



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 Special Meeting on **Wednesday, April 3, 2024 at 7:30pm**. It will be held electronically via zoom. Meeting materials will be available on the Meeting List & Calendar page of the Town website at westportct.gov, along with the meeting notice.

Join Zoom Meeting

<https://us02web.zoom.us/j/82530265774?pwd=U1RJdGVKM0VFMThTzZlM0VieTFFdz09>

Meeting ID: 825 3026 5774

Passcode: 367156

1 309 205 3325 US

1 646 876 9923 US (New York)

MEETING AGENDA

1. Approval of Minutes: February 28, 2024
2. Public Comment
3. Reports of
 - Golf Advisory Committee
 - Parks Advisory Committee
 - Racquets Advisory Committee
4. To take such action as the meeting may determine relative to revisions to the Parks and Recreation Rules and Regulations Governing Use of Municipal Beaches, Yacht Basins, Longshore Club Park, Park Areas and Recreational Facilities as it relates to access of recreational facilities on Board of Education campuses.
5. To take such action as the meeting may determine relative to proposed fee changes for Parks and Recreation facilities and activities.
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 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

March 7, 2024

The Westport Parks and Recreation Commission held a meeting on Wednesday, February 28, 2024 @ 7:30 pm. It was held electronically and recorded via zoom.

Members Present:

David Floyd, Chairman; Elaine Whitney, Christine O’Keeffe, Matthew Haynes

Members Absent:

Alec Stevens

Also Present:

Jennifer Fava, Director of Parks and Recreation; Rick Giunta, Deputy Director of Parks and Recreation; Carmen Roda, Operations Manager; along with members of the public.

1. Approval of minutes:**January 17, 2024**

Upon a motion by Elaine Whitney to approve the January 17, 2024, minutes, seconded by David Floyd. Passes 3-0-1, Matthew Haynes abstained as he was not present at the January 17, 2024, meeting.

February 6, 2024

Upon a motion by David Floyd to approve the February 6, 2024, minutes, seconded by Matthew Haynes. Passed unanimously 4-0

2. Public Comment

Multiple members of the public made comments.

3. Reports of:

Golf Advisory Committee: Jane Dally, Chairwoman of the GAC, reported.

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

Racquets Advisory Committee: No representative was present.

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

4. To take such action as the meeting may determine relative to approval of the 2024 Charity Golf Tournaments at Longshore.

- Staples High School Gridiron Club – Jim Adrian presented.
- VFW Post 399 – Phil Delgado presented.
- Westport Police Athletic League – Craig Bergamo presented.
- Longshore Men’s Golf Association – Skip Lane presented.
- Staples Lacrosse Association – Ed Iannone presented.
- Children’s Community Development Center – Eileen Ward presented.
- Westport Wreckers Rugby Club – Jim Adrian presented.

Public Comment: multiple members of the public commented.

Upon a motion made by Elaine Whitney and seconded by Matthew Haynes, passed unanimously 4-0.

RESOLVED: The Parks and Recreation Commission approves the following charity golf outings at Longshore Club Park for the 2024 season subject to dates approved by the Parks and Recreation Director:

Staples High School Gridiron Club
 VFW Post 399
 Westport Police Athletic League
 Friends of Westport Parks and Recreation
 Staples Lacrosse Association
 Children’s Community Development Center
 Staples Rugby Club

In addition, the Parks and Recreation Commission approves waiving the golf cart fees and greens fees for the Friends of Westport Parks and Recreation’s charity golf tournament (Club House Cup) for 2024 and approves waiving the golf cart fees for the VFW Post 399 for 2024.

5. To take such action as the meeting may determine relative to a request from Westport P.A.L. to use Compo Beach for the 2024 town fireworks.

Craig Bergamo, president of the Westport Police Athletic League presented.

Public Comment: Multiple members of the public made comments.

Upon a motion made by David Floyd and seconded by Matthew Haynes, passed unanimously 4-0.

RESOLVED: The Parks and Recreation Commission grants approval to the Westport Police Athletic League to host the 2024 Fireworks at Compo Beach on Tuesday, July 2nd, rain date Wednesday, July 3rd. Compo Beach parking lots to close at 4PM and reopen to only fireworks ticket holders. Additionally, entry fee per car is approved at \$50.

DRAFT

6. **To take such action as the meeting may determine relative to revising the Pickleball Handpass policy to be consistent with the other racquet sports handpass policies.**

Jennifer Fava and Carmen Roda presented.

Public Comment: Multiple members of the public made comments.

Upon a motion made by Elaine Whitney and seconded by David Floyd, passed unanimously 4-0.

Resolved: The Parks and Recreation Commission approves the clarification of the Handpass policy as proposed. A Parks and Recreation Handpass is required for resident privileges related to the use of the Town of Westport's golf, tennis, platform tennis, pickleball, Longshore Pool and Staples Pool facilities.

7. **Commissioner's Comments:** Elaine Whitney commented.

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

Upon a motion by Matthew Haynes, seconded by David Floyd, and passed unanimously 4-0, the meeting adjourned at 10:28 pm.

Respectfully,
Jamie Boone, Recording Secretary

Parks and Recreation Commission

Meeting Date: March 20, 2024

Agenda Item: #4

To take such action as the meeting may determine relative to revisions to the Parks and Recreation Rules and Regulations Governing Use of Municipal Beaches, Yacht Basins, Longshore Club Park, Park Areas and Recreational Facilities as it relates to access of recreational facilities on Board of Education campuses.

Background Information:

There is confusion related to what is meant by “school grounds” as it relates to access during school hours to those properties and the recreational amenities included within. For clarification purposes, the Superintendent of Schools is recommending access be restricted 7:30am – 4:15pm on school days at all school campuses. For clarification purposes, maps have been created indicating the areas being addressed. This will provide clarity for the public, the Westport Parks and Recreation Department, the Westport Police Department, and the Westport Board of Education. This request is based upon consultation with the Westport Police Department for the purpose of ensuring safety for students, faculty, and staff at the various schools.

Based upon this information and request, it is best to revise the Westport Parks and Recreation Department Rules and Regulations for consistency.

Back-up Documents:

Memo From Thomas Scarice, Superintendent of Schools, dated March 12, 2024

Memo From Ryan Paulsson, Deputy Chief of Police, dated March 20, 2024

Memo From Jennifer Fava, Director of Parks and Recreation, dated March 28, 2024 including illustrative maps

Staff Recommendation:

Staff recommends approval of this request

Resolution Format:

The Parks and Recreation Commission recommends to the Board of Selectwomen approval of the revisions to the Parks and Recreation Rules and Regulations Governing Use of Municipal Beaches, Yacht Basins, Longshore Club Park, Park Areas and Recreational Facilities as it relates to access of recreational facilities on Board of Education campuses as presented.



WESTPORT PUBLIC SCHOOLS

THOMAS SCARICE
Superintendent of Schools

110 Myrtle Avenue
Westport, Connecticut 06880
Telephone: (203) 341-1025
Fax: (203) 341-1029
tscarice@westportps.org

To: Westport Parks and Recreation Commission
From: Thomas Scarice, Superintendent of Schools
Re: March 20, 2024 Westport Parks and Recreation Commission Meeting
Date: March 12, 2024

In consultation with the Westport Police Department, Chief Foti Koskinas, and Westport Parks and Recreation Director Jennifer Fava, on behalf of the Westport Board of Education, I am recommending prohibiting non-school personnel from school grounds and facilities from 7:30am-4:15pm on school days. This recommendation includes all eight Westport public school campuses.

The school district is mindful of the many activities that take place on our campuses, and that our campuses are a valuable resource for the larger Westport community. That said, for the safety of our students and staff, I recommend that access to our school campuses be restricted and that any members of the community who are not students, staff, or invited guests, be prohibited from accessing school grounds and facilities from 7:30am-4:15pm on school days.

Respectfully,

A handwritten signature in black ink, appearing to read 'Thomas Scarice'.

Thomas Scarice, Superintendent of Schools



WESTPORT POLICE DEPARTMENT



DAVID FARRELL
DEPUTY CHIEF

FOTI KOSKINAS
CHIEF OF POLICE

RYAN PAULSSON
DEPUTY CHIEF

To: Westport Parks and Recreation Commission
From: Ryan Paulsson, Deputy Chief of Police
Re: Use of school property during school hours
Date: March 20, 2024

The Westport Police Department supports restricting the use of school property during the hours of 7:30 am – 4:15 pm on school days as a crucial measure to ensure the safety and security of students, faculty, and staff. School campuses are vulnerable to various threats, including unauthorized individuals accessing the premises, potential criminal activity, and disturbances that can disrupt the learning environment. By implementing restrictions on the use of school facilities during instructional hours, our agency can mitigate these risks and maintain better control over campus security. It allows officers to monitor and regulate the flow of individuals on campus, deter trespassing and unauthorized entry, and respond promptly to any emergencies or incidents that may arise. Enforcing these restrictions not only helps prevent potential threats but also reinforces the message that school safety is a top priority, promoting a sense of security and peace of mind among the school community.

Respectfully,

A handwritten signature in black ink, appearing to read "R. Paulsson".

Ryan Paulsson
Deputy Chief of Police
Westport Police Department



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: March 28, 2024

RE: **Access to Recreational Facilities on Board of Education Campuses**

The Board of Education (BOE) currently has a policy/practice that access to school grounds is limited to students, staff, or invited guests during school hours.

Based upon the BOE request, we are looking to clarify what is meant by “school grounds” so that there is consistency among the BOE, Westport Parks and Recreation Department, and the Westport Police Department. We want to be consistent and clarify “school grounds” pertains to the boundaries of each BOE campus as indicated on the attached maps.

Each BOE campus includes recreational amenities such as athletic fields, courts, tracks, etc.; therefore, those amenities are not available to those who are not students, staff, or invited guests during school hours. To ensure that it is understood, the rules related to use of these facilities should be included in the Parks and Recreation Department Rules and Regulations Governing Use of Municipal Beaches, Yacht Basins, Longshore Club Park, Park Areas and Recreational Facilities. As such, it is requested that the following language be added to the Rules and Regulations as indicated below:

“Recreational facilities located on Board of Education campuses are not accessible to those who are not students, staff or invited guests between the hours of 7:30 a.m. and 4:15 p.m. on school days.”

Additionally, this requires changes to Section X. Community Gardens as indicated below:


COMMUNITY GARDENS

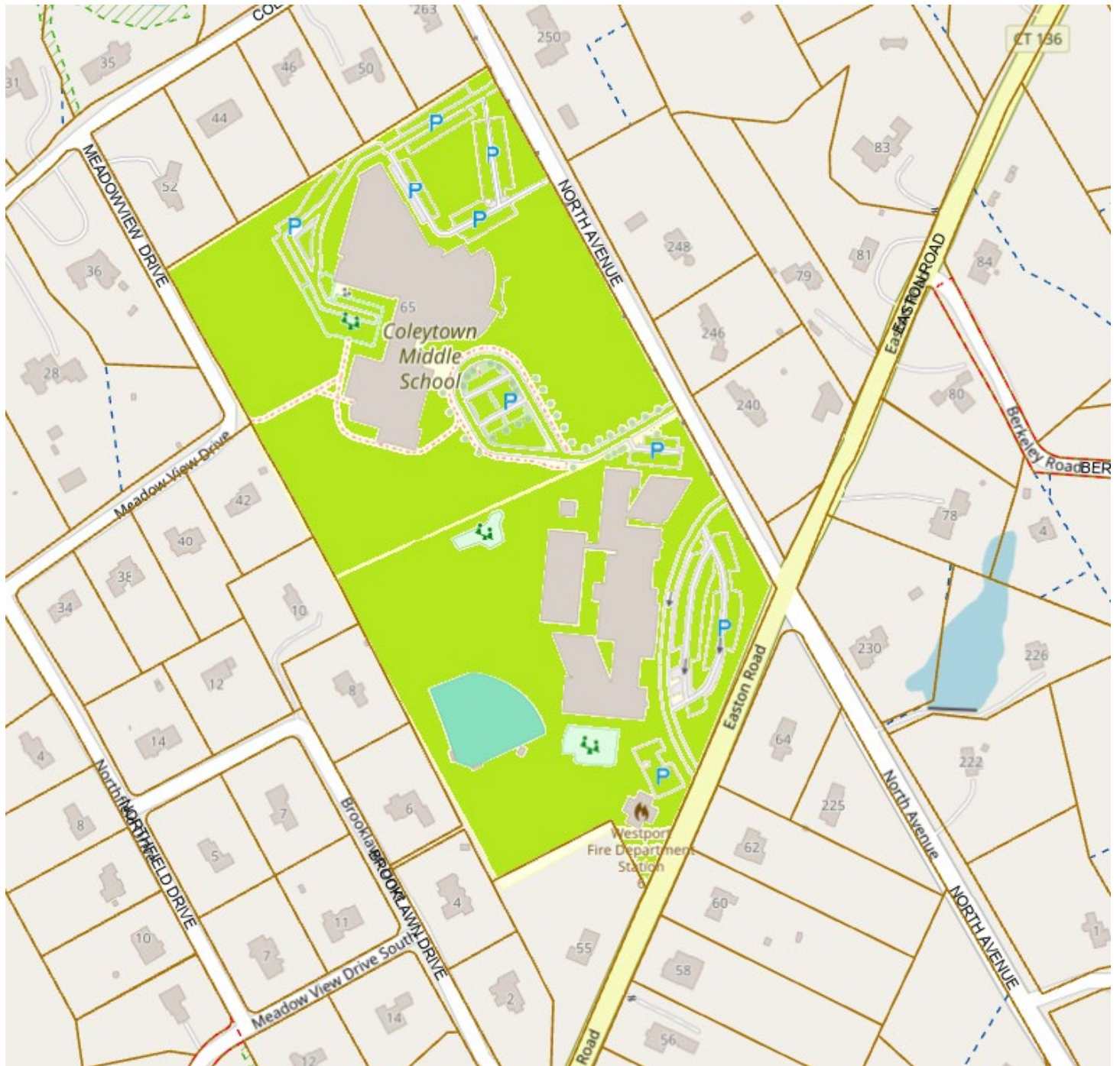
1. Gardening shall be permitted ~~at on~~ the Community Gardens **by Westport Community Gardens members and guests subject to all other Parks and Recreation Regulations. without any handpass when school is not in session. Gardeners may bring guests at any time when school is not in session.**
2. Community Gardens are closed between ~~8:00 a.m. and 9:00 a.m. and between 3:00 p.m. and 4:00 p.m. weekdays when school is in session.~~ 7:30 a.m. and 4:15 p.m. on school days.
3. ~~When schools is in session, all gardeners must have a Community Garden Photo Handpass.~~
4. ~~A limited number of Community Garden guest passes may be issued by the Parks and Recreation Department if the guest is sponsored by a Community Garden handpass holder, subject to all other Parks and Recreation Regulations.~~

These changes will help provide clarity and consistency for all users and personnel.


attachments

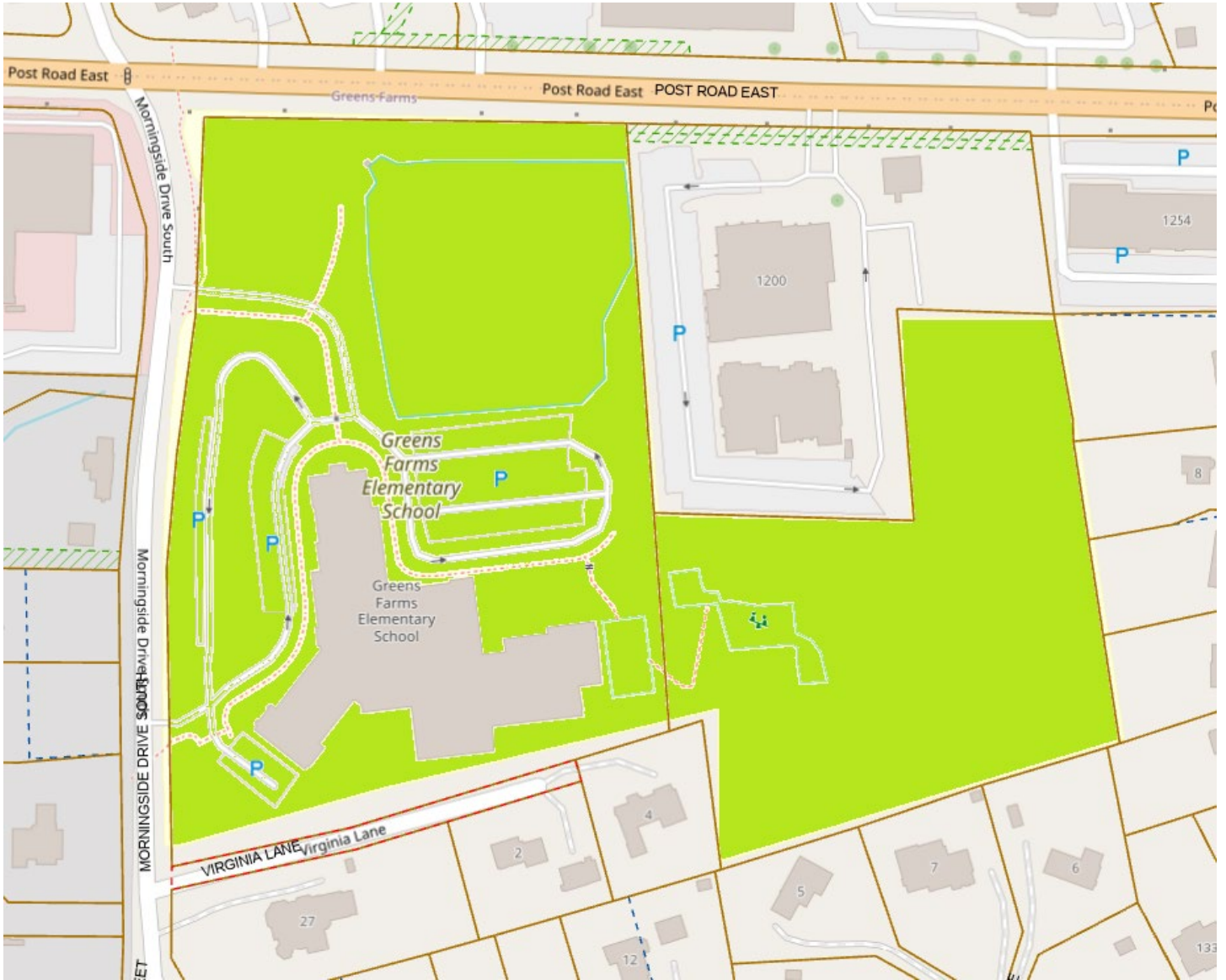
Coleytown Middle School/ Coleytown Elementary School

 = Designated Area affected by School Hours (including all driveways, parking areas, fields, and buildings)




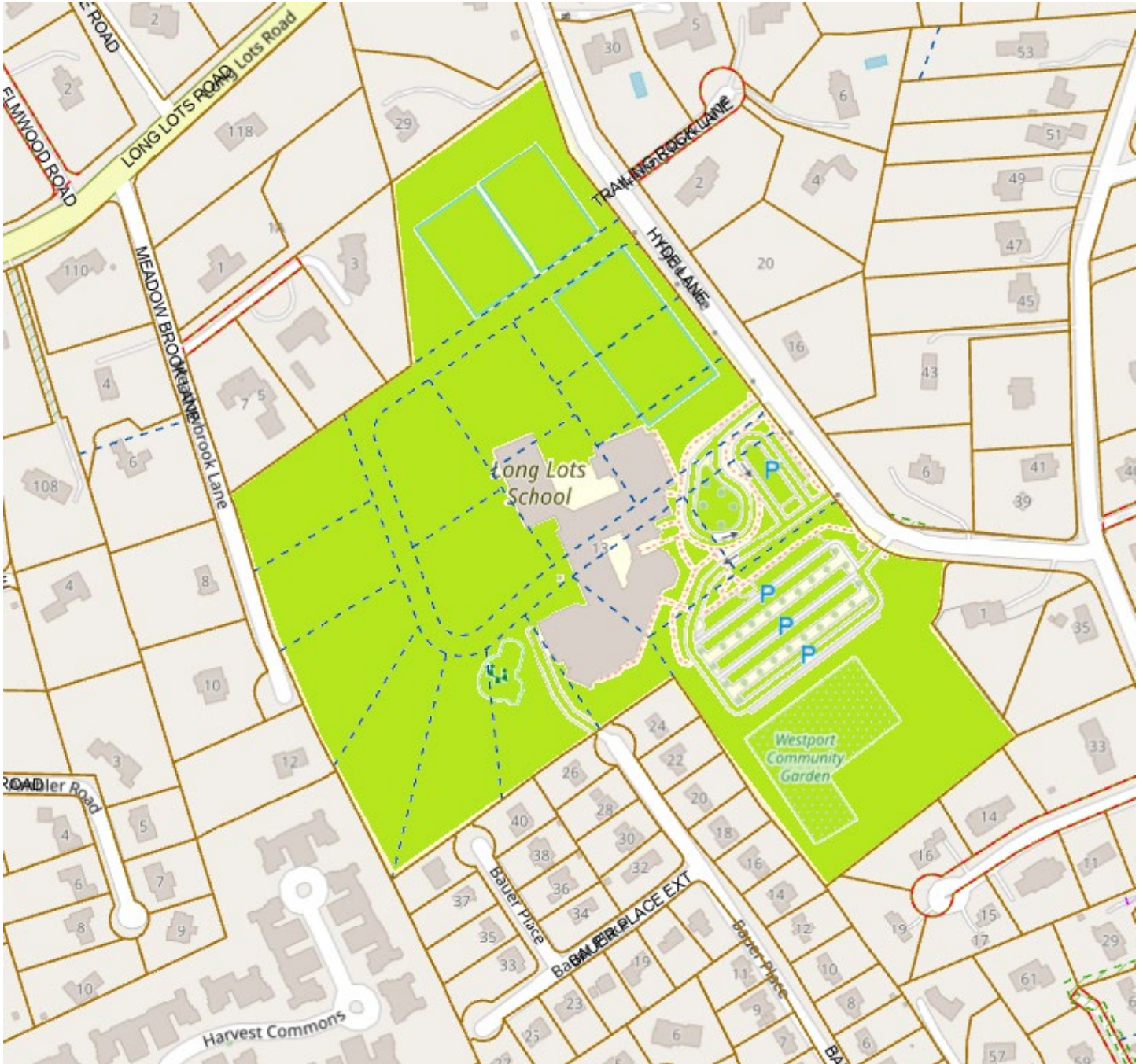
Greens Farms Elementary School

 = Designated Area affected by School Hours (including all driveways, parking areas, fields, and buildings)




Long Lots Elementary School

 = Designated Area affected by School Hours (including all driveways, parking areas, fields, and buildings)




Saugatuck / Kings Highway Elementary School

 = Designated Area affected by School Hours (including all driveways, parking areas, fields, and buildings)



Staples High School / Bedford Middle School

 = Designated Area affected by School Hours (including all driveways, parking areas, fields, and buildings)



Parks and Recreation Commission

Meeting Date: March 20, 2024

Agenda Item: #5

To take such action as the meeting may determine relative to proposed fee changes for Parks and Recreation facilities and activities.

Background Information:

Based upon the data as part of the Department's cost recovery review, it was determined that fees need to be implemented to cover the costs related to the maintenance of our fields.

Fee changes recommended by the Parks and Recreation Commission will be presented to the Board of Selectwomen for approval.

Back-up Documents:

Proposed Fees Memo from Jennifer Fava, Director of Parks and Recreation, dated March 15, 2024 including attachments

Staff Recommendation:

Staff recommends approval of fees as proposed

Resolution Format:

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



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: March 15, 2024

RE: **Proposed Fees**



Based upon the data as part of our cost recovery review it was clear that fees need to be implemented to cover the costs related to the maintenance of our fields. This includes activities such as youth and adult leagues, sports camps, and other uses requesting exclusive use of field facilities. Additionally, as part of the current budget process we have requested an increase in the athletic field budget to provide additional resources for cultural practices to improve the quality of our playing surfaces. The revenue generated from these fees is to offset field related expenses.

A significant amount is spent on providing and maintaining the various sports fields whether it be for materials and equipment or labor. Therefore, we have developed the attached fee schedules.

The schedule titled "Rental Fees Westport Leagues By Field Type" applies to activities including, but not limited to, Westport based youth leagues, adult lacrosse league, adult flag football league, adult soccer league, and the adult baseball league.

The schedule titled "Field Rental Fees By Field Type" applies to all other field users requesting the exclusive use of a field that includes field preparation.

These fees will go into effect for the 2024 fall sports season or a date of September 1, 2024.

attachments



WESTPORT™
— PARKS & RECREATION —

Westport Athletic Fields

Rental Fees Westport Leagues By Field Type

| Athletic Program Spaces | |
|--------------------------------------|---------------------------------|
| User group | Revenue by user group |
| Westport Youth Leagues | \$25 per participant per season |
| Baseball/Softball Fields | \$75 per hour |
| Baseball/Softball Fields with Lights | \$105 per hour |
| Synthetic Turf Fields | \$100 per hour |
| Synthetic Turf Fields with Lights | \$130 per hour |
| Grass Fields | \$50 per hour |
| Grass Fields with Lights | \$80 per hour |
| | |
| | |



WESTPORT™
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Westport Athletic Fields

Field Rental Fees By Field Type

| Athletic Program Spaces | |
|--------------------------------------|-----------------------|
| User group | Revenue by user group |
| Baseball/Softball Fields | \$150 per hour |
| Baseball/Softball Fields with Lights | \$180 per hour |
| Synthetic Turf Fields | \$150 per hour |
| Synthetic Turf Fields with Lights | \$180 per hour |
| Grass Fields | \$100 per hour |
| Grass Fields with Lights | \$130 per hour |
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