

**PARKS & RECREATION COMMISSION  
APPROVED MINUTES - WEDNESDAY, NOVEMBER 15, 2023  
REGULAR MEETING  
VIA INTERNET & CONFERENCE CALL  
6:30 P.M.**

**ZOOM MEETING**  
**<https://us02web.zoom.us/j/81064531157>**

***Meeting ID: 810 6453 1157***  
***Passcode: 859572***

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A Regular Meeting of the Parks & Recreation Commission was held on Wednesday, November 15, 2023 via the Internet on Zoom.

In attendance were:

Commissioners: Melanie Hollas, Chair  
Jessica Katz  
Paul Newman

Staff: Kevin Murray, Director of Parks & Recreation  
Lesley Capp, Assistant - Parks & Recreation Commission

Absent: Michael Tedder, Vice Chair  
Angela Adetola, Commissioner

**CALL TO ORDER:**

Ms. Hollas called the meeting to order at 6:33 p.m. and introduced the Commission Members and staff present.

Ms. Hollas introduced the first item on the agenda.

- **PUBLIC PARTICIPATION SESSION:** Each individual requesting to speak shall send a Chat Message to the Chair stating their name and address for the record. Public participation comments shall be limited to 3 minutes.

There was no one in attendance who wished to speak.

- Review of the October 18, 2023 Regular Meeting & Public Hearing Draft Minutes.

Mr. Newman made a motion to approve the October 18, 2023 Regular Meeting & Public Hearing Draft Minutes.

Seconded by Ms. Katz

Unanimously Approved

**SPECIAL EVENTS:**

- Lynne Colatrella - Stamford Downtown Special Services - *Fire and Ice - Saturday, January 27, 2024 from 2:00 p.m. to 7:00 p.m. at Columbus Park* - Set-up Begins at 9:00 a.m. and Clean-up Ends at 10:00 p.m. - 197 Total Participants.<sup>1</sup>

Ms. Colatrella made a brief presentation and answered questions from the Commission.

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<sup>1</sup> Video Time Stamp - 00:01:45

Mr. Newman made a motion to approve the Stamford Downtown Special Services Fire and Ice event to be held on Saturday, January 27, 2024 from 2:00 p.m. to 7:00 p.m. at Columbus Park.

Seconded by Ms. Katz

Unanimously Approved

**NEW BUSINESS:**

- **Lindsay Bridenbaker, Daughters of the American Revolution - Fort Stamford Park.** Ms. Bridenbaker will present a proposal for a commemorative plaque to be placed in Fort Stamford Park in recognition of the 250th anniversary (2026) of the Revolutionary War and founding of the United States.<sup>2</sup>

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

After some discussion, the Commission decided to **TABLE** this item to a future meeting so there could be a site visit to determine placement of the plaque.

- **Capital Budget FY2024-2025 - Kevin Murray, Director of Parks & Recreation.** Mr. Murray will review all Parks capital requests being made for fiscal year 2024-2025.<sup>3</sup>

Mr. Murray made a presentation going through each Capital submission and answered questions from the Commission.

- **Field Policy Manual Update - Kevin Murray, Director of Parks & Recreation.** Mr. Murray will present a proposal to add language detailing duration of sanctioning for Adult and Youth Sanctioned Leagues.<sup>4</sup>

Mr. Murray presented language that would allow Adult Leagues to remain on the sanction list for two (2) years and Youth Leagues to remain on the list for five (5) years.

After some discussion, the Commission asked Mr. Murray to update the Field Policy Manual as discussed along with any other revisions and present at a future meeting for approval.

- **2024 Parks & Recreation Commission Meeting Calendar.**<sup>5</sup>

Ms. Hollas asked if everyone had an opportunity to review the proposed 2024 meeting dates.

Ms. Katz made a request to adjust the February 21, 2024, the June 12, 2024 and the October 16, 2024 meeting dates. School winter break is the date in February and the Jewish holidays of Shavuot and Sukkot, which take place in June and October, respectively. Ms. Hollas stated the February date would not be adjusted because changing too many dates may make it confusing to know when the Commission meets. The dates discussed as alternatives for June and October were June 26th and October 9th. Ms. Hollas asked Ms. Capp to contact Ms. Adetola and Mr. Tedder to ask if they would have any issues with the adjustment of the June and October meeting dates.

The 2024 meeting calendar was **TABLED** to the December 13, 2023 meeting.

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<sup>2</sup> Video Time Stamp - 00:06:45

<sup>3</sup> Video Time Stamp - 00:19:10

<sup>4</sup> Video Time Stamp - 01:00:17

<sup>5</sup> Video Time Stamp - 01:04:40

### **OLD BUSINESS:**

- **Scofieldtown Park Dog Park.** Follow-up to the October 18, 2023 Pubic Hearing, specifically any potential impacts to birds and wildlife.<sup>6</sup>

Ms. Hollas provided details from a meeting she and Mr. Tedder had with Patrick Dugan, who is a bird expert, on Saturday, November 4, 2023 and a follow-up Zoom meeting held on Monday, November 13, 2023 with Erin McKenna, Senior Planner, Land Use Bureau and Aris Stalis, Aris Land Studio.

Ms. Hollas stated that further discussions will take place after the New Year.

- **Field Use Policy.** Melanie Hollas, Chair and Gabi Silver will provide an update on the Field Use information being compiled with Kevin Murray, Director of Parks & Recreation, and Megan Gearhart, Assistant Superintendent of Recreation.<sup>7</sup>

Ms. Hollas made some opening comments and then introduced Ms. Silver.

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

- **Policy, Rules, Guidelines & Vision for Stamford Parks** (*Tabled from the July 19, 2023; August 16, 2023; September 20, 2023 & October 18, 2023 Meetings*): Gabi Silver will present the updated Assets Excel Spreadsheet. Discuss forming a sub-committee to review and recommend changes moving forward.<sup>8</sup>

After some discussion, the Commission decided that Mr. Newman and Mr. Tedder would work on updating the Policy document and discuss further at the December 13, 2023 meeting.

### **TOURNAMENTS:**

- No Tournaments.

### **CORRESPONDENCE:**

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

### **STAFF REPORTS:**

- Kevin Murray, Director of Parks & Recreation: Parks & Recreation Update.

The following Staff Report was submitted and discussed by Mr. Murray:<sup>9</sup>

*[Begin Report]*

- Barret Park contractor bid was awarded to Creative Landscape Design which completed the Courtland Avenue Playground. Included are the two (2) alternates which is 423 sq. ft. of PIP for ADA wheelchair surface in the swing area and park border fencing.
- Parks Strategic Plan Retreat was held on Wednesday, October 18, 2023. (**Summary attached**)
- Northern Park attendants' season for 2023 will be completed on Sunday, December 3, 2023.
- Parks & Recreation Revenue Report. (**Attached**)
- Terry Conner's Ice Rink September Revenue Report. (**Attached**)

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<sup>6</sup> Video Time Stamp - 01:11:29

<sup>7</sup> Video Time Stamp - 01:14:05

<sup>8</sup> Video Time Stamp - 01:35:00

<sup>9</sup> Video Time Stamp - 01:37:07

- Terry Conner's will be hosting the 22nd Annual Synchronized Skating Open on Saturday, December 2 and Sunday, December 3, 2023.
- Fall Softball League will be complete on Wednesday, November 15, 2023.
- Adult indoor volleyball and pickleball at Still Meadow are in progress.
- Hosting All-Sport Youth Programs for afternoon and evening classes at Lathon Wider.
- Santa Hayride at Cove Island Park for Saturday December 2 & Saturday, December 9, 2023 - **Sold Out!**
- Four (4) Recreation ski trips in the months of January and February 2024 - **Sold Out!**
- Discussing summer camp locations with Board of Education Facilities and Engineering Department to determine summer locations by December 8, 2023.
- Scalzi Park Bocce Court scope and estimated cost proposal documents awaiting authorized funds to be allocated to this project.
- Parks seasonal employees end of season for bathrooms: Five (5) employees for bathroom maintenance until Sunday, November 19, 2023 for West Beach, Cummings Park, Cove Island Park red brick building, Scalzi Park maintenance building, Courtland Avenue, Barrett Park and Lione Park. Hours of operation 7:00 a.m. to 8:00 p.m. daily.
- FY 2024-2025 Capital submissions.
- Parks & Recreation website relaunch scheduled for Thursday, November 30, 2023.
- Proposal to add language detailing duration of sanctioning for Adult and Youth Sanctioned Leagues, which will show inactive leagues to be removed. Therefore, the request is to revise the language for leagues inactive for two (2) years for adult leagues and five (5) years for youth leagues.
- Working with Marketing Coordinator and Economic Director, Leah Kagan, to promote Sponsorship Program with outside corporations. (**Attached**)
- Veterans Day Ceremony was held on Sunday, November 5, 2023 at Veterans Memorial Park.
- Jackie Robinson Annual Christmas Tree Lightning will be held on Tuesday, November 21, 2023 at 5:15 p.m.
- Met with Trumbull, CT Chief Park Ranger to discuss Park Ranger program in detail. Scheduling a site visit this month.
- Playground inspection reports are coming in and will work to complete all repairs per the reports prior to park openings.
- Domus work group assisting Parks with Citywide picnic table refurbishing.
- Thanksgiving Parade festivities begin Saturday, November 18, 2023 with the inflation party and the parade on Sunday, November 19, 2023. Parks will be onsite both days to assist with inflation and deflation areas and overall assistance.
- DSSD Heights and Lights event scheduled for Sunday, December 3, 2023 which will have Latham Park Christmas Tree Lighting per the event.

[End Report]

### **DISCUSSION:**

- **Citywide Parks Strategic Plan Update.<sup>10</sup>**
- **Discuss the environmental impacts of the use of balloons and confetti and potentially banning both in City parks.<sup>11</sup>**

<sup>10</sup> Video Time Stamp - 01:47:50

<sup>11</sup> Video Time Stamp - 01:51:35

- Discuss working with Board of Representatives Parks & Recreation Committee to place restrictions on political signs in parks and current State/City restrictions due to next year's elections.<sup>12</sup>
- Parks & Recreation Commission Strategic Goals for 2023/2024.<sup>13</sup>
- Update of Parks & Recreation Commission Strategic Goals for 2022/2023 as follows:<sup>14</sup>
  - Mr. Newman and Ms. Hollas: Friends Groups.
  - Ms. Hollas: Invasive Species initiative & RFP Update.
  - Ms. Hollas: Application and Waiver Agreement for volunteer groups to work in the City parks.
  - Ms. Adetola and Ms. Katz: Foundation and the City website.

### **ADJOURNMENT**

Mr. Newman made a motion to adjourn the meeting; seconded by Ms. Katz and the vote was carried unanimously.

Ms. Hollas adjourned the meeting at 9:14 p.m.

Respectfully Submitted,  
Lesley Capp  
Assistant to the Parks & Recreation Commission  
November 21, 2023

*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](http://cityofstamford.granicus.com/ViewPublisher.php?view_is=9)

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<sup>12</sup> Video Time Stamp - 02:05:18

<sup>13</sup> Video Time Stamp - 02:09:30

<sup>14</sup> Video Time Stamp - 02:18:40