

AGENDA
Trumbull Parks and Recreation Commission
Regular Meeting
Monday, October 17, 2022
7:00 p.m., Council Chambers

- I. Call to order
- II. Public Comment
 - a. Jacob Leibowitz
- III. Acceptance of Minutes
 - a. Regular meeting of September 12, 2022
- IV. Correspondence
- V. Old Business
- 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
Trumbull Parks and Recreation Commission
Regular Meeting
September 12, 2022

In attendance:

Kevin Bellows, Chairman
Mike Travisano, Vice Chairman
Cat Lamy
Brian LeClerc
Ken Martin
Ed Ritacco (7:14 p.m.)

Not in attendance:

Jon O'Brien
Nancy Walsh

Also in attendance:

Dmitri Paris, Superintendent of Parks

Guests:

Arthur Meyer, 10 Sunny Ridge Parkway
Marty Isaac, 50 Skating Pond Road
Bob Abercrombie, 10 Pleasant Street
Bill O'Keefe, 100 Shelton Road (Nichols Fire Department)

The meeting was called to order at 7:10 p.m. Chairman Bellows suspended the regular meeting to allow for public comment.

Mr. Meyer appeared before the Commission to ask why ice skating is not allowed on the ponds at Unity park. Mr. Paris explained that those ponds contain organic material that create heat, which does not allow the water to freeze completely. The ponds do not freeze consistently enough to allow for safe skating. The upper pond at Beach Memorial Park is available for skating.

Mr. Isaac thanked the Commission and Parks Department for their continued efforts on pickleball courts. He mentioned being involved in an incident with a nonresident on an unreserved court and offered to answer any questions the Commissioners may have, however, there were none. He also noted that policies for court use would be helpful.

Mr. Abercrombie asked if the Parks department would consider reserving times for seniors to play pickleball. The Commission suggested he email Mr. Paris with any requests or ideas to consider as the department finalizes the policies for pickleball.

Mr. O'Keefe represented the Nichols Fire Department in their request for a permit to hold their open house. The permit was submitted to the Parks and Recreation Department prior to the meeting.

MOTION to close public comment made by Mr. LeClerc, seconded by Mr. Travisano. Motion carried by unanimous consent.

MOTION to accept meeting minutes of August 8 made by Mr. Martin, seconded by Mr. LeClerc. Motion carried by unanimous consent.

The Commission asked Mr. Paris to address the issues of field trips into Old Mine Park. He explained that the Commission had previously aligned itself with CT state geological ordinances, which state that collection of rocks and minerals is not permitted. He added that a field trip to the park without mining or collection of samples was offered but rejected by the requester. Regarding the issue of buses, Mr. Paris explained that per a Town ordinance, buses are not allowed in the parks, however a solution would have been found to allow the field trip.

Mr. Martin offered to contact DEEP to inquire about mitigating and remedying damage caused by bicycles to the Pequonnock Trail.

Mr. Martin reported that revenues from Ranger-issued fines are collected and sent to the Finance Department. A message was left for that department as well.

The Commission also discussed the topic of ice-skating on various Town properties. Mr. Paris reiterated that several of the ponds are quite deep and with inconsistent winter weather, the danger is that ponds would not be safely frozen. He suggested the Commission engage the Town Attorney in the discussion.

Mr. Martin brought forth a motion to bring a resolution to the Town Council to designate Dogwood Lake as a Town park. Mr. Paris suggested the Commission examine all Town-owned parcels. Mr. Travisano added that if the Commission brought a resolution to the Town Council, they should consider multiple parcels to be brought under the Commission's purview. After further discussion, the motion was not seconded.

MOTION made to approve Nichols Fire Department permit request made by Mr. LeClerc, seconded by Mr. Martin. Motion carried by unanimous consent.

The Commission discussed the correspondence regarding a rugby league in Town. The organizers would have to adhere to the Town Field Use Policy, and any requests for group status would be managed by the Parks and Recreation Department.

Mr. Martin inquired about the shrub donation mentioned in the Superintendent's Report. Mr. Paris explained that a local church group has generously donated native shrubs, which will be placed near the volleyball courts at Unity Park.

Mr. Martin requested again that future Ranger Reports include more specifics on damages reported in Town Parks. Mr. Paris explained that in once incident, the restrooms were opened for a permitted event, however they were opened too early, resulting in some vandalism. He also added that the portable toilets placed in the park are unfortunately now being used as trash receptacles.

MOTION to adjourn made by Ms. Lamy, seconded by Mr. Ritacco. Motion carried by unanimous consent.

The meeting was adjourned at 8:39 p.m.

Submitted by Laura Shiel

Laura Shiel

From: Kevin Bellows
Sent: Tuesday, September 13, 2022 12:39 PM
To: Dmitri Paris
Subject: Re: Damaged sign on the corner of Shelton Rd & Cemetery Dr

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

From: Dmitri Paris
Sent: Tuesday, September 13, 2022 11:56 AM
To: Kevin Bellows
Cc: Laura Shiel
Subject: Re: Damaged sign on the corner of Shelton Rd & Cemetery Dr

The replacements have been ordered since July

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

From: Kevin Bellows
Sent: Tuesday, September 13, 2022 11:10:28 AM
To: Dmitri Paris
Cc: Laura Shiel
Subject: Fw: Damaged sign on the corner of Shelton Rd & Cemetery Dr

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

Can you follow up on this for the Nichols FD.

Thanks,

Kevin

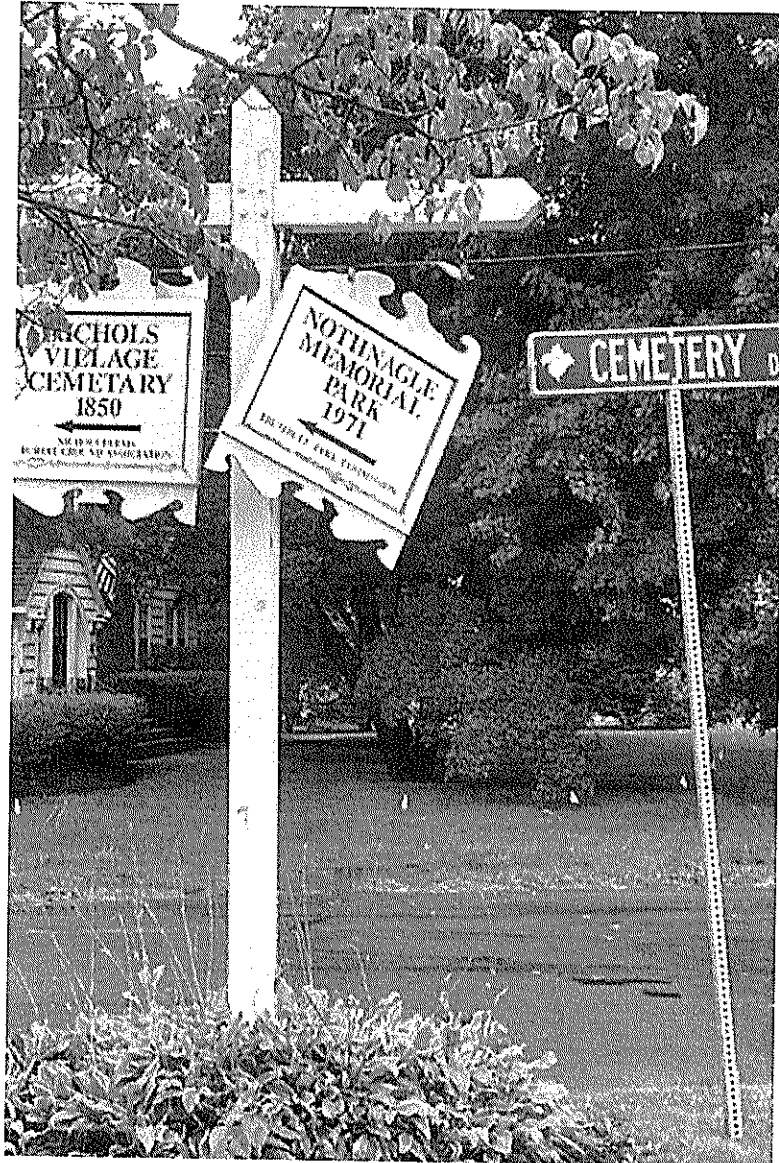
From: Mark Schroeder
Sent: Tuesday, September 13, 2022 10:17 AM
To: kbellows@msn.com
Cc: Patrick Freyer
Subject: Damaged sign on the corner of Shelton Rd & Cemetery Dr

Hi Kevin,

The sign shown in the attached picture on the corner of Shelton Rd & Cemetery Dr has been in this condition for well over a year. It has been brought to the attention of the Parks & Rec Dept on several occasions, but nothing has been done.

Can the commission help in getting the sign either be repaired or removed. Thanks for your attention to this matter.

Best,
Mark R Schroeder
Commissioner
Nichols Fire District
(914) 414-5833



Laura Shiel

From: Jacob Liebowitz
Sent: Monday, September 26, 2022 9:26 AM
To: Laura Shiel
Subject: RE: Town Park Name Change Inquiry

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

Hi Laura,

Please add me to the agenda and keep me updated. This is not something I have done either, so any guidance you can provide would be greatly appreciated.

Thank you,

Jacob Liebowitz
Staffing Specialist

www.lighthouseprofessionalservices.com

+1 203 767 4427 / Cell

Our reputation is imperative to the services we provide. Our success is built on the advocacy of our clients and candidates and the high calibre of roles available. We really value your recommendations! If you have a friend or family member that would be a perfect fit for one of our roles, why not put us in touch by filling out the form on our website today:

REFER A FRIEND

*Before you complete the form with your referral details, please ensure you have their permission to share their personal data with us.

LIGHTHOUSE PROFESSIONALS SERVICES
A DIVISION OF STAFFING SOLUTIONS



From: Laura Shiel
Sent: Monday, September 26, 2022 9:22 AM
To: Jacob Liebowitz
Subject: RE: Town Park Name Change Inquiry

Hi Jacob, your inquiry is not something our chairman has come across before, and so we're not sure if there is a formal process. I've reached out to my contacts at Town Hall for further advice.

In the meantime, I think it is likely that this would come before the Commission as a first step. The next meeting is scheduled for October 17 at 7 p.m. in Town Hall Council Chambers. If you'd like to attend and present your request, please let me know and I will add you to our agenda.

I will update you once I have more information.

Thanks,
Laura

--

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

This e-mail message, including any attachments, is intended only for the use of the individual or entity to which it is addressed and may contain information that is privileged and/or confidential. If you are not the intended recipient or the employee or agent responsible for delivering the communication to the intended recipient, please notify us immediately by replying to this message and then delete this message from your system. You are hereby notified that any use, dissemination, distribution and/or reproduction of this message and/or any attachments by unintended recipients is unauthorized and may be unlawful. Furthermore, although we have taken precautions to minimize the risk of transmitting software viruses, we advise you to perform your own virus checks on any attachment to this message. We do not accept liability for any loss or damage caused by software viruses.

From: Jacob Liebowitz
Sent: Friday, September 23, 2022 11:53 AM
To: Laura Shiel
Subject: Re: Town Park Name Change Inquiry

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

Hi Laura,

I appreciate your help and will follow up next week if I do not hear anything.

Would it be possible to set up an in person meeting with someone who can assist me in this process? I feel strongly about this issue and think that town officials will gain publicity and support if they back me.

Thank you,

Jacob Liebowitz
Staffing Specialist

www.lighthouseprofessionalservices.com

+1 203 767 4427 / Cell

Our reputation is imperative to the services we provide. Our success is built on the advocacy of our clients and candidates and the high calibre of roles available. We really value your recommendations! If you have a friend or family member that would be a perfect fit for one of our roles, why not put us in touch by filling out the form on our website today:

REFER A FRIEND

*Before you complete the form with your referral details, please ensure you have their permission to share their personal data with us.



From: Laura Shiel
Sent: Friday, September 23, 2022 11:34:45 AM
To: Jacob Liebowitz
Subject: RE: Town Park Name Change Inquiry

Hi Jacob, I've forwarded your email to our Chairman to see if he has any information on the process.

I'm not sure if the Parks and Recreation Commission has the authority to rename parks. I will let you know what I find out.

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

This e-mail message, including any attachments, is intended only for the use of the individual or entity to which it is addressed and may contain information that is privileged and/or confidential. If you are not the intended recipient or the employee or agent responsible for delivering the communication to the intended recipient, please notify us immediately by replying to this message and then delete this message from your system. You are hereby notified that any use, dissemination, distribution and/or reproduction of this message and/or any attachments by unintended recipients is unauthorized and may be unlawful. Furthermore, although we have taken precautions to minimize the risk of transmitting software viruses, we advise you to perform your own virus checks on any attachment to this message. We do not accept liability for any loss or damage caused by software viruses.

From: Jacob Liebowitz
Sent: Friday, September 23, 2022 11:21 AM
To: Laura Shiel
Subject: Town Park Name Change Inquiry

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

Hi Laura,

I am reaching out to request more information on the process to rename a town park. Please share any information that might help.

Thank you,

Jacob Liebowitz
Staffing Specialist



jacob.liebowitz@lighthouseprofessional.com

6 Research Drive, Suite 440
Shelton, CT 06484, United States

+1 203 767 4427 / Cell



www.lighthouseprofessionalservices.com

Nasdaq: STAF

Our reputation is imperative to the services we provide. Our success is built on the advocacy of our clients and candidates and the high calibre of roles available. We really value your recommendations! If you have a friend or family member that would be a perfect fit for one of our roles, why not put us in touch by filling out the form on our website today:

REFER A FRIEND

*Before you complete the form with your referral details, please ensure you have their permission to share their personal data with us.



Laura Shiel

From: Kevin Bellows
Sent: Tuesday, October 11, 2022 5:22 PM
To: parisd@trumbull-ct.gov; Laura Shiel; Ken Martin; Jon O'Brien; Catherine Cat Lamy
Mike Travisano; bill and/or nancy walsh; halligan96
Edward Ritacco
Subject: Fw: Town Park Permit Violations

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

FYI

From: Coleen Fitch
Sent: Tuesday, October 11, 2022 3:53 PM
To: kbellows@msn.com
Cc: Glenn Byrnes
Subject: Town Park Permit Violations

Good afternoon Kevin,

For the Fiscal Year July 1, 2021- June 30, 2022, park violation tickets entered into our system was approximately 777, and the revenue for park permit violations is approximately \$16,490. (As close as I can get given the system limitations I mentioned when we spoke.)

Keep in mind that a significant number of tickets are voided, waived, unpaid or uncollectable, and some of this revenue represents payments of double the fine amount because the ticket was late.

Please let me know if you need anything further.

Best regards,

Coleen

Coleen Fitch, Clerk
Traffic Division
Trumbull Police Department
203-452-3854 (direct line)

Superintendent of Parks and Recreation Report

October 17th, 2022

As of Columbus Day we have closed our restroom facilities and have begun all winterization process ours throughout the system. This includes Splash Pads, Irrigation and Restrooms.

Twinbrooks Drainage is ongoing

Unity for Shrub planting is scheduled for this coming week.

Play Fields at lower Indian Ledge have been seeded and fertilized. The area has an excellent flush of germination currently. Second seeding will be performed in the spring.

The remaining landscape work along the Merwin Street side of the Police department is now complete. Overall the screening project and landscape grading has been a success.

Continued tree failures along Rails to Trails that all have been managed in house.

Working on all of our Holiday events including our Halloween Pumpkin Painting and of course the annual Tree Lighting Ceremony.

Electrical repairs and improvements to the Gazebo site have been completed.

We have experienced substantial grub damage to a number of our athletic fields. We will have to make applications in the coming year to address the infestation.

Additional Restroom remediation work will continue until the weather prohibits it.

Some Pavilion Roof work will begin within the month.

RECREATION REPORT

October 2022

Thank you to all who attended and promoted the Arts Festival on September 18! The new vendor layout allowed for a larger audience area on the entertainment side, and the 30+ vendors and food trucks were still easily accessible with the pedestrian traffic flow looping around Town Hall. The weather cooperated and many residents enjoyed the special Trumbull 225th birthday celebration that occurred midday.

Fall programs have been running since mid-September. The outdoor tennis lessons faced some weather delays, but will be making up the lost time. Thus far, 160+ participants have registered for the upcoming basketball season. Roller skating (now at the Center at Priscilla Place), badminton, and volleyball will all be returning this winter along with the addition of indoor pickleball. Additionally, we will continue to partner with US Sports and Future Stars to provide sports clinics for our younger athletes.

Other:

- Paint-a-Pumpkin (with TYA & TNAC) October 22 from 1pm-3pm: Town Hall Gazebo
- Tree lighting December 2 @ 6pm: Town Hall Gazebo



Town of Trumbull
Parks and Recreation
Ranger Division

Parks and Recreation Commission
Ranger Division September 2022 Report

Commissioners,

This report is a summary of the Ranger Division activities for the September 2022. During this month park activity slightly decreased due to weather and students going back to school, but rangers were still busy carrying out their duties.

In September, Rangers responded and took 27 written reports for issues such as, Safety Hazards, Ads and Solicitation, Damage to Park Property, missing persons, Dogs off Leash, and Littering. During proactive patrol, rangers observed and reported several hazards, such as fallen trees and branches and broken fences. They assisted the Trumbull Police and Fire Departments with reported camp and leaf fires and resolved pavilion issues such as, leaving trash and debris after the event, and scheduling issues. Other observed incidents were dogs off leash and an individual possessing and using a crossbow.

Rangers continued to patrol the Quarry Road area and no incidents were reported.

There were 102 parking violations issued, 16 written parking warnings and 4 Written Warnings

There were 4 permitted events which included a private party and picnics. 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.

Respectfully Submitted
Steven Chapman
Chief Park Ranger