



WESTPORT CONNECTICUT
PARKS AND RECREATION DEPARTMENT
LONGSHORE CLUB PARK
260 SOUTH COMPO ROAD
WESTPORT, CT 06880

LEGAL NOTICE OF MEETING

Notice is hereby given that the Parks and Recreation Commission will hold a public meeting on Wednesday, April 27, 2022 at 7:30pm. Pursuant to the Governor's Executive Order No.7B, there is no physical location for this meeting. It will be held electronically. Meeting materials will be available on the Meeting List & Calendar page of the Town website at westportct.gov, along with the meeting notice.

Instructions to attend:

+1 646 876 9923

Meeting ID: 851 3492 3624

Passcode: 928921

MEETING AGENDA

1. Approval of Minutes: February 16, 2022
2. Public Comment
3. Reports of
 1. Golf Advisory Committee
 2. Parks Advisory Committee
 3. Racquets Advisory Committee
 4. Levitt Pavilion Sub-Committee
4. To take such action as the meeting may determine to disband the Levitt Pavilion Sub-Committee of the Parks and Recreation Commission.
5. To take such action relative to a Memorandum of Understanding related to the Long Lots Preserve.
6. To take such action as the meeting may determine regarding the placing of a moratorium on Bench Donations.
7. Commissioner's Comments
8. Administrative Report

Parks and Recreation Commission

It is the policy of the Town of Westport that all Town-sponsored public meetings and events are accessible to people with disabilities. If you need assistance in participating in a meeting or event due to a disability as defined under the Americans with Disabilities Act, please contact Westport's ADA Coordinator at 203-341-1043 or eflug@westportct.gov at least three (3) business days prior to the scheduled meeting or event to request an accommodation.

DRAFT



**Town of Westport
Parks & Recreation**
WESTPORT PARKS AND RECREATION COMMISSION
Longshore Club Park, 260 South Compo Road
Westport, CT 06880

February 17, 2022

The Westport Parks and Recreation Commission held a Meeting on Wednesday, February 16, 2022 @7:30pm. 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:

David Floyd, Chairman; Elaine Whitney, Alec Stevens, Kate Kirby, Matthew Haynes

Also Present:

Gary Sorge, Vice President for Community Development and Practice Lead for Landscape Architecture Stantec; Travis Ewan, Stantec; Jennifer Fava, Director of Parks and Recreation; Rick Giunta, Deputy Director; along with members of the public.

David Floyd, newly appointed chair of the Parks and Recreation Commission welcomed everyone to the first meeting of 2022. He also welcomed the two new members, Elaine Whitney and Matthew Haynes, as well as returning members, Alec Stevens and Kate Kirby.

1. Approval of Minutes

Upon a motion by Kate Kirby, seconded by Alec Stevens, the minutes of the Parks and Recreation Commission meeting held on October 20, 2021, were approved 2-0-3

2. Public Comment

Jay Walshon, 67 Roseville Road had suggestions as to how the Commission should record, review and correct draft Parks and Recreation Commission meeting minutes and how the public should be involved. Mr. Walshon also thanked Parks and Recreation for its willingness to include pickleball in the Longshore Capital Improvement Plan.

3. Reports of:

Golf Advisory Committee: Jane Dally, Chair of the GAC reported:

- Two meetings have already been held this year, January 10 and February 7.
- The Longshore Men's golf league has a new President, Ryan Smith and he has submitted their schedule to Jon Janik for approval.
- Marie Gross is the new President of the Longshore Women's 18-hole golf league. They have over 60 members signed up for this season and have submitted their schedule to Jon Janik for approval.
- Anne Haymon is the President of the Longshore Women's 9-hole golf league. They are going to cap their membership at 120, which would give more women a chance to play, as tee times are so limited.

DRAFT MINUTES SUBJECT TO REVIEW, CORRECTION, AND APPROVAL BY THE
PARKS & RECREATION COMMISSION OF THE TOWN OF WESTPORT

Recordings of this meeting can be found at:

<https://www.westportct.gov/government/appointed-boards-a-z/parks-and-recreation-commission/meeting-agenda-and-minutes>

D R A F T

- It was reiterated that dogs are not allowed on the golf course. The Parks and Recreation department sent out an email blast reminding residents of this rule.
- Removal of phragmites has begun on several holes.
- Winter maintenance is in full swing and new staff is being hired.
- It appears the golf course has not had any major damage due to weather this winter and the course should kick off nicely in the spring.
- Jon Janik said supply chain issues continue for certain merchandise for the pro shop and he is looking into it. His staff will be returning this year.
- The golf course was rerated last year by the Metropolitan Golf Association for the white, yellow and orange tees, which resulted in new slope ratings.

Parks Advisory Committee: David Floyd, former Chair of the PAC reported:

- The PAC met on January 24 and Jennifer Fava presented an administrative update regarding Riverside Park. Improvement/work drawings are being drafted and after the bidding process, work is expected to begin sometime this summer.
- Also, hearings and meetings around the Longshore Capital Improvement plan will begin in the next couple of months.
- In addition, mitigation of invasive phragmites at Riverside Park will begin in the Spring/Summer of 2022. This is typically an approach to be taken over the course of a few years to fully eradicate.
- The PAC selected April 9, 2022, as this year's "clean-up" date. Focus will be on Riverside Park and Grace Salmon Park, as well as other locations around town.

Racquets Advisory Committee: David Ayselrod, Chair of the RAC reported:

- The RAC met in November 2021 and will be meet again in early March.
- Pickleball, paddle and tennis usage are up significantly, and the RAC feels they don't have the facilities to meet the demand. In 2018, the P&R Commission approved adding two paddle tennis courts and a warming hut at Longshore and those facilities are desperately needed.
- The RAC would like to see additional pickleball courts installed in lot "F" at Longshore. They acknowledge that a request for additional pickleball courts has been added to the Longshore Capital Improvement Plan.
- The RAC would like to see better lighting installed at the tennis courts at Longshore. They are requesting LED lights to be installed.
- The RAC is asking the Commission to move these items forward.

Levitt Pavilion Sub-Committee: no report

4. **To take such action as the meeting may determine relative to a request from the Westport Weston Chamber of Commerce regarding the 2022 Dog Festival.**

David Floyd introduced Matthew Mandel, Executive Director & President – Westport Weston Chamber of Commerce. Mr. Mandel gave the Commission a brief history of the Dog Festival which debuted in 2016. At that time, the Parks and Recreation Commission approved hanging one banner on the stonewall at the crossroads of Compo Road North and the Post Road. In 2021, Mr. Mandel displayed two banners for the Dog Festival, one at the crossroads and another by the playhouse entrance. Parks and Recreation received complaints about the additional signage, and Mr. Mandell was

DRAFT MINUTES SUBJECT TO REVIEW, CORRECTION, AND APPROVAL BY THE
PARKS & RECREATION COMMISSION OF THE TOWN OF WESTPORT

D R A F T

asked to take down one banner, which he did. The Parks and Recreation policy states that one banner can be hung for a maximum of seven days, Monday to Monday, and may include one weekend only. Mr. Mandel is requesting permission to hang two banners for this year's event for two weeks. Placement of the banners would be at the crossroads of Compo Road North and the Post Road and by the entrance to the Playhouse. He said these banners are used to advertise the event, along with parking information.

Jennifer Fava reviewed with the Commission the current approved policy for hanging banners, which states a banner can be hung for a maximum of seven days, Monday to Monday, and may include one weekend only. Ms. Fava also stated that if there was a rain date a week later, the banner would remain displayed for an additional week. This is the staff recommendation; however, the Commission is welcome to discuss and should an exception to this policy be voted on, it would be followed.

The Commissioners held an exhaustive discussion regarding the current banner policy, expectations, along with Mr. Mandel's request, this included a question if other large events requested additional display time for their banners. Ms. Fava stated that no other large events have requested additional display time.

Public Comment:

Jay Walshon, 67 Roseville Road said he is in support of Mr. Mandel's request.

Commissioners Comment:

Elaine Whitney would like to explore the policy more and would ask Mr. Mandell back next year to review this year's event with the Commissioners.

Alec Stevens stated since no other large events held in Town request additional display time for their banners, and as the Dog Festival is advertised heavily, he is not in favor of making an exception.

After continued discussion, it was decided that an exception would be made for this year, with the requirement that Mr. Mandell come back before the Commission next year to review this year's event and report if any complaints had been made about the additional banner.

Upon a motion by David Floyd, seconded by Kate Kirby, and passed 4-1

RESOLVED: that the Parks and Recreation Commission approves the request from the Westport Weston Chamber of Commerce regarding the 2022 Dog Festival including the hanging of two (2) banners at Winslow Park for a period not to exceed 10 days, unless event is postponed to rain date.

5. Longshore Capital Improvement Plan Update (Discussion only).

David Floyd asked Jennifer Fava to open the discussion regarding the Longshore Capital Improvement Plan and explained that this discussion will be solely centered around the process outlined by Ms. Fava and there will not be any discussions about elements to be included in the plan.

D R A F T

Jennifer Fava spoke about the purpose of tonight's discussion and reviewed the general outline of Stantec's scope of work and expected timeline. She spoke about plans to schedule several meetings with stakeholders. Ms. Fava said a survey will be crafted and sent out community wide. Also, a website will be established to provide the public with information related to the plan and its progress. Ms. Fava introduced Mr. Gary Sorge, Vice President for Community Development and Practice Lead for Landscape Architecture. Mr. Sorge's colleague, Travis Ewan was also in attendance.

Mr. Sorge shared his PowerPoint presentation which addressed the anticipated timeline, key tasks, and Park Improvement Considerations (Preliminary).

After the presentation, Jennifer Fava said invitations will be going out to participate in the planning process to the various stakeholders which will provide the feedback needed to go out to the larger public. Whenever there are public meetings, the public is always welcome to attend, and these meetings will be posted. Once the website is ready, a press release will be sent out letting the public know about the kickoff and where to find information, along with upcoming work on this project, etc.

Commissioner Comments:

David Floyd asked if the website will be accessible through the Town website. Jennifer Fava said that Stantec will be monitoring/maintaining the website and there will be a link posted on the Parks and Recreation Department's website.

Public Comment: None

6. To take such action as the meeting may determine relative to approval of the 2022 Charity Golf Tournaments at Longshore.

Jennifer Fava let the new Commissioners know, that annually, up to a maximum of eight (8) charity golf events take place at Longshore. Each year, those organizations come before the Commission to review their past financial results and provide a financial proposal and date for their next year's event. Ms. Fava stressed that all proposed event dates will need to be approved with Jon Janik and herself, and once confirmed the organizations will be informed. Ms. Fava also reviewed the fees for a morning shotgun start and a morning & afternoon shotgun start.

The following organizations reviewed their past financials, as well as their proposed financials and event date:

- Westport Professional Firefighter's Association – Anthony Maisano
- Staples High School Gridiron Club – Joel Beck and Matt Keefe
- VFW Post 399 – Phil Delgato
- Westport Police Athletic League – Craig Bergamo
- Longshore Men's Golf Association – Skip Lane
- Staples Lacrosse Association – Edward Iannone
- Children's Community Development Center – Ted Balagtas
- Learning Community Day School – Laura Gitto and Kerry Griffin

D R A F T

Upon a motion by Kate Kirby, seconded by Elaine Whitney, and passed unanimously 5-0

RESOLVED: that the Parks and Recreation Commission approves the following charity golf outings at Longshore Club Park for the 2022 season subject to dates approved by the Parks and Recreation Director:

Westport Professional Firefighter's Association
 Staples High School Gridiron Club
 VFW Post 399
 Westport Police Athletic League
 Longshore Men's Golf Association
 Staples Lacrosse Association
 Children's Community Development Center
 Learning Community Day School

The Parks and Recreation Commission approves waiving the golf cart fees and greens fees for the Longshore Men's Golf Association's charity golf tournament (Club House Cup) for 2022.

7. To take such action as the meeting may determine relative to a request from Westport P.A.L. to use Compo Beach for the 2022 town fireworks.

Jennifer Fava introduced Craig Bergamo, President, Westport Police Athletic League. Mr. Bergamo requested Thursday, June 30th for the 2022 fireworks, with a rain date of Friday, July 1st. 1,800 tickets will be available for sale. Also, shuttle buses from Longshore to Compo Beach will be in operation, if needed. Compo Beach parking lots are to close at 4pm and reopen to only fireworks ticket holders. Entry fee per car is \$40.

Commissioner Comments:

Elaine Whitney asked for clarification on the number of tickets sold.

Public Comment: None

Upon a motion by David Floyd, seconded by Matthew Haynes, and passed unanimously 5-0

RESOLVED: that the Parks and Recreation Commission grants approval to the Westport Police Athletic League to host the 2022 Fireworks at Compo Beach on Thursday, June 30th, rain date Friday, July 1st. Compo Beach parking lots to close at 4pm and reopen to only fireworks ticket holders. Additionally, entry fee per car is approved at \$40.

8. To take such action as the meeting may determine relative to recommended proposed fee changes for Parks & Rec programs.

Jennifer Fava referenced the memo from Cyndi Palaia, Program Manager which describes the three requested fee changes and the reasoning behind the request.

DRAFT MINUTES SUBJECT TO REVIEW, CORRECTION, AND APPROVAL BY THE
 PARKS & RECREATION COMMISSION OF THE TOWN OF WESTPORT

DRAFT

Cyndi Palaia, Program Manager reviewed with the Commissioners the following proposed fee changes and the rationale for the increase.

1. Pickleball (weekday and weekend instruction). The increase would cover more instructional time with 15 hours in a 5-week session. The proposed fee would also cover increased operational costs, offer smaller class sizes, as well as being affordable for seniors.
2. Comp Compo. This fee was last changed in 2020. The new proposed fee would accommodate an increase in salary wages due to the increase in minimum wage, as well as increased operational costs.
3. RECing Crew. This fee was last changed in 2020. The new proposed fee would accommodate an increase in salary wages due to the increase in minimum wage, as well as increased operational costs.

Commissioner Comments:

There was a discussion around fees, when or if they will be changed, along with timing of approvals. Jennifer Fava spoke about the newly adopted Financial Sustainability Policy and she will be reaching out to the Commissioners to review this policy.

Public Comment:

Jay Walshon, 67 Roseville Road requested clarity regarding the increase in the operational costs for pickleball. Cyndi Palaia answered that the increase covers the purchasing of new equipment to facilitate instruction, such as new nets, balls, paddles, etc., as well as the instruction itself. Jennifer Fava said that the increase covers indirect costs as well direct costs, which in the past had not been factored in. Mr. Walshon would like to see a senior discount implemented, noting the pickleball sport is growing fast with younger players, as well as older players.

Upon a motion by Kate Kirby, seconded by Alec Stevens, and passed unanimously 5-0

RESOLVED: that the Parks and Recreation Commission recommends to the Board of Selectwomen approval of Parks and Recreation Department fees as proposed.

9. Commissioner's Comments:

Elaine Whitney said she is honored to continue her service to the Town and is looking forward to working with everyone on the Commission. Ms. Whitney also thanked Ms. Fava and Mr. Giunta for their participation in the Board of Finance Hearing process meeting last night with their presentation of the Parks and Recreation programs and budget. Ms. Whitney is also interested in reviewing additional forms of data, such as longer historical lookbacks and utilization rates and how this information can relate to the Financial Sustainability Policy.

DRAFT MINUTES SUBJECT TO REVIEW, CORRECTION, AND APPROVAL BY THE
PARKS & RECREATION COMMISSION OF THE TOWN OF WESTPORT

Recordings of this meeting can be found at:

<https://www.westportct.gov/government/appointed-boards-a-z/parks-and-recreation-commission/meeting-agenda-and-minutes>

DRAFT

10. Administrative Report.

Jennifer Fava reported:

- The Longshore Golf Course ended the year with 38,107 rounds, the most since 2004.
- The Parks & Rec staff are getting ready for spring & summer. The boating and kayak invoices have been mailed out and we are far ahead in returns compared to this time last year by about 79 payments equating to approximately \$100,000.
- The sale of beach emblems will begin in early March. They will be required on May 1st.
- Program registration will begin online at 9am on March 2nd except for RECIing Crew, Camp Compo and Pickleball, due to the fee approval process. In-person registration begins on March 7th.
- The first Board of Finance informal workshop for the budget was held last night. The Finance Department has started using new software and some features need to be worked out.
- The First Selectwoman's presentation to the Board of Finance is scheduled for March 2nd.
- The Parks and Recreation Department has proposed an expense budget of \$7,247,353, which reflects an increase of 7.2%. The proposed revenue is \$6,324,966, which is up 2.5%. The budget is posted on the town's website.
- Bid documents for Riverside Park are estimated to go out in the next couple of weeks with construction to begin in the spring.
- Clean-up Day is scheduled for April 9th. Information will be sent out to past participants through our data base.
- The basketball program is currently in progress, with a break next week for spring break, then March Madness begins. This program is showing good enrollment.
- Our Ice-Skating Program was very popular this year.

Upon a motion by Kate Kirby, seconded by David Floyd, the meeting adjourned at 9:57pm.

Respectfully,
Debbie Detmer, Recording Secretary

DRAFT MINUTES SUBJECT TO REVIEW, CORRECTION, AND APPROVAL BY THE
PARKS & RECREATION COMMISSION OF THE TOWN OF WESTPORT

Recordings of this meeting can be found at:

<https://www.westportct.gov/government/appointed-boards-a-z/parks-and-recreation-commission/meeting-agenda-and-minutes>

Parks and Recreation Commission

Meeting Date: April 27, 2022

Agenda Item: #4

To take such action as the meeting may determine to disband the Levitt Pavilion Sub-Committee of the Parks and Recreation Commission.

Background Information:

As part of her review of the Town's various committees, the First Selectwoman has decided that she would like the Levitt Pavilion committee to report directly to her office. In order to do so, the sub-committee of the Parks and Recreation Commission must be disbanded.

Back-up Documents:

N/A

Staff Recommendation:

Staff recommends disbanding the Levitt Pavilion Sub-Committee of the Parks and Recreation Commission.

Resolution Format:

RESOLVED, upon the request of the First Selectwoman so that she can create a new Levitt Pavilion Committee that reports to her office, the Levitt Pavilion Sub-Committee of the Parks and Recreation Commission is hereby disbanded, effective immediately.

Parks and Recreation Commission

Meeting Date: April 27, 2022

Agenda Item: #5

To take such action relative to a Memorandum of Understanding related to the Long Lots Preserve.

Background Information:

Members of the Westport Community Gardens approached the Town with a desire to enhance the surrounds of the community gardens property which is being referred to as the Long Lots Preserve. This entails cleaning up the surrounding grounds, removal of invasives, and planting of natives and pollinators. The intention is for the Long Lots Preserve Steering Committee to complete this work in four phases over the next few years.

In order to proceed, it is important for a Memorandum of Understanding (MOU) to be in place so all parties understand their responsibilities. If agreed upon by the Parks and Recreation Commission, a recommendation will be made by the Commission to the Board of Selectwomen for their approval.

Back-up Documents:

Long Lots Preserve Memorandum of Understanding

Staff Recommendation:

Staff recommends the approval of the MOU proceed to the Board of Selectwomen for approval.

Resolution Format:

RESOLVED, the Parks and Recreation Commission recommends the approval of the Memorandum of Understanding for the Long Lots Preserve to the Board of Selectwomen.

Memorandum of Understanding

This Memorandum of Understanding (the “**MOU**”) is entered into _____ (the “**Effective Date**”), by and between The Town of Westport, with an address of 110 Myrtle Avenue, Westport Connecticut, 06880 (the “**Town**”) and The Long Lots Preserve Steering Committee, with an address of 1630 Post Road East, Unit 129, Westport Connecticut, 06880 (the “**Committee**”), also individually referred to as “**Party**”, and collectively “the **Parties**.”

WHEREAS, the Town owns property located at 13 Hyde Lane in Westport, CT (the “**Property**”), a portion of which is offered to the public for use as community garden space under certain terms and conditions; and

WHEREAS, surrounding the community garden on the Property is an undeveloped area, delineated on the GIS map attached as Exhibit A as the area enclosed within the bold line (excluding the community garden), which is referred to as “The Long Lots Preserve” for purposes of this MOU, but has no known or anticipated legal status or protections as a “preserve” under the law; and

WHEREAS, the Committee (a list of current members of the Committee is attached as Exhibit B) wishes to rehabilitate, beautify and preserve The Long Lots Preserve; and

WHEREAS, the Committee has prepared a “Long Lots Preserve Master Plan” dated April 21, 2022, attached as Exhibit C (the “**Master Plan**”), that identifies the benefits of The Long Lots Preserve, and a phased project timeline to be undertaken by the Committee at its sole expense (the “**Project**”); and

WHEREAS, the phases of the Project are depicted on a diagram attached as Exhibit D hereto (the “**Diagram**”); and

WHEREAS, the Town of Westport Parks and Recreation Department (the “**Department**”) controls and maintains portions of the Property, including The Long Lots Preserve; and

WHEREAS, the Town recognizes the benefits of the Project and is desirous of authorizing the Committee to move forward; and

WHEREAS, the Parties desire to memorialize certain terms and conditions of the Committee’s anticipated work related to The Long Lots Preserve.

NOW THEREFORE, the Parties agree as follows:

1. **Purpose and Scope.** The Parties intend for this MOU to provide the foundation and structure for establishing and maintaining The Long Lots Preserve. This MOU does not establish or create any type of formal agreement or obligation. Instead, it is an agreement between the Parties to work together in such a manner to encourage an atmosphere of collaboration and alliance in the support of an effective and efficient partnership to establish and maintain objectives and commitments with regards to all matters related to The Long Lots Preserve.
2. **Objectives.**

- a. The Parties shall work together in a cooperative and coordinated effort so as to bring about the achievement and fulfillment of the purpose of the MOU.
 - b. It is not the intent of this MOU to restrict the Parties to this MOU from their involvement or participation with any other public or private individuals, agencies, or organizations.
 - c. This MOU and the associated Long Lots Preserve Master Plan shall in no way obligate either Party to supply funds to maintain and/or sustain The Long Lots Preserve, and the Town is under no obligation to take any action towards the anticipated rehabilitation and ongoing maintenance and preservation of The Long Lots Preserve.
2. **Term.** This MOU shall commence upon the Effective Date as stated above.
3. **Permitted Use.** The Committee's use permitted at the Long Lots Preserve is limited to the scope and phased timeframes of the Project as set forth in the Master Plan and the Diagram. All work associated with the Project must conform to all applicable laws, rules, regulations and permitting requirements.
4. **Prior Authorization.** At least 10 business days prior to any work occurring at The Long Lots Preserve, the Committee shall first notify the Department of the date and time that such work is anticipated to occur and obtain written authorization to proceed from the Department, which may be denied at any time at the sole discretion of the Department.
5. **Representations and Warranties.** Both Parties represent that they are fully authorized to enter into this MOU. The performance and obligations of either Party will not violate or infringe upon the rights of any third party or violate any other agreement between the Parties, individually, and any other person, organization, or business or any law or governmental regulation.
6. **Indemnification and Insurance.**
 - a. Volunteers of the Committee who intend to work within the scope of this MOU shall first provide to the Department a signed Emergency Contact Form and Waiver, attached as Exhibit E.
 - b. Prior to any work at the Property, any contractors or subcontractors, paid or unpaid, must:
 - i. Separately execute and submit to the Department a hold harmless and indemnification agreement in a form acceptable to the Department;
 - ii. Provide proof of insurance to the Department with coverage and limits as required by the Department in its sole discretion.
 - iii. Obtain permits as required by the Department or other departments of the Town.
 - c. Anyone operating heavy machinery or removing trees shall be considered a contractor or subcontractor. The Department shall make the final determination of whether anyone working on the Project falls under Section 6(a) or 6(b) above.

7. **Notices.** All notices or communications under this MOU shall be in writing and shall be delivered personally or by certified mail, return receipt requested, to the addresses set forth below or to any other address provided by a party in a notice to the other. Notice by e-mail will satisfy this requirement only if receipt of the e-mail message is acknowledged by reply e-mail address.

a. Notices to the Town shall be sent to:

Parks Superintendent, Town of Westport
260 Compo Road South
Westport, CT 06880

b. Notices to the Committee shall be sent to:

Louis Weinberg, Chairman
The Long Lots Preserve Steering Committee
1630 Post Road East, Unit 129
Westport, CT 06880

8. **Amendment/Alterations.** This MOU and the Master Plan may be amended only by a written agreement signed by representatives of the Town and the Committee.

WHEREUPON the parties have set their hands on the date first above written.

THE LONG LOTS PRESERVE STEERING COMMITTEE

Signature _____

Name _____

Title _____

TOWN OF WESTPORT

Signature _____

Name Jennifer Tooker

Title First Selectwoman

EXHIBIT A

GIS MAP DEPICTING LOCATION OF LONG LOTS PRESERVE

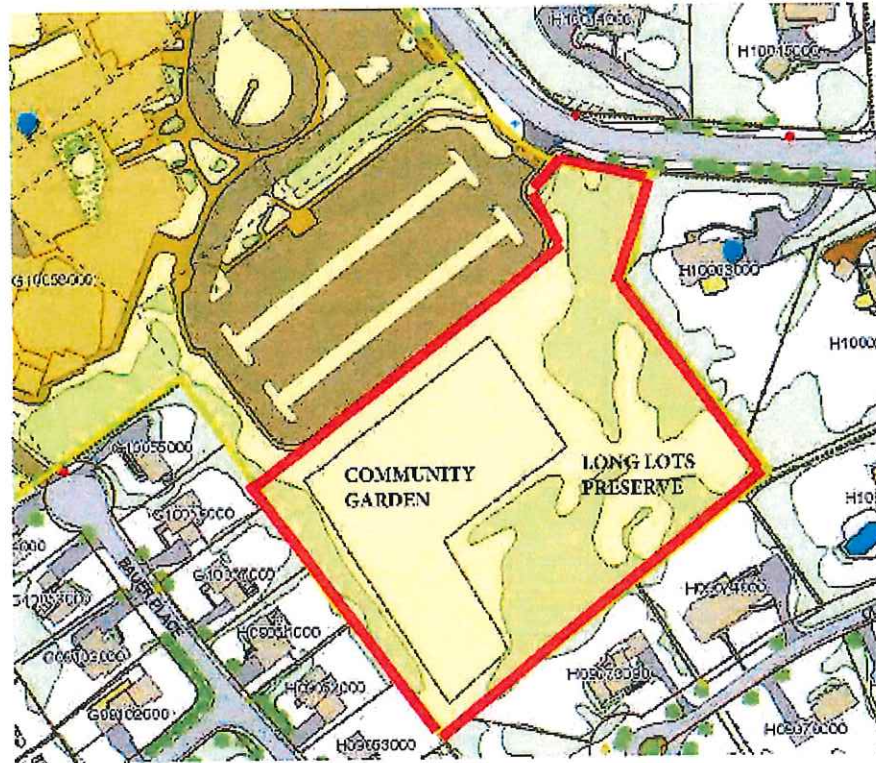


EXHIBIT B

LIST OF CURRENT COMMITTEE MEMBERS

<u>Name</u>	<u>Address</u>	<u>Cell Phone Number</u>
Louis Weinberg		
Jeff Wieser		
Mary Ellen Lemay		
Charles Stebbins		
Andrew Coleman		
Joseph Wiles		
Michael Beebe		
Daryle Kowalsky		
Martha Corneck		
Julio O'Grady		
Liz Milwe		
Frank Rosen		
Leslie Meredith		
Peter Swift		

The Long Lots Preserve Master Plan

April 21, 2022

MISSION STATEMENT

The mission of the Long Lots Preserve is to ecologically enhance and protect town property immediately adjacent to, and surrounding, the Westport Community Gardens located next to Long Lots Elementary School at 13 Hyde Lane in Westport, Connecticut.

DETAILED BENEFITS OF THE PLAN

Preserving and protecting this property will benefit the Town of Westport in the following ways:

1. Add to the Green Corridor supported by the Aspetuck Land Trust.
2. Compliment the Connecticut Audubon Society's Westport Smith Richardson Wildlife Preserve.
3. Contribute to the Pollinator Pathway, a national environmental initiative.
4. Support the Town of Westport Plan of Conservation.
5. Provide educational opportunities to Westport students.
6. Provide local, tangible volunteer opportunities for those individuals and groups looking to make a positive impact on our environment.
7. Aesthetically enhances this area.
8. Remove invasive species dominating the property.
9. Protect the aesthetic and aid the pollination of plants grown at the Westport Community Gardens.
10. Subsequently increase adjacent residential property values.

11. Support the Westport Tree Board's mission.
12. Support Westport's designation as a Tree City USA by the Arbor Foundation.
13. Support Sustainable Westport's mission.

1. ASPETUCK LAND TRUST GREEN CORRIDOR

The Aspetuck Land Trust Green Corridor connects environmentally healthy properties containing ecologically valuable flora and fauna in Fairfield County. These properties safeguard our land, wildlife and water sources for future generations. The southern part of the Green Corridor in Fairfield County is highly developed residential land, presenting a challenge to conservation efforts.

The Long Lots Preserve will allow the Green Corridor to expand into this environmentally challenged suburban area.

2. CONNECTICUT AUDUBON SOCIETY

The Connecticut Audubon Society (CAS) protects Connecticut's birds, other wildlife and their habitats through conservation, education and advocacy. CAS manages 21 wildlife sanctuaries encompassing more than 3,300 acres of open space in Connecticut and educates over 100,000 children and adults annually.

Albeit on a smaller scale, The Long Lots Preserve initiative will mimic Audubon's Smith Richardson Wildlife Preserve, Westport's largest private open space at 75 acres. CAS has spent a half-million dollars restoring the Smith Richardson sanctuary in Greens Farms, planted over 3000 native trees and shrubs, installed educational signs, and led many community tours and classes. All these benefits would be realized at the Long Lots Preserve. The Connecticut Audubon Society has already committed to donate \$1,000 in seed money.

The Long Lots Preserve will leverage CAS restoration success in Westport and provide wildlife habitat and sanctuary to resident and migrating birds.

3. POLLINATOR PATHWAY

The Pollinator Pathway is a grassroots movement focused on establishing pollinator friendly habitat and food sources for bees, butterflies, hummingbirds and other pollinating insects and wildlife along a series of continuous corridors. The pollinator pathway has gained nationwide momentum.

The Long Lots Preserve will allow the pollinator pathway to expand into this environmentally challenged suburban area.

4. TOWN OF WESTPORT PLAN OF CONSERVATION DEVELOPMENT

One of the goals of the Westport Plan of Conservation Development is to preserve and enhance open space and create meaningful connections to, within, and between open space areas.

From the Town of Westport Plan of Conservation Development:

"Open space helps protect natural resources; provide flood storage, wildlife habitat, and tree canopy; enhance overall community appearance; and enhance the quality of life of residents and visitors. Westport residents value the preserved open space areas that add to the overall beauty of the community and want to: maintain the open space areas we have, add more open space areas as opportunities arise..." and "Preserving open space will help make Westport a more sustainable community by retaining natural spaces and sustaining environmental health." Westport 2017 Plan of Conservation and Development, Section 5.1.

The Long Lots Preserve will help achieve the goals of the Town of Westport Plan of Conservation Development.

5. EDUCATIONAL OPPORTUNITIES

The educational opportunities presented by this project are unlimited. Located adjacent next to an elementary school this initiative strongly support multiple parts of the Next Generation Science Standards.

Additionally, this is a wonderful hands-on opportunity to help school-aged children understand basic scientific environmental concepts. If so inclined, Long Lots Elementary School would be able to integrate any component of the Long Lots Preserve in to the curriculum it currently uses or uses in the future. The same holds true for Staples High School. High School students would be able to use this property to enhance its environmental curriculum providing real-world experience in invasive species, native plantings and ecological succession.

Support for using preserve initiatives such as this for educational purposes can be found in this article from edutopia.org. [Using Nature to Engage Students in Learning](#)

The Long Lots Preserve will offer ample opportunity to enhance the educational curriculum of the Westport Public Schools.

6. VOLUNTEER OPPORTUNITIES

There are always citizens looking to engage in activities that they feel will bring about a positive impact in their community. We are lucky to have a significant number of these citizens in the Town of Westport.

The Long Lots Preserve will provides local, tangible volunteer opportunities for those individuals and groups looking to make a positive impact on our environment.

7. AESTHETIC ENHANCEMENT

As this property has been unmaintained by the Town since its purchase around 2004, it has accumulated trash. Much of the trash comes from the parking lot and adjacent elementary school.

Representatives from the Westport Community Gardens have been removing trash from this property for 17 years. Most notably, a truckload of garbage was removed during the last town cleanup day in Spring 2021.

The lack of maintenance of the property has allowed the invasive vines and weeds to proliferate, compromising the natural beauty of the forest.

The Log Lots Preserve will enhance the overall aesthetic of the area by replanting the property with flowering trees, shrubs and wildflowers. This will compliment the ongoing trash removal by Westport Community Gardeners.

8. REMOVAL OF INVASIVE SPECIES

The area proposed for the Long Lots Preserve is currently overrun with non-native, invasive plants.

Dominating much of the landscape are invasive, not-native vines including Porcelainberry, Barberry, Mile-a-Minute, Bittersweet and Wineberry. These vines are carpeting the area, overtaking the trees and becoming problematic for some of the adjoining properties. Representatives from the Westport Community Gardens have been cutting the vines from trees for over 10 years at no cost to the town.

Additionally, non-native and invasive trees established on the property include Tree of Heaven and Norway Maple. These trees inhibit the growth of their native counterparts. Tree of Heaven is of particular concern to the State of Connecticut as it is the primary reproductive host of the spotted lanternfly, *Lycorma delicatula*. This insect is noted for its adverse effect on a wide variety of trees and other plants in Connecticut. Places where large amounts of tree-of-heaven grow are potential points of establishment for populations of the spotted lanternfly. There is a stand of at least 5 of these trees in Phase 1 of the project. The Southwest Conservation District, having toured the property and having provided initial site planning and design, suggests "Removal of Tree of Heaven should be a priority."

Other invasive plants dominating the landscape include garlic mustard, mugwort, multiflora rose, Japanese Stilt Grass and purple loosestrife.

The Long Lots Preserve will methodically remove these invasive species while planting native species in densities that will keep the non-natives from proliferating. Ultimately, the goal is to plant large populations of native flora to out-compete the non-natives. This will benefit the local ecology and adjacent property owners who are adversely affected by the aggressive nature of the vines.

9. BENEFIT TO THE WESTPORT COMMUNITY GARDENS

The Westport Community Gardens has served residents of the Town of Westport for approximately 17 years. Membership has grown from the original 30 members to approximately 120 members who are town residents or town employees. Members and their guests grow plants including fruit, vegetables, flowers, herbs and grasses. In addition to managing this town land in an environmentally responsible manner, significant quantities of fresh food grown here is donated to those who are food insecure through the "Grow-A-Row" program.

The proposed preserve surrounds the gardens on three sides. Part of the attraction of the gardens is that it is relatively secluded and it provides measures of peace and tranquility to its members and their guests. Growing food, flowers and herbs is dependent upon pollinators such as bees, butterflies and moths. Natural areas such as the proposed preserve afford the habitat necessary to support populations of pollinating insects. The Southwest Conservation District notes about the area surrounding the gardens: "At the current state, the border of invasive plants is not attracting pollinators, but rather deterring them as they are not supporting a source of food or habitat."

The land surrounding the gardens has been compromised by tree cutting and dumping.

The Long Lots Preserve will aid in the pollination of Westport Community Garden plants and will strengthen the Westport Community Gardens overall. Establishing an ecologically rich preserve would enhance the functionality of the gardens by increasing habitat for pollinators. Protecting the area around the gardens will continue the viability of the gardens as a town asset.

10. PROPERTY VALUES

Substantial information supporting the claim that minimally used open space increases adjacent property values is available from private, not-for-profit and public sources including the State of Connecticut.

The Long Lots Preserve will subsequently increase adjacent residential property values by preserving and protecting this town property.

11. SUPPORT FOR THE WESTPORT TREE BOARD MISSION

The Westport Tree Board promotes the planting, maintenance, restoration and survival of desirable trees and shrubs on Town property. It is also tasked with educating the public. This project clearly aligns with the Tree Board's mission. In addition to planting and preserving trees, educational signage would be posted during Phase 1 of the initiative, describing the benefits of native planting and non-native plant removal. Consequently, in a July 15, 2021 letter from the Tree Board supporting this preserve initiative, they write "The Tree Board supports the protection of trees and we applaud your efforts."

The Long Lots Preserve will support the Westport Tree Board's mission to support native tree planting and protection as well as to educate the local population.

12. SUPPORT FOR WESTPORT'S DESIGNATION AS TREE CITY USA

Westport has been designated as a Tree City USA by the Arbor Day Foundation. As noted in the Arbor Day Foundation's communication to the Town of Westport received on April 7, 2021, "Residents of Westport should be proud to live in a community that makes planting and care of trees a priority." Included in the Arbor Day Foundation's requirements for such designation is "a community forestry program with an annual budget of at least \$2 per capita" and "an annual Arbor Day Observance and Proclamation."

The Long Lots Preserve will provide an excellent platform to support Westport's continued designation as a Tree City USA.

13. SUPPORT FOR SUSTAINABLE WESTPORT'S MISSION

Sustainable Westport's mission centers on becoming a Net Zero community by the year 2050. Attaining that goal involves reducing the environmental impact of our community. Sustainable Westport supports approaches to community living that are economically viable, of social benefit and environmentally responsible. One of the pillars to reaching their overall goal is that our community should be responsible stewards of natural resources.

The Long Lots Preserve will support Sustainable Westport's mission by implementing an environmental stewardship program that is economically viable, socially beneficial and environmentally responsible.

LONG LOTS PRESERVE PROJECT DETAILS, COSTS AND TIMELINE

The project will have four phases. Each phase is numbered and its location on the property identified on the diagram at the end of the proposal.

Phase 1 - Spring 2022

Phase One (noted 1 on the map) is an approximately 90' x 50' plot located adjacent to the Long Lots Elementary School parking lot, northeast of the gardens.

Plant Removal: This area will be cleared of invasive plants, primarily mugwort, and selected trees, primarily Tree of Heaven. Decomposed wood chips will be redistributed from an on-site supply (adjacent to Phase 1) and spread over the cleared area.

The invasive trees to be cleared are commonly known as Tree of Heaven and are the preferred host plant for the invasive Spotted Lanternfly. The Connecticut Agricultural Experiment Station has issued a Quarantine Order with defined restricted areas for the exotic pest spotted lanternfly, *Lycorma delicatula* (SLF for short). This insect has been detected in Connecticut with

established populations detected in Fairfield and New Haven Counties and single individuals intercepted in numerous towns. The spotted lanternfly is a new plant pest to the United States and represents a threat to Connecticut's environment, residential areas, and agricultural interests, particularly forests, orchards, vineyards, and nurseries. All activity associated with the removal, quarantine and proper disposal of Trees of Heaven shall comply with all applicable state and federal orders, laws and regulations.

Plant Removal Responsibility: Long Lots Preserve Steering Committee

Plant Removal Cost: Estimated cost for weed and weed root removal, and composted wood chip redistribution: \$6,000 - \$8,000. This cost will be covered by The Long Lots Preserve Steering Committee.

Planting: Native plants to be added to this area will follow best practices for ecological enrichment. This multi-tiered planting approach will include native tall trees, shorter trees, shrubs, wildflowers and grasses. Expert guidance will be provided by representatives from the Aspetuck Land Trust, Audubon Society, Southwest Conservation District and individuals with specialized knowledge of Connecticut native flora. Additionally, educational signage, similar to that attached, will be installed. All plants will be donated at no cost to the town. Fencing will be provided, at no cost to the town, to protect newly planted trees from destructive deer activity.

New Native Plant Materials Cost: Donations

Planting will be done by volunteers beginning Spring 2022. Continuous planting and weeding will be done annually at no cost to the town.

Phase 2 - Fall 2022

Phase Two (noted 2 on the map) is an approximately 180' x 50' plot located in the back area of the gardens on the southeast side.

Plant Removal: This area will be cleared of invasive plants, primarily mugwort and aggressive invasive vines.

Plant Removal Responsibility: Long Lots Preserve Steering Committee

Plant Removal Cost: Estimated cost for weed and weed root removal is \$5,200. This cost will be covered by The Long Lots Preserve Steering Committee.

Planting: Native plants to be added to this area will follow best practices for ecological enrichment. This multi-tiered planting approach will include native tall trees, shorter trees, shrubs, wildflowers and grasses. Expert guidance will be provided by representatives from the Aspetuck Land Trust, Audubon Society, Southwest Conservation District and individuals with specialized knowledge of Connecticut native flora. All plants will be provided at no cost to the Town. Fencing will be provided, at no cost to the town, to protect newly planted trees from destructive deer activity.

New Native Plant Materials Cost: Donations

Planting will be done by volunteers beginning Fall 2022. Continuous planting and weeding will be done annually at no cost to the town.

Phase 3 - Spring 2023

Phase Three (noted 3 on the map) is an approximately 120' x 60' plot located in the back area of the gardens on the south side.

Plant Removal: This area will be cleared of invasive plants, primarily very aggressive invasive vines.

Plant Removal Responsibility: Long Lots Preserve Steering Committee

Plant Removal Cost: Estimated cost for weed and weed root removal is \$5,200. This cost will be covered by The Long Lots Preserve Steering Committee.

Planting: Native plants to be added to this area will follow best practices for ecological enrichment. This multi-tiered planting approach will include native tall trees, shorter trees, shrubs, wildflowers and grasses. Expert guidance will be provided by representatives from the Aspetuck Land Trust, Audubon Society, Southwest Conservation District and individuals with specialized knowledge of Connecticut native flora. All plants will be provided by donations at no cost to the Town. Fencing will be provided, at no cost to the town, to protect newly planted trees from destructive deer activity.

New Native Plant Materials Cost: Donations

Planting will be done by volunteers beginning Fall 2023. Continuous planting and weeding will be done annually at no cost to the town.

Phase 4 - Fall 2023

Phase Four (noted 4 on the map) is an approximately 300' x 40' plot located adjacent to the gardens on the west side.

Plant Removal: This area will be cleared of invasive plants, primarily very aggressive invasive vines and garlic mustard weed.

Plant Removal Responsibility: Removal of vines and weeds will be done by volunteers. This area would not generate significant quantities of green waste so no removal is anticipated.

Plant Removal Cost: \$0. No plant removal costs are anticipated with this phase of the project. Any costs that surface will be covered by The Long Lots Preserve Steering Committee.

Planting: Native plants to be added to this area will follow best practices for ecological enrichment. This multi-tiered planting approach will include native tall trees, shorter trees, shrubs, wildflowers and grasses. Expert guidance will be provided by representatives from the Aspetuck Land Trust, Audubon Society, Southwest Conservation District and individuals with specialized knowledge of Connecticut native flora. All plants will be provided at no cost to the Town. Fencing will be provided, at no cost to the town, to protect newly planted trees from destructive deer activity.

New Native Plant Materials Cost: Donations

Planting will be done by volunteers beginning Fall 2023. Continuous planting and weeding will be done annually at no cost to the town.

The worst possible outcome for the town would be that the project is no longer actively managed by the Long Lots Preserve Steering Committee and the property stays in, or reverts to, its current state.

EXHIBIT D

DIAGRAM OF PHASES OF WORK PROPOSED BY THE MASTER PLAN

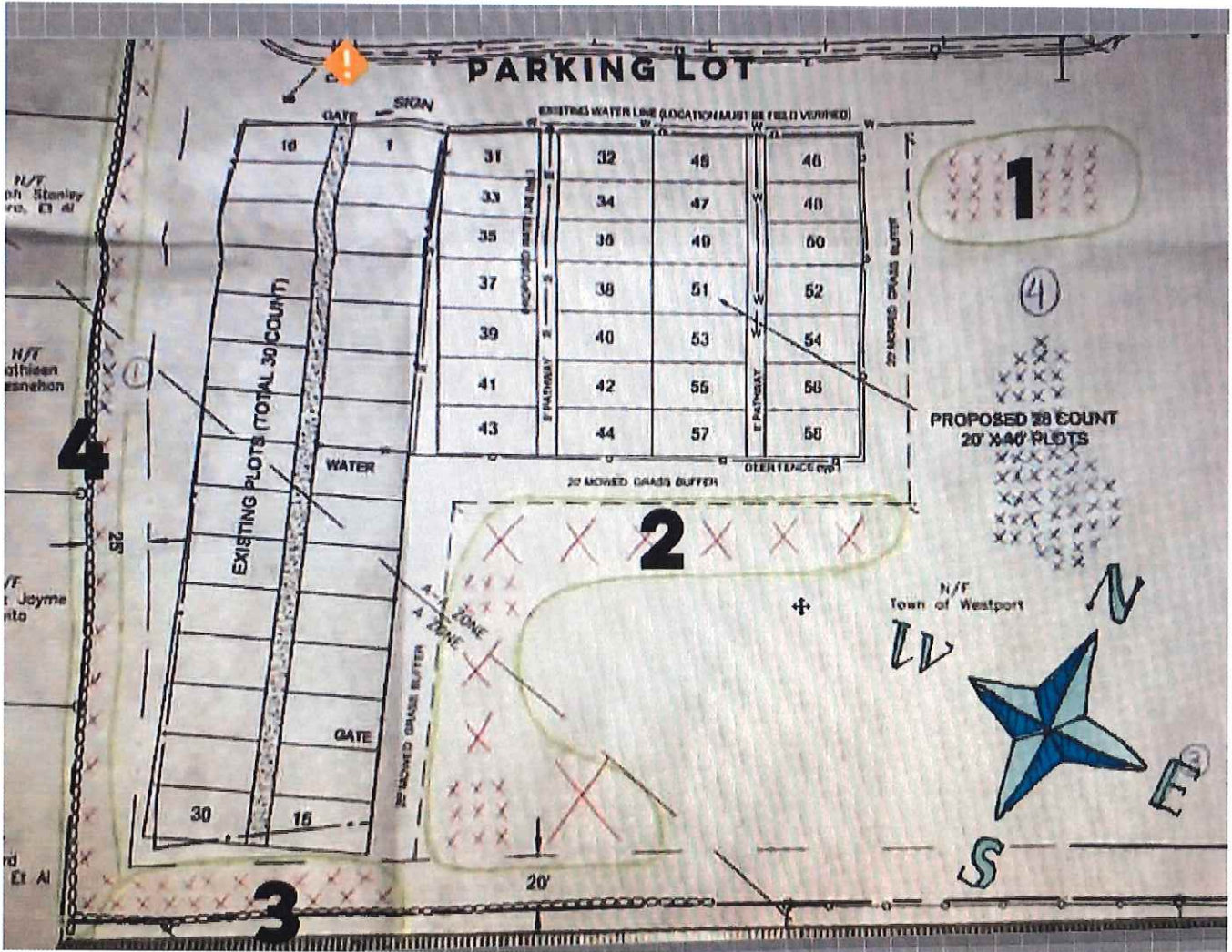


EXHIBIT E

EMERGENCY CONTACT FORM AND WAIVER

TOWN OF WESTPORT
WESTPORT PARKS AND RECREATION DEPARTMENT

EMERGENCY CONTACT FORM AND WAIVER

THIS EMERGENCY CONTACT FORM AND WAIVER MUST BE COMPLETED AND PROVIDED TO THE WESTPORT PARKS SUPERINTENDENT PRIOR TO VOLUNTEER WORK ON TOWN OF WESTPORT PARKS AND RECREATION PROPERTY.

VOLUNTEER NAME _____ D.O.B. _____

ADDRESS _____

PHONE _____ CELL _____ E-MAIL _____

EMERGENCY CONTACT:

NAME _____ PHONE _____ CELL _____

RELATIONSHIP _____

DOCTOR _____ PHONE _____

WAIVER AND INDEMNIFICATION:

I understand the work that I have volunteered to do on Town of Westport property, and I hereby state that I am qualified and physically capable of accomplishing the work and activities for which I have volunteered, and that I will perform them as directed by the Long Lots Preserve Steering Committee. I agree to comply with all rules and instructions of the Town of Westport, Parks and Recreation Department, and Parks Supervisor, including without limitation all health and safety rules and instructions. In consideration of being granted permission to volunteer on Town of Westport property, I hereby release, agree not to sue, and forever discharge the Town of Westport and its officials, employees, volunteers, and agents from all actions, claims, liabilities, loss, damage, expenses and/or injuries, whether to person or to property, which may arise out of or result from my actions while participating in volunteer activities on Town property; and I further agree to indemnify, defend, and hold harmless the Town of Westport and its officials, employees, volunteers, and agents from and against any actions, claims, liabilities, loss, damage, expenses (including court costs and attorney fees) and/or injuries, whether to person or to property, arising out of or resulting from my actions while participating in volunteer activities that are found to be outside the scope of approved activities or projects.

I have carefully read this document and fully understand its contents and effects. I have signed it of my own free will.

VOLUNTEER SIGNATURE _____ **DATE** _____

IF VOLUNTEER IS UNDER AGE EIGHTEEN, AUTHORIZATION MUST BE PROVIDED BY PARENT OR GUARDIAN:

PARENT/GUARDIAN _____ **DATE** _____
PRINT NAME HERE _____

IMPORTANT NOTICE:

1. Volunteers may only perform activities on Town property at the direction of the Long Lots Preserve Steering Committee.
2. The Town is not responsible in any way for volunteers' tools.
3. Employers authorizing their employees to volunteer for the Town in their role as employees of the employer are required to provide the Town with a certificate of insurance evidencing Workers Compensation coverage as required by state law, and containing a waiver of subrogation.

Parks and Recreation Commission

Meeting Date: April 27, 2022

Agenda Item: #6

To take such action as the meeting may determine regarding the placing of a moratorium on Bench Donations.

Background Information:

Many of our beach and park facilities are over-saturated with memorial benches. Staff are presently reviewing the current policy while we also work to create standards that will be used going forward for any new installations. Until we have more detailed information that we can provide to the Commission, we request a moratorium be placed on all new bench requests until further notice.

Back-up Documents:

N/A

Staff Recommendation:

Staff recommends a moratorium on all new bench requests until further notice.

Resolution Format:

The Parks and Recreation Commission approves placing a moratorium on any new requests for dedicated benches until further notice.