

AGENDA
Trumbull Parks and Recreation Commission
Regular Meeting
Monday, September 12, 2022
7:00 p.m., Council Chambers

- I. Call to order
- II. Public Comment
 - a. Susy Ferreira, Portuguese American Civic League
 - b. Arthur Meyer
 - c. Ryan McEnany, Nichols Fire Department
- III. Acceptance of Minutes
 - a. Regular meeting of August 8, 2022
- IV. Correspondence
- V. Old Business
 - a. Field trips in Old Mine Park
- VI. New Business
- VII. Superintendent's Report
- VIII. Division Reports
 - a. Recreation
 - b. Park Rangers
- IX. Any other business that might rightly come before this Commission
- X. Adjournment

MEETING MINUTES
Parks and Recreation Commission
Regular Meeting
August 8, 2022

In attendance:

Mike Travisano, Vice Chairman
Brian LeClerc
Ken Martin
Jon O'Brien
Nancy Walsh

Also in attendance:

Dmitri Paris, Superintendent of Parks
Kathleen McGannon, Chief Administrative officer

Not in attendance:

Kevin Bellows, Chairman
Ed Ritacco

Guests:

Cat Lamy, 47 Fawn Meadow Drive
Janet Barker, 57 Rollingwood Drive
Jeff Jacobson, 17 Saranee Circle

The meeting was called to order at 7:00 p.m.

MOTION to open public comment made by Mr. Martin, seconded by Mr. LeClerc. Motion carried by unanimous consent.

Ms. Lamy thanked the commission and Mr. Paris for their work on the pickleball courts. She appear before the Commission to request that the courts at Island Brook Park be restricted for use by residents only. She also asked if an association of some type should be created to facilitate court reservations and communication among players.

Ms. Barker appeared as a representative for Mr. Favretto, who has appeared at previous meetings to discuss windscreens for the pickleball courts. Ms. Barker presented a request that sponsorships be allowed on the inside of the screens facing the courts, similar to the signs at Unity Park baseball fields. Ms. Barker also clarified that while open court times are posted in the Team Reach app, those times are first secured by residents using the Parks and Recreation reservation system.

Mr. Jacobson spoke in support of the windscreens and request for advertising. He also mentioned the pickleball association in Milford model, in which members pay a nominal fee and courts are open at scheduled times for members who belong to the group. He also noted that restricting courts to

residents would be difficult to police given that a Trumbull resident could be traveling with someone whose car does not have a Trumbull sticker.

Vice Chairman Travisano closed public comment.

MOTION to accept July 11 meeting minutes made by Mrs. Walsh, seconded by Mr. LeClerc.

VOTE: 4-0-1 (Martin)

Motion carried.

Mr. O'Brien brought up the requests from the volleyball players. Mr. Paris said that building more courts would need to be built into budget or capital plan requests. The two existing courts are playable, and Mr. Paris' department will add more sand to them as the schedule permits.

Mrs. Walsh asked Mr. Paris about installation and storage of windscreens if the group purchases them. Mr. Paris notes there is a way to work with the pickleball group to maintain the windscreens and courts. Mrs. Barker clarified that windscreens don't need to come down, giving Fairfield as an example. Mr. Paris disagreed, citing weather and wear and tear concerns based on his experience. Mr. Jacobson asked if the windscreens at Unity are taken down by the Parks Department, but Mr. Paris clarified that Little League pays to have them put up and taken down every year.

Mrs. Walsh asked if there will be fencing installed at Island Brook between courts. It was noted that fencing has been installed, but there is a question of whether it is high enough.

Regarding sponsorships on the windscreens, Mr. LeClerc cautioned the Commission not to consider the signs at Unity as precedent setting. Both he and Mr. Travisano noted that other organizations have made similar requests that were not granted. Mr. LeClerc also provided details about the Field Use Policy for creating a league. Mr. Paris added that there are a few different options for creating a league or organization and that is one of the things his department is working on.

Mr. Travisano inquired about the Parks Department responsibilities at Town Hall and other Town Buildings. Mr. Paris explained that his department has absorbed many building maintenance tasks in the absence of a building maintenance department. These include troubleshooting and repairing HVAC systems and mold remediation. He also explained that his department takes care of three iterations of the parks system: active recreation areas, passive recreation areas and the trails. The Commission and Mr. Paris discussed the various responsibilities and personnel challenges faced by the department, including prioritizing emergency issues vs. scheduled tasks.

Mr. Travisano asked Mr. Martin about revenue from violations issued by the Rangers. Mr. Martin answered that fines are deposited into the general fund, but there was no resolution to the question of why those funds are not directed back to the Parks and Recreation Department. Mr. Martin offered to follow up in advance of the next meeting.

Mr. Martin inquired about damage to park property listed on the Ranger report and asked where repair funds come from. Mr. Paris answered that repairs are funded by the department' operational budget. Mr. Martin asked that future reports be more detailed as to the nature of damages, injuries, etc.

Mrs. Walsh asked about incidents at Quarry Road. Mr. Martin noted that the area was unbelievably clean. Mr. Paris explained that the Rangers have a presence on the trail and have had to stop people from swimming, but there have been no cars or large parties or hostile interactions with the public.

MOTION to adjourn made by Mr. Martin, seconded by Mr. LeClerc. Motion carried by unanimous consent.

The meeting was adjourned at 8:03 p.m.

Submitted by Laura Shiel

Laura Shiel

From: Trumbull Recreation
Sent: Tuesday, August 16, 2022 1:40 PM
To: Laura Shiel
Subject: FW: Portuguese American Civic League Fundraiser request
Attachments: Town Trumbull Portuguese American Civic League of Bridgeport.docx

Dear Laura,

I just returned from being out of the office and received this email.

Please contact Susy Ferreira if you wouldn't mind.

If you need anything from me please contact me.

Best regards,

Christina L. Pereiro

Christina L. Pereiro
Administrative Assistant
Trumbull Parks and Recreation Department
cpereiro@trumbull-ct.gov
Phone (203)452-5066
Fax (203)452-5180
Office Main Number (203)452-5060



From: Susy Ferreira
Sent: Friday, August 12, 2022 10:30 AM
To: Trumbull Recreation <recreation@trumbull-ct.gov>
Subject: Portuguese American Civic League Fundraiser request

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Hello,

I spoke with Haya in the Recreation Dept today and she suggested I send the commission a letter seeking permission to host a fundraising event in the town of Trumbull. I am a Trumbull resident. I am a family friend of Maria Teresa Pires in your finance Dept and she mentioned speaking with Dimitri Paris? Please share this email and letter with the appropriate individual and feel free to call me with any questions #203-516-1587. Thank you!!

Warm Regards,
Susy

Susy L. Ferreira, BSN, RN
Manager, Precision Oncology

sema4 | Sema4.com

333 Ludlow St, North Tower, 8th floor
Stamford, CT 06902

(Do not send any specimen(s) to this address)

Phone (833) 486-6260 ext 5564

Fax (516) 953-8154

**Portuguese American Civic League of Bridgeport
P.O. Box 26 Bridgeport, CT 06601**

August 12, 2022

Good morning Trumbull Park and Recreation Commission,

My name is Susy Ferreira and I am the Vice President of the Portuguese American Civic League of Bridgeport. Our non-profit organization has been serving our community for over 72 years in awarding scholarships to college bound students of Portuguese descent. We are able to assist these students and their families in financial need through our fundraising efforts.

We would like to know if it's possible to host a family friendly outdoor movie night fundraiser at one of Trumbull's parks? What would be the costs, terms, etc? We were planning for a Saturday evening in October 2022. What are your thoughts about a DJ 1-2 hours before the movie starts? Also, can we sell water, coffee, food?

If it's easier to speak my cell is 203-516-1587.

Warm regards,

Susy Ferreira
Vice President
Portuguese American Civic League of Bridgeport

Laura Shiel

From: Laura Shiel
Sent: Friday, August 19, 2022 10:54 AM
To: Arthur Meyer
Subject: RE: Unity park ice skating pond

Good morning, the next Parks and Recreation Commission meeting will be Monday, September 12, at 7:00 p.m. We meet in Council Chambers at Town Hall. The public comment session is held immediately following the call to order.

I will forward your email to the Commission as well.

Thank you,
Laura Shiel

--
Laura Shiel
Administrative Assistant
Mary J. Sherlach Counseling Center
121 Old Mine Road
Trumbull, CT 06611
203-452-5193

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From: Arthur Meyer
Sent: Friday, August 19, 2022 10:38 AM
To: Laura Shiel <lshiel@trumbull-ct.gov>
Subject: Unity park ice skating pond

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Good morning I was wondering if you can tell when the next clerk park recreation meeting is. Me and some of the neighbors from unity park neighborhood would like to attend and talk to the board about the uses of the pond this winter for ice skating I have pictures of the pond it is all must out water this summer and it was made as a ice skating pond many years ago. It is not deep .

Thank you

Laura Shiel

From: Ryan McEnaney
Sent: Monday, August 29, 2022 5:39 PM
To: Laura Shiel
Subject: Re: Nichols Fire Open House

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Laura,
Yes looking to land in the field. Have done in the past but last year was told we needed a permit and we missed the meeting.
Thanks
Ryan

Sent from my iPhone

> On Aug 29, 2022, at 4:23 PM, Laura Shiel <lshiel@trumbull-ct.gov> wrote:
>
> Hi Ryan, I will add you to the agenda for September 12. You (or another representative of the fire house) can address the Commission during public comment, which starts right after the call to order at 7 pm.
>
> Are you looking to land LifeStar at Nothnagle Park? The reason I ask is because the permit application doesn't include that as an option, so you may have to work directly with Dmitri Paris on the logistics. I've copied him on this email.
>
> The permit application can be found here: https://linkprotect.cudasvc.com/url?a=https%3a%2f%2fwww.trumbull-ct.gov%2fDocumentCenter%2fView%2f3804%2fPavilion-and-Park-Permit-Conditions-and-Application-PDF&c=E,1,OnpSJj7uha4ABoz9ps_8f96FauwtlP0vJSHDrogFUel00WYOap4rBRskCE8QD44pEKXBWYXSKFrSkb-boeZUCLGxeB5TytgO&typo=1
>
> Thanks,
> Laura
> --
> Laura Shiel
> Administrative Assistant
> Mary J. Sherlach Counseling Center
> 121 Old Mine Road
> Trumbull, CT 06611
> 203-452-5193
>
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>

> -----Original Message-----

> From: Ryan McEnaney

> Sent: Monday, August 29, 2022 4:07 PM

> To: Laura Shiel <lshiel@trumbull-ct.gov>

> Subject: Nichols Fire Open House

>

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>

>

> Hello Laura,

> I was given your name from the Parks and Recreation department regarding getting on the commission meeting for Sept 12. We are holding are annual Open House on Oct 16,2022 and we are looking to get a permit to have Life Star land in the park and also to close the park from 10-4. If you could send me any forms that need to be completed before the meeting that would be great.

> Thank You,

> Ryan McEnaney

> Nichols Fire Department

> Assistant Chief

> 203-650-4605

>

> Sent from my iPhone

TRUMBULL PARKS & RECREATION

Park or Pavilion Permit Request

Submission of this request form does not constitute an approval of the event until you receive a written approval from the Trumbull Parks & Recreation Department.

Applicant Information

Sponsoring Agency (if applicable): Nichols Fire Dept
Applicant Name (must be Trumbull resident): Ray Franto
Applicant Phone: 203-378-4513
Applicant Email: chief@nicholsfire.com
Applicant Address: 100 Shelton Rd
City: Trumbull State: CT Zip: 06611

Description of Event

Detailed Description of Event: Fire Dept openhouse
Life star landing on field, reboisng of park from D-4
Type of Event: Private Public Fund-Raising
Location: 100 Shelton rd Trumbull
Rental Date: 10/16/22
Start Time: 10 AM Completion Time: 4 pm
Number of People Attending: 40+

Laura Shiel

From: Kevin Bellows <kbellows@msn.com>
Sent: Friday, September 9, 2022 1:10 PM
To: Laura Shiel; Ken Martin; Mike Travisano; Jon O'Brien; bill and/or nancy walsh; halligan96@gmail.com; Edward Ritacco
Subject: Fw: Trumbull Youth

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From: Dmitri Paris <dparis@trumbull-ct.gov>
Sent: Friday, September 9, 2022 12:51 PM
To: Kbellows@msn.com <kbellows@msn.com>; David Durand <ddurand@trumbull-ct.gov>; Noreen Wilpiseszki <nwilpiseszki@trumbull-ct.gov>
Subject: Fwd: Trumbull Youth Rugby

Sent from my Verizon, Samsung Galaxy smartphone
Get [Outlook for Android](#)

From: J.T. Smith <jamesjtsmith@gmail.com>
Sent: Friday, September 9, 2022 12:37:56 PM
To: Dmitri Paris <dparis@trumbull-ct.gov>
Subject: Trumbull Youth Rugby

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.
Good Afternoon Dimtri,

My name is JT Smith, I started the High School Rugby programs at Trumbull High this year, We had over 50 boys and over 25 girls playing this past spring. We had great success on and off the field.

We are looking to start a youth program (U14, U 12 and possible U 10) in Trumbull for the upcoming spring and I was wondering what the town would need to make this happen?

We would be going through USA Rugby, which provides insurance for players, coaches, admin and town. Are there any other requirements that the town would need to get this started?

Any information that you could provide would be a huge help.

Thank you and I look forward to working with you.

Best Regards,

JT Smith
203-257-9514

Superintendent of Parks and Recreation Report

September 12th, 2022

Regular Pool Operations, and as of this writing the beginning of the winterization of both facilities.

Watering, Watering.....Watering etc. We will be losing a significant amount of plant material by next year due to the excessive drought/heat cycle this summer.

Rebuilt both Volleyball Courts

Prepped riverbank at Unity for Shrub donation this fall

Gunther Pond dredging and landscaping complete

Twinbrooks Drainage is ongoing

Play Fields at lower Indian Ledge have had top soil spread and we will begin final grade and seeding within the coming weeks

New guard rail sections installed at Unity and Indian Ledge

Final landscaping complete at Island Brook Court areas

Playground inspections and acquisitioning parts and material for those projects

New sod on Field #7 is acclimating but not ready for play at this time.

Fall field scheduling is nearly complete.

We have a fairly long list of dead trees that are beyond our staffs ability to bring down at this time that all have high risk of failure that are currently being scheduled through our contractor to remove.

Many tree failures on Rails to Trails this past month that have all been managed in house

RECREATION REPORT

September 2022

We had approximately 400 pool patrons daily during summer 2022. Approximately 100 guest passes were collected at Tashua and 350 were collected at Beach Memorial Pool. Additionally, all of the concerts were heavily attended this summer.

The expansion of fall programming, with classes starting in Mid-September, has seen an uptick in registrations. Our new Chocolate Crazy class sold out within 24 hours! Adult lessons (including but not limited to yoga, pickleball, and tennis) also have generated a lot of interest. Thus far, 55+ participants have registered for grades K-6 basketball! We are still working with the BOE/TPD to establish protocols for the older grades.

Other:

- Arts Festival September 18 @ 10am-3pm: Town Hall Green
 - 10am Tom Weber children's concert
 - 11am free yoga
 - 1:30pm Big Deal Rock
- Tree lighting December 2 @ 6pm: Town Hall Gazebo



**Town of Trumbull
Parks and Recreation
*Ranger Division***

**Parks and Recreation Commission
Ranger Division August 2022 Report**

Commissioners,

This report is a summary of the Ranger Division activities for the August 2022. During this month activities and incidents increased, especially at the Quarry Road location. There were 19 incident reports written for activities such as Swimming, littering and Damage to Park Property. Rangers patrolled the area on a regular basis and addressed issues when observed. Damage/Vandalism to Park Property incidents increased in several parks. Ranger proactive patrols increased as a means of deterrence and continued with daily duties of unlocking facilities, monitoring the fields for adherence with the Field Use Policy, maintaining a security presence, and parking enforcement.

In August, Rangers responded and took 58 written reports for issues such as, Non Swimming Area, Ads and Solicitation, Safety Hazard, Damage to Park Property, Injury on Park Property, Dogs off Leash, and Littering. There were 145 parking violations issued, 23 written parking warnings and 2 Written Warnings for Dog of Leash and Sticker not Matching Plate.

There were 8 permitted events which included a private party, picnics and photo shoots. Rangers checked the pavilions before the use to make sure it is ready to use and after to make sure permit holders followed the clean up policy. They also opened the bathrooms before the event and secured after.

Trumbull BMX hosted the BMX National Championships on August 19-21. It is reported that over 1000 riders and spectators attended the 3 Day event. Rangers provided a presence throughout the event and there were no reported incidents.

Respectfully Submitted
Steven Chapman
Chief Park Ranger