



WESTPORT CONNECTICUT
BOARD OF FINANCE

ADDENDUM

NOTICE OF PUBLIC HEARING

The Board of Finance will hold a Public Hearing on **Thursday, May 23, 2013 at 8:00 P.M.** in the Auditorium of Town Hall for the following additional purpose:

APPROPRIATIONS IN THE 2012-2013 BUDGET

14. A request by the Parks and Recreation Director along with the Board of Education for an appropriation of \$320,000 to the Capital & Nonrecurring Expenditure Fund (C&NEF) for replacement of the existing tennis courts at Staples High School.



WESTPORT CONNECTICUT

PARKS AND RECREATION DEPARTMENT

LONGSHORE CLUB PARK

260 SOUTH COMPO ROAD, WESTPORT, CT 06880

(203) 341-5090

RECEIVED

MAY 16 2013

**TOWN OF WESTPORT
SELECTMAN'S OFFICE**

May 16, 2013

Gordon F. Joseloff
First Selectman
Town Hall
110 Myrtle Avenue
Westport, CT 06880

Dear Mr. Joseloff:

The Parks and Recreation Department and the Board of Education respectfully request to be placed on the Board of Finance Agenda for an appropriation of \$320,000 from the Capital and Non-Recurring Expenditures Fund for capital improvements for replacement of the existing tennis courts at Staples High School.

Sincerely,

Stuart S. McCarthy
Director of Parks and Recreation

SSMcC:sk

cc: Gary Conrad

Approved for submission to the
Board of Finance (5/23/13)

Gordon F. Joseloff
First Selectman



WESTPORT CONNECTICUT

"DRAFT"


PARKS AND RECREATION DEPARTMENT

LONGSHORE CLUB PARK

260 SOUTH COMPO ROAD, WESTPORT, CT 06880

(203) 341-5090

TO: Board of Finance

FROM: Stuart McCarthy 
Nancy Harris

DATE: May 16, 2013

RE: Replacement of Staples High School Tennis Courts

The Westport Parks and Recreation Department and the Westport Board of Education are jointly requesting an appropriation of \$320,000 from the Capital and Non-Recurring Expenditures Fund for capital improvements for replacement of the existing tennis courts at Staples High School.

The Staples High School tennis courts are an integral part of the interscholastic tennis program, the physical education curriculum for the High School and the Parks and Recreation Department and Continuing Education community tennis programs. The tennis courts are considered a shared community resource between the Parks and Recreation Department and the Board of Education and are managed by the Parks and Recreation Department.

The court replacement has been in the Town's 5 year capital forecast. Currently the project is identified in the 2012-13 FY with \$160,000 in the Parks and Recreation Department forecast and \$160,000 in the Board of Education forecast.

Description of Project

The current Staples tennis courts were constructed in 1986. The Parks and Recreation Department has budgeted and performed an annual preventative maintenance program for the all weather courts in town. Asphalt tennis courts in this environment have an expected life cycle of 25-30 years. Over time the asphalt structure cracks as a result of routine freeze/thaw cycles. These courts also have some underlying drainage issues that have affected the life of the courts. (Drainage improvements are included in this project.) In 2006 we contracted Hinding Company and M&M Tennis to do an Amour Crack repair to prevent the cracks in the asphalt from getting larger. This process was designed to and has extended the life of the courts. We have now reached the end of that repair life and the courts require a full replacement. The existing courts at Staples have reached the end of the lifecycle.

Board of Finance

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May 16, 2013

The new construction of the Staples High School tennis courts is a priority. The extensive patch work for the cracks over the years now provides an unsuitable surface for the interscholastic tennis program. The court surface is failing and the recurrence of large cracks and poor surface will eventually result in unsafe playing conditions.

We have an estimate of \$320,000 for six (6) new courts with net posts and nets, stripping the courts, fencing and adding a curtain drain that will eliminate the water issue. Specifications will be similar to those used in the successful replacement of the Town Farm courts in 2006. The estimate includes a 15% construction contingency and the construction will be competitively bid.

Dan DeVito, Operations Supervisor for the Parks and Recreation Department will act as project manager.

Project Schedule

Construction will be scheduled to begin July 1 with the courts ready for play for the physical education program in September 2013. The Parks and Recreation Department has coordinated facility use with Staples High School and Continuing Education programs and has accommodated Continuing Education's summer programs on other existing town courts.

SSMcC:sk

INTEROFFICE MEMORANDUM

TO: ELLIOTT LANDON
SUPERINTENDENT

FROM: NANCY J. HARRIS
ASSISTANT SUPERINTENDENT FOR BUSINESS

SUBJECT: STAPLES HIGH SCHOOL TENNIS COURTS

DATE: APRIL 25, 2012

Cc: J. Dodig, D. Gusitsch, M. Lisevick, R. Woosley, S. McCarthy, D. DeVito

The Board of Education, in their Five Year Capital Forecast, has budgeted \$160,000 for their half of the cost to replace the tennis courts at Staples High School. These courts are used extensively by both the Westport Public Schools (WPS) and the Westport Parks and Recreation (P&R) programs, therefore, it was determined to budget 50% of the cost in each of our capital budgets. This collaboration continues the extensive mutual support provided to the Westport community by both organizations.

The tennis courts were installed in 1986, are twenty seven years old and have reached the end of their useful life. Extensive repairs have been made to the courts by P&R over the past decade. The condition of these courts are now of such concern that P&R believes that they can no longer be repaired and must be replaced this summer. The attached letter from Dan DeVito, Operations Supervisor for P&R, details the history of these courts.

Marty Lisevick, Athletic Director, and David Gusitsch, Department Chair of district wide Physical Education and Health offerings, have reviewed and approved of this project. In addition, Rob Woosley, Director of Facilities has been actively involved in the planning of this project.

Therefore, I am recommending that the Board of Education approve this project and direct the administration, in conjunction with Parks and Recreation, to seek funding from the Board of Finance. In addition, I am recommending that Dan DeVito, Operations Supervisor for Parks and Recreation, be named as project manager.



WESTPORT CONNECTICUT

PARKS AND RECREATION DEPARTMENT

LONGSHORE CLUB PARK

260 SOUTH COMPO ROAD, WESTPORT, CT 06880

(203) 341-5090

April 24, 2013

Ms. Nancy Harris
Assistant Superintendent for Business
Westport Board of Education

Dear Nancy:

The current Staples High School tennis courts were constructed in 1986. In 1994 the courts began to show normal wear and tear including surface cracks in the asphalt. The Parks and Recreation Department has budgeted and performed an annual preventative maintenance program for the all weather courts in town. The main problem at Staples was a water issue on the north side of the courts. Due to the run off, over the years the cracks on the court surface began to become longer and wider. In 2006 we contracted Hinding Company and M&M Tennis to do an Amour Crack repair to prevent the cracks from getting larger. This process was designed to extend the life of the courts. We have now reached the end of that repair life and the courts now require a full replacement.

The new construction of the Staples High School tennis courts is a priority. There are safety issues with the patch work for the cracks, the court surface is failing and will not be suitable for interscholastic play and most importantly we have to address the water run off on the north side of the courts to eliminate the constant water problem.

We have an estimate of \$320,000 for six (6) new courts with net posts and nets, stripping the courts, fencing and adding a curtain drain that will eliminate the water issue. The Parks and Recreation has budgeted \$160,000 and the Board of Education has budgeted the other \$160,000 for the new construction. We intend to put the bid package out in May. It is our intention to seek an appropriation from the Board of Finance in May and the RTM in June. A start of construction July 1st will have the job completed by Labor Day in time for the Physical Education classes to use the courts in September. The Physical Education Department and the Athletic Director have approved that schedule. We have coordinated schedules for the summer tennis program with Continuing Education and we have been able to accommodate them on other town courts for the summer season.

I will act as project manager for the construction and will keep Rob Woolsey informed of progress.

Upon your approval, I will prepare a joint funding request for the Board of Finance.

Sincerely,

Dan DeVito
Operations Supervisor

Date: May 7, 2013

TOWN OF WESTPORT

APPROPRIATION REQUEST FORM

SECTION #1 (Who Is Making Request?)

Department: WESTPORT PUBLIC SCHOOLS/WESTPORT PARKS & RECREATION

Requested By: Dr. Elliott Landon, Superintendent of Schools

SECTION #2 (What Is Being Requested?)

Appropriation Request Dollars: \$320,000.00

Financing Structure: 50% by Board of Education

50% by Parks & Recreation

SECTION #3 (Why Is Request Being Made?)

Operating Rational: Courts used by Staples Physical Education, Interscholastics Athletics, Continuing Education & Parks & Recreation classes, community use.

Demonstrated Need: Courts are used heavily and are in poor condition.

In Capital Forecast: Yes x No _____

If No, Reason Why: _____

Change To Capital Forecast (Plus/Minus)

And Why Difference: _____

SECTION #4 (How To Evaluate Request From Financial perspective?)

Benchmarks (Comparable) Available: _____

Basis For Cost Estimate (Bidding process/Past Experience/Pro-Forma Estimates): _____

Court estimate was given by M&M Tennis and Orange Fence.

SECTION #5 (What is Process Required Preceding Or Following BOF & RTM Approvals?)

List Approvals Required/Obtained/Pending (Attach All Submissions/Responses): _____

Approved by the Board of Education.

Any Public Hearings/Comments (Summarize & Provide Both Positive/Negative Examples):

Board of Education - no comments

Are any Required Approvals Not Granted Likely To Affect Funding Request? (Impact On Revenues or Reimbursements): None

SECTION #6 (What Happens To Town Finances If Request Approved?)

Impact On Department's Current Budget Increase Over Last Year: _____

None

Impact, If Any, On Department's Operating Costs (Plus Or Minus): _____

None

Ancillary Costs Associated with request (Maintenance Contracts, Supplies, etc.):

In the existing budget.

Useful Life Of Capital Asset (Compared To Item Being Replaced and Other

Benchmarks): 25 - 30yrs.

Impact On Net Contribution To Town's Total Debt and Annual Debt Service: None

None

Cost Per User (Or Per Use) Per Year: \$12,000/yr.

Revenues Attached to Asset's Use, If Any: N/A indirect revenues from programs Parks & Recreation and Continuing Education.

SECTION #7 (What Happens If Not Approved?)

Alternatives To Request (Outsourcing, Rental, Leasing, etc.): N/A

Ramifications To Delaying Or Denying Request: Current courts are becoming unusable for interscholastic competition and projected safety issues.

Don Delfino
Parks & Rec.

Signature