



Incorporated 1787

Parks & Recreation Commission

**REGULAR MEETING  
MINUTES  
MONDAY SEPTEMBER 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, September 13, 2010 at Weston Town Hall. Commissioners present: Eric Albert, Carl Bernstein, P.J. Dodge, David Juneau and Robert Uzenoff. Carlos Mello joined the meeting at 7:47 p.m. Commissioners absent: Marc Butlein. Staff present: None. Public present: None.

- 1) Call to order: Mr. Juneau called the meeting to order at 7:31 p.m.
- 2) Approval of Minutes. Minutes of the August 9, 2010 meeting were approved. For: Albert, Bernstein, Dodge, Juneau and Uzenoff. Against: None.
- 3) Public Forum: None.
- 4) Unfinished Business
  - a) Review of Action Items Due from August 9, 2010 Meeting.
    - i) 2010-04 – See discussion at Item 4(b) below.
    - ii) 2010-09 – A meeting will be scheduled with the Town Capital Planning Committee. This item remains open.
    - iii) 2010-10 – Mr. Mello and Mr. Ungar drafted a Weston Natural Turf Athletic Fields and Parks Use Rules for review by the full Commission. According to Mr. Mello, the draft was based on a similar policy document that is already in place for the artificial

turf fields and high school track. The Commission was very impressed with the draft document and provided comments to Mr. Mello. Mr. Mello will revise the document and recirculate to the full Commission and it will then be forwarded to the Board of Education's fields subcommittee for discussion. A copy of the revised draft is attached. Mr. Juneau made a motion to approve the Weston Natural Turf Athletic Fields and Parks Use Rules, as amended per comments at the meeting. Mr. Albert seconded the motion. All in favor 6-0.

- iv) 2010-11 – As the issue of quick dry usage on the ballfields is covered by the Weston Natural Turf Athletic Fields and Parks Use Rules, the Commission decided that no separate proposal needed to be drafted on this issue. This item is now closed.
- b) Recreation Software Update.
  - i) Mr. Juneau read from a report provided by Mr. Ungar, who was unable to attend the meeting due to an illness. Mr. Ungar and Sharon Shattuck recently went to the Town of Branford to look at an application of the RecTrac software and to learn about how they do online registrations. Mr. Ungar and Ms. Shattuck are planning to also visit the Town of Easton, which uses RecTrac for certain applications.
  - ii) Mr. Ungar and Ms. Shattuck also met with First Selectman Weinstein and the Youth Services Department to discuss the League Athletics Software, which Youth Services has just started using for on-line registration and which many other town organizations use.
  - iii) The Commission discussed moving forward and bringing this project to a conclusion soon, and in time for the next budget cycle. Mr. Juneau will ask Mr. Ungar and Ms. Shattuck to make a presentation and provide a recommendation at the Commission's October meeting, so that the Commission can make a final decision at its November meeting.
- c) Bisceglie Scribner Pond Survey.
  - i) In advance of the meeting, Lynn Stevens provided the Commission with a written report entitled "Bisceglie Pond Report 2010 Season." A copy of that report is attached. In addition, Ms. Stevens surveyed 14 families who used the Pond last summer, but did not this summer to try to gauge why usage was down. The results are attached.
  - ii) The Commission discussed the usage issues, including the benefit that the Pond provides to the P&R's summer camp programs and agreed to revisit the issue in advance of Summer 2011 to review the viability of keeping the Pond open.

- d) Other Unfinished Business.
  - i) Mr. Ungar received a proposal from Dennis Brolin relating to Revson Field renovations. The Town and the Commission are waiting to hear from the State of Connecticut about the STEAP grant and will then make further decisions about moving forward with the Revson renovations.
  - ii) Mr. Juneau reported that Phil Shaner of the Weston Soccer Club requested that P&R publish a Weston Forum letter to the editor reminding field users to pick up their trash. There being no objections from the Commission, Mr. Juneau stated that he would write such a letter and provide it to the Forum.
- 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) See discussion of Bisceglie Pond at Item 4(c) above.
  - c) Fields Committee (Messrs. Bernstein and Juneau and Ms. Dodge).
    - i) Mr. Juneau offered a report from Mr. Ungar that there was some vandalism done recently to Morehouse Farm Park Field #4. Someone had driven a vehicle onto the field. Mr. Ungar reported it to the Police Department and the damage has been repaired. The field cannot be lined for games for about another week when the grass begins to grow back in the affected areas.
    - ii) Mr. Mello inquired whether P&R has a responsibility to cut down on water usage because of the current water situation. Following discussion, the Commission agreed that the best course of action is to follow the state/local health district guidelines.
    - iii) The fall scheduling meeting was held on September 2. Attending were representatives of Weston Soccer, Weston Lacrosse, Weston Little League, Babe Ruth girls softball, Babe Ruth boys baseball and Aspetuck Wildcats football. The scheduling for the fall season went smoothly. Mr. Ungar also requested that all baseball organizations keep from using quick dry or turface on the fields until we have a tutorial from MVP AquaTurf about proper usage of drying agents.
  - d) Programs Committee (Messrs. Albert and Butlein).
    - i) No items to report.
  - e) Parks Committee (Mr. Bernstein).
    - i) No items to report.

6) New Business.

a) Report on Meeting with Dr. Dest.

- i) According to a report prepared by Mr. Ungar in advance of the meeting, he and Mr. Bernstein met with Dr. Dest and his daughter on August 26 and Dr. Dest did his annual evaluation of the town's playing fields. Dr. Dest's written report will be available soon. Initial findings, as reported orally to Mr. Ungar, included: MFP #4 and #5 show more wear than last year but #1 and #2 show improvement; Revson grass surfaces show signs of improvement over last year, even though the major drainage issues persist.

b) Update on Bisceglie Scribner Park Field #1 Renovation.

- i) According to a report prepared by Mr. Ungar in advance of the meeting, the infield renovation at BSP #1 is just about complete. MVP AquaTurf has to come back to level some of the transition between the new grass and the new clay as well as remove the construction debris in the lower left hand side of the parking lot. Weston Little League has volunteered to keep play off this field during its fall season so the grass can grow properly for the spring season. All parties involved seem pleased with the outcome of the field renovation.

7) Correspondence.

- a) None.

8) Announcements, Remarks for the Good of the Order.

- a) Mr. Bernstein stated that *The Music Man* Movie Night outdoor film event went very well.
- b) Mr. Mello stated that he and Mr. Butlein attended the Weston Sports Commission (WSC) meeting on August 10, at which time the WSC voted to elect Brian McMahon as Weston's Sportsman of the Year. Mr. Mello reported that the Booster Barn was also a topic of discussion at the WSC meeting and that First Selectman Weinstein talked to the group about the need for the town's sports groups to be fiscally responsible.

9) Adjournment: The Commission adjourned at 9:32 p.m., Mello/ Dodge motion and second. All in favor 6-0.

Respectfully Submitted,

Eric Albert

## OPEN ACTION ITEMS

- 2010-04    Opened on 1/11/10. Mr. Ungar and Ms. Shattuck are conducting further investigation into various recreational software products. They expect to provide an update, a more detailed presentation and a recommendation to the Commission at its October meeting.
- 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 draft policy was revised and then approved unanimously by the Commission. The draft policy will next be discussed with the Board of Education's fields subcommittee.
- 2010-11    Opened on 8/9/10. Mr. Juneau will draft a proposal to send to Weston Baseball/Weston Little League regarding future usage of quick dry on the Town's baseball fields. The proposal is incorporated into the field usage policy covered by 2010-10. This item is now closed.

**Weston Natural Turf Athletic Fields and Parks  
Use Rules**

Effective upon approval of the Board of Selectmen

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**1. SPECIAL RULES**

The Town of Weston (hereinafter "Town") considers the Weston Natural Turf Athletic Fields and Parks (hereinafter "Fields and Parks") as especially valuable recreational assets. The Fields and Parks require care to preserve the quality of play and realize their expected life. Accordingly, the Town adopts these Fields and Parks use rules to protect and preserve these valuable assets for its residents.

**2. JURISDICTION**

For the avoidance of doubt, the jurisdiction of and references to the Board of Education and/or the High School Athletics Director are limited to Fields and Parks located on the Weston Schools Campus.

**3. USE RESTRICTED TO CERTAIN GROUPS AND ACTIVITIES**

The Town reserves use of the Fields and Parks for use of its residents and by a) certain groups who have b) obtained advance, written permission. Events eligible for consideration for play on these Fields and Parks are those sponsored by 1) the Board of Education, 2) the Parks & Recreation Commission and 3) youth and adult sports organization programs approved by the Parks & Recreation Commission

**4. SCHEDULING PRIORITY**

Board of Education events (for both instructional and extracurricular programs) are granted scheduling precedence over other events. The High School Athletics Director shall schedule practice and game use by school athletic teams. The Parks & Recreation Director shall schedule all other events. The Directors of High School Athletics and Parks & Recreation shall communicate and coordinate their scheduling with each other.

**5. AUTHORITY TO PERMIT USE**

The Board of Education grants the High School High School Athletics Director authority to permit Fields and Parks use for its programs.

The Parks & Recreation Commission grants the Parks & Recreation Director authority to permit Fields and Parks use for uses other than the Board of Education's.

The permitter (High School Athletics Director or Parks & Recreation Director) shall provide the permittee with a written document, a permit, as record and evidence of authorization to use the field.

**6. FIELD CLOSINGS**

The permitter (Director of High School Athletics or Parks & Recreation) shall exercise their authority to permit or deny Fields and Parks use to temporarily close the Fields and Parks to play or otherwise restrict Fields and Parks use when, due to conditions of weather or any other circumstance, and in their sole discretion, such closing is advisable.

**7. UNAUTHORIZED USE**

Fields and Parks are to be utilized for permitted and intended purposes only. Any variation of intended and permitted use requires the prior approval of the Parks and Recreation Director. Subletting of Fields and Parks is not permitted, without the prior consent of the Parks and Recreation Director. Subletting of Fields and Parks includes activities which are: optional in nature to the sports organizations' participants; charge an incremental fee; are conducted by a third-party organization; or are open to other programs and/or communities.

Installation, renovation, or modification of Fields and Parks, and associated facilities and equipment is not permitted, without the prior consent of the Parks and Recreation Director.

Organizations using the Fields and Parks without a valid permit shall be considered trespassers. Police may be notified to enforce this provision.

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**8. FINANCIAL RESPONSIBILITY**

As with other fields and facilities, Fields and Parks users shall be financially responsible for damage to fields, facilities, and equipment in excess of normal wear and tear. The High School Athletics Director or Parks & Recreation Director shall determine when such damage has occurred. Their decision may be appealed to the Board of Education or Parks & Recreation Commission respectively, whose decisions are final.

**9. FIELDS AND PARKS USE RULES FOR COACHES, TEAM MANAGERS, PLAYERS AND SPECTATORS:**

The following rules are in effect immediately. The Board Of Education and Parks & Recreation Commission may jointly modify these Fields and Parks Use Rules from time to time. The permitter shall provide the permittee a copy of the current guidelines with each permit. The permittee shall acknowledge receipt of the guidelines by noting the date of the guidelines along with the permittees signature on the permit. Failure to discharge financial obligations is sufficient reason to deny future use.

- a. Fields and Parks users are financially responsible for the actual cost of repairing damage to fields, facilities, and equipment in excess of normal wear and tear. The Director of High School Athletics or the Director Parks & Recreation shall determine when such damage has occurred.
- b. Footwear and equipment: the use of appropriate athletic footwear and equipment is required on the Fields and Parks.
- c. No smoking, tobacco products or alcoholic beverages are allowed on Fields and Parks, and adjoining Town property.
- d. No cars, trucks, motorcycles, bicycles or scooters allowed on the Fields and Parks.
- e. Except in specifically designated areas, no dogs or other animals are allowed on the Fields and Parks or its surrounding walkways,
- f. Permittees are responsible for the removal and disposal of all trash from Fields and Parks after each use or event.
- g. If the Fields and Parks are found littered after use, the High School Athletics Director or Parks & Recreation Director may assess the permittee a clean-up fee and penalty of \$50. If this problem persists, offenders may be denied use of the Fields and Parks.
- h. Temporary goals must be removed after Field use and placed in designated area when requested by the High School Athletics Director or Parks and Recreation Director.
- i. Field amendments (Turfis, Quick Dry or other drying agents) may not be utilized unless specifically authorized by the High School Athletics Director or the Parks and Recreation Director. Such drying agents are to be utilized only by appropriately trained individuals, who have been approved by the High School Athletic Director or the Parks and Recreation Director, and are to be removed from the athletic surface promptly after each use. If such drying agents are utilized and not removed, cost of remediation will be the financial responsibility of the permittee.

**10. REQUIRED DOCUMENTATION**

Each organization is to provide the following documentation when requesting a permit for use of Fields and Parks:

- a. Completed - Weston Natural Turf Athletic Fields and Parks Use Application and Permit
- b. Current organization By-laws
- c. In force insurance certificate naming Town of Weston as additional insured
- d. Current listing of officers for the organization, including contact information (i.e., phone numbers and e-mail addresses)
- e. Most recent financial statements, as well as, most recent financial statements filed under IRS form 990, if applicable

90 Fields and Parks privileges may be suspended or revoked if the above rules are not followed.

91 To report any prohibited activity observed on these Fields and Parks, please call:  
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**Weston Police Department 222-2600**  
Weston Athletic Department 291-1620  
Weston Parks & Recreation Dept 222-2635

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**Example Fields and Parks Use Application and Permit**

**Weston Natural Turf Athletic Fields and Parks  
Fields and Parks Use Application and Permit**

By signing below, I acknowledge that I have read and understand the "Fields and Parks Use Rules" and provided the required documentation. As an authorized representative, I understand the obligations and financial responsibility for compliance with these rules.

ORGANIZATION: \_\_\_\_\_

Signed: \_\_\_\_\_ Fields and Parks Use Rules Dated: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Date: \_\_\_\_\_ Contact Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

Contact name/number on day of the event:

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The above application becomes an approved permit upon acceptance by the High School High School Athletics Director or Parks & Recreation Director as indicated by a signature below.

**Athletic Department or Parks & Recreation Commission USE ONLY**

Permit Approved by Signed: \_\_\_\_\_ Date \_\_\_\_\_

Print or type name of approver: \_\_\_\_\_

Post event Fields and Parks inspection comments:

## **BISCEGLIE POND REPORT** **2010 SEASON**

The season started out busy in June when school finally ended. Many people were not aware that there was a pass fee and drop in fee. Most people were fine with paying for the passes or paying the drop in fee.

Starting June 28 thru the month of July, our camps started coming down in the morning. Jr Eagle came on Friday mornings and spent the entire day. They were dropped off and picked up by their parents/guardians. Soaring Eagle campers came down 3 days a week from 11:30-12:45. The Westport Weston Cooperative Nursery School came T & Th mornings 10-12:30. They were charged a fee for the pond and lifeguard salaries.

The pond was closed by the Westport Weston Health District on July 13 & 14. The weekly water test that had been taken showed up with a high Coli Form count. The Health District came down and took another sample of water and had it tested. The second test was fine and we were allowed to open. We were not sure why this happened, it could have been from a flock of birds landing in the water.

A resident had sent an email to us requesting that we open earlier on Saturdays. She was a working mom with 2 young children under 4 years and had purchased a pass, but was not able to come on the weekends because her kids took afternoon naps. We offered to try opening earlier on Saturdays. Most Saturdays there were 3-4 families there early. They were very appreciative of the earlier opening times.

Overall, the season went well. There were less people there especially during the early weekday afternoon times. There were very little complaints from the residents. The pond water was very clean and clear looking. The aerator worked all summer and that kept the sides from getting slippery. We were also lucky to have the hot weather.

Respectfully submitted,

Lynn Stevens  
Aquatic Director

## **BISCEGLIE POND JUNE 19 – SEPTEMBER 6, 2010**

Opened Saturday, June 19, 2010

Closed after Labor Day, September 6, 2010

Hours- 11:30 am – 6pm Sun. – Fri.

10 – 6 pm Sat. (opened early starting July 17)

### **2010 SEASON**

Family memberships - 66

Unique Individuals - 3

Senior memberships – 25

**Total adults and children - 248**

### **JUNE**

Total attendance - 442

Average daily attendance - 40

### **JULY**

Total attendance in July - 918

Average daily attendance in July – 32

Pond closed 13 & 14, due to coliform count

### **AUGUST**

Total attendance for August - 753

Average daily attendance in August - 25

### **SEPTEMBER**

Total attendance in September – 145

Average daily attendance in September – 24

**Highest Attendance Date-** 66 August 6, 2010

We are trying to understand why the attendance at Bisceglie Scribner Pond is lower this year compared to last year.

According to our records, you or someone in your family visited Bisceglie Scribner Pond at least once last year and you have not done so this summer.

1. Is this true? Yes \_\_\_\_\_ No \_\_\_\_\_
2. Why have you not visited this year
  - Not worth the expense? \_\_\_\_\_
  - Do not like the facility? \_\_\_\_\_
  - My family needs have changed \_\_\_\_\_
  - Skipping this year but plan to use it in 2011 \_\_\_\_\_
  - Other \_\_\_\_\_

Thank you for your time helping us better serve the residents of Weston.  
Weston Parks & Recreation Department.

**Bisceglie Pond  
Response to July 2010 Survey**

**Question 1**    11 yes            3 no

**Question 2**

**Expense** (2) did not know there was a charge  
(1) did not want to buy both compo and pond/too expensive  
(11) thought fee was fair

**Facility** (2) water too cold for swimming  
(12) enjoyed the playground and pond

**Family Needs** (6) needs changed

**Skipping 2010** (3) hope to come in 2011

**Other comments:**

kids learning to ride bikes  
got into Field Club  
(3) got Compo Pass, one said too expensive for both  
(4) kids in camp  
grandmother has pool  
(2) water too cold  
(2) kids too old for pond – need something for the 10+ ages

**Ages of children:** 1 / 2 years: 1  
3 / 4 years: 8  
5 / 6 years: 4  
7 / 8 years: 7  
9 & up: 6

**Total families surveyed: 14**