided patrol through the parks system to educate on closures and other issues. When restrictions eased and parks began to open, Rangers conducted parking sticker checks at gate positions, one is still maintained at Twin Brooks, and provided a presence patrol.

As additional parks open in the system, the rangers will expand their duties and patrol function to meet the needs of the P&R Department.

Steven Chapman
Chief Park Ranger

Parks and Recreation Superintendents Report

Zoom Edition

June 18th 2020

As we all are aware, the past few months have been an unprecedented time in our lives and has had an equally dramatic effect on our Parks and Recreation system.

Attempting to provide you a detailed overview chronicling would be a rather daunting challenge and in lieu of that I will offer a bullet point status update on what would be regularly expected services.

Each topic may be further explored for details during the meeting

With our Recreation office closed and the requirement of allowing ONLY residents access to our Parks the method of distributing Parks Stickers has been another challenging affair, and gone through a number of iterations. Currently we are accepting requests via e-mail and by phone. Moving forward we have implemented the automatic distribution of Park Stickers and will be sent at no charge to residents in their July Tax Bill.

Budget adopted, Reductions to Field Maintenance and Recreation Programs

No increases to Tree Warden accounts or equipment replacement.

Personnel has been required to work in very limited manner and for nearly two months were only able to report to work independently and with 50% of the force off one week and on the next.

We have not been able to bring any seasonal help on to date.

Currently we have had a irreparable failure of one mower, a major breakdown of our 5900,"our large wing mower", Ranger vehicles have been down and unable to be repaired due to parts not being available....this topic could go on for a while, but I suspect you get the idea.

All Recreation programs have ceased during this time however we are currently working on a heavily modified Summer Camp and Pool offerings for our residents.

By the time of this meeting we expect that all Parks and BoE properties will be opened to the public however permitted fields and playgrounds will still be closed.

Regulations are and have been changing by the day, we are working with all of our user groups to assist them to return to

Irrigation systems initiated, however we have had numerous failures at Unity Park but at this time are operational.

Restrooms are closed: Most restrooms were in the process of major overhauls starting late last year with the intent to complete by regular opening this season. This work was completely stopped and only now are we starting to restore the facilities.

We are hoping to complete the renovations by fall of this year.

Community Garden was opened

Vietnam Bridge repair project on hold.

A.N. Barn repairs on hold

Greenhouse restoration on hold

In closing I am very sorry to report that very soon we will be losing our Program Manger Jill Hiriak as she will be returning to Bahrain working for our Military.

Jill has from the start been a remarkable asset to our Department; a person with a tremendous, creative work ethic and honestly a joy to work with.

We wish her only the best in her travels.....I cant express properly how much she will be missed.

Financial Report- June 2020

RECREATION

Org	Object	Project	Description	2020 Revised		2020 Encumbrances/		
				Budget	2020 Actual	Requisitions	2020 Available	2020 Percent
01080400	430000		PROGRAM REVENUE	-290,000.00	-149,070.76	0.00	-140,929.24	51.40%
01080400	501101		SALARIES-FT/PERMANENT	252,565.00	241,759.34	0.00	10,805.66	95.72%
01080400	501102		SALARIES-PT/PERMANENT	0.00	0.00	0.00	0.00	0.00%
01080400	501102	AQUAT	SALARIES-PT/PERMANENT	0.00	0.00	0.00	0.00	0.00%
01080400	501102	ARTS	SALARIES-PT/PERMANENT	16,088.00	15,821.66	0.00	266.34	98.34%
01080400	501102	YOUTH	SALARIES-PT/PERMANENT	54,042.00	43,544.33	0.00	10,497.67	80.57%
01080400	501103		SALARIES-SEASONAL/TEMP	3,500.00	3,620.60	0.00	-120.60	103.45%
01080400	501103	AQUAT	SALARIES-SEASONAL/TEMP	195,200.00	126,682.27	0.00	68,517.73	64.90%
01080400	501105		SALARIES-OVERTIME	0.00	279.94	0.00	-279.94	0.00%
01080400	501106		SALARIES-LONGEVITY	425.00	425.00	0.00	0.00	100.00%
01080400	522201		SERVICES & FEES-CLERICAL	0.00	0.00	0.00	0.00	0.00%
01080400	522201	YOUTH	SERVICES & FEES-CLERICAL	0.00	0.00	0.00	0.00	0.00%
01080400	522202		SERVICES & FEES-PROFESSIONAL	0.00	0.00	0.00	0.00	0.00%
01080400	522204		SERVICES & FEES-CONTRACTUAL	14,600.00	12,014.00	0.00	2,586.00	82.29%
01080400	522205		PROGRAM EXPENSES	368,500.00	275,177.91	22,844.62	70,477.47	80.87%
01080400	522205	AQUAT	PROGRAM EXPENSES	9,000.00	6,582.81	0.00	2,417.19	73.14%
01080400	522205	ARTS	PROGRAM EXPENSES	4,000.00	3,125.00	0.00	875.00	78.13%
01080400	522205	YOUTH	PROGRAM EXPENSES	0.00	0.00	0.00	0.00	0.00%
01080400	534402		PROGRAM SUPPLIES	4,000.00	995.93	64.00	2,940.07	26.50%
01080400	534402	YOUTH	PROGRAM SUPPLIES	0.00	0.00	0.00	0.00	0.00%
01080400	545503		COMMUNICATIONS-PUBLIC RELATION	1,000.00	384.21	0.00	615.79	38.42%
01080400	545503	YOUTH	COMMUNICATIONS-PUBLIC RELATION	0.00	0.00	0.00	0.00	0.00%
01080400	556601		PROFESSIONAL DEV-SEM/CONF	1,500.00	1,525.00	0.00	-25.00	101.67%
01080400	556602		PROFESSIONAL DEV-ASSN DUES	725.00	725.00	0.00	0.00	100.00%
01080400	567703		TRANSPORTATION-TRAVEL REIMB	2,000.00	1,063.50	0.00	936.50	53.18%
01080400	567703	YOUTH	TRANSPORTATION-TRAVEL REIMB	0.00	0.00	0.00	0.00	0.00%
01080400	578801		MNTNCE/REPAIR SERVICE CONTRACT	305.00	36.00	0.00	269.00	11.80%
01080400	578804		MNTNCE/REP-REFUSE REMOVAL	910.00	708.73	65.27	136.00	85.05%
01080400	581888		CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00%
01080400	589901		RENTALS-ANNUAL RENTALS/LEASE	3,900.00	3,025.00	540.00	335.00	91.41%
01080400	590014		UTILITIES-TELEPHONE	2,615.00	2,473.36	0.00	141.64	94.58%

PARKS

Org	Object	Project	Description	2020 Revised Budget	2020 Actual	2020 Encumbrances/ Requisitions	2020 Available	2020 Percent
01080600	430000		PROGRAM REVENUE	-130,000.00	-69,986.00	0.00	-60,014.00	53.84%
01080600	501101		SALARIES-FT/PERMANENT	1,028,260.00	932,519.59	0.00	95,740.41	90.69%
01080600	501102		SALARIES-PT/PERMANENT	0.00	0.00	0.00	0.00	0.00%
01080600	501103		SALARIES-SEASONAL/TEMP	186,200.00	177,031.50	0.00	9,168.50	95.08%
01080600	501105		SALARIES-OVERTIME	45,000.00	20,724.56	0.00	24,275.44	46.05%
01080600	501106		SALARIES-LONGEVITY	500.00	500.00	0.00	0.00	100.00%
01080600	501120		AED ANNUAL STIPEND	400.00	400.00	0.00	0.00	100.00%
01080600	501888		UNIFORM ALLOWANCE	10,000.00	4,907.62	0.00	5,092.38	49.08%
01080600	522201		SERVICES & FEES-CLERICAL	1,800.00	960.00	0.00	840.00	53.33%
01080600	522202		SERVICES & FEES-PROFESSIONAL	50,000.00	60.00	8,500.00	41,440.00	17.12%
01080600	522203		SERVICES & FEES-ANCILLARY	310,000.00	279,027.34	63,715.18	-32,742.52	110.56%
01080600	534401		MATERIALS & SUPPLIES-OFFICE	800.00	159.15	0.00	640.85	19.89%
01080600	534402		PROGRAM SUPPLIES	82,500.00	62,598.91	10,893.95	9,007.14	89.08%
01080600	534403		MATERIALS & SUPPLIES-CLEANING	8,000.00	3,641.62	1,358.38	3,000.00	62.50%
01080600	545502		COMMUNICATIONS-PUBLIC REPORTS	0.00	0.00	0.00	0.00	0.00%
01080600	545503		COMMUNICATIONS-PUBLIC RELATION	6,000.00	4,985.00	395.00	620.00	89.67%
01080600	556601		PROFESSIONAL DEV-SEM/CONF	1,850.00	595.00	0.00	1,255.00	32.16%
01080600	556603		PROFESSIONAL DEV-INSERVICE	0.00	0.00	0.00	0.00	0.00%
01080600	578801		MNTNCE/REPAIR SERVICE CONTRACT	20,000.00	1,525.00	7,075.00	11,400.00	43.00%
01080600	578802		MNTNCE/REP-EQUIPMENT/BUILDING	50,000.00	37,962.20	19,103.86	-7,066.06	114.13%
01080600	578803		MNTNCE/REP-PROGRAM RELATED	62,000.00	35,543.05	15,492.24	10,964.71	82.31%
01080600	578804		MNTNCE/REP-REFUSE REMOVAL	515.00	0.00	0.00	515.00	0.00%
01080600	581888		CAPITAL OUTLAY	52,871.00	44,702.45	6,071.58	2,096.97	96.03%
01080600	589901		RENTALS-ANNUAL RENTALS/LEASE	0.00	0.00	0.00	0.00	0.00%
01080600	589902		RENTALS-OCCASIONAL RNTL/LEASE	4,500.00	575.69	0.00	3,924.31	12.79%
01080600	590011		UTILITIES-HEAT	11,177.00	9,561.63	0.00	1,615.37	85.55%
01080600	590012		UTILITIES-ELECTRICITY	115,000.00	92,490.35	0.00	22,509.65	80.43%
01080600	590013		UTILITIES-WATER	77,345.00	43,257.22	0.00	34,087.78	55.93%
01080600	590014		UTILITIES-TELEPHONE	16,158.00	12,886.33	0.00	3,271.67	79.75%

TREE WARDEN

Org	Object	Project	Description	2020 Revised Budget	2020 Actual	2020 Encumbrances/ Requisitions	2020 Available	2020 Percent
01080800	501101		SALARIES-FT/PERMANENT	29,368.00	27,928.18	0.00	1,439.82	95.10%
01080800	501105		SALARIES-OVERTIME	0.00	0.00	0.00	0.00	0.00%
01080800	522205		PROGRAM EXPENSES	100,000.00	129,127.13	90,000.00	-119,127.13	219.13%
01080800	534402		PROGRAM SUPPLIES	1,000.00	0.00	0.00	1,000.00	0.00%
01080800	556601		PROFESSIONAL DEV-SEM/CONF	500.00	160.00	0.00	340.00	32.00%
01080800	578806		EMERGENCY SERVICES	23,000.00	50,839.50	0.00	-27,839.50	221.04%
01080800	581888		CAPITAL OUTLAY	0.00	0.00	0.00	0.00	0.00%