

**PARKS & RECREATION COMMISSION  
DRAFT MINUTES - WEDNESDAY, SEPTEMBER 18, 2024  
REGULAR MEETING  
VIA INTERNET & CONFERENCE CALL  
6:30 P.M.**

**ZOOM MEETING**

<https://us02web.zoom.us/j/85833162976>

*Meeting ID: 858 3316 2976*

*Passcode: 979674*

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A Regular Meeting of the Parks & Recreation Commission was held on Wednesday, September 18, 2024 via the Internet on Zoom.

In attendance were:

Commissioners: Melanie Hollas, Chair  
Michael Tedder, Vice Chair  
Angela Adetola  
Paul Newman  
Benjamin Pomerantz

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

**CALL TO ORDER:**

- **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 August 21, 2024 Regular Meeting Draft Minutes.

Mr. Newman made a motion to approve the August 21, 2024 Regular Meeting Draft Minutes.

Seconded by Ms. Adetola

Unanimously Approved (5-0)

**SPECIAL EVENTS:**

- No Special Events.

**NEW BUSINESS:**

Ms. Hollas asked Mr. Murray if he would like to skip the Capital Budget discussion until he was better situated to present to the Commission; he replied, yes.

Ms. Hollas stated that the New Business items would be taken out of order, beginning with Czescik Park. Ms. Hollas called for Ms. Caragay but had some audio difficulties and Ms. Hollas moved to Edson Park and called for Ms. Petitt.

- **Edson Park - Laura Petitt, Cove Neighborhood Association:** Ms. Petitt made a presentation on the possible installation of a “Welcome” sign in Edson Park.

Ms. Petitt provided details on the signage, plans for installation and answered questions from the Commission.

After some discussion, Mr. Tedder made a motion to approve the installation of the Welcome sign designated as Rendering A (Simpler Design) in Edson Park.

Seconded by Mr. Newman Unanimously Approved (5-0)

- **Czescik Park - Christine Caragay, Shippan Point Garden Club:** Ms. Caragay made a presentation for a bulb planting project at the intersection of Magee Avenue and Shippan Avenue. (Hillside known as the "old landfill.").

Ms. Caragay provided details on the project and answered questions from the Commission.

After A brief discussion, Mr. Pomerantz made a motion to approve the Shippan Point Garden Club’s bulb planting project at the intersection of Magee Avenue and Shippan Avenue on November 2, 2024.

Seconded by Mr. Newman Unanimously Approved (5-0)

- **2025-2026 Capital Budget/Operating Requests - Kevin Murray, Director of Parks & Recreation:** Review of Capital submissions for Field Checker position and Field Assessment Study and to consider additional submissions related to previous work from the Commission as per the schedule below:

Department	Submission Due Date	Pre-Planning Meeting	Planning Board Meeting
Non-City Agencies	October 4, 2024	October 9, 2024	October 15, 2024
Operations & Special Revenue	October 11, 2024	October 16, 2024	October 22, 2024
Board of Education	November 1, 2024	November 6, 2024	November 12, 2024

Mr. Murray made a presentation on the items being requested and answered questions from the Commission.

**OLD BUSINESS:**

- **Cove Island Park - HTC40 Shoulder Check Event - Thursday, July 25, 2024:** Follow-up to concerns about this event and park usage for next year.

Ms. Hollas summarized the issues that were raised from the event.

Rob Thorsen, Founder & Executive Director, The HT40 Foundation - Shoulder Check, made a presentation and answered questions from the Commission.

After considerable discussion, it was decided that Mr. Thorsen would return to either the October or November meeting to present alternative ideas to correct issues from this year’s event.

- **Field Use Policy:** Update on the draft language for the Moratorium on Sanctioning Leagues sent to the Mayor’s Office and Legal Department for review and discussion/suggestions for a 2025 Moratorium on Sanctioned and House Sports Leagues.

Ms. Hollas provided follow-up on the Moratorium stating that the Mayor’s office or Operations would not approve the Moratorium and recommended that from this point, the Commission move forward as they had before the Moratorium was suggested.

## **TOURNAMENTS:**

- No Tournaments.

## **CORRESPONDENCE:**

- **Stamford Bombers:** Email submitted to Matthew Quiñones, Director of Operations, from Carlton Thompson, President, Stamford Bombers, regarding the Moratorium on sanctioning leagues.

Ms. Hollas stated the email from the Stamford Bombers was in response to the Moratorium and being concerned about their temporary status but as the Moratorium will not go forward, it is no longer an issue.

- **Senior Center:** Discussion on removing their Annual Picnic from the Repeat Event List for violation of park rules.

Ms. Hollas provided details on witnessing the event at Cove Island Park and the rules that were violated. Ms. Hollas stated she had a conversation with Mr. Murray about having the Senior Center return to the Commission next year when they put in their application for the Annual Picnic.

## **STAFF REPORTS:**

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

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

*[Begin Report]*

- Terry Conner Rink (TCR) Revenue Report. (**Attached**)
- Parks & Recreation Revenue Report. (**Attached**)
- **Blue Light Update:** Dorthey Heroy Park, Kiwanis Park, Scalzi Park #2 and Cove Island Park have been approved with installation of blue lights per capital funding needed for FY 2025-2026.
- **Kosciuszko Park Light Update:** Park and pathway layout designs have been submitted by Graybar Industries which will now be submitted to the City's Engineering Department for review and submitted to the Department of Energy & Environmental Protection (DEEP) for authorization due to the disruption of a closed solid waste disposal area to be able to set new poles and trench conduits.
- **Park Ranger Update Week #4:** Round #2 of interviews scheduled for Thursday, September 19, 2024 with five (5) applicants. Current program has seven (7) Park rangers scheduled for rotating locations at Cove Island Park, Scalzi Park and Cummings Park. Shifts are consistent with Park Police Officer Peter Gould who is assisting on all coordination of training/certifications. Golf carts are being used at Scalzi Park and Cove Island Park and Park Ranger vehicle is in service for patrolling the parks. Uniforms/jackets are ordered for visibility/authority presentation. We are looking to keep Rangers in place through November. Working with Public Safety on radios for communication.
- **Capital Project FY 2025-2026:** Meeting with Facilities & Sustainability Department this Friday, September 20, 2024 at 10:00 a.m. and meeting with the Engineering Department and Land Use Bureau at 12:30 p.m.
- Scalzi Park Bocce Court Groundbreaking to be held on Wednesday, September 18, 2024 at 3:45 p.m.
- Sports Design & Engineering Services for tennis court replacements at Scalzi Park (SLR) and Cove Island Park (BSC).
- **Park Seasonal Employees:** Last day is scheduled for Tuesday, October 15, 2024. We will be keeping seven (7) seasonal employees to assist with extended park bathroom locations for seven (7) sites and field maintenance until Friday, November 15, 2024.
- Recreation Fall programs and sports are in progress.

- Star Center after school program started Wednesday, August 28, 2024 and programs started Monday, September 16, 2024.
- Fall Swings Session at West Hill begins Monday, September 23, 2024.
- Kickball League begins Thursday, September 19, 2024.
- Indoor Fall Volleyball League started Monday, September 9, 2024.
- Charity Softball Tournament scheduled for Saturday, September 21, 2024 at Cummings Park and U Trip Tournament scheduled for Saturday, September 28, 2024.
- **TCR:** Gearing up for busy season with scheduling.
- **City Park Playgrounds:** Parks staff working on Nortrup Park, Drotar Park and Nemotin Park playground surfaces with deliveries of fiber to all park/school locations. All Citywide playgrounds will be inspected this October to generate inspections.

[End Report]

### **DISCUSSION:**

- Special Events Permit application process and proposed changes.
- Melanie Hollas, Chair: Review Volunteer Community Group application & agreement.
- Angela Adetola, Commissioner:
  - Update on Stamford Parks Community Partnership & Bylaws.
  - Update on Geographic Information Services (GIS) Mapping.
- Paul Newman & Benjamin Pomerantz, Commissioners: Update on parks not zoned as parks.
- Michael Tedder, Vice Chair & Paul Newman, Commissioner: Policy & Procedure revisions.

Each Commissioner provided an update on their respective topic(s).

### **ADJOURNMENT**

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

Ms. Hollas adjourned the meeting at 8:49 p.m.

Respectfully Submitted,  
 Lesley Capp  
 Assistant to the Parks & Recreation Commission  
 September 24, 2024

*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)



**RECREATION MONTHLY TOTALS FISCAL YEAR JULY 2024-JUNE 2025**

DESCRIPTION	ACCOUNT #	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	YTD Totals
Leisure Donations	1000-0000-220318	\$ 45.00	\$ 73.00											\$ 118.00
Adult Programs	1000-2535-440022	\$ 450.00	\$ 1,240.00											\$ 1,690.00
Adult Leagues	1000-2535-440023	\$ 26,847.00	\$ 36,934.78											\$ 63,781.78
Aquatics	1000-2531-440024	\$ -	\$ -											\$ -
Youth Programs	1000-2534-440025	\$ 8,330.00	\$ 9,141.00											\$ 17,471.00
Playground/Day Camps	1000-2534-440029	\$ 5,347.00	\$ 249.00											\$ 5,596.00
Star Center Programs	1000-2528-440026	\$ 25,792.00	\$ 14,360.00											\$ 40,152.00
<b>MONTH TOTALS*</b>		<b>\$ 66,811.00</b>	<b>\$ 61,997.78</b>											<b>\$ 128,808.78</b>
<b>REFUNDS</b>		<b>\$ (14,394.45)</b>	<b>\$ (2,645.80)</b>											<b>\$ (17,040.25)</b>
<b>MONTH END TOTALS</b>		<b>\$ 52,416.55</b>	<b>\$ 59,351.98</b>											<b>\$ 111,768.53</b>

**RECREATION MONTHLY TOTALS FISCAL YEAR JULY 2023- JUNE 2024**

DESCRIPTION	ACCOUNT #	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	YTD Totals
Leisure Donations	1000-0000-220318	\$ 97.00	\$ 65.00											\$ 162.00
Adult Programs	1000-2535-440022	\$ 300.00	\$ 450.00											\$ 750.00
Adult Leagues	1000-2535-440023	\$ 36,286.00	\$ 46,172.00											\$ 82,458.00
Aquatics	1000-2531-440024	\$ -	\$ -											\$ -
Youth Programs	1000-2534-440025	\$ 11,062.00	\$ 10,070.00											\$ 21,132.00
Playground/Day Camps	1000-2534-440029	\$ 1,472.00	\$ 210.00											\$ 1,682.00
Star Center Programs	1000-2528-440026	\$ 14,929.00	\$ 11,716.00											\$ 26,645.00
<b>MONTH TOTALS</b>		<b>\$ 64,146.00</b>	<b>\$ 68,683.00</b>											<b>\$ 132,829.00</b>
<b>REFUNDS</b>		<b>\$ (15,809.60)</b>	<b>\$ (2,880.00)</b>											<b>\$ (18,689.60)</b>
<b>MONTH END TOTALS</b>		<b>\$ 48,336.40</b>	<b>\$ 65,803.00</b>											<b>\$ 114,139.40</b>

**RECREATION MONTHLY TOTALS COMPARISON FISCAL YEAR 2025-v-2024**

DESCRIPTION	ACCOUNT #	July	August	September	October	November	December	January	February	March	April	May	June	Comp. Yr to Date
Leisure Donations	1000-0000-220318	\$ (52.00)												
Adult Programs	1000-2535-440022	\$ 150.00												
Adult Leagues	1000-2535-440023	\$ (9,439.00)												
Aquatics	1000-2531-440024	\$ -												
Youth Programs	1000-2534-440025	\$ (2,732.00)												
Playground/Day Camps	1000-2534-440029	\$ 3,875.00												
Star Center Programs	1000-2528-440026	\$ 10,863.00												
<b>REFUNDS</b>														
<b>MONTH END TOTALS</b>		<b>\$ 2,665.00</b>												

\*\*\* Variance of Refund Money = More \$ Refunded

\*\*\*Variance of Refund Money = Less \$ Refunded

DESCRIPTION	ACCOUNT #	Q1	Q2	Q3	Q4	Year Total
		Jul24-Sep24	Oct24-Dec24	Jan25-Mar25	Apr25-Jun25	Jul24-Jun25
Leisure Donations	1000-0000-220318					
Adult Programs	1000-2535-440022					
Adult Leagues	1000-2535-440023					
Aquatics	1000-2531-440024					
Youth Programs	1000-2534-440025					
Playground/Day Camps	1000-2534-440029					
Star Center Programs	1000-2528-440026					
<b>TOTAL</b>						
<b>REFUND TOTAL</b>						
<b>QUARTER END TOTAL</b>						

ACCOUNT #	Q1	Q2	Q3	Q4	Year Total
	Jul23-Sep23	Oct23-Dec24	Jan24-Mar23	Apr24-Jun24	Jul23-Jun24
122447700	\$ 649.00	\$ 798.00	\$ 1,126.00	\$ 812.00	\$ 3,385.00
1302533411044	\$ 3,109.00	\$ 7,360.00	\$ 3,285.00	\$ 2,695.00	\$ 16,449.00
1302533411045	\$ 127,601.00	\$ 28,828.00	\$ 206,228.00	\$ 197,645.00	\$ 560,302.00
1302533411046	\$ 14,400.00	\$ 9,575.00	\$ 20,865.00	\$ 300.00	\$ 45,140.00
1302533411047	\$ 41,871.00	\$ 28,214.00	\$ 56,201.00	\$ 46,268.00	\$ 172,554.00
13025334110079	\$ 1,682.00	\$ -	\$ 530,353.00	\$ 73,643.00	\$ 605,678.00
1302533411099	\$ 105,563.00	\$ 124,408.00	\$ 277,206.50	\$ 99,557.00	\$ 606,734.50
	\$ 294,875.00	\$ 199,183.00	\$ 1,095,264.50	\$ 420,920.00	\$ 2,010,242.50
	\$ (29,417.45)	\$ (5,495.40)	\$ (16,107.30)	\$ (29,392.75)	\$ (80,412.90)
	\$ 265,457.55	\$ 193,687.60	\$ 1,079,157.20	\$ 391,527.25	\$ 1,929,829.60

\*Amounts for individual accounts show TOTAL \$ collected -- Does not include individual refunds taken out\*