

TOWN of WESTON, CONNECTICUT



Incorporated 1787

Parks & Recreation Commission

**REGULAR MEETING
MINUTES
MONDAY OCTOBER 4, 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, October 4, 2010 at Weston Town Hall. Commissioners present: Eric Albert, Carl Bernstein, Marc Butlein, P.J. Dodge, Carlos Mello and Robert Uzenoff. Commissioners absent: David Juneau. Staff present: David Ungar. Public present: Ellen Uzenoff and Les Wolf (Board of Education) and Jerry Belair, Jo Ann Keating, Mark Berkowitz and Dan Clarke (Weston Public Schools).

- 1) Call to order: Mr. Bernstein called the meeting to order at 7:33 p.m.
- 2) Approval of Minutes. Minutes of the September 13, 2010 meeting were approved. For: Albert, Bernstein, Butlein, Dodge, Mello and Uzenoff. Against: None.
- 3) Public Forum.
 - a) School administrators and members of the Board of Education appeared before the Commission to discuss the possibility of taking over from P&R the maintenance of all fields located on the School campus. Mr. Belair and Mr. Wolf stated that there were concerns with Stecks, as raised earlier this year. While there were follow-up meetings with Stecks that Mr. Ungar, Mr. Clarke and Ms. Keating participated in, the Schools still were not satisfied.
 - b) The School Board is now working on identifying possible next steps relating to maintenance of the on-campus fields, which would

include placing the maintenance under the responsibility and care of the Board of Education rather than P&R. A handout was provided to the Commission for further discussion of these issues (see attached).

- c) An issue that was specifically discussed was the possibility of BOE maintaining the fields through in-house staff rather than continuing with the current system of using an outside contractor.
 - d) The Commission discussed with the school representatives issues concerning potential costs and how this would fit into the upcoming budget cycle.
 - e) The Commission was supportive of BOE's plan to further pursue this issue and asked Mr. Ungar to work with Mr. Clarke and Ms. Keating and to report back at the Commission's November meeting.
- 4) Unfinished Business
- a) Review of Action Items Due from September 13, 2010 Meeting.
 - i) 2010-04 – Mr. Ungar and Ms. Shattuck are still in the process of planning a visit to Easton to discuss their use of RecTrac software and expect to have a recommendation for the Commission soon. Mr. Ungar further reported that the costs relating to the software would likely be paid out of the Town's IT budget not from P&R's budget.
 - ii) 2010-09 – Mr. Mello and Mr. Ungar indicated that the Capital Planning Committee typically does not start meeting until just prior to the start of the budget cycle, likely November, and they will try to schedule a meeting during this time period.
 - iii) 2010-10 – The draft field usage policy was provided to the Board of Education's facilities subcommittee at their last meeting. Further discussions will occur at the next meeting with the subcommittee and, if acceptable, the plan will next be presented to the Board of Selectmen for review and approval.
 - b) Other Unfinished Business.
 - i) Mr. Ungar stated that Dr. Dest's written report is not yet available. He will distribute it to the Commission as soon as he receives it, which should be very soon.
 - ii) Mr. Butlein raised the issue about formulating a plan for evaluating the viability of continuing to operate the Bisceglie Scribner Park (BSP) Pond and whether it is worth charging a fee for users (as was done this past summer) or returning to a system of no admittance charges.

- (1) Mr. Mello will work with Mr. Ungar and the P&R staff to develop a cost/revenue per participant framework to first evaluate the BSP Pond and then hopefully to adopt a similar framework to evaluate other P&R-sponsored activities and amenities.
 - (2) In response to requests from the Commission, Mr. Ungar stated that he would revise the BSP Pond report to add more specific data points.
- 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 BSP Pond at Item 4(b)(ii) above.
 - c) Fields Committee (Messrs. Bernstein and Juneau and Ms. Dodge).
 - i) See discussion at Item 3(a) above.
 - 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) School Campus Maintenance Discussion.
 - i) See Discussion at Item 3 above.
 - b) Commission on Aging.
 - i) Mr. Bernstein stated that he has spoken recently with Helen de Keizer, Nancy Hamerslough and others who are hoping to get gym time at the High School or Middle School to use for adult fitness programs.
 - ii) It was unclear to the Commission whether the requesters were looking for P&R to sponsor programming or just for help with obtaining usage of the facilities. Mr. Ungar indicated that while P&R could sponsor programs, a matter of facility usage would ultimately be up to the school system.
 - iii) Mr. Bernstein agreed to speak further with Ms. de Keizer to clarify how they would like P&R's assistance and then to put her in direct contact with Mr. Ungar.
- 7) Correspondence.

- a) Mr. Ungar informed the Commission about a community service project being performed by Girl Scout Troop 50029 to further beautify BSP by adding 25 wooden birdhouses. Mr. Bernstein made a motion to accept and approve the Birdhouse Community Service Project of Girl Scout Troop 50029 (with the administrative details to be worked out by Mr. Ungar) and to commend the Girl Scouts for their efforts to beautify Bisceglie Scribner Park. Seconded by Mr. Butlein. All in favor 6-0. Motion passes.
- 8) Announcements, Remarks for the Good of the Order.
 - a) Mr. Ungar informed the Commission that the Jarvis House (location of the P&R offices) will be painted starting on October 18 and that the P&R offices will temporarily be located at the Town Hall for approximately two weeks thereafter.
 - b) Mr. Ungar informed the Commission that the Town received the Steap grant from the State for Revson Field repairs (\$83,000 in matching funds) and the Town is now waiting to receive the final approval paperwork from the State.
- 9) Adjournment: The Commission adjourned at 9:07 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 recreation software products. They expect to provide an update, a more detailed presentation and a recommendation to the Commission soon.
- 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 has been provided to the Board of Education's facilities subcommittee and will be discussed with them at an upcoming meeting.
- 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.

DRAFT

WESTON PUBLIC SCHOOLS
DEPARTMENT OF SCHOOL FACILITIES

October 4, 2010

Studying the pros and cons of assuming responsibilities for the care and maintenance of the school grounds and athletic fields to the Board of Education from the Park and Recreation Department.

This study will begin the process to identify the resources required to provide a safe, clean, and aesthetically pleasing landscape on the entire campus including the proper care and maintenance of all athletic fields, basketball and tennis courts.

Why is this being proposed?

The care and maintenance and the general lawn services provided have not met our expectations and the lack of proper care services to the baseball and softball fields is unacceptable. An agreement signed by the contractor with specific action items and responsibilities to improve the condition of the fields has not been fulfilled and the ball fields, especially Revson One, are now in poor condition. The Board of Education will assume the responsibility for the care and maintenance of the grounds on the entire school campus including all athletic fields and courts in FY 2012.

Action plan items for the Board of Education:

1. Conduct a survey of the existing conditions of all grass fields, lawns, landscape gardens and circles, ornamental bushes and shrubs, courtyards, and shade trees on school grounds and on School Road.
2. Consult with a landscape architect or local arborist to create a maintenance program that will improve the quality and appearance of the grass lawns including an integrated pest management program, a proper fertilizing plan and a weed control program. In addition, we will develop a pruning program for all of the trees and shrubs to control the growth to keep them healthy, properly sized and beautiful.
3. Survey the baseball and softball fields on campus to assess the current condition and identify the repair requirements to bring the infields up to acceptable playing condition through normal maintenance procedures. Identify the proper feeding and weed control program to promote strong root structures to create more durable surfaces in the grass areas to handle the heavy game usage and improve the drainage.
4. Survey the tennis and basketball courts playing surfaces and identify repair needs and maintenance costs as required.
5. Identify labor requirements to meet the needs of all the maintenance requirements as described in 1-4 above.
6. Develop a training program that will be used to train the Facilities grounds team on the proper care and maintenance of the campus grounds.
7. Develop the budget required to fund the care and maintenance of the campus grounds and playing fields and courts. This will include all labor and materials, tools, and equipment.
8. Complete the itemized budget needs request by late fall 2010.