



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, October 18, 2023, at 7:30pm. It will be held in conference room #201 at the Westport Town Hall located at 110 Myrtle Avenue, Westport, Connecticut. Meeting materials will be available on the Meeting List & Calendar page of the Town website [westportct.gov](http://westportct.gov), along with the meeting notice.

### **MEETING AGENDA**

1. Approval of Minutes: July 19, 2023
2. Public Comment
3. Reports of
  - Golf Advisory Committee
  - Parks Advisory Committee
  - Racquets Advisory Committee
4. Longshore Capital Improvement Plan Update. (Discussion only)
5. To take such action as the meeting may determine related to golf course tee improvements.
6. Commissioner's Comments
7. 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](mailto: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

July 20, 2023

The Westport Parks and Recreation Commission held a meeting on Wednesday, July 19, 2023 @ 7:30 pm. It was held electronically and recorded via zoom.

**Members Present:**

David Floyd, Chairman; Elaine Whitney, Alec Stevens

**Members Absent:**

Matthew Haynes, Christine O'Keeffe

**Also Present:**

Jennifer Fava, Director of Parks and Recreation; Carmen Roda, Operations Manager; Bob Wickey, PAL Treasurer; Kathie Bennewitz, member of the Westport Arts Advisory Committee; Dina Upton, member of the Westport Arts Advisory Committee; along with members of the public.

**1. Approval of minutes: June 21, 2023**

Upon a motion by David Floyd to approve the June 21, 2023, minutes as amended, seconded by Alec Stevens. Passed unanimously 3-0.

**2. Public Comments on Non-Agenda Items.****3. Reports of:**

**Golf Advisory Committee:** No representative was present.

**Parks Advisory Committee:** David Floyd, Chairman of the PRC, reported.

**Racquets Advisory Committee:** No representative was present.

**4. To take such action as the meeting may determine to approve an agreement between the Town of Westport and Westport P.A.L. for the installation of the P.A.L. Rink at Longshore.**

Jennifer Fava and Bob Wickey presented.

**Public Comment:** None.

**Upon a motion made by Elaine Whitney and seconded by Alec Stevens, passed unanimously 3-0.**

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

**RESOLVED:** The Parks and Recreation Commission recommends to the Board of Selectwomen approval of the agreement, upon approval from the Town Attorney, between the Town of Westport and Westport P.A.L. for installation of the P.A.L. Rink at Longshore as amended by deleting section 2(ii).

**5. Discussion with members of the Westport Arts Advisory Committee regarding the possibility of placing sculptures in parks. (Discussion only)**

Dina Upton and Kathie Bennewitz presented.

**Public Comment:** One member of the public commented.

**No action taken by the Commission.**

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

Jennifer Fava presented.

**Public Comment:** One member of the public commented.

**Upon a motion made by Elaine Whitney, and seconded by David Floyd, passed unanimously 3-0.**

**RESOLVED:** The Parks and Recreation Commission recommends to the Board of Selectwomen approval of Parks and Recreation Department fees as proposed for youth basketball, swim instruction, ice skating and pickleball.

**7. Commissioner's Comments:** David Floyd reported.

**8. Administrative Report:** Jennifer Fava reported.

**Upon a motion by Alec Stevens, seconded by Elaine Whitney, and passed unanimously 3-0, the meeting adjourned at 9:45 pm.**

Respectfully,  
Jamie Boone, Recording Secretary

# Parks and Recreation Commission

**Meeting Date:** September 20, 2023

**Agenda Item:** #4

Longshore Capital Improvement Plan update. (Discussion only)

**Background Information:**

Provide Commission members with update regarding the Longshore Capital Improvement Plan.

**Back-up Documents:**

N/A

**Staff Recommendation:**

N/A

**Resolution Format:**

N/A

# Parks and Recreation Commission

**Meeting Date:** September 20, 2023

**Agenda Item:** #5

To take such action as the meeting may determine related to golf course tee improvements.

**Background Information:**

Some of the tees need releveling and/or renovation.

At the September 11, 2023 meeting of the Golf Advisory Committee they unanimously voted to recommend to the Parks and Recreation Commission the approval of the proposed tee improvements for tees 2, 11, 13, 15, 17, with 4 as add alternative.

**Back-up Documents:**

Memo from Jennifer Fava, Director of Parks and Recreation, RE: Longshore Golf Course Tee Improvements dated September 14, 2023.

Preliminary Tee Improvement Diagrams

**Staff Recommendation:**

Staff recommends approval to move forward with the project as proposed.


**Resolution Format:**

The Parks and Recreation Commission approves moving forward with the proposed tee improvements for tees 2, 11, 13, 15, 17, with 4 as add alternative.



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

MEMO TO: Parks and Recreation Commission

MEMO FROM: Jennifer Fava, Director of Parks and Recreation 

DATE: September 14, 2023

RE: **Longshore Golf Course Tee Improvements**

The Parks and Recreation Department hired Doug Smith, Golf Design Unlimited, to provide us with a plan and bid specifications for the improvement of a number of tees on Longshore Golf Course. After lengthy discussion and review with Department staff; Brad Brown, Golf Course Superintendent; and Jon Janik, Golf Pro, the following recommendations are presented.

As the project was being reviewed, it was felt that rather than simply completing a cursory releveling of some tees, we should make improvements that may go beyond releveling where appropriate. Based on this, some tees will be rebuilt and/or additional tees added, in an effort to improve the overall golf experience, as well as assist with maintenance.

It is clear that the tee on hole #1 needs to be addressed; however, it would not make sense to do that at this time as that area will be renovated as part of the Longshore Capital Improvement Plan along with the roadway, clubhouse, cart barn and parking lots. This tee will be addressed at that time.

Drawings for the proposed improvements are attached and the table below indicates each hole and the respective estimated costs.

Hole #	Estimated Cost
2	\$38,000
11	\$50,000
13	\$74,000
15	\$48,000
17	\$7,000
<b>TOTAL</b>	<b>\$217,000</b>

Tees on holes 4 and 8 were also reviewed but based upon the cost and their current condition, it was felt that these two tees could potentially be skipped at this time. At the September 11, 2023, meeting of the GAC, it was decided that hole 8 is very low priority and could be skipped and we should add hole 4 to the bid as an add alternate and a final determination on 4 can be made when actual prices are known through the bid process.

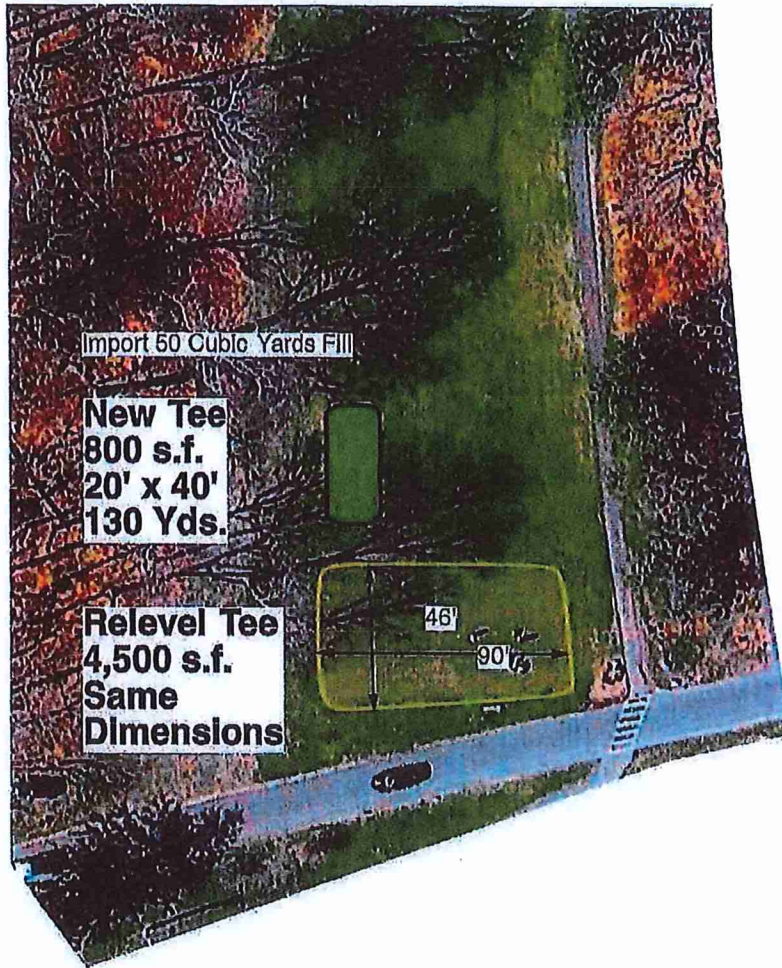
Hole #	Estimated Cost
4	\$18,000

attachments

# Tee Improvement Plan

Par  
3

2



Revised 7-24-23

GOLF DESIGN  
UNLIMITED



Douglas Smith  
A.S.G.C.A.

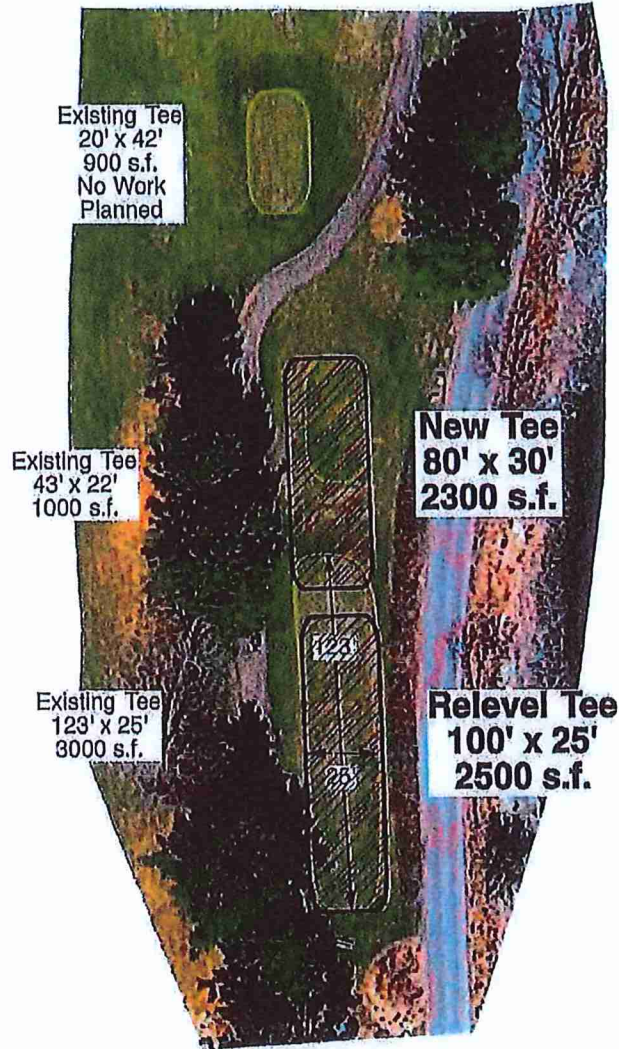
Scale: 1" = 50' Date: May 2023

155  
145  
130

# Tee Improvement Plan

Par  
3

11



Revised 7-24-23

GOLF DESIGN  
UNLIMITED



Douglas Smith  
A.S.G.C.A.

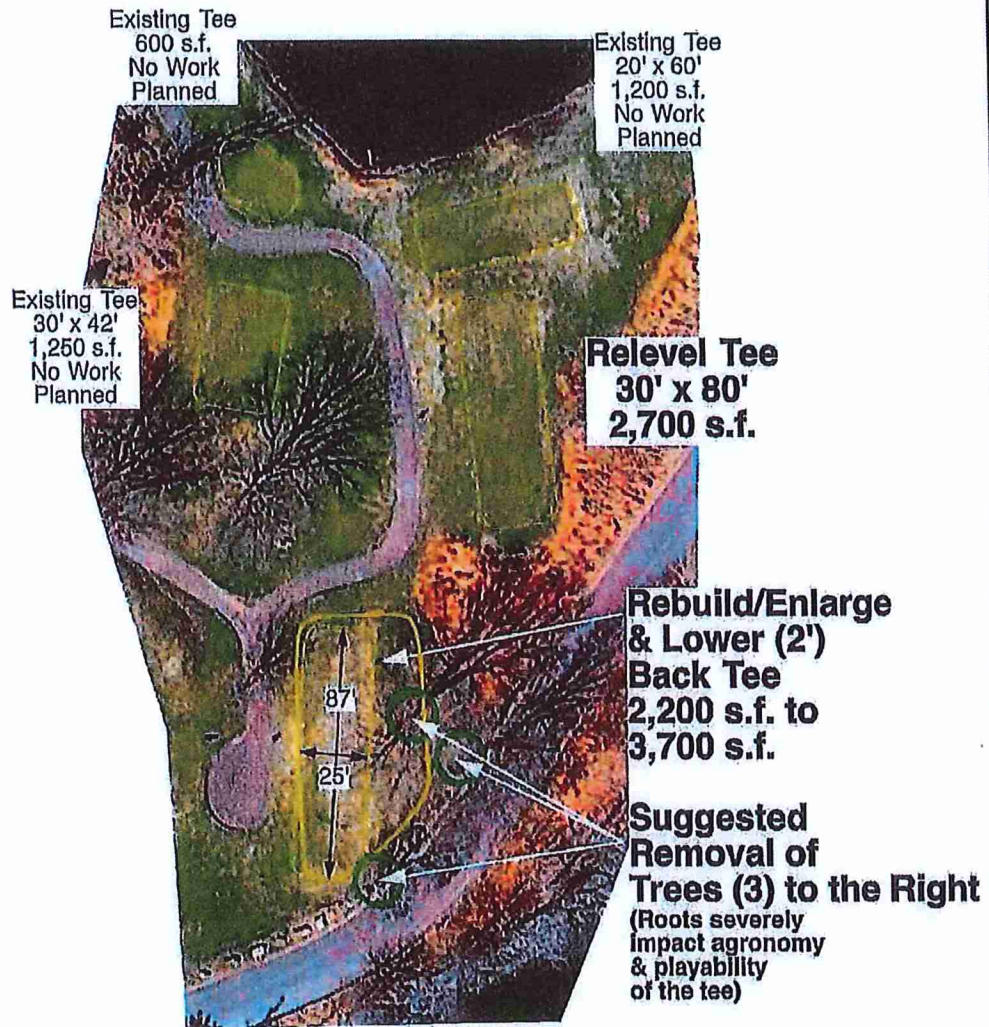
Scale: 1" = 50' Date: May 2023

207  
154  
121



# Tee Improvement Plan

Par  
3 13



Revised 7-24-23

GOLF DESIGN  
UNLIMITED



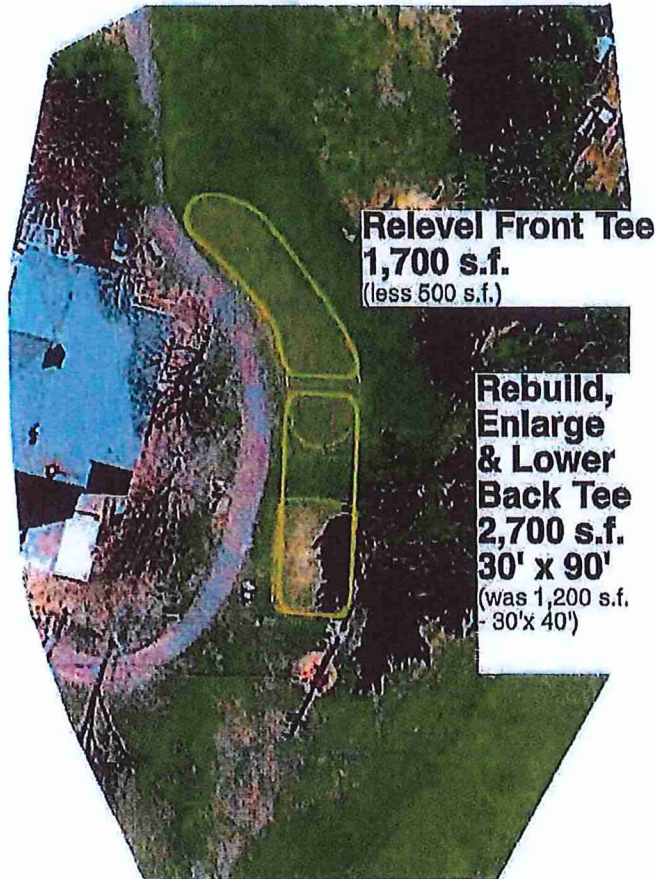
Douglas Smith  
A.S.G.C.A.

Scale: 1" = 50' Date: March 2023

205  
149  
130

# Tee Improvement Plan

Par  
3 **15**



**Relevel Front Tee**  
**1,700 s.f.**  
(less 500 s.f.)

**Rebuild,  
Enlarge  
& Lower  
Back Tee**  
**2,700 s.f.**  
**30' x 90'**  
(was 1,200 s.f.  
- 30'x 40')

Revised 7-24-23

**GOLF DESIGN**  
UNLIMITED



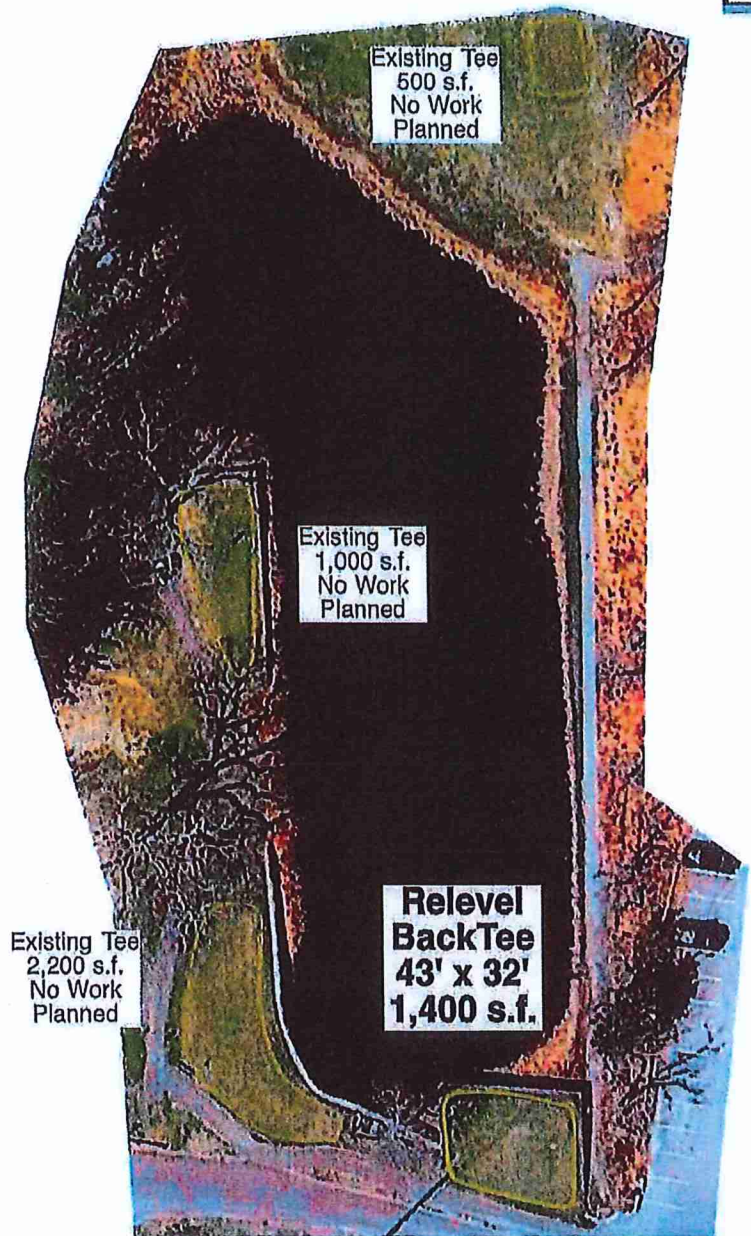
Douglas Smith  
A.S.G.C.A.

Scale: 1" = 50' Date: May 2023

**177**  
**140**  
**128**

# Tee Improvement Plan

Par 4 17



Existing Tee  
500 s.f.  
No Work  
Planned

Existing Tee  
1,000 s.f.  
No Work  
Planned

**Relevel  
BackTee  
43' x 32'  
1,400 s.f.**

Existing Tee  
2,200 s.f.  
No Work  
Planned

Revised 7-24-23

**GOLF DESIGN**  
UNLIMITED  
Douglas Smith  
A.S.G.C.A.

Scale: 1" = 50' Date: May 2023

**351**  
**287**  
**220**

# Tee Improvement Plan

Par  
4

4



Revised 7-24-23

GOLF DESIGN  
UNLIMITED



Douglas Smith  
A.S.G.C.A.

307  
257  
182

Scale: 1" = 50' Date: May 2023