

**PARKS & RECREATION COMMISSION
APPROVED MINUTES - WEDNESDAY, JANUARY 20, 2021
REGULAR MEETING
VIA INTERNET & CONFERENCE CALL
6:30 P.M.**

JOIN ZOOM MEETING
<https://us02web.zoom.us/j/89783220302>

Meeting ID: 897 8322 0302
Passcode: 099958

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/89783220302>*
- *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, January 20, 2021 via the Internet on Zoom.

In attendance were:

Commissioners: Althea Brown, Interim Chair
Paul Newman
Michael Tedder

Staff: Mark McGrath, Director of Operations
Jennifer Williams, Bureau Chief, Parks & Recreation
Laurie Albano, Superintendent of Recreation
Kevin Murray, Operations Manager, Parks & Facilities
Lesley Capp, Assistant - Parks & Recreation Commission

NOTE: As of January 13, 2021 John Rovegno resigned his seat on the Commission.

CALL TO ORDER:

Ms. Brown called the meeting to order at 6:30 p.m. and introduced the Commission Members and staff present.

Ms. Brown introduced the first item on the agenda.

➤ Review of the December 16, 2020 Regular Meeting Draft Minutes.

Mr. Newman made a motion to approve the November 18, 2020 Meeting Minutes.

Seconded by Mr. Tedder

Unanimously Approved

Ms. Brown introduced Ms. Hollas.

NEW BUSINESS:

- **Initiatives to Restore Native Plants at Kosciuszko Park**¹ - Erin McKenna, Associate Planner, Land Use Bureau and Melanie Hollas, Co-Founder, Pollinator Pathway Stamford: Grant submitted to fund restoration of native plantings at the tip of Kosciuszko Park with volunteers and City help. Their plan is to get a group of volunteers to help take care of Kosciuszko Park and then expand to other parks as needed. One of their overall goals for 2021 is to educate Stamford residents about native plants, bees, insects, etc. through signage.

Melanie Hollas, Co-Chair spoke about the grant applied for the restoration project and Katie Haas, Landscape Architect & Steering Committee Member of Pollinator Pathway Stamford made a presentation providing details of the scope of work planned for the restoration project and answered questions from the Commission.

Ms. Williams provided information regarding BLT's interest

- **Transportation Improvement to Access Jackie Robinson Park** - James Travers, Transportation Bureau Chief and Garrett Bolella, Traffic Engineer, Transportation, Traffic & Parking Department: TT&P was awarded a Local Transportation Capital Improvement Program (LOTICIP) Grant for improvements to the intersections of West Main Street at Richmond Hill Avenue and Fairfield Avenue. All three streets are immediately adjacent to and provide access to Jackie Robinson Park.

Mr. Travers and Mr. Bolella were not able to attend the meeting and their presentation has been ***Tabled*** until the February 17, 2021 meeting.

OLD BUSINESS:

No Old Business

SPECIAL EVENTS:

No Special Events.

TOURNAMENTS:

No Tournaments.

CORRESPONDENCE:

No Correspondence.

STAFF REPORTS:

- Jennifer Williams, Parks & Recreation Bureau Chief: Monthly Status Report.²
 - Comments, Questions and Response to Bureau Chief Parks & Recreation Report - December 14, 2020.

Ms. Williams stated many of the items from the December 14, 2020 report are still in progress and have been delayed due to the holidays and COVID-19. Ms. Williams stated she would have updates at the February meeting.

¹ Video Time Stamp - 00::01:40

² Video Time Stamp - 00:46:05

- Laurie Albano, Superintendent of Recreation: Recreation Update.
 - Addition: Dorothy Heroy Park/Pool swimming lessons for inner-City children.

The following Staff Report was submitted and discussed by Ms. Albano:³

[Begin Report]

- Governor has announced (but no official Executive Order has been issued with guidelines/restrictions yet) that the team sports pause will be lifted for practices on January 19, 2021 and games on February 1, 2021.
- Both department's budget expenses and revenues completed and submitted.
- Both departments working on Q2 revenue and expense projections.
- No new Positive COVID cases staff-wise, previous staff all recovered.

RECREATION

- **Dorothy Heroy Inner City Swim Lessons**: No decision has been made on reopening the pool for the summer of 2021. Many variables here from location/transportation, pool schedule, teacher availability, cost, etc. Outreach/publicity is currently not targeted to any particular demographic. Inner City kids tend to use the Yerwood pool under the Boys & Girls Clubs control. Please let me know if you have any questions and we can discuss further.
- If indeed the State is allowing a reopen on January 19, 2021 for practices and games on February 1, 2021, adult volleyball leagues will commence in February at Lathon Wider gym.
- Pre-empted permits at Lione Park and West Beach could commence. Lione Park may remain closed?
- E-Sports leagues for youth and adults have begun in collaboration with the Towns of Darien and Fairfield.
- Sport activities at Lathon Wider with a maximum of four kids and one coach have begun.
- Winter Star Center programs pre and after school are starting soon.
- Still planning Spring routine of seasonal preparation and potential adjustments as virus dictates. (i.e. Camp registration, sites etc.)
- It has been determined annual sports pass stickers will continue for all beach parking field use. This is in regards to the beach parking plans for a kiosk system. I have no other information on this.
- February sanctioned sports league permit meeting for Spring and Summer is planned. Board of Education will be in attendance for school field use.

TERRY CONNER RINK

- TCR Capital funding work in process. Artic Air compressor valves/flanges repair scheduled. New Ammonia & Ventilation system to follow in February. Compressor/electrical panel to follow in June. Ice up starting next week as soon as new valves and flanges get installed. Will reopen as soon as possible.
- New security system is in per the City contract bid-winning vendor.
- Rink still working on multiple maintenance projects and finished installing 5 ft. glass panels to replace the lower 3 ft. panels. As you know, working our way around the rink as budget allows. Future final product to include netting in the entire rink from glass panels to ceiling. This will not be a popular addition; just an FYI, but the safest decision.
- Rink still hosting the CHC testing site that is under contract with the City and taking place in the lot outside the rink. Provided meeting room and storage. Staffing to keep open as well. They will pay any overtime. Testing site will continue and coexist with the rink reopening. Line logistics will be altered to accommodate rink patrons.
- Patching of the rink's roof leaks has held so far.
- Met with the Parks & Recreation Committee on Tuesday, January 19, 2021 to review rink overall status.

[End Report]

³ Video Time Stamp - 00:49:25

- Kevin Murray, Operations Manager - Parks & Facilities: Parks Update.
 - Addition: Initiative to plant trees in Stamford Parks.

The following Staff Report was submitted and discussed by Mr. Murray:⁴

[Begin Report]

- City is teaming up with ORCA (Ocean Recovery Community Alliance) for a West beach Clean-up on January 29, 2021 and Czescik Park estuary clean-up tentatively scheduled for February 21, 2021. (Flyer Attached) Other areas for cleanup to be coordinated will be Cove Island Park, Euclid Avenue, Cove Island Park Wild Life Sanctuary.
- Operating budget has been submitted as of January 9, 2021. Park budget highlights the following increases:
 1. Scofieldtown Park/Soil Testing - \$145,000: Previous funding was within capital, which is state regulated quarterly soil testing.
 2. Scofieldtown Park Maintenance: Third party contracted service requires specialized equipment and landscape maintenance, which will meet state mandated requirements for soil testing. Previously had Winterberry, LLC.
 3. Veteran's Memorial Park: Anticipate third party services to enhance and protect the open park from park lighting/water feature/turf and monument cleaning.
 4. Geese away Product: Goose control product for Cummings Park/Beach as a test pilot.
 5. Beach and Park Attendants: Contracted service line item created for third party attendants to assist with Covid-19 restrictions and quality-of-life assistance with six (6) beaches and parks for 26 weeks on Fridays, Saturdays and Sundays.
 6. Organic turf Program has increased on land supplies in which we will need an additional \$5,000 with supplies to establish two (2) fields for the 2021 season.
 7. Housekeeping Supplies Increased: Doggie bag replenishments \$12,000 to \$15,000 per year.
- **East Beach Pavilion Bathroom update:** Demolition is in progress; plumbing fixtures have been approved and ordered and layouts of wall unit has begun. Electrical work is progress.
- **Organic Turf Program Update:** Met via Zoom with PJC Organic Turf Company to go over 2021 plans and overview of Troy Field #2 at Cove Island Park and proposing Cummings Softball Field #2. (Pending soil test, which will be done this week and submitted for analysis.) After the results, we will meet on-site to discuss with staff the action plan/timetable for both venues and order supplies to implement this coming year.
- **Landscape Specialist Supervisor Position:** Phil D'Amico has retired as of January 4, 2021; thus, promotional interviews will be posted and scheduled in hopes to have a replacement for our Spring start-up. This supervisory position oversees all athletic field maintenance and turf programs and also assists with all Park Department functions. Landscape Specialist License/Arborist requirements and NOFA certifications will be required.
- **Fireworks RFP:** Round #1 has been completed and we will be meeting with administration on 2021 schedule and plan accordingly on the possibility of having the event per the Pandemic. More details to be communicated
- Work order system and budget questions from Althea Brown, Interim Chair: Attached questions and answers.
- **Initiative to Plant Trees in Stamford Parks:** Correspondence to Althea Brown and group of possible donations and grants within Stamford parks.

⁴ Video Time Stamp - 01:17:20

WORK ORDER SYSTEM AND BUDGET QUESTIONS

1. Who is requesting for this information?

The Work Order System is in Phase 2 of the development of the Citizen Service Complaint System and aligns with the Mayor's intent to develop processes and systems that enable documentations of department processes, trends, and accountability. The Work Order System enables for the information regarding daily operations, reactive work orders, and seasonal services to reflect easily accessible and dynamic reporting of all operations. Systems like these help managers make decisions using clear, detailed, and concrete data points.

2. What are the goals, findings or objectives for this project?

The ultimate goal is for the Work Order System to be nested with the City ERP system which again supports supervisors, managers, and directors in developing increased efficiency and an overall understanding of daily operations.

At the lowest level, the Work Order System enables supervisors, and foremen the ability to schedule their staff's work in advance, add to or alter daily work schedules immediately should an unexpected/ emergency arise. The reminders in the system help everyone in a department stay abreast of their daily tasks.

3. Budget

In addition, in the New Year you will be developing a budget. I have a few questions I hope you can answer by including in your January 20, 2021 staff report. The objective is where does Parks & Recreation fit in the budget.

- a. What percentage of the budget is dedicated to Parks and what percentage is dedicated to Recreation? **All funding is program-based; thus all operating funds are 100% going into the parks from manpower to materials and supplies.** What types of recreational facilities are being maintained by your department for the Board of Education? **Only screening and lining of school fields that host little league permit/schedules.**
- b. How much money is dedicated to the Board of Education recreational facilities? **Very minimal land supplies and manpower to screen and line the Board of Education playing fields annually.**

[End Report]

➤ Parks & Recreation Internal Committee Action Report: No January meeting.

DISCUSSION:

➤ **Parks & Recreation Commission Procedures & General Information**⁵

Ms. Brown restated she would be reaching out to Mayor to check on his availability to attend a meeting to provide guidance on revising the Policy & Procedures and the Bylaws.

➤ **Parks & Recreation Internal Committee:**⁶

- Inception
- Structure
- Responsibilities
- Consent Agenda

⁵ Video Time Stamp - 01:36:37

⁶ Video Time Stamp - 01:37:10

Ms. Brown provided detailed information, as per the handout below, on the relationship between the Parks & Recreation Commission and the Parks & Recreation Internal Committee to be included in the Policy & Procedures.

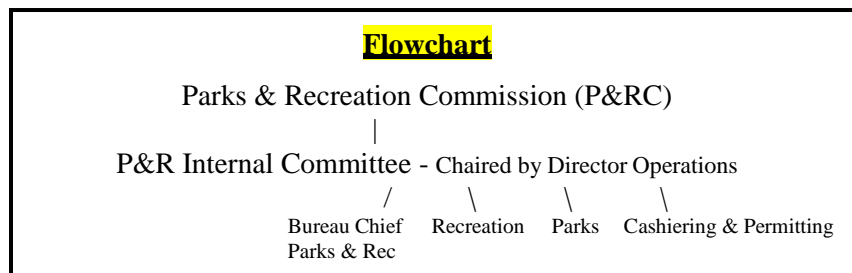
Parks & Recreation Internal Committee
Relation between Parks & Recreation Commission and Internal Committee
Structure & Responsibility

1. Inception

- a. Due to the Commission needing to work on Policy & Procedure.
- b. Started in 2016 - The Administration had asked Marty Levine to propose to Joseph Andreana, P&RC Chair, to temporarily, create a Committee for Special Events and the Consent Agenda that would enable the P&RC to focus on creating a Policy & Procedures document.
 - Joseph Andreana met with the Commissioners to discuss the proposal from the Administration. The Commissioners created and gave the authority for an Internal Committee to take on Special Events and the Consent Agenda on behalf of the P&RC. In turn, the P&RC would have oversight of the Internal Committee and ultimate responsibility.
- c. Review and approve Special Events on behalf of the P&RC.
- d. Decide which Special Events to place on the Consent Agenda on behalf of the P&RC on a temporary basis.

2. Structure

- a. Committee reports to the Commission - P&RC has ultimate responsibility.
- b. Committee to provide the Commission with a monthly report.
- c. Commission will conduct an Annual Review of Internal Committee.
- d. Any Commissioner can sit on the Committee as a non-voting member.
- e. Members of the Committee:
 - Chair: Mark McGrath - Director of Operations
 - Member: Jennifer Williams - Bureau Chief, Parks & Recreation
 - Member: Laurie Albano - Superintendent of Recreation
 - Member: Kevin Murray - Operations Manager, Parks & Facilities
 - Member: Kim Gerbert - Cashiering & Permitting



3. Responsibilities

- a. Committee continues with Special Events.
 - When Committee does not meet > application(s) can be placed on P&RC agenda pending P&RC Chair approval.
- b. Committee to forward undecided Special Events to the Commission.
- c. Committee continues with the existing 52 events on Consent Agenda
- d. Commission approves adding Special Events to Consent Agenda.
 - Special Events will need to be in good standing.
 - Review every three (3) years in a row by the Commission to be on Consent Agenda.
- e. Committee agenda sent to Commission Chair two or three days before Committee meetings.
- f. Commission Chair receives Committee final agenda and minutes.

4. Consent Agenda

- a. Add to appendices > 10.1 Parks & Recreation Calendar.
- b. Add to appendices > 10.17 Listing of Addenda to this Policy.

➤ **Board of Representatives:**⁷ Ordinance No. 1267 Supplemental Amending Chapter 175, Parks & Recreation, Section 175-1, regarding designation of any City park or recreational facility as “Permit Parking Only.”

Ms. Brown discussed adding language regarding this ordinance to the Policy & Procedures. Ms. Brown stated she will draft language and bring it to the February meeting.

Ms. Brown asked if there was any thought or suggestions on changing the name of the Policy & Procedures until getting feedback from the Mayor.

Mr. Newman suggested leaving it as is; Mr. Tedder agreed.

There being no further business to come before the Commission, Ms. Brown adjourned the meeting at 8:39 p.m.

Respectfully Submitted,
Lesley Capp
January 28, 2021

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

⁷ Video Time Stamp - 02:00:45