

**PARKS AND RECREATION COMMISSION MEETING
Minutes of the May 18, 2016 Regular Meeting**

A meeting of the Parks and Recreation Commission was held on May 18, 2016, 10th Floor Operations Conference Room, Stamford Government Center.

In attendance were:

Commissioners: Joe Andreana
Dave Winston
Lyda Ruijter

Staff: Laurie Albano
Kevin Murray

Guests: Rep. Elaine Mitchell – Trailers at Boccuzzi Park
Rep. Virgil de la Cruz – Trailers at Boccuzzi Park
Leigh Shemitz – Trailers at Boccuzzi Park
Michael Bagley – Trailers at Boccuzzi Park
Briann Gerbert – Trailers at Boccuzzi Park
Greg Gigliotti – Trailers at Boccuzzi Park
Griffin Gigliotti – Trailers at Boccuzzi Park
Jordan Dolger – Trailers at Boccuzzi Park
Eileen Cottington – Trailers at Boccuzzi Park
Michelle Daniel – Trailers at Boccuzzi Park
Richard Thomas – Trailers at Boccuzzi Park
Christian Gerbert – Trailers at Boccuzzi Park
Erin McKenna – Cummings Park Phase I

Jeff Olszewski – Cummings Park Phase I

Justin LaBaire – Scalzi Park – Storage Containers

Tim Curry – Scalzi Park Tennis Courts

Linda Cremin – Scalzi Park Tennis Courts

Telly Zangas – Scalzi Park Tennis Courts

Call to Order

The meeting was called to order at 6:37 p.m. by Joe Andreana, Chair.

Mrs. Cooper and Ms. Brown did not attend the meeting.

Review of the April 20, 2016 Regular Meeting Minutes.

Mr. Winston made a motion to approve.

Seconded by Ms. Ruijter

Unanimously Approved

Discussion

Vision of Parks Through 2035.

➤ Policies

- Ms. Ruijter presented to the Commission the revised DRAFT Mission Statement:

Mission Statement for the Parks and Recreation Commission.

The Mission of the Parks and Recreation Commission is:

1. To provide a well-functioning system of safe, accessible, well-planned and maintained public parks, natural areas, beaches and shorelines.
2. To provide affordable recreational and educational opportunities for all residents.
3. To encourage preservation of existing park land and green space and acquisition of additional green space.
4. To encourage conservation, sustainability and resiliency of the park resources.

5. To create an inventory of the park, green spaces, and public access points.
6. To preserve the historical legacy of the park system.
7. To support community interaction and city vibrancy by approving selective events where varied groups of residents participate.
8. To develop plans to increase connectivity between parks, green spaces, public access areas and surrounding neighborhoods.
9. To provide advocacy on behalf of recreation, parks and green space.
 - o The Commission reviewed the revised DRAFT Mission Statement that included comments made during last month's meeting. Mr. Andreana feels that the term advocacy (#9) can mean a lot of different things to a lot of people and suggested to specify what the Commission is trying to do in that terminology.

Mr. Winston made a motion to approve the Mission Statement as presented with the modification at point #9 "to provide advocacy on behalf of the public interest as far as recreation, parks and green space is concerned".

Seconded by Ms. Ruijter

Unanimously Approved

- o Ms. Ruijter presented to the Commission the first DRAFT for the first part of the Commission's relationship with Community Groups:

Parks and Recreation Commission and Private Partnerships with the Community

Introduction:

The Parks and Recreation Commission maintains five different types of partnerships with entities within the community.

1. **Community Groups** that provide and organize volunteers to support a neighborhood park.
2. **Not-for Profit Private Businesses** that provide services for a segment of the population by using (a part of) the park.
3. **Sports Leagues.**
4. **Private/Public Park Collaborative** partnerships. (Such as Mill River Park).
5. **Commercial** Service Providers/Vendors

1. Guidelines P&RC Relationship with *Community Groups*.

PRC ensures that the public has plentiful access for health, enjoyment and recreation, while protecting the safety, cleanliness and well-being of the park system at the same time. PR&C has to balance the use by the residents against the need for the parks to remain in a good state of repair, maintenance and growth.

Community groups contribute volunteers to the clean-up, maintenance and beautification of the parks. Their efforts provide legitimacy and advocacy to the wider community on behalf of the park system. Therefore, the PRC needs to do its utmost to support the active involvement by community groups.

The PRC needs to adhere to a uniform set of guidelines and policies when interacting with the various community groups that are active on behalf of the park system.

- * The missions and goals of all community groups needs are in harmony with the **mission** of the PRC.
- * The allocation of time and resources by the Operations Department to a community group needs to be weighed against the fair and equitable share of available resources for other municipal tasks and for needs in other parks of the City.
- * The goals of the volunteer groups need to be reflective of the interests and wishes of the community as a whole. Some segments of the population may not express their views and wishes as readily as some other groups. For instance, the elderly, or parent(s) with infants, may not have time and/or the ability to participate in volunteer groups or attend public hearings, yet parks are just as important for their well-being as for any other group. Therefore, the PRC needs to monitor that volunteer groups plan, execute and record an **ongoing community outreach program**.
- * Volunteer groups are encouraged by the PRC to incorporate into a **legal structure such** as a 501c3. However, since it takes time for a Friends of the Park Group to develop and build loyalty and continuity, it's unrealistic to require such a legal structure initially. The P&RC needs to balance the need for oversight with avoiding the frustration that can occur with requesting too much red tape. The enthusiasm of a new group needs to be nurtured, while the planning for a robust organization is encouraged.
- * Volunteer groups need to plan for the **long-term**. Many well-intentioned projects in the parks may end up costing the city more in the long run if no lasting commitment is incorporated in the planning. Does the group have a succession plan in place in case the leadership steps down? Ongoing outreach to the wider community and establishing a legal structure, as described above, will facilitate that their projects will make a lasting contribution to the park.

Appendix A. List of Community Groups as of date.

Appendix B. List of Resources/Contacts for the Community Groups.

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- 2. Guidelines for PR&C relationship with Not-for Profit Private Businesses.**
- 3. Guidelines for PR&C relationship with Sport Leagues.**
- 4. Guidelines for PR&C relationship with Private/Public Park Collaboratives.**
- 5. Guidelines for PR&C relationship with commercial service providers/vendors.**

- Mr. Andreana suggested adding “advance planning for the park facilities” to the Mission Statement.
- Ms. Albano suggested adding to the document that Friends Groups need to give the Commission a pre-determined business plan or project list when they come in front of the Commission every two years, and that there should be some recognition of these groups; Mr. Andreana suggested designing some kind of Certificate of Appreciation.
- Mr. Andreana asked Ms. Albano to start reviewing and modifying the Field Use Policy. The Field Use Policy should become guidelines for the sports leagues.

Special Events

No Special Events.

Tournaments

No Tournaments.

Old Business

Representative Virgil de la Cruz, Representative Elaine Mitchell and Leigh Shemitz – Trailers at Boccuzzi Park.

- Representative Elaine Mitchell addressed the Commission regarding the complaints from Mr. Christian Gerbert who resides right in back of Boccuzzi Park. Mr. Gerbert’s biggest issue is the trailers; they block the view of his property. Mr. Gerbert is also not in favor of an additional trailer at the site.
- Mr. Andreana stated that SoundWaters presented their proposal to the Commission. The fact that they are adding a third trailer is consistent in part with the leasing agreement that was made in 2005 with the City of Stamford. Young Mariners at the time were allowed a permanent structure of 5,000 sq. ft., at this point the trailers are temporary structures. The new trailer will be temporary for the next 2 to 3 years as well. The dedicated location of the permanent structure is the northeast corner by

the parking lot.

- Mr. Gerbert expressed his discontent with this issue and explained that he was told that the original two trailers were only going to be there for three years and that was seven years ago.
- Mr. Andreana stated that the Commission imposed a condition to SoundWaters that before the new trailer is put up; they will clean up the existing property and existing trailers and make it more presentable. If nothing concrete happens in the next couple of years, they will have to move everything to the allocated area that was part of the leasing agreement.
- Leigh Shemitz from SoundWaters explained that the chain-link fence will be removed; they will clean up the area around it as well as the existing trailers. A new trailer will be added on the east side, as well as a seasonal tent that will be used for teaching space. The fence against the south side will be a high quality wood, privacy fence, on the other side it will be a coated black or green normal fence.
- SoundWaters has begun fundraising, already received a Grant for \$30,000 for this project, will start fundraising for the building this summer.
- Ms. Shemitz stated that the process will take three years.
- Ms. Shemitz explained that the trailers cannot be moved to another area for the following reasons:
 1. If you go to the south of the park, they would be closer to the neighbors.
 2. If you go to the north, they would be right on the path and obstruct the people walking in the park.
 3. If you go to the east, they would be among the trees and the electrical.
- Will be using the Deluxe Wedding Style port-a-johns and will be placed inside the fence.
- Ms. Shemitz asked Director Orgera if it was possible for the City to provide more port-a-johns for other parts of the park.
- Ms. Shemitz stated that the trailers cannot be moved to the other side of the walkway, because the area floods and EPB will not allow it.
- Mr. Andreana would like to revisit in a year, by then we will know if the situation has improved and we will get a better idea of when construction is going to take place.
- Representative Mitchell would like a commitment from the City that additional port-a-johns be placed in the park. Representative Mitchell would also like for SoundWaters to meet with the residents in about four months from now to assess

what is going on in the park, and if there are any issues, that they are addressed right away.

- Mr. Andreana stated that if there is an issue, they can come back next year, the neighbors can get on the Agenda and present the case to the Commission; give SoundWaters the summer to continue the program.

Erin McKenna and Jeff Olszewski of Stantec Consulting Services, Inc. – Review of Phase I of Cummings Park Master Plan.

- Mr. Jeff Olszewski of Stantec Consulting Services, Inc., presented the Phase I construction drawings.
- Phase I focuses on:
 1. The beach front, which includes the re-development of the west end of the promenade.
 2. The promenade itself on the east and west side of the Pavilion.
 3. The renovation of the Pavilion and entry court.

These renovations are in sync with what the Master Plan currently shows.

- Plans were reviewed.
- Types of benches were discussed.
- Proposed layout/configuration of parking – total spaces:
 - Existing: 321 spaces
 - Proposed: 295 spaces
 - *Overflow parking reduced by 6 spaces (per Master Plan)
- Most of the existing pedestrian light poles will be refurbished. One or two will be relocated, and one new one.
- Renovation of Pavilion area will introduce railings on the top and the removal of the structures that are there and opening the space up.
- Café Tables – embedded mount.
- Accessible Beach Mats will be placed.
- Kayak Storage on the eastern side is proposed for the future.

- For the west end, an open air structure, which could be permanent, is suggested. Mr. Andreana requested that it has to be minimum maintenance, minimum labor intensity.
- Main Pavilion Renovations:
 - ❖ **Lower Level Modifications**
 - Upgrade restrooms to meet accessibility requirements
 - ❖ **Upper Level Modifications**
 - Structural review/suitability
 - Remove changing stations, dividers and railing
 - Design upper-level dining and viewing terrace to include new seating, railings and amenities
 - Upgraded restrooms to meet accessibility requirements
 - ❖ **Aesthetic Enhancements**
 - Upgrade exterior hardware, materials, finishes and colors (as appropriate) to be consistent with other proposed site improvements
- Mr. Andreana stated that there has to be a way to get people with disabilities to the upstairs of the pavilion.
- The restroom/Conte Building renovations will provide new restroom and storage building to match Scalzi Park.
- Renovations of Fields 3, 4 & 5 are part of the Master Plan. The Softball Field will be lighted, multi-purpose, natural grass.
- Ms. Ruijter requested that the neighbors be kept involved thru City Representative Kieran Ryan and David Watkins.
- Mr. Andreana would like that permanent facilities be considered rather than take down, labor intensive amenities.
- Mr. Winston requested to incorporate in the design a way that garbage cans are secure and they do not blow over.

Mr. Winston made a motion to approve the implementation of Phase I of Cummings Park Master Plan as it was presented to the Commission.

Seconded by Ms. Ruijter

Unanimously Approved

Beth Cooper – Sanctioning Policy Discussion of Updates to Existing Policy.

- Item tabled to the June 2016 meeting.

New Business

Terri Drew – Youth Services Bureau – Permission to Move Storage Containers Located in Front of Ropes Course at Scalzi Park.

- Justin LaBaire for Terri Drew.
- Mr. LaBaire requested permission from the Commission to move storage containers located at Scalzi Park in front of the Ropes Course. One of the containers will be moved to sit behind the new bathrooms on the east side of the park. The other container will be removed from the park to the Hunt Building on Courtland Avenue.
- Mr. Murray stated that he does not have a problem with the request as long as they do not block the Electrical Room.
- Mr. Winston does not have a problem with the request until the Hunt Building gets renovated.
- The Commission does not have a problem with the request. Mr. LaBaire needs to work it out with Mr. Murray.

Telly Zangas – Scalzi Tennis Group – Raising Funds for the Revitalization of the Scalzi Park Tennis Courts.

- Mr. Telly Zangas stated that the City's Tennis Courts at Scalzi Park are in desperate need of being repaired.
- The City does not have the funds to repair the Tennis Courts.
- In order to get the funds to do the projects, Mr. Zangas suggested approaching private corporations, and getting Grants.
- Mr. Zangas would like the Commission's consent to solicit help from local, private corporations for tax deductible donations.
- Mr. Andreana commended Mr. Zangas for taking this up.
- Mr. Andreana would like for Mr. Zangas to work with Mr. Murray and Ms. Albano as to where the money that is collected will go and the assurance that it will be used for this program.

- Mr. Andreana stated that he believes that if the project is not being financed by the City, it does not have to go thru the bidding process.
- Mr. Tim Curry stated that there is a possibility that the project can go under the GSTA umbrella.
- Mr. Andreana stated that before the Commission approves the request, a Business Plan for the financial aspect needs to be presented. Before any work gets done, Mr. Zangas will have to come back to the Commission with a set of properly designed sealed drawings, including any drainage issues from a professional Landscape Architect and/or professional Engineer.
- Mr. Zangas asked if the City would be willing to recognize the donors by putting bricks or plaques displaying their names at the courts as a token of appreciation. Mr. Andreana responded that consistent with some of the things that have been done in the past, the Commission would not be adverse to an in ground plaque (flushed to the ground).
- The best window to do the work is July and August.

Staff Reports

Laurie Albano – Recreation.

- Summer Day Camps 100% full with waiting lists.
- All time high of campers registered in camp that require a one to one aid (25).
- Summer Sports Camps still registering.
- Counselor, Specialists and Special Needs Aid hiring nearly complete.
- 36 Lifeguards hired to date.
- Beach coverage begins on Saturday, May 28/Heroy Pool, June 18.
- Spring programs ending soon.
- Adult Leagues/Tournaments all going well.
- End of Fiscal Year purchasing and transfers as necessary is ongoing.
- Current Fiscal Year revenue is over \$1 million on target to exceed last year (see Financial Reports).

- Terry Conners Ice Rink roof project is moving along well with done date by mid-June.
- Terry Conners Ice Rink door/frame project still on going with some doors re-ordered.
- Terry Conners Ice Rink floor insurance settlement funds of \$200K set aside/consultant hired to assess floor for either repair or full replacement.
- Fireworks vendor selected/Bay Fireworks same as last year.
- Maccabi Games meetings on going/Torch Run this Sunday.
- Meet with Bocce League regarding new season at Scalzi/payment/they are in kind court work.
- Most of all youth and adult independent leagues have their required paperwork submitted.
- Recreation will be a part of Family Day again at Lione Park.
- List of events approved by the Parks & Recreation Internal Committee at the May 10, 2016 meeting:

Consent Agenda

Jerry Silber – People Friendly Stamford – Bike to Work – Veteran’s Memorial Park – Friday, May 20, 2016 from 7:30 a.m. to 9:00 a.m. – Set-Up Starts at 7:00 a.m. and Clean-Up Ends at 9:30 a.m. – 70 Adults.

Kevin Murray made a motion to approve.

Seconded by Kim Gerbert

Unanimously Approved

Sanjay Mellachercevu – Asha for Education (Stamford Chapter) – Charity Cricket Tournament – Lione Park – Saturday, September 10, 2016 and Sunday, September 11, 2016 from 7:00 a.m. to 7:00 p.m.

Laurie Albano made a motion to approve.

Seconded by Kevin Murray

Unanimously Approved

Special Events

Reverend Dr. Kate Heichler – Church of Christ the Healer – Pop-Up Pentecost – Latham Park – Sunday, May 15, 2016 from 11:30 a.m. to 12:30 p.m. – Set-Up Starts at 11:00 a.m. and Clean-Up Ends at 1:00 p.m. – 10-20 Adults and 8 Children.

Kevin Murray made a motion to approve.

Seconded by Kim Gerbert

Unanimously Approved

Gavven Ruddy – Hearth Place – Lunch at the Park to Raise Awareness for Alcohol and Drugs – Kosciuszko Park – Saturday, May 21, 2016 from 12:00 p.m. to 2:00 p.m. – Set-Up Starts at 8:00 a.m. and Clean-Up Ends at 4:00 p.m. – About 75 Adults.

Kim Gerbert made a motion to deny request.

Seconded by Kevin Murray

Unanimously Approved

Nicole Faugno – Our Lady Star of the Sea School – School Field Day – West Beach Turf – Thursday, May 16, 2016 from 7:30 a.m. to 2:00 p.m. – 20 Adults and 85 Children.

Kevin Murray made a motion to approve.

Seconded by Laurie Albano

Unanimously Approved

Maribel Sandalo – Boys & Girls Club of Stamford Yerwood Unit – Jackie Robinson Park – Summer Camp Children to Utilize Park During Camp Hours – Tuesday, July 5, 2016 to Friday, August 12, 2016 from 9:00 a.m. to 11:00 a.m. or 1:00 p.m. to 4:00 p.m. – 20 Adults and 200 Children.

Kevin Murray made a motion to approve.

Seconded by Laurie Albano

Unanimously Approved

Debby Hoffman – The Greenwich Education Group – Annual School Field Day – Lione Park – Tuesday, May 31, 2016 from 9:00 a.m. to 12:00 p.m.

Laurie Albano made a motion to approve.

Seconded by Kevin Murray

Unanimously Approved

Frank Fedeli arrived at 2:25 p.m.

Kevin Fischer – Stamford Charter School for Excellence – Field Day for Pre-K, Kindergarten and 1st Grade – Scalzi Park – Thursday, June 2, 2016 from 9:00 a.m. to 1:00 p.m. – 168 Students.

➤ Cannot go over lined field.

Frank Fedeli made a motion to approve.

Seconded by Kevin Murray

Unanimously Approved

Tournaments

Nikhil Jain, Sahul Sharma, Bhaskar Gadupudi – Stamford Cricket Club – Use of Scalzi/Cubeta for Cricket Tournament – Charity Tournament for the Food Bank – Saturday, September 10, 2016 and Sunday, September 11, 2016 from 4:00 p.m. to 11:00 p.m.

Frank Fedeli made a motion to deny request.

Seconded by Kevin Murray

Unanimously Approved

Tim Curry – Greater Stamford Tennis Association – Tennis Tournament – Use of Scalzi Park Tennis Courts – July 13, 2016 and July 14, 2016 from 5:00 p.m. to 10:00 p.m. – July 16, 2016 and July 17, 2016 from 8:00 a.m. to 7:00 p.m.

Laurie Albano made a motion to approve.

Seconded by Kevin Murray

Unanimously Approved

New Business

James Prince – Tree Planting in Memoriam of Phyllis Prince – Cove Island Park.

Kevin Murray made a motion to approve the tree planting request with approval from Tree Warden for location and species of the tree. The plaque request was denied.

Seconded by Frank Fedeli

Unanimously Approved

Terri Drew – Youth Services Bureau – Permission to Move Storage Containers Located in Front of Ropes Course at Scalzi Park.

➤ Needs to go in front of the Parks & Recreation Commission.

Kevin Murray – Parks.

➤ **Cummings Park Pavilion Structure Design:** Meetings with Stantec and team from Operations, Engineering and Land Use discussing Pavilion scope and center island per the Master Plan Design.

➤ **SoundWaters Trailers/upgrades at John Boccuzzi at Southfield:** Operations Team/Administration to weigh in on location of future home.

➤ **Beach Vendor:** Rolling Dough Express is in place with signoffs from Health Department/Fire Marshall and will now start a soft opening per weekend days at all

sites. Terry Conners to be viewed after project mid-summer.

- **Citywide Marinas:** Cove and Czescik – Marinas have been busy and Marina Department will have all channel markers/speed buoys and swim lines installed this week prior to Memorial Day.
- **Tree Department:** Staff has been extremely busy with many work orders/reimbursement jobs for Board of Education properties and Engineered projects.
- **Baseball/Softball Crews:** Have been working extremely hard fulfilling regular spring season recreation games/Tournament's and Middle School/Babe Ruth travel schedules on all park fields.
- **City Park Routes:** Have been increasing seasonal staff to about 28 employees currently to fill roster to cover all routes/City park attendants.
- **Park Bathrooms:** Official opening was May 1st (attached is our bathroom schedule for each park).
- **375 Celebration:** Thomas Madden/Committee will be coming to Park Commission next month for approval on Labor Day Firework Show. Same location as the 4th of July show.

Correspondence

Memo from Alicia Sullivan and Walker Holmes from the Trust for Public Land Regarding Proposed Fitness Zone in a Stamford Park.

- Commission acknowledge memo from Alicia Sullivan and Walker Homes from the Trust for Public Land regarding proposed Fitness Zone.
- Mr. Murray will contact the Trust for Public Land regarding what type of equipment is going to be donated. Stationary units with non-moving parts are preferred. Mr. Murray will then report back to the Commission via e-mail.
- A final proposal is needed.

The next Parks & Recreation Commission Meeting will take place on Wednesday, June 15, 2016.

Motion to adjourn the meeting by Ms. Ruijter

Seconded by Mr. Winston

The meeting adjourned at 9:48 p.m.

Respectfully submitted
Margarita Arenas
May 24, 2016