



Incorporated 1787

Parks & Recreation Commission

**REGULAR MEETING
MINUTES
MONDAY DECEMBER 13, 2010
7:30 P.M.**

**WESTON TOWN HALL
DAUGHERTY COMMISSION ROOM**

David C. Juneau
Chairman
Committees:
Administrative,
Fields

Carl Bernstein
Vice Chairman
Committees:
Fields, Parks

Eric Albert
Secretary
Committees:
Administrative,
Programs

Marc Butlein
Commissioner
Committee:
Programs

P.J. Dodge
Commissioner
Committee:
Fields

Carlos Mello
Commissioner
Committee:
Aquatics

Robert A. Uzenoff
Commissioner
Committee:

Official action of the commission in these minutes is indicated by underlining.

The Weston Parks and Recreation Commission (WPRC) held its regular monthly meeting on Monday, December 13, 2010 at Weston Town Hall. Commissioners present: Eric Albert, Carl Bernstein, Marc Butlein, David Juneau, and Robert Uzenoff. Carlos Mello joined the meeting at 7:55 p.m. Mr. Butlein left the meeting at 9:50 p.m. Commissioner absent: P.J. Dodge. Staff present: David Ungar. Public present: Jerry Belair, Jo-Ann Keating and Dan Clarke (Weston Board of Education (BOE)).

- 1) Call to order: Mr. Juneau called the meeting to order at 7:36 p.m.
- 2) Approval of Minutes. Minutes of the November 8, 2010 meeting were approved. For: Albert, Bernstein, Butlein, Juneau, Mello and Uzenoff. Against: None.
- 3) Public Forum.
 - a) Messrs. Belair and Clarke and Ms. Keating appeared before the Commission to provide an update on school campus maintenance issues. See Item 4(b) below.
- 4) Unfinished Business
 - a) Review of Action Items Due from November 8, 2010 Meeting.
 - i) 2010-09 – This item remains open. In addition, Mr. Butlein will speak with Michael Carter of the Board of Finance and provide him with a copy of the P&R 10-year capital plan.

- ii) 2010-10 – The draft field usage policy will be sent to the Board of Selectmen for their review. If the Selectmen approve the policy, it would then be sent to the full Board of Education for their review and approval. This item remains open.
 - iii) 2010-12 – This item remains open.
- b) School Campus Maintenance Update.
- i) Messrs. Belair and Clarke and Ms. Keating stated that the intention is still for the BOE to take over maintenance responsibilities for the on-campus fields, as discussed with the Commission at prior meetings. P&R would remain responsible for 30% of the on-campus field maintenance costs. They provided the Commission with a draft action plan. They conducted site visits at other school systems to observe and understand best practices and further stated that Mr. Ungar was instrumental in helping them develop the plan. Following discussion regarding various parts of the proposed action plan, the BOE attendees stated that the plan would be presented to the full BOE for approval next Monday. The Commission was supportive of the plan, although recognizing that there are budget-related issues that will need to be worked through.
- c) Other Unfinished Business.
- i) With regard to the Bisceglie-Scribner Park (BSP) fitness trail, Mr. Ungar recently walked the trail with Tom Landry to review the current condition of the trail. According to Mr. Ungar, the trail is in need of more level footing if it is to be actively promoted for usage by seniors. Mr. Ungar stated that process or stone would need to be added to cover tree roots, which would significantly improve the footing on the trail. A cheaper, but less effective, alternative would be wood chips. Mr. Ungar further reported that the fitness trail stations remain in solid condition, although there is a steep hill to climb at the end of the trail. At Mr. Juneau's request, Mr. Bernstein agreed to walk the fitness trail with Mr. Ungar to further review the conditions. In addition, Mr. Ungar is scheduled to meet during the upcoming week with the chair of the newly-formed Pedestrian and Bicycling Committee to discuss the trail.
 - ii) With regard to Weston Racquet Club's (WRC) inquiry about summer usage of the Town tennis courts, Mr. Ungar reported that he spoke to WRC, told them about Norwalk Racquet Club's programs on the courts in prior summers, and informed WRC that if they are interested in bidding on sponsoring programs for the upcoming summer, they should inform WPRC and we would consider it.

- iii) With regard to RecTrack registration software, Mr. Ungar reported that he has had positive discussions with First Selectman Weinstein and Tom Landry and the hope is that the software will be funded and up and running by the beginning of the 2011-12 school year.
- 5) Reports of Standing Committees and Resulting Motions.
- a) Administrative Committee (Messrs. Juneau and Albert).
 - i) No items to report.
 - b) Aquatics Committee (Mr. Mello).
 - i) Mr. Ungar indicated that there was an issue with low air temperatures on the Middle School pool deck and in the locker rooms. The problem has been resolved.
 - c) Fields Committee (Messrs. Bernstein and Juneau and Ms. Dodge).
 - i) Mr. Ungar reported that the fields have been successfully shut down for the winter months.
 - d) Programs Committee (Messrs. Albert and Butlein).
 - i) Mr. Ungar reported that sign-up numbers for rec basketball were good and that all spots were filled for the P&R-sponsored ski trip.
 - e) Parks Committee (Mr. Bernstein).
 - i) See discussion of BSP fitness trail at Item 4(c)(i) above.
- 6) New Business.
- a) Parks & Recreation Proposed 2011-12 Budget.
 - i) Mr. Ungar presented the draft 2011-12 P&R budget request to the Commission for its review. He stated that all the salary line item figures were provided to him by the Town and reflected slight cost-of-living and/or negotiated step-up increases. In addition, there are substantial expected cost savings from lower gas costs for the Middle School pool.
 - ii) The Commission first considered the Administration budget, proposed at \$192,389.00. Mr. Albert made a motion for the Commission's approval of the Administration budget as proposed. Motion seconded by Mr. Juneau. All in favor 5-0. The Commission approves the P&R Administration budget.
 - iii) The Commission then considered the Pool budget, proposed at \$150,415 (of which 60%, or \$90,249, is P&R's budget item). Mr. Mello made a motion for the Commission's approval of the Pool budget as proposed. Motion seconded by Mr. Bernstein. All in favor 5-0. The Commission approves the P&R Pool budget.

- iv) The Commission then considered the Grounds budget. As a result of the ongoing, but not finalized, discussions concerning BOE taking over the maintenance of school campus fields, the proposed P&R Grounds budget included a “Plan A” and a “Plan B”. Plan A assumes the status quo of P&R being in charge of school campus fields maintenance. The proposed Plan A budget (\$125,929) reflects a very small increase from 2010-11 attributed to the small proposed salary increases. Plan B assumes a BOE take-over of school campus fields maintenance, whereby P&R remains responsible for 30% of school campus fields maintenance costs and 100% of town fields and parks maintenance costs. Proposed Plan B (\$192,542) would include a more significant increase from 2009-10. Following discussion, the Commission was supportive of Plan B, but believed that the part-time maintenance position (at \$17,600) could be removed from the proposed budget. Mr. Mello made a motion for the Commission’s approval of Plan B of the Grounds budget as proposed (minus \$17,600 for the part-time maintenance employee). Motion seconded by Mr. Albert. All in favor 5-0. The Commission approves the P&R Grounds budget as revised.
- v) The Commission then considered the 2011-12 capital improvement budget, proposed as follows: priority 1- turf replacement fund (\$20,000); priority 2- BSP #2 infield replacement (\$15,000); priority 3- seal High School track part 2 (\$27,500); and priority 4- P&R tractor replacement (\$25,000). Mr. Albert made a motion for the Commission’s approval of the proposed capital improvement budget items. Mr. Bernstein seconded the motion. All in favor 5-0. The Commission approves the P&R capital improvement budget.
- b) Election of Officers and Setting of 2011 Meeting Dates (this Item was discussed before Item 6(a)).
- i) Mr. Bernstein stated that it was his understanding that Mr. Juneau was not interested in serving another term as Chairman of WPRC. The Commissioners and Mr. Ungar thanked Mr. Juneau for his dedicated service as Chairman.
- ii) Mr. Bernstein nominated Eric Albert to serve as Chairman of WPRC for 2011. The nomination was seconded by Mr. Juneau. All in favor 6-0. Mr. Albert elected Chairman of WPRC for 2011.
- iii) Mr. Juneau nominated Bob Uzenoff to serve as Vice-Chairman of WPRC for 2011. The nomination was seconded by Mr. Butlein. All in favor 6-0. Mr. Uzenoff elected Vice-Chairman of WPRC for 2011.

- iv) The Commission agreed to continue to hold its regularly-scheduled meetings on the second Monday of each month at 7:30 p.m., with the exception of holiday conflicts. The meeting scheduled was approved as follows: January 10, 2011; February 14, 2011; March 14, 2011; April 11, 2011; May 9, 2011; June 13, 2011; July 11, 2011; August 8, 2011; September 12, 2011; October 3, 2011; November 14, 2011; December 12, 2011; and January 9, 2012.
- 7) Correspondence.
 - a) Mr. Ungar stated that he received a request for turf field rental from Everton America Soccer Club starting this Spring. Mr. Ungar will take the request under advisement and if there is field time available after the Spring field allocation takes place, he will further consider Everton's request.
- 8) Announcements, Remarks for the Good of the Order.
 - a) None.
- 9) Adjournment: The Commission adjourned at 10:36 p.m., Bernstein/Mello motion and second. All in favor 5-0.

Respectfully Submitted,
Eric Albert

OPEN ACTION ITEMS

- 2010-09 Opened on 7/12/10. Mr. Mello and Mr. Ungar will schedule a meeting with the Town's Capital Planning Committee to discuss the P&R 10-year capital plan. This Item remains open.
- 2010-10 Opened on 8/9/10. Mr. Mello and Mr. Ungar will draft a field usage policy document for review by the full Commission. The revised draft policy will be forwarded to the Board of Selectmen for their review. This Item remains open.
- 2010-12 Opened on 10/4/10. Mr. Mello will work with Mr. Ungar and the P&R staff to develop a framework to evaluate costs and revenues per participant, first for BSP Pond and then for other P&R-sponsored activities and amenities. This Item remains open.