



Incorporated 1787

Parks & Recreation Commission

**REGULAR MEETING
MINUTES
MONDAY NOVEMBER 8, 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, November 8, 2010 at Weston Town Hall. Commissioners present: Eric Albert, Carl Bernstein, Marc Butlein, David Juneau, Carlos Mello and Robert Uzenoff. Commissioners absent: P.J. Dodge. Staff present: David Ungar. Public present: Sharon Shattuck (Town of Weston IT Director); Ellen Uzenoff (Board of Education) and Jo Ann Keating (Weston Public Schools).

- 1) Call to order: Mr. Juneau called the meeting to order at 7:33 p.m.
- 2) Approval of Minutes. Minutes of the October 4, 2010 meeting were approved. For: Albert, Bernstein, Butlein, Juneau, Mello and Uzenoff. Against: None.
- 3) Public Forum.
 - a) Ms. Keating and Ms. Uzenoff 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 October 4, 2010 Meeting.
 - i) 2010-04 –Ms. Shattuck appeared before the Commission to provide an update of the work that she and Mr. Ungar have

done regarding P&R registration software. See discussion at Item 4(c) below. This Item is now closed.

- ii) 2010-09 – Mr. Ungar will work with First Selectman Weinstein and Tom Landry to try to get a date to meet with the Town’s Capital Planning Committee or selected members thereof. Mr. Butlein will reach out to Michael Carter of the Board of Finance to discuss the P&R 10-year capital plan with him as well.
 - iii) 2010-10 – Mr. Mello and Mr. Ungar presented the draft field usage policy to the Board of Education’s facilities subcommittee on October 7, who endorsed it as presented, subject to an additional provision that field users are to be responsible not just for damages caused to the field, but also damages they cause to ancillary buildings and structures around the field. The Commission was fine with the addition of such a provision. The revised draft policy will be forwarded to the Board of Selectmen for their review.
 - iv) 2010-12 – No further updates. This Item remains open.
- b) School Campus Maintenance Update.
- i) Ms. Keating and Ms. Uzenoff provided an update for the Commission (Dan Clarke was unable to attend). Ms. Keating reported that the Schools are still interested in taking over the maintenance of the fields located on school property. Mr. Clarke has spoken with Bobby Schneider of Ridgefield P&R who provided an independent review of the school fields. Mr. Clarke would like to get representatives of all field users together with him, Mr. Ungar and Mark Berkowitz (Athletic Director) to review a preliminary draft maintenance schedule. Ms. Keating further reported that Mr. Clarke is in the process of putting together a user manual that will then be used to cost out a scope of work to see if it is affordable. They are approximately half-way done with this process and expect to complete it within the next month.
 - ii) Mr. Ungar indicated that we are running up against the P&R budgeting deadline for FY 2011 and that he will work on the 2011 P&R budget assuming the status quo, with necessary changes to be made if the Schools in fact commit to take over the maintenance in the next year.
 - iii) Mr. Butlein made the point that if the existing cost split for maintenance of fields on the school campus – 70% (Schools) / 30% (P&R) – continues as planned, any overall campus maintenance cost increase as a result of the Schools taking over the maintenance management would also lead to an increase in P&R’s costs. The Commissioners all agreed that this is an

important point to keep in mind during further discussions on this issue.

- c) Parks & Recreation Registration Software Update.
 - i) Ms. Shattuck and Mr. Ungar have conducted an investigation into various recreation software products and have concluded that RecTrac would be the best choice for the Town. RecTrac is currently used by approximately 40 towns in Connecticut. Ms. Shattuck and Mr. Ungar visited the towns of Branford and Easton, who already use RecTrac (Branford uses the software for many functions, including on-line program registration; Easton uses it for functions other than on-line registration). They were both very impressed with the product. Ms. Shattuck has had several discussions with Vermont Systems, the RecTrac provider, and has negotiated a one-time price of \$10,145 for the purchase and installation of the software as well as the training of users. Mr. Ungar will have discussions with Tom Landry to determine where in the budget this amount could potentially come from. In addition, there is an approximately \$2,000 annual maintenance fee, which Ms. Shattuck said is similar to fees that are incurred for usage of software products used by other Town departments. Ms. Shattuck further stated that this annual fee would be part of the Town's IT budget. The Commission thanked Ms. Shattuck and Mr. Ungar for their efforts in moving this project forward and unanimously supported it. Mr. Ungar expects to have a further update at the Commission's December meeting.
- d) Other Unfinished Business.
 - i) None.
- 5) Reports of Standing Committees and Resulting Motions.
 - a) Administrative Committee (Messrs. Juneau and Albert).
 - i) Mr. Ungar stated that he will forward the Commission his draft 2011 P&R proposed budget in advance of the December meeting so that the proposed budget can be reviewed and approved by the Commission at the December meeting.
 - b) Aquatics Committee (Mr. Mello).
 - i) Mr. Ungar reported that the field irrigation systems have been shut down for the winter and that the lines will be blown out within the next week or so. Mr. Ungar also reported that the Middle School pool has had no recent issues.
 - c) Fields Committee (Messrs. Bernstein and Juneau and Ms. Dodge).
 - i) Mr. Bernstein stated that Bisceglie 1 is in great shape following the renovations. Messrs. Juneau and Bernstein recently

attended the ribbon-cutting ceremony for the field reopening on behalf of the Commission.

- d) Programs Committee (Messrs. Albert and Butlein).
 - i) No items to report.
- e) Parks Committee (Mr. Bernstein).
 - i) Mr. Albert raised an issue with Mr. Ungar regarding the use of the Bisceglie fitness trail, based on an article that appeared in a recent issue of the Weston Forum. Mr. Ungar reported that he has been asked by Town to take a fresh look at the fitness trail to see what can be done to improve it. Mr. Ungar stated that it was unlikely that the trail could be used by bike riders given the steepness of the terrain.
- 6) New Business.
 - a) Revson Field STEAP Grant Discussion.
 - i) Mr. Ungar reported that the Board of Finance (BoF) is meeting tomorrow to consider whether to appropriate necessary funds to match the State's STEAP grant for the Revson Field repairs. Mr. Uzenoff will attend the BoF meeting tomorrow night on behalf of the Commission. If the BoF approves the appropriation, the issue will be brought before the Board of Selectmen the following week for their approval.
- 7) Correspondence.
 - a) Mr. Ungar informed the Commission about a letter he received from the Weston Racquet Club inquiring about running programs this coming summer on the Town tennis courts. Over the past several summers, programs have been run on the Town tennis courts by Norwalk Fitness & Tennis Club. The Commission requested that Mr. Ungar follow up with Weston Racquet Club on their request.
- 8) Announcements, Remarks for the Good of the Order.
 - a) Mr. Bernstein announced that on November 26, the head men's squash coach at Trinity College, Paul Assiante, will be having a book signing followed by an exhibition match at 5 p.m. at the Southport Racquet Club and encouraged all Commissioners to attend.
- 9) Adjournment: The Commission adjourned at 9:34 p.m., Butlein/Mello 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 recommended that the Town purchase RecTrac software and initiate online registration for P&R programs. Mr. Ungar will next work on budget-related issues. This Item is now closed.
- 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 endorsed by the Board of Education's facilities subcommittee on October 7 with one minor addition. 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.