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Jennifer S. Tooker, First Selectwoman

Levitt Pavilion Committee

Final Meeting Minutes

May 17, 2022

The Levitt Pavilion Committee held a meeting on Monday, May 16, 2022 @7:32pm. It was held electronically and recorded via Zoom.

Members Present:

Charles Haberstroh, Chairman; Alec Stevens, Deborah Hammarskjold

Also Present:

Andy Fleischman, Friends of the Levitt Board Member; Carleigh Welsh, Levitt Pavilion - Director of Marketing & Development, along with members of the public.

Charles Haberstroh opened the meeting by stating this is a new committee created by and reporting to the First Selectwoman, Jennifer S. Tooker in May 2022. It is a successor to the Levitt Pavilion Sub-Committee which reported to the Parks and Recreation Commission.

Charles Haberstroh welcomed a new member to the committee; Deborah Hammarskjold.

1. Approval of Minutes

Charles Haberstroh spoke about the legalities of approving draft minutes from the November 18, 2021 Levitt Pavilion Sub-Committee. Both Charles Haberstroh and Alec Stevens held a position on that committee and while they could not approve the draft minutes, they did confirm they are accurate and will be recorded as such.

2. Public Comments:

Morley Boyd, 6 Violet Lane asked what the Committee's Charge is. Deborah Detmer, Recording Secretary read the Charge. Mr. Boyd also asked about the sound management issue. Mr. Haberstroh said they would be discussing it during Agenda Item #4.

Lori Church, 1 Country Lane asked for clarification regarding what would be discussed during Agenda Item #3.

3. Organization Discussion (No vote will be taken).

Charles Haberstroh apologized for the general nature of these agenda items. However, being that this is the first meeting, it is important to have a complete discussion regarding these items and at subsequent meetings more specific agenda items can be submitted, along with votes if necessary.



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Charles Haberstroh spoke about the newly created committee, what makes a quorum and how it's critical to have representation from the Levitt, as well as from The Friends of the Levitt for every meeting. He said that members from the RTM Sub-Committee - Library, Museum and Arts Committee are also invited as they are also responsible for the Levitt Pavilion. Mr. Haberstroh described how these meetings are to be run and explained the three different types of meeting minutes. The feeling of the meeting was that summary minutes would be adequate, and Mr. Haberstroh stated that they would be recorded as well, due to the nature of these meetings.

Public Comment:

Morley Boyd, 6 Violet Lane asked how many times this committee would meet this year? Mr. Haberstroh said, since this committee was created after the official posting of calendars, any meeting scheduled will be a special meeting. Mr. Boyd asked when the next meeting is and Mr. Haberstroh said he expects it to be in October, unless we need a meeting beforehand. Mr. Boyd replied that meeting so infrequently is difficult for the public when meetings are six months apart.

Commissioner Comment:

None.

Public Comment:

Lori Church, 1 Country Lane, member of the RTM Sub-Committee - Library, Museum and Arts asked for clarification with her involvement with this committee. Mr. Haberstroh answered her questions.

Kristin Mott Purcell, 5 Fairfield Avenue and Chair of the RTM Sub-Committee - Library, Museum and Arts said she would be the conduit between the RTM Sub-Committee - Library, Museum and Arts and the Levitt Pavilion Committee regarding any communication.

4. Discussion of outstanding issues from the last meeting of the Levitt Sub-Committee of the Parks and Recreation Commission. (No vote will be taken).

Charles Haberstroh stated that both Mr. Stevens and Ms. Hammarskjold have both reviewed the minutes from the November 18, 2021 meeting. There were a couple of specific items that were requested during the last meeting, one of which was Mr. Stevens asked to see the 2019 and 2021 list of complaints. That information was supplied by Carleigh Welsh, Levitt Pavilion - Director of Marketing & Development.

Mr. Haberstroh asked Mr. Stevens if he had any questions. Mr. Stevens said he reviewed the list and noted that there were not a lot of calls. He said the list was vague and would have liked to see what the sound issue was and what action was taken.

Carleigh Welsh, Levitt Pavilion - Director of Marketing & Development spoke in detail about the sound mitigation protocols, she also spoke to the sound complaints from 2019 and 2021. Ms. Welsh



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reviewed timing of shows and how different venues produce various levels of sound. Ms. Welsh said they are proactive in their sound control and sound management.

Charles Haberstroh asked if after an event where sound complaint calls were received, could the Levitt Pavilion give a recap of what the complaint was and what action was taken, being as specific as possible. Ms. Welsh said that could be done.

Alec Stevens agreed with Mr. Haberstroh that additional details regarding the complaints would be helpful. He does feel that the Levitt Pavilion has been diligent regarding sound.

Deborah Hammarskjold also agreed with Mr. Haberstroh and Mr. Stevens. She too would like to see more details regarding the sound complaints.

Charles Haberstroh spoke about the beginning of 2021 and the precautions that were taken regarding COVID at the Levitt Pavilion. Those restrictions are not in place now and it is hopeful that we can continue moving forward without them. Mr. Haberstroh asked Ms. Welsh to recap last year's season from her point of view.

Carleigh Welsh, Levitt Pavilion - Director of Marketing & Development said that 2021 was a weighty year with multiple contingences in place. She continued to meticulously review the year for the commission. This included but was not limited to a review of the safety protocols, ticketed events and free events, fund raising efforts. Ms. Welsh spoke of the amazing support that the Parks and Recreation Department and Department of Public Works have given to the Levitt Pavilion.

Charles Haberstroh asked Ms. Welsh to talk about what the Levitt Pavilion is doing now to get ready for the 2022 season. Ms. Welsh said she speaks with Mike West, Parks Superintendent of Parks and Recreation on a weekly basis to ensure that whatever lawn maintenance is done, it is done appropriately.

Charles Haberstroh spoke about the monies spent and the budget for the Levitt Pavilion. He hopes to have more detailed information for the next meeting.

Commissioner Comment:

Alec Stevens said he agrees with Ms. Welsh regarding the collaboration between DPW, the Town and the Levitt Pavilion. He too would like to have an Operating Memo to codify responsibilities. Mr. Stevens believes this is exactly what is needed.

Deborah Hammarskjold didn't have any questions at this time.

Public Comment:

Morley Boyd, 6 Violet Lane asked about sound mapping. Mr. Haberstroh said there hasn't been any discussions on sound mapping. Mr. Boyd's concern with the present program is that the Town is



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relying on the residents to monitor sound and the burden shouldn't be on the residents, as they are not acoustic engineers. He would like to have approved standards and regulations. Mr. Haberstroh said this statement wasn't true and Mr. Andy Fleischman, Friends of the Levitt Board Member addressed this last year when the issue was raised. Mr. Haberstroh also said that in his discussions with the sound engineers there is a mathematic formula to figure out sound level decibels.

Lori Church, 1 Country Lane, member of the RTM Sub-Committee - Library, Museum and Arts asked if capacity would be increased from last year? Ms. Welsh said that Free Events in 2022 will be limited to 1,200. This is a decrease from 1,500-1,600 free tickets which would have been offered at pre-pandemic opening events. Ms. Welsh explained the reasoning on how those ticket numbers get figured out.

Ms. Church asked for clarity on who pays for what project? DPW, Levitt Pavilion, or a combination of both? Mr. Haberstroh answered generally to his knowledge, the larger projects are covered by the Levitt, but some areas are in the gray on who is responsible. That is why the Operating Memo would help.

Ms. Church asked about the sound and the sound system. Have changes been made to the sound system within the last five or so years? Mr. Haberstroh said the simple answer is yes, but asked Ms. Welsh to expound. Ms. Welsh confirmed that updates/improvements have taken place over the years with the oversight of their Sound designer, Jaffee Holden. Ms. Welsh would need to confer with the Production Director for more details.

Harris Falk, 1 Overlook Road, member of the RTM Sub-Committee - Library, Museum and Arts said he liked the idea of compiling the sound complaints and how they were resolved, perhaps on a webpage. He also requested that the LMA be included on any future sound check meetings, as they didn't have the opportunity last time. Mr. Haberstroh responded that the sound engineers are employed by the Levitt Pavilion and want to remain as sound engineers to the Levitt, not meeting organizers.

There was a brief discussion between the Mr. Haberstroh, Alec Stevens and Andy Fleischman, Friends of the Levitt Board Member about the specific sound level which could be measured at the edge of the lawn.

Harris Falk, 1 Overlook Road, member of the RTM Sub-Committee - Library, Museum and Arts asked if any members from the former Levitt Pavilion Sub-Committee attended the sound check meeting and was it a public noticed meeting? Mr. Haberstroh stated that he was in attendance and clarified why it wasn't a public meeting.



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There was a brief discussion between Mr. Falk, Mr. Haberstroh and Ms. Welsh regarding the licensing agreement between the Town of Westport and the Levitt Pavilion and how the Operating Memo would help codify responsibilities.

Commissioner Comments:

None.

5. Discussion of 2022 Levitt Program Schedule and Issues. (No vote will be taken).

Charles Haberstroh said that the Town has asked the Levitt Pavilion to submit a schedule by June 1st. Mr. Haberstroh asked Ms. Welsh to speak about the timeline and any issues regarding the scheduling of this summers' program. Ms. Welsh elaborated on the Levitt Pavilion's mission to schedule 50 free shows per season, sometimes even producing more than 50. She touched upon the paid shows and how many of them are still in negotiation. The Levitt Pavilion will be active Tuesdays through Sundays, with an occasional Monday. This is based on when the Gala will be scheduled, rain dates, etc. She continued to talk about upcoming shows and how they are always working towards securing dates for new and upcoming artists and how the Levitt Pavilion creates their calendar.

Commissioner Comments:

None.

Public Comments:

None.

6. Review of the 2020 IRS 990 Report of the Levitt Pavilion. (No vote will be taken).

Charles Haberstroh stated that the Levitt Pavilion didn't have any events during the 2020 year and the review of this document was delayed due to COVID. He asked if any of the commissioners had any comments or specific questions.

Commissioner Comments:

None.

Public Comments:

None.

Upon a motion by Deborah Hammarskjold, seconded by Alec Stevens the meeting adjourned at 10:10pm.