



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 Westport Parks and Recreation Commission will hold a meeting on **Wednesday, June 12, 2024, at 7:30 p.m.** 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](http://westportct.gov), along with the meeting notice.

Join Zoom Meeting

<https://us02web.zoom.us/j/82296159400?pwd=fgaWDCd6StBBclBvbhAbUK3ZYBRJNb.1>

Meeting ID: 822 9615 9400

Passcode: 689319

Dial by your location

• +1 309 205 3325 US

• +1 646 876 9923 US (New York)

1. Approval of Minutes: May 15, 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 a request by the Westportmoms to hold a Fall Festival at Compo Beach.
5. Commissioners Comments
6. Administrative Report

David Floyd, Chairman  
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

May 22, 2024

The Westport Parks and Recreation Commission held a meeting on Wednesday, May 15, 2024 @ 7:30 pm. It was held electronically and recorded via Zoom.

**Members Present:**

David Floyd, Chairman; Elaine Whitney, Christine O’Keeffe, Alec Stevens

**Members Absent:**

None

**Also Present:**

Rick Giunta, Interim Director of Parks and Recreation; Carmen Roda, Operations Manager; Foti Koskinas, Chief of Police; Members of the Compo Beach Playground Committee - Joshua Sterling, R.B. Benson, Sharuna Mahesh, Stacie Curan; along with members of the public.

**1. Approval of minutes:****April 3, 2024**

Upon a motion by Elaine Whitney to approve the April 3, 2024, minutes, seconded by Alec Stevens. Passed unanimously 4-0.

**April 11, 2024**

Upon a motion by David Floyd to approve the April 11, 2024, minutes, seconded by Alec Stevens. Passed 3-0-1 Christine O’Keeffe abstained as she was not present at the April 11, 2024, meeting.

**2. Public Comment**

Multiple members of the public made comments.

**3. Reports of:**

**Golf Advisory Committee:** No representative was present. Rick Giunta reported.

**Parks Advisory Committee:** No representative was present. David Floyd reported.

**Racquets Advisory Committee:** No representative was present. Carmen Roda reported.

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 the Compo Beach Playground Renovation Project.**

Joshua Sterling and R.B. Benson presented.

**Public Comment:** multiple members of the public commented.

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

**RESOLVED:** The Parks and Recreation Commission approves the Compo Beach Playground Project as presented with the following modifications:

- i: The final colors of the playground elements shall be approved by the Director of the Parks and Recreation Department.
- ii: The Accessible Safety Surface shall be deemed to be included in the Final Plan in the approximate size and shape shown and a decrease in size or elimination of the Accessible Safety Surface shall be the decision of the Parks and Recreation Commission in its sole discretion.

Be it further resolved the Parks and Recreation Commission supports further research on the sitting wall as indicated on the plan, to be undertaken by the Town of Westport, if approved, and constructed by the Town at a later time.

**4. Commissioner's Comments:** David Floyd commented.

**5. Administrative Report:** Rick Giunta reported.

**Upon a motion by David Floyd, seconded by Christine O'Keeffe, and passed unanimously 4-0, the meeting adjourned at 9:45 pm.**

Respectfully,  
Jamie Boone, Recording Secretary

# Parks and Recreation Commission

**Meeting Date:** June 12, 2024

**Agenda Item:** #1

To take such action as the meeting may determine relative to a request by Westportmoms to hold a Fall Festival at Compo Beach.

**Background Information:**

The Westportmoms held a Fall Festival event at Compo Beach on Sunday, October 21, 2023. They are requesting to hold the event again at Compo Beach on Saturday, October 5, 2024, with a rain date of Sunday, October 6, 2024.

**Back-up Documents:**

Facility Request Form

Actual Results – Event Review

Westportmoms Fall Festival Proceeds Explanation Letter

**Staff Recommendation:**

Staff recommends allowing the continuation of this event at Compo Beach on Saturday, October 5, 2024, with a rain date of Sunday, October 6, 2024.

**Resolution Format:**

The Parks and Recreation Commission approves a request for Westportmoms to hold a Fall Festival at Compo Beach on Saturday, October 5, 2024, with a rain date of Sunday, October 6, 2024.



# WESTPORT CONNECTICUT

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

## 2024 FACILITY REQUEST FORM

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

Today's Date:	June 2 2024		
**Sponsoring Agency (if applicable):			
Name of Individual in charge on-site day of event:	Melissa Post and Megan Rutstein		
Address:	3 Elwil Drive		
City/Town/State/Zip:	Westport, CT 06880		
Best Contact Number:	617-835-7772		
Email Address:	melissa@westportmoms or megan@westportmoms.com		
Type of Event:	Community Event		
Requested Place for Event:	<input checked="" type="radio"/> Compo S. Beach <input type="radio"/> Evan Harding Point <input type="radio"/> Burying Hill <input type="radio"/> Ned Dimes Marina Club House*** <input type="radio"/> Other (location requested)		
Requested Day & Date:	October 5th (raindate Oct 6, 2024) OR Oct 19th (raindate Oct 20)		
Requested Time of Event:	8AM-2PM	<b>Estimated number of people attending:</b> <i>(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 or Religious Organization – see * below)</i>	1000

### Request for Waiver

Tent to cover food/beverage prep and/or service <i>ONLY</i> Maximum Size of tent: 10' x 10' / Maximum number of tents allowed – 2 tents	<input type="radio"/> YES / NO <input checked="" type="radio"/> # of tents:
Tables & Chairs	<input checked="" type="radio"/> YES / NO <input checked="" type="radio"/>
Music – (sound may not be plainly audible beyond a distance of 20ft from the source of the sound)	<input checked="" type="radio"/> YES / NO <input checked="" type="radio"/>
Alcohol Waiver (Compo South Beach & Compo Beach Softball field <i>ONLY</i> )	<input type="radio"/> YES / NO <input checked="" type="radio"/>
Catering/Food Truck Permit – cost \$100.00 (per truck) -- Caterer is responsible for bagging and removing ALL garbage, trash, and other refuse from event. <b>NAME OF CATERER(S):</b>	# of Trucks  2
Permission for bus to drop-off & pick up at designated area (schools and camps only)	<input type="radio"/> YES / NO <input checked="" type="radio"/>
<b>Westport-Based Companies and Civic Organizations ONLY</b> - Please state anticipated number of non-emblem vehicles attending event:	# non-emblem vehicles
Compo Beach Softball Diamond	(Time requested – Circle one) 8am – 10am / 10am – 12pm / 12pm – 2pm / 2pm – 4pm / 4pm – 6pm / 6pm – 8pm <input type="radio"/> <input checked="" type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>

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

Permits are for Westport Residents, Westport-Based Companies and Civic Organizations *only*.

When permit is approved, notification goes to person hosting event. When the 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 and Recreation Department: _____	Fee Collected: _____
--	----------------------

## CONDITIONS FOR FACILITY REQUEST

### PLEASE READ CAREFULLY

1. Permits are not required unless request is for a waiver of existing 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/Security required must be arranged through 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 in excess of 1 liter allowed. This will be strictly enforced.

**Catering Permit:** Allows limited access to commercial caterers and catering vehicles. \$100.00 catering fee is due upon submittal of request.

**\$75 permit fee (per permit for approved events). \$50 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 - \$350.00 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 (Clubhouse should be swept clean with trash bagged and tied at the conclusion of the event, in order to receive your \$100.00 deposit back). **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 to disturb other beach patrons.

**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**).

**\*\*Corporate/Civic Organizations/Schools/Churches** 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)

### COMPO BEACH:

**No alcohol** on Compo Beach except at the picnic area on South Beach. Groups may request a permit for softball area.

**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.

Melissa Post and Megan Rutstein, June 2nd, 2024

**I have read and agreed to the conditions required:** \_\_\_\_\_

Applicant's Signature & Date Signed



# WESTPORT CONNECTICUT

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

## ACTUAL RESULTS

<b>Today's Date:</b>	June 2nd, 2024
<b>Organization:</b>	Westportmoms
<b>Address:</b>	3 Elwil Drive, Westport CT 06880
<b>Organization Mission:</b>	To provide a one-stop shop resource to parents in the Westport (and surrounding...) communities to learn about local events, resources, activities and more!
<b>Date of Event:</b>	Sunday, 10/21/23

1000-1200

\$20

**Number of Attendees:** \_\_\_\_\_

**Entry Fee:** \_\_\_\_\_

### REVENUE REALIZED:

<b>Entry Fees:</b>	\$20 per family
<b>Sponsor:</b>	Greens Farms Academy, Laurel Rock, Shoreline Therapy Center, Sarah Holland Sports, Earth Animal, and Connecticut Childrens
<b>Raffles:</b>	N/A
<b>Other:</b>	We had vendors providing activities to the kids. These included: DIG Chess, The Parent Collective., Curbside Confections, Crafty Kids, Embrace Orthodontics, Homage Fitness, Hands On Pottery, IST Sports., the Jumbo Balloon, Mad Science, Moxie Westport, Rowan, Pierrepont School, Sasco Pediatric Dentist, Nutri-Greene, Tend Dental.
<b>Other:</b>	
<b>Other:</b>	

9200

**TOTAL REVENUE REALIZED**

\_\_\_\_\_

2435

**TOTAL EXPENSES (Show Details on back of this form)**

\_\_\_\_\_

6765

**NET REVENUE REALIZED**

\_\_\_\_\_

### DISTRIBUTION OF PROCEEDS:

Organization	Amount
Diaper Bank of CT	\$800

\*See Doc attached describing use of funds

**TOTAL DISTRIBUTION OF PROCEEDS:**

\_\_\_\_\_



# WESTPORT CONNECTICUT

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

## Actual Results

Westportmoms

10/21/23

Organization: \_\_\_\_\_

Event Date: \_\_\_\_\_

Expense  
Tables for Vendors

Amount  
\$385

Expense  
Bounce House

Amount  
\$650

Expense  
Face Painters

Amount  
\$250

Expense  
Event Marketing (emails, graphic design, signage, time and materials)

Amount  
\$1150

Expense

Amount

Expense

Amount

Expense

Amount

Expense

Amount

Expense

Amount

\$2435

**TOTAL ALL EXPENSES**



## Use of Proceeds from 2023 Westportmoms Fall Festival

As noted, we had costs of \$2500 for the Westportmoms 2023 Fall Festival, and Revenues (from ticket sales and sponsors/vendors) of \$9750, resulting in Net Revenue of \$7,250.

Throughout the year we put on a wide variety of events for the community which these funds are put toward. Some examples include:

- **Our Summer KidFest** at Greens Farms Nursery School – August 2023 (and will do again August 2024). No cost to attend. We provided music for the kids, story time, art projects, a food truck, sports, and more. Had 250ish people attend
- **Our Annual Easter Egg Hunt** – this year it was on Sunday, 3/28 at Wakeman Turf behind Bedford Middle School. We spend \$10K annually to order 12,000 PRE-FILLED Easter Eggs for two hunts – Ages 2-5 and Ages 6-8. The eggs are gone in under 5 minutes. In addition to the Egg costs, we pay for signage which this year cost \$500+
- **Our Holiday Extravaganza**- this was in early December at the Porch. We had cookie decorating, a truck for the kids to climb on, face painting, hot cocoa, games and more!
- **Our Moms that Matter Panel**- this year this was on Thursday, 5/3 at Birchwood Country Club. We had 260 moms attend for a Shopping Event and Panel Discussion. We collected feminine products for the Diaper Bank of CT, and there was a small ticket price to cover food for all attendees
- **In addition to the annual events above**, we host FREE workout classes at the Beach in the summer, at studios when new places open (for example, we are doing one THIS Friday, 6/7 at ClubSweat in Westport). Historically, we have also done things like:
  - o **Insta Live with Scott Gottlieb during COVID**
  - o **Insta Live with Cardiologist at Connecticut Children's**
  - o **Anti-Gun Panel with Chief of Police and other town reps**
  - o **Anti-Gun March through town- with support of Westport police**
  - o **Digital Dilemma Panel at Greens Farms Nursery to discuss phones, the growth of social media and raising kids in a digital Age**
  - o **Mom meetups for those new in town, entrepreneurs looking to connect with others like them, and more!**
  - o **Diaper and Toy drive before, during and after Covid, and support for other local charities.**
- In addition to putting on the above events, we market events going on in town- all school plays, local school fundraisers and more typically at no charge, or a significantly reduced rate to support the community

Thank you for the consideration.

Best,

Meissa and Megan