



Town of Westport Parks & Recreation

WESTPORT PARKS AND RECREATION COMMISSION Longshore Club Park, 260 South Compo Road Westport, CT 06880

January 24, 2011

The Westport Parks and Recreation Commission held a meeting in Town Hall, room #201/201A at 7:30 p.m. Those in attendance were Janis Collins, Chairman; Jennifer Johnson, George Franciscovich and Andy Moss; Commission Members; Stuart McCarthy, Director of Parks, Rick Giunta, Administrative Manager and two(2) member(s) of the general public.

The meeting was called to order at 7:30p.m.

1. Approval of Minutes

Upon motion by Ms. Johnson, seconded by Mr. Franciscovich the minutes of the Parks and Recreation Commission meeting minutes of December 13, 2010 were unanimously approved.

2. Discussion relative to the 2011/12 Parks and Recreation Department budget.

Mr. McCarthy distributed a preliminary copy of the budget to each commission member.

Mr. Moss asked if the Board of Finance agreed to look at the net number.

Mr. McCarthy - When you look at this draft budget, please keep in mind that the numbers are preliminary. This draft is similar in format to what we will present to the Board of Finance. The BOF encouraged us to provide detailed information on our business which we have done. And, we will be adding more descriptive language.

Overview - This is the individual Parks and Recreation department budget, for a total budget for the 2011-12 fiscal year of \$4.2M with revenues of \$4.6M.

Budget - The first section is line by line of the entire budget. You can take a look at this and what you will see is that my staff has been very conservative. We put \$80,000 of equipment into the Golf budget. I have one truck being replaced in the Parks division and that is it. We have no capital projects for now.

Mr. Moss asked what guidance has been given by the Town in putting the budget together.

Mr. McCarthy - The overall guidance from the Town is that we have been given a "0" net budget and they want us to provide a proposal for a 5 – 10% decrease in net budget. The 5-10% represents fully funding of the pensions and other employee benefits.

Revenue - Only a couple of alterations have been made in the revenue so far. We over estimated the handpass revenue in the 2010-11 season so we have scaled that proposal back.

We did add the program revenue that is part of our overall Program budget. You will see that the only place in the budget that there is significant increase in expenditures is in the program budget where there is also a greater increase in the revenues. This is consistent with the projections Karen's provided to the commission.

Non-Budget Costs - This is the non-budget costs in the budget and is a summary of the full and part-time benefit costs by area and includes a list of capital projects that are funded through user fees.

Analysis of Operating Areas - The first page of the section is a summary. For each operating area we have listed total expenses, total revenues and a subsidy/surplus calculation.

Mr. Moss suggested that it was important to highlight the services the department provides to the town that are outside of Parks and Rec. These are Town efficiencies that result in a cost to the department. Services are being provided that people are not aware of. I think it's an important part of your story that says it's a value to the Town.

The last two pages in the booklet suggest how we divide up the non-revenue producing items in the budget. This format gives us a new baseline in our discussions with the Board of Finance. While the bottom line is going to be significantly different it is in fact a much more realistic view of what it takes to run the Parks & Recreation department.

We do plan on having a narrative for each one of these sections.

Ms. Johnson asked what the revenues were for the Longshore Inn. Mr. McCarthy - We do not get any credit of revenue from the Longshore Inn.

Mr. Moss asked if there were any costs associated with the Inn. Mr. McCarthy - Mostly my time. A portion of the Guests Services budget goes to managing the traffic and issues related to the Inn. The Town does plow the parking lot and they are a priority item. The only direct service that we do provide are the parking attendants that would not be necessary if the Inn was not there. When the Inn has events in the evening, off peak hours or special events they pay for the parking attendants. But we pay for Saturday and Sunday during the day.

Ms. Collins - The one comment that came out of the last BOF meeting was that we need to look at outsourcing. Mr. Franciscovich - That's why it is important to add in all of those shared functions, because if you outsource who is going to pick up the pieces.

Mr. McCarthy - Then the questions becomes how do we want to impact the bottom line. Although, this is roughly a zero net budget, we have improved our situation by \$25,000. I have come up with a couple of revenue enhancements that we may want to consider –

- Increasing the resident and non-resident beach emblems.
- I have had discussions with Fred Hunter of some type of golf fee increase as of July 1.
- User fee for athletic field use (could use this money for replacement of synthetic athletic fields which have a shelf life of twelve years).

The Town's capital forecast is another layer of this and generally comes later in the budget process.

Mr. Meyer - Be careful of expanding the fees at the beach.

Mr. McCarthy - This draft budget is for you to view for format and structure. The numbers are going to be changing between now and two weeks from now.

3. To take such action as the meeting may determine regarding change to rules and regulations related to parking enforcement at Sherwood Mill Pond Preserve.

Mr. McCarthy - This is a recommendation by the Police Dept. that will allow them to step up their enforcement of the new parking regulations at Sherwood Mill Pond. Presently to issue a summons they have to hand the summons to a person. So this alteration in the regulation allows them to place a parking ticket on a vehicle. It doesn't require the Police officer to identify the owner of the vehicle; it doesn't require either party including the officer to go to court. If there is an appeal it goes to traffic court.

Upon motion by Ms. Johnson, seconded by Mr. Moss and passed unanimously, it was

RESOLVED: The Parks and Recreation Commission recommends to the Board of Selectmen the following change to the Parks and Recreation Department Rules and Regulations Governing Use of Municipal Beaches, Yacht Basins, Longshore Club Park, Park Areas and Recreation Facilities:

IV. Parking and Traffic

4. b. Vehicles **PARKED** in beach areas (Old Mill Parking Lot, {Sherwood Mill Pond Preserve} ~~DELETE~~ and Longshore Club Park) without current parking emblem shall be subject to a \$50.00 parking ticket per day.

10. Parking at Sherwood Mill Pond Preserve (191 Hillspoint Road) is restricted to persons using the property. Vehicles {may not be} ~~DELETE~~ left unattended {shall be subject to a \$50.00 parking ticket per day} **ADD**

4. Old Business

Ms. Collins - Barons South - Mr. Stan Nayer, Chairman of Commission for Senior Services has notified me that on February 17th the P&Z Commission is having a hearing for the text amendment change for Baron's South property. He would like to have some P&R Commission attendance at the hearing. This has to do with the proposed use of the facility. He also has another idea with regards to having some kind of contest to re-name the Baron's South property.

Ms. Johnson - I have been talking with people regarding the master plan for Longshore. We are looking potentially for an architect/consultant to help us think about the long term of Longshore and what would make sense. We have done a walk-thru with one proposed architect consultant and we are going to have another walk-thru with another person to get a sense of what they might charge. I have talked with Scott Smith who is very involved with the Longshore 50th Anniversary and pulling together whatever kind of existing plans that he had. The last time a full master plan was done was 1991. I'm also talking with a Town Engineer.

Mr. Franciscovich - Sherwood Mill Pond - is there any way to stop plowing that parking lot. It is being ripped up.

Mr. McCarthy - We are trying to keep the place accessible. We have put some markers up to try and keep them from hitting the Belgian block.

5. New Business
None
6. Commissioner's Reports
None
7. Administrative Update
None

The meeting adjourned at 8:50 p.m.

Respectfully,
Sheila Kavey
Recording Secretary