

PARKS AND RECREATION COMMISSION
ANNUAL REPORT
July 2016 – June 2017

The Trumbull Parks and Recreation Commission and Departments are responsible for the care, management and control of all parks facilities and grounds used for park and recreational purposes. Working in conjunction with other municipal departments including Public Works, Education, and Health, as well as with the athletic leagues within our community, we maintain and enhance the Town's extensive park and recreational facilities. The Department oversees the Tree Warden and the Contracted Services for the removal and pruning of right-of-way trees, directs and oversees the Contracted Services on the Board of Education Athletic Fields.

The object of our Recreation Department is to provide non-competitive activities to residents, of all ages, of the Town of Trumbull. The recreation programs are divided into two major seasons, winter and summer. The fall/ winter programs are held, for the most part, in the school gyms and at Hillcrest pool. The Board of Education has continued to offer their total cooperation in assisting with our scheduling needs. In the summer, most programs are held outdoors and at the two outdoor pools.

The outdoor pools are open from Memorial Day weekend until Labor Day. The Department utilizes the school buildings and grounds extensively for summer playgrounds and other camps.

With the help of sponsors, a wide variety of musical entertainment at the gazebo every Tuesday evening from mid-June until mid-September and children's concerts at Old Mine Park from the first week of July until mid-August are offered to the community. Mallett Trust Awards received were applied toward Gazebo Concerts, \$7,450; and, TYA received \$7,450.

Recreation Programs:

Programs offered in 2016-2017

Adult Deep & Shallow Water Fitness Classes	Lifeguard Certification Course
Adult Open Swim	Multi-Sport Clinic
Adult Swim Lessons	Pickleball Lessons
Adult Tennis Lessons	Playground Camp - Jane Ryan
Babysitting Certification Courses	Playground Camps - Daniels Farm
Basketball Clinics	Special Needs Karate
Basketball League K-12	Special Needs Soccer Camp
Boot Camp	Special Needs Swim
Children's Summer Concerts	Special Needs Yoga
Early Bird Swim	Summer Concert Series
Engineering Camp	Teen Night Swim
Family Open Swim	Tennis Clinics
Fit4Mom	TKO Karate
Flag Football Clinic	Toddler Art Class
Future Stars Basketball Camps & Clinics	Toddler & Me Swim Lessons
Future Stars Multi Sport Camps	Toddler Sing-A-Long
Horseback Riding Lessons	Track Clinic
Junior Camp - Booth Hill	Volleyball Clinics
Learn To Skate	Youth Swim Lessons
Lego Camp	Youth Tennis Lessons

These programs take place at a variety of facilities around town including all 6 elementary schools, both middle schools, Town Hall Gazebo, THS athletic complex, The Barn at Indian Ledge, Tashua Pool, Beaches Pool, Hillcrest Pool and many of our parks.

Many of the programs are offered directly through the department with our staff and/or instructors. Other services are offered through partnerships with other organizations such as adult fitness classes, horseback riding lessons, learn to skate, and certification classes.

New Programs:

- Engineering Classes
- Fit4Mom
- Pickleball Lessons
- Toddler & Me Swim lessons
- Track Clinic
- Youth and Adult Tennis Lessons

Program Changes:

- Swim Lessons
 - o Summer swim lessons were moved exclusively to Tashua Pool
 - o A dedicated swim instruction staff created separate from the lifeguard staff
 - o An additional level of instruction was introduced and offered
 - o Toddler and me swim classes were added
 - o Fall/Winter lessons were reshuffled to include more of the highly attended classes
- Teen Swim Night was revitalized.
 - o 5-10 average attendance in 2016
 - o 40-50 average attendance in 2017
- Summer Camps
 - o Summer camps were reformatted to 4, two week sessions. Previously 1 session for summer.
 - o Staff received training in a variety of areas
 - CPR/First Aid
 - Concussions
 - Activities
 - Behavioral Issues & Discipline
 - o Organized activities were offered from the camp counselors. Previously just a playground.
 - o Sport Clinics
 - o Track Clinic
 - A new instructor was hired to exclusively run the track clinic. Heidi Langan is RRCA certified distance running coach and AFFA Certified Group Fitness/Personal trainer. She is also assistant track coach at St. Joseph's High School
 - Enrollment increased from 75 in 2016 to 150 in 2017
 - o Basketball Clinic
 - 2016 had the basketball clinics for different age groups run during the same two weeks at 3 different locations across town.
 - This year, we used one location, Christian Heritage, and spread out the basketball clinics into 3, two week sessions for different age groups
 - This allowed us to reduce our staffing and dedicate them to basketball

- Concerts
 - We discontinued use of the Library's Community Room as a rain location
 - Rain outs were held on Thursday of the same week at the Gazebo
 - We had 1 rain out this summer

Fall Festival:

- Our departmental staff works closely with the first selectman's office and other departments in preparation and operations of the Fall Festival at Trumbull High School. Duties included:
 - Promotion of the event
 - Entertainment
 - Volunteers
 - Day of operations
- An estimated 12000 people attended over 2 days

Park Stickers:

- Park stickers were changed to allow the department and rangers the ability to track.
 - Stickers are now printed with the vehicle license plate right on the sticker. In previous years, stickers had a random number which resulted in stickers floating from vehicle to vehicle and non-residents gaining access to the parks.
 - We can now see who obtained the sticker and how many each household received.

The Departments Youth Division (TYA) produced two successful theater productions: JR. TYA, *Annie* with over (100) youth, and TYA Production (ages 14 – 21) performing *Ragtime* with (50) youth performers. Approximately (850) tickets were sold to the 2 performance and provided a free Senior Citizen Performance for approximately 500-600 local seniors. Additionally the TYA program sponsored theater arts workshops, open mic nights and a holiday show/food drive for the community.

The Parks and Recreation Department issues all park picnic permits, vehicle stickers, nanny passes, guest passes, field permits and all field scheduling. Events meeting certain criteria such as events with over 200 attendees with alcohol and/or DJ or live music, fund raising events or events open to the general public must obtain approval of the Parks and Recreation Commission prior to issuance of a permit.

The Department issued 11,831 Vehicle Parking Permits, issued to Trumbull Town residents at no cost. (Vehicle registration serves as proof of residency). Non-Resident Parking Permits are available for a fee of \$112; we sold 26 non-resident 2016 permits. Fishing Only - Permit Parking Pass is available to persons holding a current State of CT Fishing License at no fee.

The Recreation Department implemented a new online registration system for the recreation programs beginning on April 19, 2017 (recreation.trumbull-ct.gov). From April 17 – June 30, 2017, the online registration site accounted for approximately half of the recreation program and TYA registrations. There were 1321 online transactions accounting for \$62,920 in sales compared to 1377 walk-in transactions accounting for \$60, 430.32 in sales.

The Recreation Department is moving to a new building location at the Public Works Facilities this coming fall. The Department has both a new Office Manager and new Recreation Programs Manager to assist in implementing operational changes within the Department.

The 2015 Matrix Consulting Group department audit was reviewed with the Commission and findings were appropriately addressed by the Department.

The 2011 Field Use Policy is currently being reviewed for recommended changes and approval by both the Parks and Recreation Commission and the Board of Education.

The Town Capitol Plan includes:

- The replacing the carpet at Indian Ledge artificial turf field.
- The replacement of the natural grass soccer field at THS with artificial turf.
- First phase of renovations to the restrooms and pavilions,
- Various parking lot and drainage improvements at Indian Ledge, Twin Brooks and Unity parks.

A full overview of the Town of Trumbull Park Facilities and Programs can be found on the Department web site. Some noted achievements and improvements for 2016-17 include:

Abraham Nichols Park/Wood's Estate (13.8 acres)

Completion of the installation of the Historic Bank Barn at Abraham Nichols Park which originally sat against a bank on White Plains Road property and has been re-installed against a bank of the same size to the back of the parking lot at Abraham Nichols Park. The historic barn will be used for community and educational events...it is truly a piece of art.

Robert G. Beach Memorial Park (331.0 acres)

All the main lines at the Sprinkler Park were replaced.

Concrete between the restrooms and the concession stand has been extended out toward the playground for more positive drainage and seating.

Indian Ledge Park (104.6 acres)

Playground – Project bids reviewed, original installation company selected for a fall 2017 replacement project. We will assist with demolition and site work to keep costs down.

Site of several family events this fiscal:

- LIVFREE family Movie Night supporting families battling childhood cancer.
- Trumbull High School Soccer Alumni event to benefit the TUSC Anthony Teixeira Memorial Scholarship Fund

Dog Park

- Aluminum guard rail installed.
- Dead trees removed.
- Hydroseeded the bank.
- Pavilion provides needed shade.

Island Brook Park (47.0 acres)

Softball field was renovated which included major regrading, side drainage and new clay.

Long Hill Green (0.1 acre)

Mischee Brook Park (16.6 acres)

Parlor Rock Historic Amusement Area (2.5 acres)

Historic site.

The Rail Trails Program over the historic rail bed from Bridgeport to Newtown is constructed contiguous with Parlor Rock Park with a small “rest area” within the Park area to facilitate users of the Rail Trails.

Pequonnock River Valley Park/Rails to Trails:

- In conjunction with the Greater Bridgeport Regional Planning Agency which includes Trumbull, grants have been obtained from the State to develop the Rails to Trails path from Bridgeport, through Trumbull, and through Monroe to Newtown as a part of a national program to utilize historic railroad beds as walk ways and bicycle paths. The trail is now open from the Helen Plumb Building in Trumbull Center all the way to Monroe and is used daily by hundreds of walkers and bikers and many more on weekends. The State has plotted out the southern connection of the trail from Beardsley Park area, Unity Park border, under highway to Brock Street, along border of Twin Brooks Park to Manor Drive, to Daniels Farm Road, to Tait Road. The Rail Trail does bring and requires work for our Department as the The State of CT is currently working on the extension of the Rails to Trails from Quarry Road to the Vietnam Memorial Park on White Plains Road.

Memorandum of Agreement with the State requires the Town to provide on-going maintenance and repair, eliminate hazards and ensure the trail remains in a state of good repair.

Gunther Park (Pondview Pond Park) (1.3 acres)

Small “vest pocket” park renamed in honor of past Park Commissioner Carl Gunther.

Wildlife pond

Park benches

Kenneth S. Halaby Nature Preserve

The Town has accepted the transfer of the Trumbull Land Trust Properties with a Ribbon Cutting on October 21, 2016, to dedicate the Kenneth S. Halaby Nature Preserve at the end of Red Fox Lane.

Twin Brooks (83.2 acres)

- Annual 5K Run was held, sponsored by Trumbull Rotary.
- Halloween Trunk or Treat event sponsored by the Republican Town Committee.
- Fishing Derby, fundraiser for children with cancer sponsored by Ryan’s Rebels.
- The daffodil display this spring was spectacular.

Tashua Recreation Area (19.3 acres)

- Moved all of the swimming programs to Tashua Pool in the mornings with pool closed to the public while instruction taking place. Kiddy Pool was incorporated into swim lessons for younger kids. Added a Toddler and Me Swim Class for children ages 2-4 years old twice a week.
- Two Pickle Ball courts were provided at the courts area.

Unity Park (35.1 acres)

Unity 2 and Babe Ruth fields completely renovated, new irrigation systems and sod.

Buildings and Grounds Maintenance:

Responsibilities fall to the Parks Department in conjunction with the Public Works Department.

Rangers:

Our new Chief Park Ranger has environmental and police background.

Several goals that were accomplished during this fiscal and some that are currently in development.

- Development of a Ranger Division Operations Manual with operating policies and procedures, guidelines and professional ranger standards.
- Development and institution of a new incident reporting system.
- Initiated new Incident Classification System.
- Recruitment of quality part time park ranger applicants for vacancies.
- AED/CPR training for part-time park rangers with the help of Trumbull EMS.
- Outfitted the ranger patrol vehicles with iPads similar to on-line computers in police vehicles and updated first aid medical bags.
- Reimaging of the Division by updating uniforms and appearance standards.
- Continued development and implementation of a standardized training and evaluation program for park rangers.
- Initiated data collection methods for the efficient deployment of ranger resources.

During the 2016/17 Year the Trumbull Park Ranger Division conducted approximately 60,000 Patrol Miles in the thousands of acres of the Town of Trumbull's Parks, open spaces and Rails to Trails systems and responded to hundreds of incidents generating 441 Incident Reports.

Our Parks and Recreation Commissioners share the great pride our residents have in our park system and work in a close team-effort to serve in this capacity.

Current members of the Parks and Recreation Commission

Robert R. Ferrigno, Chairman

Kevin Bellows, Vice Chairman

Lee DeFusco

Brian LeClerc

Vincent Lipinski

Ken Martin

Richard Moore

Michael Travisano

Nancy Walsh

Michael Moccia, Acting Director of Parks and Recreation

Dmitri Paris, Parks Superintendent

Gretchen Xenelis, Office Manager

Dan Gagne, Recreation Program Manager

Steve Chapman, Chief Park Ranger

Respectfully submitted,
Robert R. Ferrigno, Chairman

Park Ranger Division Annual Report 2017

The Town of Trumbull Parks and Recreation Departments Park Ranger Division plays a critical role in providing education to park visitors, protecting natural resources, enforcing town ordinances, Park rules, and guiding and directing park safety to envision an inclusive world-class park system that promotes happiness and a positive quality of life in our community. The Park Ranger Division's Mission is to protect and preserve Park resources, facilities, and recreation opportunities that enhance enjoyment for town residents and visitors.

The goals we wish to achieve by enforcing park rules are to;

- Promote voluntary compliance by educating the public of the rules and regulations.
- Deter negative activity through education, patrol, and enforcement.
- Serve as ambassadors who build relationships, foster a safe community, and assist Park visitors.

In 2016, Rangers patrolled parks, open spaces, greenbelts, and Rails to Trails providing information and general visitor services to park patrons, enforcing rules and regulations, collecting park usage information, and identifying maintenance tasks to improve visitor experience, accessibility and safety. For many Trumbull residents and park visitors, Park Rangers serve as a primary point-of-contact for Trumbull Parks. Throughout the year, the Rangers served as liaisons to dog owners, athletic groups, playground visitors, and park abutters who visit Trumbull's parks and open spaces, and worked to build interdepartmental relationships within the Town. Rangers monitored and visited parks, playgrounds, athletic fields, and open spaces throughout the Town. They opened gates and restrooms, provided security and safety patrols, notified the Park Maintenance Department of any hazards and park property needing repair, removed litter from Trumbull parks, Rails 2 Trails areas and open spaces, responded to medical and other incidents and assisted other town public safety departments. In the Town's urban and passive parks, open spaces, greenbelts and Rails to Trails systems, Rangers monitored and patrolled walking paths and boardwalks for hazard and safety concerns.

There are several goals that were accomplished during the last year and some that are currently in development. The accomplishments in 2016 include:

- Development of a Ranger Division Operations Manual with operating policies and procedures, guidelines and professional ranger standards.
- Development and institution of a new incident reporting system.
- Initiated new Incident Classification System.
- Recruitment of quality part time park ranger applicants for vacancies.
- AED/CPR training for part-time park rangers with the help of Trumbull EMS.
- Outfitted the ranger patrol vehicles with updated first aid medical bags.
- Reimaging of the Division by updating uniforms and appearance standards.
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- Initiated data collection methods for the efficient deployment of ranger resources.

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Incident Reports by Park, Open Space, Rails to Trails and Other property under Trumbull Parks and Recreation Commission Control

Abraham Nichols	8	Four Corners Burial Grounds	1
Aldo Memorial Park	0	Lone Grave	0
Beach Memorial Park	29	Nichols Farms Burial Grounds	0
Davidow Park	0	Riverside Cemetary	0
Great Oak Park	24	Tashua Burial Grounds	1
Gunther Pond Park	0	Unity Burial Grounds	0
Indian Ledge Park	76	Tashua Tree Farm	1
Island Brook Park	20	Tashua Hills	0
Kaatz Pond Park	0	Booth Hill Greenbelt	0
Kaechele Park	13	Nature Center	8
Long Hill Field and Green	3	Ranger Station	3
Middlebrooks Park	0	Assist Other	8
Mischnee Brook Park	0	Parlor Rock	1
Nothnagle Memorial Park	8		
Old Mine Park	25		
Quarry Road Rails to Trails	48		
Rails 2 Trails Tait Rd-Whitney Ave	18		
Rails 2 Trails Whitney –Spring Hill	2		
Spring Hill Park (Including Baseball Field	2		
Strawberry Brook Estates	0		
Tashua Recreation Area (Including Madison Field)	17		
Twin Brooks Park	67		
Unity Park	58		

Incident Reports by Month

Month 2016-17	Incident Reports Taken
July	59
August	52
September	32
October	43
November	19
December	23
January	36
February	31
March	26
April	32
May	34
June	54
Total	441

In the future, the Trumbull Park Ranger Division will continue to explore opportunities in an effort to expand the Park Ranger Program and, more importantly, ensure Trumbull’s parks, open spaces, greenbelts and trail systems are safe and enjoyable.

In September of 2016, the Town hired a Chief Park Ranger to replace the retired Chief Ranger Robert Hawley. We wish Mr. Hawley well on his retirement after decades of dedicated service to the Trumbull Community.

Respectfully Submitted,

Steven J. Chapman
Chief Park Ranger

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Program Changes:

- Registration
 - o Online registration was offered for the first time for our Spring and Summer programs. The department had purchased a software system from Vermont

Programs offered in 2016-2017

Systems years ago which was finally implemented. Staff received a week of training before launching the registration website.

- Walk in registration is still being offered but the online process has significantly reduced the amount of foot traffic in the building which allows staff to complete day to day work.
- Swim Lessons
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Movie tickets continue to be sold to the public at a reduced rate. The department receives \$1 for every ticket sold.