

**PARKS & RECREATION COMMISSION
APPROVED MINUTES - WEDNESDAY, MAY 18, 2022
REGULAR MEETING
VIA INTERNET & CONFERENCE CALL
6:30 P.M.**

JOIN ZOOM MEETING
<https://us02web.zoom.us/j/85049114237>

Meeting ID: 850 4911 4237
Passcode: 796746

Web & Phone Meeting Instructions:

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If not, then **Call-in** using the **phone number, Meeting ID & Passcode** provided above.
- Sign-up for Parks & Recreation Commission Meeting updates by emailing **lcapp@stamfordct.gov**.

Web Meeting Ground Rules:

- The meeting shall be recorded and the video shall be posted on the City of Stamford website **http://cityofstamford.granicus.com/ViewPublisher.php?view_id=9**
- The Parks & Recreation Commission shall moderate the audio for attendees.
- Attendees shall be on mute and will be unmuted when called to speak by the Commission members.
- Attendees will have 20 minutes to make their presentation or address the Commission.
- Any Attendee wishing to submit materials or a written statement can send it prior to the meeting to **lcapp@stamfordct.gov** or submit through a Chat message to the Commission Chair during the meeting.

A Regular Meeting of the Parks & Recreation Commission was held on Wednesday, May 18, 2022 via the Internet on Zoom.

In attendance were:

Commissioners: Paul Newman, Interim Chair
Angela Adetola
Melanie Hollas
Jessica Katz

Staff: Kevin Murray, Operations Manager, Parks & Facilities
Lesley Capp, Assistant - Parks & Recreation Commission

Absent: Michael Tedder, Commissioner
Laurie Albano, Superintendent of Recreation

CALL TO ORDER:

Mr. Newman called the meeting to order at 6:34 p.m. and introduced the Commission Members and staff present.

➤ Review of the April 20, 2022 Regular Meeting Draft Minutes.

Ms. Adetola made a motion to approve the April 20, 2022 Regular Meeting Minutes.

Seconded by Ms. Hollas

Unanimously Approved

SPECIAL EVENTS:

- Anthony Dukes - ***Give Back to Community - May 28, 2022 from 12:00 p.m. to 1:00 p.m. at Hatch Field*** - Set-up starts at 9:00 a.m. and Clean-up ends at 6:00 p.m. - 70 Total Attendees.¹

Mr. Dukes was not in attendance. As his application was not discussed and the requested date for the event is May 28, 2022, the application will not move forward and the event will not take place.

- Rodrigue Anilus - Light and Life Association - ***Evangelical Crusade - Sunday, August 28, 2022 to Sunday, September 4, 2022 from 7:00 p.m. to 11:00 p.m. (each night) at Jackie Robinson Park*** - Set-up starts at 7:00 p.m. and Clean-up ends at 11:00 p.m. - 700 Adults and 300 Children.²

Mr. Anilus made a presentation and answered questions from the Commission.

After some discussion, due to their wanting a Public Address system, the Commission suggest Mr. Anilus reach out to the Mill River Collaborative. If an agreement could not be reached with Mill River, they could come back to the Commission at the June 15, 2022 meeting for further discussion.

- Spencer Simmons - Keith Simmons.org - ***Give Back - Saturday, June 11, 2022 from 11:00 a.m. to 2:00 p.m. at Lathon Wider*** - Set-up starts at 10:00 a.m. and Clean-up ends at 3:00 p.m. - ±50 Total Attendees.

Mr. Simmons ***Withdrew*** the application on Wednesday, May 18, 2022.

NEW BUSINESS:

- **Mary Lou Rinaldi on behalf of Sister Gesuina Gencarelli & Sister Enrica Capalbo, School Program Directors - Our Lady of Grace Nursery School & Kindergarten and Villa Divino Amore Preschool:** Request for 25 one-day parking passes for Villa Divino Amore Prechool's Family Picnic on Saturday, June 18, 2022 at Cove Island Park and 35 one-day parking passes for Our Lady of Grace School's Family Picnic on Sunday, June 19, 2022 at Cove Island Park.³

Ms. Rinaldi made a presentation and answered questions from the Commission.

Ms. Hollas made a motion to approve the 25 one-day parking passes for Villa Divino Amore Preschool's Family Picnic on June 18, 2022 and 35 one-day parking passes for Our Lady of Grace School's Family Picnic on June 19, 2022 at Cove Island Park.

Seconded by Ms. Adetola

Unanimously Approved

- **Michael Orgera, President - Stamford Start Softball League - Troy Field:** Mr. Orgera will make a presentation on the possibility of installing restrooms at the Troy Field complex.⁴

Mr. Orgera made a brief presentation and answered questions from the Commission

Ms. Hollas made a motion to allow the Stamford Start Softball League to begin the process of installation of restrooms at Troy Field that they will fund raise, pay for and maintain.

Seconded by Ms. Adetola

Unanimously Approved

¹ Video Time Stamp - 00:01:55

² Video Time Stamp - 00:03:28

³ Video Time Stamp - 00:16:46

⁴ Video Time Stamp - 00:20:37

OLD BUSINESS:

- **Erin McKenna, Associate Planner, Land Use Bureau - Cummings Park:** Ms. McKenna will provide an update on park projects with regard to the 2015 Master Plan.⁵

Ms. McKenna made a presentation providing background information and an update of the current status of the project.

TOURNAMENTS:

- No Tournaments.

CORRESPONDENCE:

- No Correspondence or as may properly be introduced before the Commission.

STAFF REPORTS:

- Laurie Albano, Superintendent of Recreation: Recreation Update.

The following Staff Report was submitted by Ms. Albano:

[Begin Report]

RECREATION:

- All spring programs on going with strong registration numbers. Summer prep, purchasing, hiring on going.
- Attended webinar on the State Summer Enrichment Grant. Recreation and Terry Conner's Rink made submissions for enhancement grants for skate camps and Barrett Playground program.
- Lifeguard hiring is going slower than we like. Wrote to Human Resources; its time to renegotiate a new rate schedule with the UAW union. We are no longer competitive with other entities/organizations/state.
- Beach lifeguard schedules are done. (See attached press release.) NO lifeguards will be on duty at Quigley Beach or Horseshoe Beach this summer.
- Lifeguard certifications, training and orientations this week.
- Meeting with Parks ongoing for all opening beach, field and park needs for summer.
- Para Educator hiring for special needs kids is at a critical low level. Starting them at high end of rate scale. Still recruiting. Picked up a couple more since last week.
- Summer camp waitlist is close to 200 mostly due to no Stillmeadow Camp this summer because of construction. Not likely we can add more spots to existing locations even with the State grant due to staffing. Slow go on hiring counselors for the number of kids already registered.
- Park permits for fields, leagues and tournaments are at an all-time high. Regulatory paperwork/invoicing/contracts as well. The function needs to be redirected to a new non-professional staff member who is doing more of the clerical work instead of real Recreation programming creation and management. Current clerical staff cannot take on.
- Asked Parks the status of the light timers I requested for Cummings and Scalzi softball fields. The scheduling going forward for tournaments and to reduce on-site staff - hard to get there at 10pm! Unlike tennis courts which have a finite on/off schedule, the softball fields will be based on use and not always on. Timer product delayed.
- Softball, Kickball underway. 180 or so teams.
- Beach Volleyball begins in June. Ninety (90) teams, on average, expected at Cummings.
- Softball player parking issues at Cummings. Players parking on grass and also blocking Parks Department entrance. Memos will go out and Parks will be placing boulders to deter grass parking. Once vaccination trailers are removed, it will help.

⁵ Video Time Stamp - 00:33:23

- Recreation has drivers ready to go for the Cove Island Park Tram for the Saturday of Memorial Day weekend; however, the Tram may not be ready to go. Vehicle Maintenance looking at a new electric tug engine car or engine rehab.
- Summer day camp bus company declined their extension. Will need an emergency bid waiver if we can find another company. Out of town trip company was awarded for field trips.
- I am working with other City departments on coordinating the Fireworks show. July 1, 2022 by Grucci with a rain date of July 2, 2022.
- Four (4) courts at Scalzi will be temporarily lined with tape for Pickleball lessons and pick up play. Lessons begin in June.

TERRY CONNER'S RINK:

- Spring ice sold well.
- Summer skating camp preparation ongoing.
- Still waiting on the sale/invoice for the use Olympia resurfacer. Truck coming from Canada is on the way to pick up the machine and check will be with the driver. Still delayed.
- Dehu system checkup soon.
- Zamboni tune up appointment soon on-site.
- Met with the State Blind organization/BESB at the rink on Wednesday, April 27, 2022 to tour the concession area to see if they are interested in providing the rink's food services per their first right of refusal. I put out an RFP as such. If not, we will move the RFP forward to the open competitive bid process. Specifications include indoor service or a food truck service or both. BESB will notify us if they **WILL NOT** take on the rink food service.
- Per above new RFP is out per the specifications I wrote for prime season for an indoor and/or outdoor food truck service September through March. Tough luck in recent years finding a quality food vendor and nothing last two years due to COVID.
- Rink will be submitting a State Enrichment Grant application as well for its summer camp program.
- Revenue numbers good.
- I am almost done revising a new Rink Policy document. Will move to Commission for final approval.
- Dasher board annual clean up to begin soon.
- Meeting with an NAHL hockey team representative soon to discuss possible ice time availability.
- Working with City Energy Specialist on lighting issue.
- Rink prepared for beach pass season using their own passes for rink patrons.
- **U.S Sports Institute offers programs on Sundays almost year round. Fall, Spring and Summer are at Scalzi and Belltown. STAFF/COVID**
- One positive case with a full time Recreation staff member, but back to work with a mask on now. No other staff issues at all three departments.

MISCELLANEOUS:

- ERP interface with the Recreation and Rink Department software management and POS systems will only be done via file transfer, not automatically. Cost for Recreation to create is \$2,500 that will be paid for by the ERP project. An annual cost of \$625 will be paid for by the Recreation budget. Rink not addressed yet.
- Getting some film permit calls. Directing to Film Permit guys.
- A very Capital intense Pickleball proposal for dedicated new courts/tournaments was submitted to me and I forwarded to Matthew Quiñones, Director of Administration and Kevin Murray, Operations Manager - Parks & Facilities.
- A Disc Golf proposal for Cummings Park was submitted and it will be presented to the Parks & Recreation Commission.

➤ Kevin Murray, Operations Manager - Parks & Facilities: Parks Update.

The following Staff Report was submitted and discussed by Mr. Murray:⁶

[Begin Report]

- Continuation of detail support with vaccine sites with Stamford Health Department and State medical agencies for startup with trailer units within City parks. Current sites being used are Courtland Avenue Park, Cummings Park and Scalzi Park. End date will be Sunday, June 19, 2022, which will give us one week to remove supplies and trailers offsite.
- Working on Bid waiver to implement Musco Control Link for Cummings 1/2 and Scalzi 1/2 softball field lights. This will allow us to remotely control light schedules and prevent someone to be scheduled to turn on/off for the Recreation Department. Shipment still pending; will install when received.
- 2022 Seasonal employee hiring/staffing close to being finalized for the season. Thirty-five (35) seasonal employees
- Courtland Avenue Playground upgrade to begin mid-June, also working with Engineering on ARP funding to support the dog park drainage/fence upgrade and to install retention wall to prevent wash out.
- Organic field maintenance plan is going as scheduled. Currently all fields are being over seeded per treatments documented by PJC for the management plan.
- Dorothy Heroy pool and monitored drinking water clear for the 2022 season.
- Boy Scouts and Girl Scouts to use Fort Stamford building for Monday/Tuesday night meetings throughout the school year. Will assist with on-property projects.
- Courtland Avenue Playground: Demolition will be done by Parks staff. Creative Landscape Design, LLC will start to prepare the site and begin playground installation around June 6, 2022. Equipment to arrive May 26, 2022.
- Lione Park Playground: Play structure/perimeter fencing was hit during a motor vehicle incident and we are working with insurance adjuster and obtaining repair proposals. Play structure is currently closed but we will work to reopen ASAP. (Attached report)
- Citywide annual playground inspections for 2022 are completed and we are receiving proposals for repairs prior to Memorial Day with certified playground installer.
- City athletics is in full use as we have had many highlighted intercity rival games at Cove Island Park's Troy Field and also Cubeta Stadium and will be hosting upcoming FCIAC Baseball Semi and Finals.
- Beach/parking permit program and park attendant program contract will be Laz parking which is a combined contract for the 2022 season. Therefore, we will be meeting with Laz Parking for work scope and parameters for startup.
- Parks staff coordinating plans for 2022 City fireworks to be held at Cummings/West Beach.
- Heroy court project is still pending bid waiver approval. As soon as this is clear, work will begin.
- Working on an agreement with the Bocce League for the use of Scalzi Park under the previous parameters.
- Park Police search continues to replace Clyde Levine.

[End Report]

➤ Parks & Recreation Internal Committee Action Report - May 10, 2022 Meeting.

Following is the Action Report generated from the May 10, 2022 Parks & Recreation Internal Committee Meeting showing the list of events approved:

[Begin Report]

In Attendance: Matthew Quiñones
 Kevin Murray
 Laurie Albano
 Kim Gerbert

⁶ Video Time Stamp - 00:54:06

Call to Order

The meeting was called to order at 2:17 p.m. by Matthew Quiñones.

Consent Agenda

Xenia Dominguez - Figueroa Wedding - Ceremony Only - Fort Stamford - Saturday, August 20, 2022 from 4:30 p.m. to 5:00 p.m. - Set-Up Starts at 3:30 p.m. and Clean-Up Ends at 5:00 p.m. - 50 People will be Attending.

Kevin Murray made a motion to approve.

Seconded by Kim Gerbert

Unanimously Approved

Sandra Tinglin - Gordon & Sandra Nuptials - Goodbody Garden/Fort Stamford - Friday, September 23, 2022 from 1:00 p.m. to 2:40 p.m. - Set-Up Starts at 10:00 a.m. and Clean-Up Ends at 2:30 p.m. - 20 Adults.

Laurie Albano made a motion to approve.

Seconded by Kevin Murray

Unanimously Approved

Special Events

David Pellino - Special Olympics Connecticut - Special Olympics Connecticut Unified Sports Fall Festival - Scalzi Park Bocce Courts Including the Surrounding Area and Open Field Across from the lot - Saturday, September 10, 2022 & Sunday, September 11, 2022 from 9:00 a.m. to 5:00 p.m. - Set-Up Starts at 7:30 a.m. and Clean-Up Ends at 6:00 p.m. - 300 Adults.

Kevin Murray made a motion to approve.

Seconded by Laurie Albano

Unanimously Approved

Stu Madison - Senior Men's Association of Stamford - Annual Senior Men's Association of Stamford Picnic - Cove Island Park Pavilion - Thursday, September 22, 2022 from 11:30 a.m. to 3:00 p.m. - Set-Up Starts at 8:30 a.m. and Clean-Up Ends at 4:00 p.m. - 120 Adults.

Kevin Murray made a motion to approve.

Seconded by Kim Gerbert

Unanimously Approved

Spencer Simmons - Keith Simmons.org - Give Back - Provide Free Meals to Local Homeless Shelters - Lathon Wider Gym - Saturday, June 11, 2022 from 11:00 a.m. to 2:00 p.m. - Set-Up Starts at 10:00 a.m. and Clean-Up Ends at 3:00 p.m. 50+ People will be in Attendance.

➤ Request moved to the Parks & Recreation Commission for approval.

Estee Lavitt - Olami - Use of 1 - 2 Fields at Cove Island Park - Sunday, May 22, 2022 from 11:30 a.m. to 2:30 p.m. - 600 Students and 60 Staff.

Kevin Murray made a motion to **Deny** the request.

Seconded by Laurie Albano

Unanimously Approved

Old Business

No Old Business.

New Business

John Clapps - Boy Scouts Troop 11 - Use of Fort Stamford Building for Meetings and Events - Monday Nights During School Months from 6:30 p.m. to 9:30 p.m.

Kevin Murray made a motion to approve.

Seconded by Laurie Albano

Unanimously Approved

Tournaments

Davette Stephens - Josh & Tyler Stephens Memorial Fund - Men Softball Tournament Honoring Josh and Tyler Stephens - Softball Tournament - Cummings 1 & 2 - Saturday, July 16, 2022 from 8:00 a.m. to 9:00 p.m.

Laurie Albano made a motion to approve.

Seconded by Kevin Murray

Unanimously Approved

Rory Richardson - My'Jaeha Give Back Fund - Softball Tournament - Cummings 1 & 2 - Saturday, August 20, 2022 from 8:00 a.m. to 7:00 p.m.

Kevin Murray made a motion to approve.

Seconded by Kim Gerbert

Unanimously Approved

Motion to adjourn the meeting by Matthew Quiñones

Seconded by Kim Gerbert

The meeting adjourned at 2:28 p.m.

[End Report]

DISCUSSION:⁷

Mr. Newman mentioned he spoke with Director Quiñones and he will attend the June 15, 2022 meeting to provide an update on the organizational structure of Parks and Recreation moving forward. Mr. Newman stated he understood all will remain status quo and as of July 1st Ms. Albano continue with the City as a consultant.

➤ Melanie Hollas, Commissioner - Various Topics:⁸

- **Fort Stamford - The Stamford Garden Club Recognition - Tuesday, July 12, 2022:** See attached photo for replaced concrete bench location and options for plaque locations. Date needs to be verified and confirmed with Mayor's office.
 - As per Mr. Murray, bench is on order and most likely will not be delivered until late summer but should have plaque for dedication on July 12, 2022.
 - Mr. Newman will confirm date and time with Mayor's office.
- **Community Gardens in North Stamford:** Is this considered City parkland or is it supposed to be maintained by Smith House?
 - Community Garden Fee / Rules and Regulations.
 - Invasive Species Problem.

⁷ Video Time Stamp - 01:31:37

⁸ Video Time Stamp - 01:32:33

Mr. Murray believed Smith House owns the property but would investigate the history of the Community Gardens. Mr. Murray also suggested contacting Erin McKenna, Associate Planner, Land Use, as she may have information relating to the Community Gardens.

- **Review Parks & Recreation Commission Strategic Goals for the 2022-2023 Fiscal Year.**

- Friends Groups Memo / Friends Groups example agreements.
- Foundation / City website with Friends Groups / City website with correct park information.
- Update on Invasive Species Consultant RFP - Allocation of money.

Mr. Newman suggested the Strategic Goals be worked on as follows:

- Mr. Newman and Ms. Hollas will continue to work on the Friends Groups.
 - Mr. Tedder and Ms. Katz will work on the Foundation and the City website.
 - Ms. Hollas will continue to work on the Invasive Species initiative.
 - Ms. Adetola will work with Mr. Murray and/or Ms. Albano on the setup of Pickleball courts and become a liaison between the City, the Pickleball players and tennis players.
 - Mr. Newman will work with baseball and field usage.
 - Mr. Tedder will work on the dog park at Scofieldtown Park.
- Review collaborating with the Parks & Recreation Committee, specifically new item on their agenda: *A Study of all City - Parks including How to Utilize the Parks More Efficiently and How the Parks are Maintained.*
 - Mr. Newman stated he spoke with Jennifer Matheny, Board of Representatives, Chair, Parks & Recreation Committee, and she was very receptive to working together on various park projects. Mr. Newman also spoke with Ms. Matheny about coordinating meeting schedules so each could attend the other's meeting.
 - Sue Halpern, President, South End NRZ and Elise Coleman, Board of Representatives (D-3) have reached out asking if the Commission could look at the City property on Pulaski Street (where a house was removed by eminent domain) to see if it could be turned into a pocket park for more green space in the South End.

➤ **Application and Waiver Agreement for volunteer groups to work in the City parks.⁹**

There being no further business to come before the Commission, Mr. Newman adjourned the meeting at 8:45 p.m.

Respectfully Submitted,
Lesley Capp
May 24, 2022

These proceedings were recorded on video and are available for review on the City of Stamford website at:
http://cityofstamford.granicus.com/ViewPublisher.php?view_is=9

⁹ Video Time Stamp - 02:07:08