

FINAL



March 17, 2021

The Westport Parks and Recreation Commission held a meeting on Wednesday, March 17, 2021 @7:41pm. Pursuant to the Governor's Executive Order No. 7B, there was no physical location for this meeting. It was held electronically and recorded via Zoom.

Members Present:

Charles Haberstroh, Chairman, Alec Stevens, Kate Kirby, Edward Iannone, Stephen Axthelm (8:39pm)

Also Present:

Farrell Buller, Principal Consultant - Cost Recovery and Change Management, 110% Inc.; Jennifer Fava, Director of Parks and Recreation; Rick Giunta, Deputy Director; along with members of the public.

1. Work Session (The public may observe the work session, but not participate.)

Charles Haberstroh stated that this project will allow the Parks and Recreation Department to better analyze and justify their revenue stream.

Jennifer Fava reviewed with the Commissioners the on-going process working with 110%, Inc., in developing a Cost Recovery Strategy for the Parks and Recreation Department. She explained that the department has been researching and compiling data from their entire service menu starting in late December 2020. She also stated that the Commissioners will be participating in a Beneficiary of Service Workshop this evening and the Parks and Recreation Department participated in the same workshop on March 15, 2021. The result of this work session will start the development of a Beneficiary of Service model, which will lay the foundation for the creation of the Parks and Recreation cost recovery and tax use strategy.

Jennifer Fava introduced Farrell Buller from 110%, Inc. Farrell Buller began the presentation of "The Smart Approach to Cost Recovery". She reviewed the definition of "service categories" and "Beneficiary of Service". There was a question and answer period, after which the Commissioners participated in the Beneficiary of Service Workshop. After the workshop, Farrell Buller said their company will be compiling this data, along with the data collected from the Department's workshop. These results will be beneficial in determining how the Parks and Recreation Department will align their programs and services by establishing policies and procedures to justify fees and will include software for use in the future.

Upon a motion by Edward Iannone, seconded by Kate Kirby, the meeting adjourned at 9:11pm.

Respectfully,

Debbie Detmer, Recording Secretary