



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, March 15, 2023, at 7:30pm in the Town Hall **auditorium**.

MEETING AGENDA

1. Approval of Minutes: February 15, 2023, and Special Meeting March 2, 2023
2. To take such action as the meeting may determine related to a banner request from the Westport Weston Chamber of Commerce regarding the 2023 Dog Festival.
3. Public Comment
4. Reports of
 - Golf Advisory Committee
 - Parks Advisory Committee
 - Racquets Advisory Committee
5. To take such action as the meeting may determine related to a request from the Department of Public Works to use a portion of Winslow Park for a project staging area.
6. To take such action as the meeting may determine relative to the Longshore Capital Improvement Plan. (Continuation from March 2, 2023 meeting – no additional materials presented)
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.

D R A F T



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

February 16, 2023

The Westport Parks and Recreation Commission held a Meeting on Wednesday, January 18, 2023 @ 7:30 pm. It was held electronically and recorded via zoom.

Members Present:

David Floyd, Chairman; Matthew Haynes, Christine O’Keeffe, Alec Stevens

Members Absent:

Elaine Whitney

Also Present:

Jennifer Fava, Parks and Recreation Director; Rick Giunta, Deputy Director; Cyndi Palaia, Program Manager, along with members of the public.

1. Approval of Minutes: January 18, 2023

Upon a motion by Mathew Haynes to approve the January 18, 2023, minutes seconded by David Floyd. Passed 3-0-1. Alec Stevens abstained.

2. Public Comment

Jay Walshon, 67 Roseville Road: Inquired where the draft minutes are posted for members of the public to view.

Richard Schafrann, 13 Beachside Common: Inquired if any additional consideration is being given to previously proposed work being done on any alternative locations for paddle tennis and pickleball?

3. Reports of:

Golf Advisory Committee: Jane Dally, Chair of the GAC, presented.

Parks Advisory Committee: David Floyd, Chairman of PRC, presented.

Racquets Advisory Committee: No representative was present.

4. To take such action as the meeting may determine relative to recommending fees for Parks and Recreation programs, facilities, and activities.

Cyndi Palaia presented program fee increases.

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

Jennifer Fava presented golf fee increases.

Matthew Haynes proposed an amendment to the proposed golf fees, seconded by Christine O’Keeffe, and passed unanimously 4-0.

Proposed amendment:

Add \$2 instead of \$1 to the following categories:

Monday through Thursday 18 hole rate:	Adult Resident Golf Handpass holder (age 18-61)
Monday through Thursday 9 hole rate:	Adult Resident Golf Handpass holder (age 18-61)
Fri., Sat., Sun., & Holiday 18 hole rate:	Adult Resident Golf Handpass holder (age 18-61)
Fri., Sat., Sun., & Holiday 18 hole rate:	Senior Citizen Resident Golf Handpass holder

Jennifer Fava presented, fee changes regarding beach emblem fees for residents, non-residents, Weston residents, and entitling fee.

Upon a motion by Alec Stevens, seconded by Matt Haynes, passed unanimously 4-0.

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

5. **Commissioners Comments:** David Floyd presented
6. **Administrative Report:** Jennifer Fava presented.

Upon a motion by Christine O’Keeffe, seconded by David Floyd, and passed unanimously 4-0, the meeting adjourned at 9:32 pm.

Respectfully,
Jamie Boone, Recording Secretary

D R A F T



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

March 8, 2023

The Westport Parks and Recreation Commission held a Special Meeting on Thursday, March 2, 2023 @ 7:32 pm. It was held in the Town Hall auditorium, broadcasted on OPTIMUM channel 79 and Livestreamed on the Town's website.

Members Present:

David Floyd, Chairman; Elaine Whitney, Alec Stevens, Matthew Haynes, Christine O'Keeffe

Members Absent:

None

Also Present:

Jennifer Fava, Director of Parks and Recreation; Rick Giunta, Deputy Director Parks and Recreation; John Broadbin, Deputy Director of Public Works; presenters noted in the minutes, along with members of the public.

1. To take such action as the meeting may determine relative to the Longshore Capital Improvement Plan.

Presentations were made by Jennifer Fava, Gary Sorge, and John Broadbin.

Public Comment: Multiple members of the public made comments.

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

RESOLVED: That the Parks and Recreation Commission postpones the vote regarding the approval of the Longshore Capital Improvement Plan to another meeting.

Upon a motion by David Floyd, seconded by Matthew Haynes, and passed unanimously, the meeting adjourned at 11:09 pm.

Respectfully,
Jamie Boone, 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: March 15, 2023

Agenda Item: #2

To take such action as the meeting may determine related to a banner request from the Westport Weston Chamber of Commerce regarding the 2023 Dog Festival.

Background Information:

The Department's banner policy allows for a banner to be hung for a maximum of seven days, Monday to Monday. In 2021, two banners were hung at Winslow Park for an extended period of time along the Post Road which drew complaints. As such, it was deemed that the request should be brought back to the Commission for approval.

This issue was discussed at the February 16, 2022, PRC meeting. The decision was to make an exception for this event to allow 2 banners to be hung at Winslow Park for a period not to exceed 10 days and to come back to the Commission the following year to review any complaints about the additional banner.

No complaints were received by the Parks and Recreation Department related to the banners for the May 2022 Dog Festival.

Back-up Documents:

Supporting documents submitted by Matthew Mandell for 2023 event (facility request form, banner request form)

Minutes from February 16, 2022, PRC meeting

Parks and Recreation Department "Requirements for Hanging Banners"

Staff Recommendation:

Due to no complaints being received by the Department related to the banners for the 2022 event, staff recommends the continuation of the exception allowing two (2) banners for a maximum of 10 days to cover two (2) weekends. For 2023 it would be May 12 – May 21.

Resolution Format:

The Parks and Recreation Commission approves the request from the Westport Weston Chamber of Commerce to hang two (2) banners at Winslow Park for a period not to exceed 10 days for the annual dog festival, unless event is postponed to raindate.



WESTPORT CONNECTICUT

PARKS AND RECREATION DEPARTMENT
 LONGSHORE CLUB PARK
 260 COMPO RD S, WESTPORT, CT 06880
 (203) 341-5090

2023 FACILITY REQUEST FORM

(Request must be submitted no less than thirty (30) days PRIOR to event date)

Today's Date:	3/16/23	
**Sponsoring Agency (if applicable):	Westport Westport Chamber of Commerce	
Name of Individual in charge on-site day of event:	Matthew Mandell	
Address:	41 Riverside Ave	
City/Town/State/Zip:	Westport CT 06880	
Best Contact Number:	703-272-1333 - 06880 Cell 783-757-6621	
Email Address:	Matthew@WestportWestportChamber.com	
Type of Event:	Festival	
Requested Place for Event:	<input type="checkbox"/> Compo S. Beach <input type="checkbox"/> Evan Harding Point <input type="checkbox"/> Burying Hill <input type="checkbox"/> Ned Dimes Marina Club House** <input checked="" type="checkbox"/> Other (location requested) <i>Winslow Park</i>	
Requested Day & Date:	May 21 RAIN FOREST	
Requested Time of Event:	10-4 Set up 5/20 4-6pm-6pm Break 5/21 4-7pm	Estimated number of people attending: (Note: cars without current beach emblems will need to pay the daily fee or get dropped, unless you are a Westport-Based Company, Civic Organization - see * next page) <i>3000</i>

Tent to cover food/beverage prep and/or service ONLY	Request for Waiver	YES / NO
Maximum Size of tent: 10' x 10' / Maximum number of tents allowed - 2 tents	<i>70 tents otherwise</i>	# of tents:
Tables & Chairs		YES / NO
Alcohol Waiver (Compo South Beach, Compo Beach Softball field, Ned Dimes Marina Clubhouse ONLY)		YES / NO
Catering/Food Truck Permit - cost \$55.00 (per truck)		# of Trucks
-- Caterer is responsible for bagging and removing ALL garbage, trash, and other refuse from event.		<i>4</i>
NAME OF CATERER(S):	<i>TBD</i>	
Music - (sound may not be plainly audible beyond a distance of 20ft from the source of the sound)		YES / NO
Permission for bus to drop-off & pick up at designated area (schools and camps only)		YES / NO
Please state anticipated number of non-emblem vehicles attending event:		# <i>174</i>
Compo Beach Softball Diamond (Time requested - Circle one)	8am - 10am / 10am - 12pm / 12pm - 2pm / 2pm - 4pm / 4pm - 6pm / 6pm - 8pm	
**Corporate/Civic Organizations/Schools are required to submit a Certificate of Insurance and a signed & notarized Town of Westport Hold Harmless Agreement (provided), covering the day(s) of event. (Days of event need to include set-up and clean-up days)		
***Ned Dimes Marina Clubhouse Rental Fee - \$275.00		
***Clean-up Deposit - \$100.00 (separate check or cash - credit card not accepted)		
- Club House should be swept clean with trash bagged and tied at the conclusion of the event, in order to receive your \$100 deposit back.		

APPROVAL BASED ON THE SOLE DISCRETION OF THE PARKS AND RECREATION DEPARTMENT.

When permit is approved, notification goes to person hosting event. When permit fee and any other required documentation is received, permit will be finalized.

Permit holder/person requesting permit MUST be present during event and must have permit on-site during event.

Approved by Parks & Recreation Department: _____	Fee Collected: _____
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CONDITIONS FOR FACILITY REQUEST

PLEASE READ CAREFULLY

1. Permits are required per section I.1. of the Town of Westport Parks and Recreation Rules and Regulations.
2. Application must be submitted to the Westport Parks and Recreation Department at least 30 days prior to the event or your request may not be considered. No application will be considered within 72 hours of an event.
3. Applications will be considered on a first-come, first-served basis.
4. Additional Police/Emergency Personnel/Staff required will be determined by the Parks and Recreation Department and paid for by the Event Sponsor.
5. Permit holder is responsible for the behavior of their guests and their compliance with the Town of Westport Parks and Recreation Department Rules and Regulations.

GENERAL CONDITIONS

Permits issued to individuals for the Town beaches do not include waivers for daily parking fees.

Parking: Guests without a parking emblem for Town beaches must pay daily parking fees.

Tents: Maximum of two (2) tents. Maximum size: 10' x 10'. Tent to cover food/beverage prep and or service ONLY.

NO GLASS OR GLASS CONTAINERS - cans, plastic, or paper containers only. No kegs, beer balls, or containers of beer more than 1 liter allowed. This will be strictly enforced.

Catering Permit: Allows limited access to commercial caterers and catering vehicles. \$55.00 catering fee is due upon submittal of request.

\$50 permit fee (per permit for approved events). \$25 permit fee for non-profits (per permit for approved events) Nonrefundable. (Includes: Ned Dimes Marina Club House & Burying Hill Beach. EXCLUDES: Westport Schools and Town Departments).

Ned Dimes Marina Clubhouse ONLY - \$275.00 rental plus \$100.00 deposit for clean-up: Rental of the Ned Dimes Marina Clubhouse requires a \$100.00 refundable deposit at time of application to be held for clean-up of the clubhouse. (Separate checks payable to Town of Westport) Upon a favorable inspection of the facility the deposit will be returned to the applicant. **Please Note:** Ned Dimes Marina Clubhouse is handicap accessible.

Picnic tables are available on a first come, first served basis only and are not reservable.

No amplified music including bands and DJ's. Radios should be played at volume not plainly audible beyond a distance of 20 feet from source of sound.

Parks and Athletic Fields trash generated by the event should be removed from the site by the sponsoring agency.

*Westport-Based Companies and Civic Organizations using Compo Beach or Burying Hill Beach may be issued up to 30 waivers of parking emblems Monday through Thursday ONLY for company/group picnics (1 per season).

COMPO BEACH

No alcohol on Compo Beach except on South Beach or the Ned Dimes Marina Clubhouse.

The Pavilion at Compo Beach is designated for public use and MAY NOT be reserved for private parties. Cooking and possession of alcohol in this area is strictly prohibited.

Events exceeding 75 participants at Compo Beach will use the west end of South Beach. Permit holder is responsible for taping off site area the day of event and having someone stay at the site until the event starts. Any site left unattended can be occupied by other patrons at the beach.

I have read and agreed to the conditions required:

 2/16/23
Applicant's Signature & Date Signed



WESTPORT, CONNECTICUT

Parks and Recreation Department
260 S. Compo Road
Westport, CT 06880

BANNER REQUEST FORM

Name of Organization: Westport Weston Chamber of Commerce

Location: () Luciano Park (on baseball backstop) () Compo Beach Winslow Park
Note: Banner's can only be displayed where the event is taking place.

Requested Week: 5/7 - 5/21 14 DAYS 2 banners
(maximum 7 days)

Contact Name: Matthew Mandell

Address: 41 Riverside Av
Westport, CT

Phone: 203-227-9234

Email: Matthew@westportwestonchamber.com

FOR OFFICE USE ONLY

Week Confirmed _____

Hold Harmless Received _____

Banner Picked Up _____

F I N A L



**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.

FINAL

- 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 Acselrod, 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

FINAL

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.

FINAL

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 Kerryn Griffin

F I N A L

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.

FINAL

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.

10. Administrative Report.

Jennifer Fava reported:

- The Longshore Golf Course ended the year with 38,107 rounds, the most since 2004.

FINAL

- 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 RECing 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



WESTPORT CONNECTICUT

PARKS AND RECREATION DEPARTMENT
LONGSHORE CLUB PARK
260 COMPO RD S, WESTPORT, CT 06880
(203) 341-5090

REQUIREMENTS FOR HANGING BANNERS

1. **Time Limits** – Banners will be hung for a maximum of (7) seven days, Monday to Monday, and may include one weekend only. Banners must be brought to the Parks & Recreation Department, no later than 3 p.m. four days before it is scheduled to be hung. (The Wednesday before the Monday that banner is to be hung.)
2. **Reservations** – The Parks & Recreation Department will take reservations to hang a banner at Luciano Park, Compo Beach*.
** Banner can only be hung at Compo Beach if event is taking place at Compo Beach*
3. **Identification** – All banners must have name of organization and contact telephone number.
4. **Indemnification and Hold-Harmless** – Any individual or group requesting to have the town hang a banner must first agree to indemnify and hold harmless the town and its respective officers, agents or servants, on account of any and all claims, damages, losses, litigation, expenses, counsel fees and compensation arising out of injuries (including death), sustained by the public, any or all persons on or near work, or by any other person or property, real or personal (including property of the town), caused in whole or in part by acts of the individual or group hanging the banner, or their agents, while engaged in hanging or removing the banner, and during the time the banner is hung.
5. **Banner Storage** – Please pick up banner within one (1) week after it has been scheduled to be taken down. There is NO storage space in Parks & Recreation for banners. The town cannot be responsible for banners not picked up in a timely manner. Thank you for your cooperation.

Parks and Recreation Commission

Meeting Date: March 15, 2023

Agenda Item: #5

To take such action as the meeting may determine related to a request from the Department of Public Works to use a portion of Winslow Park for a project staging area.

Background Information:

The Department of Public Works has requested the use of a portion of Winslow Park to be utilized as a temporary staging area for an upcoming project

Back-up Documents:

Memo dated March 8, 2023 from Bryan Thompson, WPCA Collection System Supervisor along with two (2) images of the proposed area.

Staff Recommendation:

Staff recommends the approval of the proposed area as a staging area for the outlined DPW project.

Resolution Format:

The Parks and Recreation Commission approves the request from the Department of Public Works to utilize a portion of Winslow Park for a project staging area as presented.



WESTPORT

DEPARTMENT OF PUBLIC WORKS

TOWN HALL, 110 MYRTLE AVENUE
WESTPORT, CONNECTICUT 06880
(203) 3411120 www.westportct.gov

MEMORANDUM

March 8, 2023

To: Jennifer Fava, Director of Parks & Recreation

From: Bryan H. Thompson, WPCA Collection System Supervisor

Re: Proposed .50 Acre Staging Area at Winslow Park
Sanitary Sewer Contract 75

The Public Works office is seeking the approval of the Parks & Recreation Commission for the use of a half (.50) acre area of Winslow Park (location of area is shown on the attached plan). The area will be used as a staging area for the construction of Sanitary Sewer Contract 75. Contract 75 is an extension of the Town owned sewer collection system to service the area of Evergreen Avenue, Evergreen Parkway, Tamarac Road, Lone Pine Lane, Gorham Avenue, Compo Road North, and Brookside Drive. The contract has been awarded to Burns Construction, they will be utilizing the site for the purpose of storing construction material, such as but not limited to, pipe, manhole structures, stone, fill, and machinery. The time period requested would be from April 1, 2023 to January 1, 2024 (worst case scenario). The area will be fenced in and gated for security purposes. The area will be completely restored to its original condition or better in early spring 2024, at the latest.



Winslow Park - Proposed .50 Acre Staging Area

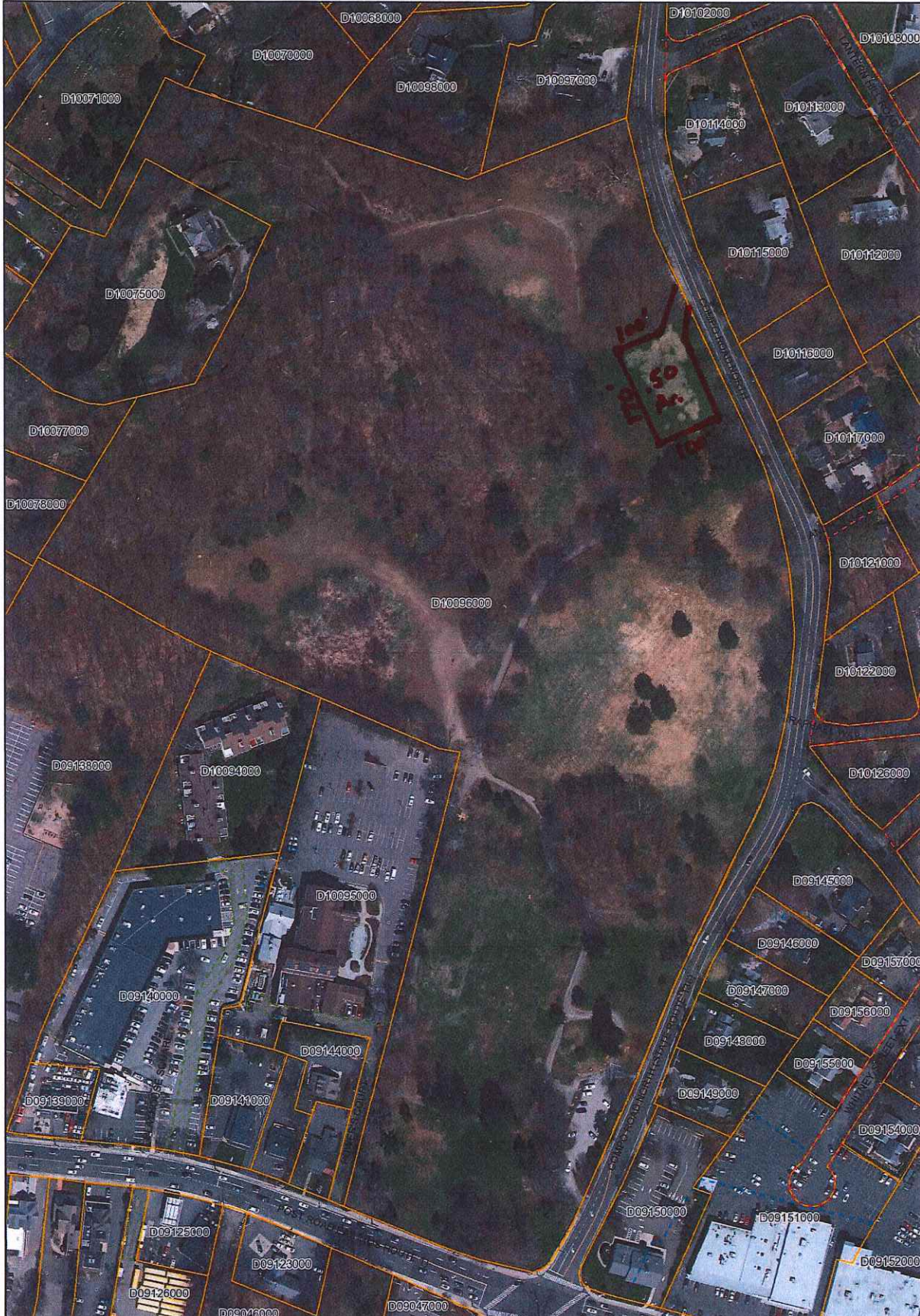
Westport, CT



March 6, 2023

1 inch = 150 Feet

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Winslow Park - Proposed .50 Acre Staging Area

Westport, CT



March 6, 2023

1 inch = 50 Feet



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