

**PARKS & RECREATION COMMISSION
APPROVED MINUTES - WEDNESDAY, AUGUST 17, 2022
REGULAR MEETING
VIA INTERNET & CONFERENCE CALL
6:30 P.M.**

JOIN ZOOM MEETING

<https://us02web.zoom.us/j/87586220921>

Meeting ID: 875 8622 0921

Passcode: 354508

Web & Phone Meeting Instructions:

- *If your computer/smartphone has mic and speaker then:
Type in, paste or click the following link: <https://us02web.zoom.us/j/87586220921>
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, August 17, 2022 via the Internet on Zoom.

In attendance were:

Commissioners: Paul Newman, Interim Chair
Angela Adetola
Melanie Hollas
Michael Tedder

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

Absent: Jessica Katz, Commissioner

Mr. Newman called the meeting to order at 6:37 p.m. and introduced the Commission Members and staff present.

Mr. Newman introduced the first item on the agenda.

CALL TO ORDER:

- Review of the July 20, 2022 Regular Meeting Draft Minutes.

Mr. Tedder made a motion to approve the July 20, 2022 Regular Meeting Minutes.

Seconded by Ms. Adetola

Unanimously Approved

SPECIAL EVENTS:

Mr. Newman called for Ms. Farrow. Ms. Farrow was not in attendance so Mr. Newman moved to the Special Events Application for Ferguson Library.¹

Mr. Newman read the application into the record and introduced Ms. Anderson.

- Josephine Fulcher Anderson - Ferguson Library - *Outreach Promoting Reading & Resources at the Ferguson Library - Boccuzzi Park, Cove Island Park, Scalzi Park & Kosciuszko Park - Saturday, August 6, 2022 through Sunday, August 5, 2023 (Weekends) from 9:00 a.m. to 5:00 p.m. - Bookmobile to park at the various parks providing library services and promoting reading.*

Ms. Anderson made a presentation providing details on requested locations for the bookmobile and answered questions from the Commission.

Ms. Hollas made a motion to approve the Ferguson Library Bookmobile Outreach Program for various parks and working out parking with Kevin Murray, Director of Parks & Facilities. (Note: Fairgate Farms & Mill River Park were removed from the application as they are not under City of Stamford jurisdiction.)

Seconded by Mr. Tedder

Unanimously Approved

Mr. Newman called for Mr. Alvarez. Mr. Alvarez was not in attendance.²

Mr. Newman asked for confirmation that a food truck would be used for this event.

Director Quiñones stated that was how the Internal Committee read the application.

Mr. Newman asked about the food trucks that park along Richmond Hill Avenue.

Director Quiñones explained that food trucks need a permit from the Health Department and a street-vending permit through Cashiering & Permitting and each vendor needs to go through an approval process.

¹ Video Time Stamp - 00:01:16

² Video Time Stamp - 00:08:19

The Commission had further discussion about the request for a DJ and amplified music and the time requirement for submission of an application.

Ms. Capp asked Mr. Newman if they were denying the Guatemala Independence Day application.

Mr. Newman stated that since the applicant did not appear, the Commission was not considering the application.

Ms. Capp also stated that the applicant could not come back in September as the meeting date is September 21st and that is after their event.

Ms. Hollas asked about the Labor Day Ethnic Food Festival since Ms. Farrow was not in attendance.

Mr. Newman stated he did speak with Ms. Farrow and she was going to call back but did not.

Director Quiñones stated he spoke with Ms. DaRosa from the Jackie Robinson Park of Fame and they had discussed postponing this event. Director Quiñones suggested denying this event as well.

➤ Alexis Farrow - Jackie Robinson Park of Fame/Sweetwater - ***Labor Day Ethnic Food Festival - Jackie Robinson Park - Saturday, September 3 & Sunday, September 4, 2022 from 12:00 to 9:00 p.m.***

Mr. Newman called for a motion to deny the Labor Day Ethnic Food Festival at Jackie Robinson Park.

Mr. Tedder made a motion to ***Deny*** the Labor Day Ethnic Food Festival at Jackie Robinson Park on Saturday, September 3 & Sunday, September 4, 2022 due to the request for amplified music, which is not allowed in any City park and the charging of an admission fee. As Sweetwater Café would be charging and collecting the fees, this would be considered commercial business and by City ordinance, commercial business is not allowed in any City park. The event would need to be managed by a 501(c)(3) non-profit organization who could then request a donation from each attendee.

Seconded by Ms. Hollas

Unanimously Denied

➤ Jose Luis Alvarez - Shucos 502 - ***Guatemala Independence Day - Jackie Robinson Park - Saturday, September 17, 2022 from 6:00 p.m. to 9:00 p.m.*** - 60 Total Attendees.

Mr. Newman called for a motion to deny the Guatemala Independence Day at Jackie Robinson Park.

Ms. Hollas made a motion to ***Deny*** the Guatemala Independence Day at Jackie Robinson Park on Saturday, September 17, 2022 due to the request for a DJ and amplified music, which is not allowed in any City park. Also as the food would be served from a food truck, this would be considered commercial business and by City ordinance, commercial business is not allowed in any City park.

Seconded by Mr. Tedder

Unanimously Denied

NEW BUSINESS:

- **Election of Officers:** The Commission will hold elections for Chair and Vice-Chair. The Commission will also discuss suggested language from Robert's Rules of Order be added to *Article V - Election of Officers* of the Parks & Recreation Commission Bylaws.³

Mr. Newman called for a motion to amend the Parks & Recreation Commission Bylaws, Section V - Election of Officers by adding language to Section 2 and adding the new Section 3 and Section 4 as follows:

Article V - Election of Officers

Section 1

The officers of the Commission shall consist of a Chairperson and a Vice Chairperson.

Section 2

The officers shall be elected by a majority vote of the members of the Commission at the fourth (4th) regular meeting of the Commission following the appointment by the Mayor, *approval of the full Board of Representatives, and swearing into office by the Town & City Clerk* of a new Commission member. All members must be present before election of officers can take place. In the event of a resignation or non-renewing and expiry of a current officer's term, *an interim officer(s) shall serve in their capacity until the 4-month on-boarding period for the new member(s) occurs and a proper officer election vote can be taken.*

Section 3

Nominations shall be from the floor.

- As soon as the presiding officer opens nominations from the floor, any member can bring forth a nomination.
- A member should know beforehand if the person he or she wishes to nominate is both eligible and willing to serve.
- A person can nominate himself or herself.
- A nomination does not need a second.
- The presiding officer can continue presiding, even if he or she is one of the nominees for the office.
- A member can rise and decline the nomination during the nominating process.
- After each nomination, the president repeats the name to the Commission.
- The presiding officer closes nominations by unanimous consent when no further nominations come forward from the members.

Section 4

The election shall take place by voice vote.

- When more than one person has been nominated, the presiding officer takes the vote on the candidates in the order in which they were nominated.
- Members must remember to vote yes for the candidate that they want and vote no for the other candidates.
- The first candidate to receive a majority vote wins.

Ms. Adetola made a motion

Seconded by Ms. Hollas

Unanimously Approved

³ Video Time Stamp - 00:23:06

Mr. Newman stated that as per the Bylaws all members must be present for the Election of Officers and as Ms. Katz is absent, the election will be carried to the September 21, 2022 meeting.

➤ **Matthew Quiñones, Director of Operations:** Discussion of a potential piloting program for off-leash dog walking hours.⁴

Mr. Quiñones had invited Nette Compton from Mill River Park to discuss their plans for a policy to have periods for off-leash dog walking hours. Director Quiñones thought it would be a good place to start on thinking about the same type of policy for the City parks.

The Commission had a brief discussion on the adoption of a policy with regard to the City ordinance for off-leash dog walking and possible State statutes, which would need to be considered.

Director Quiñones suggested tabling this item since Ms. Compton was not in attendance.

OLD BUSINESS:

➤ **Laurie Albano, Recreation Consultant - Terry Conner Rink Policies:** Updated Policies for approval.⁵

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

Ms. Hollas made a motion to approve the updated policy for the Terry Conner Rink with the changes discussed.

Seconded by Ms. Adetola Unanimously Approved

Mr. Newman mentioned correspondence received from Mayor regarding the request received from a grandparent of a player from the Stamford Bombers Club and the ability to use City fields. Mr. Newman stated he would follow-up on this request and meeting with some of the other organizations.⁶

TOURNAMENTS:

➤ No Tournaments.

CORRESPONDENCE:

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

STAFF REPORTS:

➤ Matthew Quiñones, Director of Operations.⁷

The following items were discussed by Director Quiñones:

- Announcement of Kevin Murray's promotion to Director of Parks & Recreation.
- Barrett Park.
- Camp Enrollment.
- Pickleball court on Haig & Crestview Avenues.
- Unauthorized events in the City parks.

⁴ Video Time Stamp - 00:26:26

⁵ Video Time Stamp - 00:33:03

⁶ Video Time Stamp - 00:49:50

⁷ Video Time Stamp - 00:51:41

Mr. Newman noted that Nette Compton from Mill River Park had joined the meeting and asked Director Quiñones if he would like to continue the discussion of off-leash dog walking hours.⁸

Director Quiñones introduced Ms. Compton and asked her to share their potential plan for Mill River Park.

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

Director Quiñones finished up with discussing the Park Strategic Plan.

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

The following Staff Report was submitted and discussed by Mr. Murray:⁹

[Begin Report]

- Director of Parks & Recreation acceptance as of September 1, 2022.
- Parks pre-proposal presentation held on Tuesday, August 16, 2022 at 10:00 a.m. for Citywide Parks Strategic Plan. (See attached presentation.)
- Chestnut Hill Park Pollinator meeting held on Friday, August 12, 2022. Will discuss with staff.
- Cove Island Bridge Painting Ribbon Cutting held on Tuesday, August 2, 2022.
- ADA Assessment to begin with Internal Committee, which will include City parks and facilities.
- Lione Park and Scalzi Park playground playsets/repair.
- Carwin Park Project Outline: Tree work taking place the week of August 15, 2022; park benches and tables to be worked on the week of August 22, 2022 and installation of new Carwin Park sign, which will have an unveiling with the Mayor's administration. Date/time TBA.
- Tree Keeper Demonstration for Downton tree inventory with Land Use, Downtown Special Services and Forestry Division.
- Organic Field Program: Fall Program to start this September.
- Scalzi Park, Lione Park, Cummings Beach, West Beach and Cove Island Park bathroom facilities in these major parks will remain open until November 15, 2022, as we have been experiencing warmer weather over the last several years and have the staff resources. Normally bathrooms would be closed on October 15th, which is the last day for the seasonal employees. Porto Jons will be stationed for smaller use parks as normal.
- Sport seasons with Leagues are coming to end of the season. Planning for fall sports programs internally

[End Report]

➤ Parks & Recreation Internal Committee Action Report - August 4, 2022 Meeting.

Following is the Action Report generated from the August 4, 2022 Parks & Recreation Internal Committee Meeting showing the list of events approved:

[Begin Report]

In Attendance: Matthew Quiñones
 Kevin Murray
 Megan Gearhart
 Gloria Montoya

⁸ Video Time Stamp - 01:09:42

⁹ Video Time Stamp - 01:27:55

Call to Order

The meeting was called to order at 2:06 by Matt Quiñones, Chair.
Josie Carpanzano attended meeting.

Consent Agenda

Peggy Erlenkotter - Stamford Girls Scouts of Connecticut - Girl Scout Camporee - Cove Island Park - Overnight Event - Saturday, October 1, 2022 to Sunday, October 2, 2022 from 8:00 a.m. (10/1/22) to 12:00 p.m. (10/2/22) - Set-Up Starts at 8:00 a.m. (10/1/22) and Clean-Up Ends 12:00 p.m. (10/2/22) - 100 Children and 25 Adults.

Kevin Murray made a motion to approve.

Seconded by Gloria Montoya

Unanimously Approved

Special Events

Jose Luis Alvarez - Shucos 502 - Guatemala Independence Day - Jackie Robinson Park - Saturday, September 17, 2022 from 6:00 p.m. to 9:00 p.m. - 60 People will be attending.

➤ This is a first-time event; more information is needed. Request forwarded to the Parks & Recreation Commission for their approval.

Josephine Fulcher Anderson - Ferguson Library - Request to Park the Ferguson Library Bookmobile at Boccuzzi Park, Cove Island Park, Scalzi Park and Kosciusko Park - Saturday, August 6, 2022 to Sunday, August 6, 2023 from 9:00 a.m. to 5:00 p.m.

➤ More information is needed. Request forwarded to the Parks & Recreation Commission for their approval.

Old Business

No Old Business.

New Business

Chris Babbidge - Permission to Plant Tree in Memory of Loved One - Cummings Park Field (Across from / Opposite Sunny Dae's Ice Cream) on Shippan Avenue Bend.

Kevin Murray made a motion to approve.

Seconded by Megan Gearhart

Unanimously Approved

Cheryl Vukelic - Stamford D.S.S.D. - Permission to Install 3 Little Free Library Boxes at Latham Park, Columbus Park and Kiwanis Park.

Kevin Murray made a motion to approve. The D.S.S.D. will be responsible for the maintenance and replacement of the Library Boxes as needed.

Seconded by Gloria Montoya

Unanimously Approved

Suzanne Laswell - MOMS Club of Stamford - Permission to Install a Little Free Library at West Beach.

Kevin Murray made a motion to approve request pending meeting staff on location for site approval. MOMS Club will be responsible for the maintenance and replacement of the Library Box as needed in coordination with the Parks & Recreation staff.

Seconded by Gloria Montoya

Unanimously Approved

Tournaments

Douglas Edwards - Greater Stamford Pickleball - Pickleball Tournament - 2 Cummings Park Tennis Courts - Saturday, September 10, 2022 from 8:00 a.m. to 4:00 p.m.

Gloria Montoya made a motion to approve.

Seconded by Kevin Murray

Unanimously Approved

Wilner Joseph - Hoops 4 All Inc. - Middle School & High School Boys & Girls Basketball Tournament and Bookbag Drive - Lione Park Saturday, August 13, 2022 from 11:00 a.m. to 6:00 p.m.

Megan Gearhart made a motion to approve.

Seconded by Kevin Murray

Unanimously Approved

Chris Passamano - Stamford High School - Soccer Practice at West Beach - Monday, August 29, 2022 to Friday, November 4, 2022 from 2:30 p.m. to 4:30 p.m.

Megan Gearhart made a motion to approve.

Seconded by Kevin Murray

Unanimously Approved

Chris Passamano - Stamford High School - Soccer Practice at Lione Park (for other teams not practicing at West Beach) - Monday, August 29, 2022 to Friday, November 4, 2022 from 2:30 p.m. to 4:30 p.m.

Kevin Murray made a motion to approve.

Seconded by Megan Gearhart

Unanimously Approved

David Kimani - Grassroots Tennis and Education Program - Cummings Park Tennis Courts (4) - Monday, September 12, 2022 to Thursday, October 27, 2022 from 4:00 p.m. to 6:30 p.m.

Kevin Murray made a motion to approve.

Seconded by Megan Gearhart

Unanimously Approved

Motion to adjourn the meeting by Kevin Murray

Seconded by Gloria Montoya

The meeting adjourned at 2:33 p.m.

[End Report]

DISCUSSION:

- **Update of Parks & Recreation Commission Strategic Goals for the 2022-2023 Fiscal Year as follows:**¹⁰
- Mr. Newman and Ms. Hollas: Friends Groups.
 - Ms. Hollas: Invasive Species initiative.
 - Mr. Newman: Baseball and field usage.
 - Mr. Tedder and Ms. Katz: Foundation and the City website.
 - Mr. Tedder: Dog Park at Scofieldtown Park.
 - Ms. Adetola and Mr. Murray: Setup of pickleball courts and working with pickleball and tennis players.
- **Application and Waiver Agreement for volunteer groups to work in the City parks.**

Ms. Adetola made a motion to adjourn the meeting; seconded by Ms. Hollas and the vote was carried unanimously.

There being no further business to come before the Commission, Mr. Newman adjourned the meeting at 9:19 p.m.

Respectfully Submitted,
Lesley Capp
August 29, 2022

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

¹⁰ Video Time Stamp - 01:46:20