



WESTPORT CONNECTICUT  
PARKS AND RECREATION DEPARTMENT  
LONGSHORE CLUB PARK  
260 SOUTH COMPO ROAD  
WESTPORT, CT 06880

### **LEGAL NOTICE OF MEETING**

Notice is hereby given that the Westport Parks and Recreation Commission will hold a public meeting on **Wednesday, July 16, 2025, at 7:30 p.m.** It will be held in the Westport Town Hall, Conference Room #201, 110 Myrtle Avenue, Westport Connecticut. Meeting materials will be available on the Meeting List & Calendar page of the Town Website at [westportct.gov](http://westportct.gov), along with the meeting notice.

1. Approval of Minutes: June 18, 2025
2. Public Comment
3. Reports of
  1. Golf Advisory Committee
  2. Parks Advisory Committee
  3. Racquets Advisory Committee
4. Parks and Recreation Department Contribution/Gift Program (Discussion Only)
5. Community Gardens: Proposed Revisions to Parks & Recreation Department Rules & Regulations (Discussion Only)
6. Longshore Capital Improvement Plan Project Update
7. Parks Master Plan Update
8. Commissioner's Comments
9. Administrative Report

David Floyd, Chairman  
Parks and Recreation Commission

*It is the policy of the Town of Westport that all Town-sponsored public meetings and events are accessible to people with disabilities. If you need assistance in participating in a meeting or event due to a disability as defined under the Americans with Disabilities Act, please contact Westport's ADA Coordinator at 203-341-1043 or [eflug@westportct.gov](mailto:eflug@westportct.gov) at least three (3) business days prior to the scheduled meeting or event to request an accommodation.*

D R A F T



**Town of Westport**  
**Parks & Recreation**  
WESTPORT PARKS AND RECREATION COMMISSION  
Longshore Club Park, 260 South Compo Road  
Westport, CT 06880

June 30, 2025

The Westport Parks and Recreation Commission held a meeting on Wednesday, June 18, 2025 @ 7:30 pm. It was held electronically and recorded via zoom.

**Members Present:**

David Floyd, Chairman; Ronald Clarke, Elaine Whitney, Christine O’Keeffe

**Members Absent:**

Gery Grove

**Also Present:**

Erik Barbieri, Director of Parks and Recreation; Rick Giunta, Deputy Director of Parks and Recreation; Carmen Roda, Operations Manager; Velma Heller, Chair of the Parks Advisory Committee; Jane Dally, Chair of Golf Advisory Committee; Ward Doonan, Representative from Racquets Advisory Committee; Andrew Colabella, RTM District 4; Chris Tait, RTM District 1; along with members of the public.

**1. Approval of minutes:****May 21, 2025**

Upon a motion by Elaine Whitney to approve May 21, 2025 minutes, seconded by David Floyd. Passes 3-0-1, Christine O’Keeffe abstained as she was not present at the May 21, 2025 meeting.

**2. Public Comment**

One member of the public made a comment.

**3. Reports of:**

**Golf Advisory Committee:** Jane Dally reported.

**Parks Advisory Committee:** Velma Heller reported.

**Racquets Advisory Committee:** Ward Doonan reported.

DRAFT MINUTES SUBJECT TO REVIEW, CORRECTION, AND APPROVAL BY THE  
PARKS & RECREATION COMMISSION OF THE TOWN OF WESTPORT

Recordings of this meeting can be found at:  
<https://www.westportct.gov/government/appointed-boards-a-z/parks-and-recreation-commission/meeting-agenda-and-minutes>

# D R A F T

- 4. To take such action as the meeting may determine relative to a request to install a plaque at Sherwood Mill Pond Preserve honoring Sherry Jagerson.**

Andrew Colabella presented.

**Public Comment:** Multiple members of the public commented.

**Upon a motion made by Elaine Whitney and seconded by Ronald Clarke, passed unanimously 4-0.**

**RESOLVED:** The Parks and Recreation Commission hereby approves the proposed installation of a commemorative plaque honoring Sherry Jagerson at Sherwood Mill Pond Preserve. The Commission delegates final approval of the inscription/verbiage, size, and design of the sign to the Director of Parks and Recreation Department.

- 5. To take such action as the meeting may determine relative to a request to name the Compo Beach Pickleball Courts in honor of Thomas Lowrie.**

Andrew Colabella presented.

**Public Comment:** Multiple members of the public commented.

**Upon a motion made by Christine O’Keeffe and seconded by David Floyd, passed unanimously 4-0.**

**RESOLVED:** The Parks and Recreation Commission approves the naming of the Compo Beach Pickleball Courts to be "Lowrie Courts." The Commission delegates final approval of the inscription/verbiage, size, and design of the sign to the Director of Parks and Recreation Department.

- 6. Longshore Capital Improvement Plan Update.**

David Floyd and Erik Barbieri presented.

- 7. Parks Master Plan Update.**

Erik Barbieri presented.

- 8. Commissioner’s Comments:** David Floyd commented.

- 9. Administrative Report:** Erik Barbieri reported.

**Upon a motion by David Floyd, seconded by Ronald Clarke, and passed unanimously 4-0, the meeting adjourned at 9:06 pm.**

Respectfully,  
Jamie Boone, Recording Secretary

# Parks and Recreation Commission

**Meeting Date:** July 16, 2025

**Agenda Item:** 4

Parks and Recreation Department Contribution/Gift Program (Discussion Only)

**Background Information:**

On April 27, 2022, the Parks and Recreation Commission approved a moratorium on new bench donation requests under the Department's Legacy Giving Program. This action was taken in response to increasing saturation of dedicated benches in many of Westport's beach and park facilities.

**Back-up Documents:**

Legacy Giving Program – dated June 13, 2011 (currently under moratorium)

Minutes Excerpt from Parks and Recreation Commission meeting 4-27-22 – when Moratorium was enacted

Summary Table of Bench Inventory

**Staff Recommendation:**

N/A

**Resolution Format:**

N/A

## **Parks and Recreation Department Contribution/Gift Program**

The Parks and Recreation Department is pleased to accept contributions, including honorary/memorial gifts as set forth below, as part of a fund to maintain and endow the care of Westport's parks and their surrounding landscapes.

The Parks and Recreation Department will maintain a list of park amenities such as benches, picnic tables, water fountains, trees, etc. eligible for memorial contributions. The list will include proposed locations. Current locations with availability for contributions include Compo Beach, Longshore Club Park and Winslow Park. The Parks and Recreation Department will consider requests for other items and locations on a case by case basis.

The Parks and Recreation Department will maintain a list by location and type of item where gifts will not be considered due to lack of need or the existence of sufficient items of that type (i.e. park benches at Burying Hill Beach). The Department will not accept contributions for items for these locations but will maintain a waiting list for future gifts when appropriate.

In recognition of certain qualifying memorial contributions to the fund, the Town will install a plaque (provided by the donor) engraved with a personalized inscription on a park bench in a location of the donor's choosing from the list of locations maintained by the Parks and Recreation Department.

Donation/contributions of trees accepted can be made through the Parks and Recreation Department. No free standing plaques will be installed with trees. The Parks and Recreation Department will issue a certificate recognizing the donation.

All contributions will be accepted subject to the requirements of the Town's gift policy including notice/action by the First Selectman, Board of Selectmen and/or RTM as appropriate.

[For gifts to be purchased by the Parks and Recreation Department the cash gift must be no less than two times the cost of the item. For gifts donated directly a corresponding cash gift of no less than an equal amount will be required. Funds related to gifts will be placed in escrow and used for maintenance and replacement during the replacement/maintenance period associated with the gifts.]

The Parks and Recreation Department prior to acceptance of the gift will establish a replacement/maintenance period, the period in which the Town will maintain or replace the item as necessary. At the conclusion of the replacement/maintenance period the feature may be maintained, replaced or removed at the sole discretion of the Parks and Recreation Department.

### **Tree and Bench Donation Program Policy:**

This policy is designed to enable residents and park users to support Westport Parks and Recreation facilities. Contributions may be acknowledged by a plaque or commemorative card. The plaque/card is symbolic of the donation and does not entitle the donor to ownership of the particular donated element.

Only tree and bench donations are covered by this policy. A donor requesting any other donation, dedication, or memorial must apply to the Department.

Donation applications will be reviewed throughout the year; however, plaques, trees, and benches will be installed only twice per year – Spring and Fall.

Complete funding for the donation must be processed before the commencement of any work. The current donation levels are stated herein. These amounts are adjusted periodically.

A donation maintenance period for hardscape items will last 8 years. Within this time, the Department will replace a donated bench and/or plaque up to two times if deemed necessary by the Department. Tree donations will be replaced within five years of the original planting date if deemed necessary by the Department.

After the maintenance period, the donated element will be available for renewal at the request of the donor for the cost of a new donation.

The Department retains the right to relocate a donated element and plaque at any time.

The Department, in collaboration with the donor, will determine the tree species and location.

The donor shall select a bench from the existing undedicated park benches/locations. A bench may only be installed in a new location with the approval of the Department.

A maximum of 4 lines of text and 40 characters per line is permitted on the dedication plaque. Text is subject to the approval of the Director of Parks and Recreation.

**Examples of Contributions:**

Park Bench - (Cost \$450.00) requires a cash gift of \$900.00. The Parks and Recreation Department will maintain or replace the bench as necessary for a period of 8 years from date of original installation.

Tree - Donated installed value \$500.00 - town requires a cash gift of \$500.00. Tree should come with 1 year guarantee from nursery. Town will maintain or replace from end of guarantee period for an additional 5 years. Should tree be removed as a result of change in use of property or landscape design, the Parks and Recreation Department will offer an appropriate replacement and reinstate the 5 year replacement/maintenance period.

Park Bench - Standard recycled plastic park bench (cost \$450.00)	\$900.00
Park Bench - Prime Location (Premium Pricing) (Compo, Burying Hill, Hillspoint Road, Old Mill)	\$2,500.00
Picnic Table - (cost \$850)	\$1,700.00
Trash Receptacle	\$250.00
Soccer Goal	\$5,000.00
Athletic Field Players Bench	\$2,000.00
Water Fountain	\$5,000.00
Tree	\$1,000.00
Golf Course Ball Washer	\$400.00
Spectator Bleachers	\$5,000.00
Park Pavilion	\$50,000.00

Excerpt from minutes of Parks and Recreation Commission meeting on  
April 27, 2022



April 29, 2022

The Westport Parks and Recreation Commission held a Meeting on Wednesday, April 27, 2022 @7:33pm. It was held electronically and recorded via Zoom.

**6. To take such action as the meeting may determine regarding the placing of a moratorium on Bench Donations.**

Jennifer Fava reviewed with the Commissioners that many of our beach and park facilities are over-saturated with memorial benches. While the current policy is being reviewed and standards for new installations are created, it is requested that a moratorium be placed on all new bench requests until further notice. Requests that have already been accepted and processed will be honored.

**Commissioner Comment:**

There was a brief discussion around costs, policy, existing benches, creating a waitlist, etc.

**Public Comment:**

None

**Upon a motion by David Floyd, seconded by Alec Stevens, and passed unanimously 3-0**

**RESOLVED:** that the Parks and Recreation Commission approves placing a moratorium on any new requests for dedicated benches until further notice.

DRAFT MINUTES SUBJECT TO REVIEW, CORRECTION, AND APPROVAL BY THE  
PARKS & RECREATION COMMISSION OF THE TOWN OF WESTPORT

Recordings of this meeting can be found at:  
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## Westport Parks and Recreation Bench Inventory

Location	Number of Benches
Compo Beach	77
Longshore Golf Course	39
Longshore Club Park	7
Evan Harding Point	19
Burying Hill	11
Canal Beach	3
Grace K Salmon	4
Old Mill Beach	16
Winslow	24

# Parks and Recreation Commission

**Meeting Date:** July 16, 2025

**Agenda Item:** 5

Community Gardens: Proposed Revisions to Parks & Recreation Department Rules & Regulations (Discussion Only)

**Background Information:**

Operations of the Community Gardens are currently suspended pending relocation to a new site under consideration by the Department.

Under the existing regulations, gardening was permitted without a handpass when school was not in session, and gardeners could bring guests during those times. While school was in session, the gardens were closed between 7:30 a.m. and 4:15 p.m. Additionally, a limited number of guest passes could be issued to guests sponsored by a Community Garden handpass holder, subject to all other Parks and Recreation regulations.

This discussion is intended to review and consider proposed revisions to these rules in preparation for the eventual reopening of the gardens at a new location.

**Back-up Documents:**

Westport Parks and Recreation Rules and Regulations – Section X

Long Lots Preserve MOU

Community Gardens Expansion 2010 - Excerpt

Proposed Community Gardens Regulations

Community Gardens Regulations in Similar Towns Across Connecticut

**Staff Recommendation:**

N/A

**Resolution Format:**

N/A



# WESTPORT CONNECTICUT

PARKS AND RECREATION DEPARTMENT  
LONGSHORE CLUB PARK  
260 COMPO RD S, WESTPORT, CT 06880  
(203) 341-5090

## X. COMMUNITY GARDENS

**Please Note: Community Gardens operations are temporarily suspended, pending relocation to a new site currently under consideration.**

1. Gardening shall be permitted in the Community Gardens without any handpass when school is not in session. Gardeners may bring guests at any time when school is not in session.
2. Community Gardens are closed between 7:30 a.m. and 4:15 p.m. when school is in session.
3. A limited number of Community Garden guest passes may be issued by the Parks and Recreation Department if the guest is sponsored by a Community Garden handpass holder, subject to all other Parks and Recreation Regulations.

## Memorandum of Understanding

This Memorandum of Understanding (the “MOU”) is entered into May 13, 2022 (the “**Effective Date**”), by and between The Town of Westport, with an address of 110 Myrtle Avenue, Westport Connecticut, 06880 (the “**Town**”) and The Long Lots Preserve Steering Committee, with an address of 1630 Post Road East, Unit 129, Westport Connecticut, 06880 (the “**Committee**”), also individually referred to as “**Party**”, and collectively “the **Parties**.”

WHEREAS, the Town owns property located at 13 Hyde Lane in Westport, CT (the “**Property**”), a portion of which is offered to the public for use as community garden space under certain terms and conditions; and

WHEREAS, surrounding the community garden on the Property is an undeveloped area, delineated on the GIS map attached as Exhibit A as the area enclosed within the bold line (excluding the community garden), which is referred to as “The Long Lots Preserve” for purposes of this MOU, but has no known or anticipated legal status or protections as a “preserve” under the law; and

WHEREAS, the Committee (a list of current members of the Committee is attached as Exhibit B) wishes to rehabilitate, beautify and preserve The Long Lots Preserve; and

WHEREAS, the Committee has prepared a “Long Lots Preserve Master Plan” dated April 21, 2022, attached as Exhibit C (the “**Master Plan**”), that identifies the benefits of The Long Lots Preserve, and a phased project timeline to be undertaken by the Committee at its sole expense (the “**Project**”); and

WHEREAS, the phases of the Project are depicted on a diagram attached as Exhibit D hereto (the “**Diagram**”); and

WHEREAS, the Town of Westport Parks and Recreation Department (the “**Department**”) controls and maintains portions of the Property, including The Long Lots Preserve; and

WHEREAS, the Town recognizes the benefits of the Project and is desirous of authorizing the Committee to move forward; and

WHEREAS, the Parties desire to memorialize certain terms and conditions of the Committee’s anticipated work related to The Long Lots Preserve.

NOW THEREFORE, the Parties agree as follows:

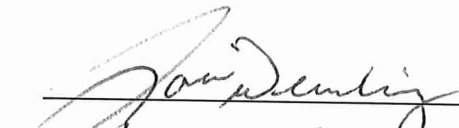
1. **Purpose and Scope.** The Parties intend for this MOU to provide the foundation and structure for establishing and maintaining The Long Lots Preserve. This MOU does not establish or create any type of formal agreement or obligation. Instead, it is an agreement between the Parties to work together in such a manner to encourage an atmosphere of collaboration and alliance in the support of an effective and efficient partnership to establish and maintain objectives and commitments with regards to all matters related to The Long Lots Preserve.
2. **Objectives.**

- a. The Parties shall work together in a cooperative and coordinated effort so as to bring about the achievement and fulfillment of the purpose of the MOU.
  - b. It is not the intent of this MOU to restrict the Parties to this MOU from their involvement or participation with any other public or private individuals, agencies, or organizations.
  - c. This MOU and the associated Long Lots Preserve Master Plan shall in no way obligate either Party to supply funds to maintain and/or sustain The Long Lots Preserve, and the Town is under no obligation to take any action towards the anticipated rehabilitation and ongoing maintenance and preservation of The Long Lots Preserve. In addition, the Town and/or the Board of Education, after obtaining any requisite Town approvals, shall retain the right to use The Long Lots Preserve for any lawful purposes at any time. In the event of such use by the Town and/or Board of Education, any rights and privileges granted to the Committee under this MOU shall cease.
2. **Term.** This MOU shall commence upon the Effective Date as stated above.
  3. **Permitted Use.** The Committee's use permitted at the Long Lots Preserve is limited to the scope and phased timeframes of the Project as set forth in the Master Plan and the Diagram. All work associated with the Project must conform to all applicable laws, rules, regulations and permitting requirements.
  4. **Prior Authorization.** At least 10 business days prior to any work occurring at The Long Lots Preserve, the Committee shall first notify the Department of the date and time that such work is anticipated to occur and obtain written authorization to proceed from the Department, which may be denied at any time at the sole discretion of the Department.
  5. **Representations and Warranties.** Both Parties represent that they are fully authorized to enter into this MOU. The performance and obligations of either Party will not violate or infringe upon the rights of any third party or violate any other agreement between the Parties, individually, and any other person, organization, or business or any law or governmental regulation.
  6. **Indemnification and Insurance.**
    - a. Volunteers of the Committee who intend to work within the scope of this MOU shall first provide to the Department a signed Emergency Contact Form and Waiver, attached as Exhibit E.
    - b. Prior to any work at the Property, any contractors or subcontractors, paid or unpaid, must:
      - i. Separately execute and submit to the Department a hold harmless and indemnification agreement in a form acceptable to the Department;
      - ii. Provide proof of insurance to the Department with coverage and limits as required by the Department in its sole discretion.
      - iii. Obtain permits as required by the Department or other departments of the Town.

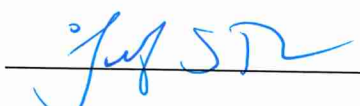
- c. Anyone operating heavy machinery or removing trees shall be considered a contractor or subcontractor. The Department shall make the final determination of whether anyone working on the Project falls under Section 6(a) or 6(b) above.
7. **Notices.** All notices or communications under this MOU shall be in writing and shall be delivered personally or by certified mail, return receipt requested, to the addresses set forth below or to any other address provided by a party in a notice to the other. Notice by e-mail will satisfy this requirement only if receipt of the e-mail message is acknowledged by reply e-mail address.
- a. Notices to the Town shall be sent to:
- Parks Superintendent, Town of Westport  
260 Compo Road South  
Westport, CT 06880
- b. Notices to the Committee shall be sent to:
- Louis Weinberg, Chairman  
The Long Lots Preserve Steering Committee  
1630 Post Road East, Unit 129  
Westport, CT 06880
8. **Amendment/Alterations.** This MOU and the Master Plan may be amended only by a written agreement signed by representatives of the Town and the Committee.

WHEREUPON the parties have set their hands on the date first above written.

THE LONG LOTS PRESERVE STEERING COMMITTEE

Signature   
 Name LOUIS WEINBERG  
 Title Chairman

TOWN OF WESTPORT

Signature   
 Name Jennifer Tooker  
 Title First Selectwoman





# WESTPORT CONNECTICUT

## PARKS AND RECREATION DEPARTMENT

LONGSHORE CLUB PARK

260 SOUTH COMPO ROAD, WESTPORT, CT 06880

(203) 341-5090

*Post - com*

To: Parks and Recreation Commission

From: Stuart McCarthy

Date: October 15, 2009

RE: Expansion of Community Gardens

The Westport Community Gardeners are requesting an expansion of the community gardens at the present location on the Long Lots School property on Hyde Lane.

### Background

1. The Town of Westport purchased 6.57 acres in 2001 for \$4.2 million to provide for a much needed expansion of the Long Lots School parking as well as recreational facilities.
2. An 8-24 report issued in 2002 relating to the construction of the parking lot specifically referenced community gardens in addition to playing fields as appropriate uses of the property.
3. In 2004 the zoning approval for construction of the parking lot again referenced the planned recreational uses of the property.
4. In 2005 a site plan was approved to create the community gardens at this location. Additional space was reserved for future athletic field needs.
5. In 2006 the Parks and Recreation Commission established regulations for the use of the community gardens that are currently in place. The community gardens have been in operation at this location since 2006.
6. In fall 2006 the community gardens made their first request to expand the number of available plots due to demand by Westport residents.

### Current Proposal

The current proposal is for an expansion of the garden space. This expansion would take place in the area currently designated for future athletic fields expansion. As a result in a change in the designated use, the proposal will need an 8-24 report from the Planning and Zoning Commission and a modification of the existing special permit for the gardens.

### Issues for Consideration

#### 1. Expanded gardens vs. athletic field needs:

The need for additional gardens has been documented by the WCG and is available for your review. There is no current proposal for expansion of athletic fields at this location. That expansion would be costly and presently no funding is set aside either publicly or privately for this purpose. It should be noted that

expansion of the gardens would not preclude future conversion of this property from gardens to athletic fields if the needs of the community dictate. There are many examples of change of public property from one use to another and given the relatively modest cost of development of the gardens, this should not be viewed as an irrevocable decision.

**2. Impact of the Community Gardens on the adjacent school property:**

Upon establishing gardens at this location, regulations were put in place recognizing the need to regulate public access to school property during school hours. In the 4 seasons in which the gardens have operated on this site no issues have arisen related to the use of this property by the Community Gardeners. Specific issues raised at this time by the Long Lots School PTA representatives include access of non school related individuals on school property during the school hours, parking and aesthetic issues related to the gardens. It should be noted that use of the gardens during school hours appears to be very limited and the increase in the number of plots is not anticipated to have any impact on the patterns of use by the gardeners.

**3. Suitability of this location for gardening vs. other potential locations in Westport:**

Clearly the site is suitable for gardening as illustrated by the success and demand for more plots. Relative to other sites it should be noted that it took several years to identify this location following the eviction of the community gardens from the Wakeman Park property as part of the Bedford School and athletic field construction on that property. Additionally, it should be noted that the intent of the Community Gardeners is to operate from a single location in order to foster the sense of community and cooperation between the gardeners. The WCG do not support any proposal to create smaller satellite locations.

**Staff Recommendation**

Staff recommends support of this proposal. There is no current proposal for the development of athletic fields and expansion of the gardens would not preclude making that determination in the future though admittedly making that path more difficult. The community use of this property is consistent with the express plans of the Town when the property was purchased and developed for parking and subsequently of the existing gardens. The increase in the number of gardens/gardeners should have no substantive impact on the relationship between the gardens and the adjacent school. That relationship has been without issue for the past 4 years.



# WESTPORT CONNECTICUT

## PARKS AND RECREATION DEPARTMENT

LONGSHORE CLUB PARK

260 SOUTH COMPO ROAD, WESTPORT, CT 06880

(203) 341-5090

December 7, 2009

Gordon Joseloff  
First Selectman  
Town Hall  
110 Myrtle Avenue  
Westport, CT 06880

Dear Mr. Joseloff:

On behalf of the Westport Community Gardens, the Parks and Recreation Department requests that you forward to the Planning and Zoning Commission a request for an 8-24 report related to the proposed expansion of the current gardens on 13 Hyde Lane.


The Planning and Zoning Commission on 6/27/02 issued a Positive 8-24 report for the property then known as 11-13 Hyde Lane, for a new parking lot to serve Long Lots Elementary School, community gardens, and playing fields. Subsequent to that report construction of the parking lot and gardens have been completed. Based on current demand for garden space the Parks and Recreation Commission has recommended the expansion of the community gardens take place on the portion of the property then designated for playing fields.

The Westport Community Gardens were established in 2006 with a proposed 30 plots. Since that time the overwhelming demand for garden space has led the gardeners to divide plots and share the available space. As a result there are currently 66 members assigned plots and 30 residents on the wait list for garden space.

The demand for athletic field space in the community is stable at the present time and improvements related to installation of artificial athletic turf have helped to improve field conditions on existing fields. Additionally, neither the town nor the community athletic organizations are currently in a position to fund athletic field expansions at the present time. As a result there is no current proposal to utilize the land on Hyde Lane for athletic fields. It should be noted however that the Parks and Recreation Commission recognizes that based on the relatively low cost involved in development of the land for gardens, placing gardens on this site would not necessarily preclude any future decision to change use of the property.

Thank you for your consideration of this request. Please let me know if I can provide any additional information at this time.

Sincerely,

  
Stuart S. McCarthy  
Director of Parks and Recreation

SSMcC:sk

## **Proposed List of Regulations for the Westport Community Gardens:**

The Westport Community Gardens will be located at [ . ]

1. All members must be Westport residents. Minimum age: 18 years old at the time of application
2. Operating Hours: daylight only. No lights permitted
3. Annual Fee: [\$X/season]
4. Board of Directors: each year, the gardeners shall designate [three] members to act as regular contacts with the Parks and Recreation Director.
5. Each gardener will have a dedicated plot. Prior to each growing season, each gardener shall be entitled to renew their membership and retain their dedicated plot. If a gardener does not sign up and pay the Annual Fee prior to [February 1st], the garden plot shall be deemed “open” and assigned to the next eligible person on the wait list.
6. Parks and Recreation Department will maintain a list of current members (name, home address, email and phone number) and a wait list.
7. Town will supply & maintain the following, each on a seasonal basis: (a) garden water, (b) portable toilets, (c) limited storage for larger gardening implements (e.g., wheelbarrows, shovels, rakes, buckets).
8. Town will provide organic and inorganic refuse removal, as needed.
9. Garden members shall bring their own gardening implements.
10. The WCG shall be locked when there are no gardeners working their plots.
11. The WCG will maintain organic status. Gardeners shall not use pesticides or chemical fertilizers.
12. Plots are harrowed once before opening day by Parks and Recreation
13. Fertilization, weeding, and soil treatment are plot renters’ responsibility
14. Parks and Recreation does not maintain any rented or un-rented plots
15. Parks and Recreation have final determination in what is allowed to be grown in the gardens. [No potatoes, mint, pumpkins [OTHERS], or plants which may create substantial shade on other plots]
16. Plots must be cleared by the first week of November, failure to do so will result in [an assessment of \$X to be paid by the member]

## Community Gardens Across CT

### **Vernon:**

- Parks and Recreation led
- Gardeners must register, registration for the summer season begins In February
- Returning gardeners have first access to rentable plots
- Garden plots, 25' x 25', plot posts are not to be moved
- Plots are harrowed once before opening day by park and rec
- Registration receipt is proof of plot rental- must always have while in garden
- Fertilization, weeding, and soil treatment are plotting renters' responsibility
- Parks and rec have final determination of use of specific products, all which must be CT DEEP approved by the pesticide compliance division
- Parks and Rec does not maintain any rented or un-rented plots
- Parks and rec have final determination in what is allowed to be grown in the gardens
- Plots must be cleared by the first week of November, failure to do so will result in a 2004 fee
- Failure to comply to garden rules may result in loss of privileges for the remainder of, and future seasons
- 25\$ for Vernon residents, 35\$ for non-residents
- Numerous locations
- Numerous plots can be reserved if applicant is approved
- must be 18yrs or older to apply
- Patrons must use on-site water resources; hoses are not allowed to be attached to spigots at any time

### **Darien:**

- Membership limited to Darien Residents
- Application must be submitted for a garden plot
- Garden Club of Darien is responsible for the garden's organization
- Applications are to be submitted to the town of Darien (parks and rec)
- Coordinating committee including a president, vice president, secretary, and treasurer (let me know if you want their names and #'s)
- All gardens are to be started in May, failure to do so will result in forfeiture of dues and the plot will be reassigned.
- Members participation in one cleanup day is required
- Plots will be inspected by the committee during the season to ensure clear paths and have been weeded
- The committee provides community tools and wheelbarrows
- All gardens must be cleaned by the end of October, failure to do so will result in reassignment of your plot for the following year
- Hours are sunrise to sunset
- no potatoes allowed
- Two locations

## **Greenwich:**

- 501C3 Non-profit
- Two locations
- Charge individuals 25\$ for their own raised bed at Armstrong location, 50\$ at Bible Street
- Application is to be submitted to the committee
- Donations are accepted
- Volunteers accepted
- The gardens are situated on land that is owned by the Town. The committee consults with the town about neighboring trees and wetlands, but the town does not help with funding or operations. There is an operating board: Board Chair, Treasurer, Secretary, and three others.
- Each garden has a director or co-directors (volunteer) who sit on the board and manage the overall operations of their respective garden(s). That includes having the water turned on, getting soil and wood chips delivered, project-managing repairs, running the annual garden sign-ups, etc.
- Each garden then has volunteer Steering Committees that work under the guidance of the director(s), handling areas such as weeding, compost, fixing, events. All gardeners pitch in during community workdays to maintain the garden at large. Some community workdays include outside volunteers such as school or church groups or business teams.
- funded by gardener fees (\$25-50 each per year) and yearly fundraisers. In the past they have also received targeted donations for specific improvements. They also receive seedling donations from nearby farms. Some past fundraisers have included partnerships with local nurseries for party hosting or prize/raffle donation. The past few years they've partnered with their local Land Trust for a fundraising garden tour event.
- The garden costs are, broadly:
  - - water
  - - soil
  - - lumber and supplies for garden beds
  - - fencing and gates
  - - storage sheds
  - - tools, hoses, sprayers, shared organic pest control
  - - table and tent for outreach
  - - web hosting and email
  - - promotional items such as shirts, magnets, flyers
  - - budget for community events, contest prizes, garden decor

## **Fairfield:**

- Parks and Recreation/ Town Operated
- Charges per plot/raised bed, 10 or 20\$ depending on what you choose.
- Can be for personal use or communal/charity
- Operation hope/St. Thomas school run their own gardens aside from the town but accept volunteers
- Fund raising for extra costs is predominantly done through seasonal events in relation to the gardens/town involvement.

- Many of Fairfield’s community gardens, several local farms, numerous home-gardeners and CSA programs around town donate their excess (and gorgeous) produce and eggs to Operation Hope’s food pantry and community kitchen.
- There are communities of gardeners to find all over Fairfield. We have three wonderful garden clubs in town. These clubs host fun and educational events such as garden tours. Check them out!
  - Sasqua Garden Club of Southport
  - Fairfield Garden Club
  - Greenfield Hill Garden Club
- Both the Fairfield Woods Branch Library and the Pequot Library are home to seed collections that are free and open to anyone. All that is asked is that you save seeds from your own harvest to return to the library at the end of the growing season.
- The Drew Park Community Garden located at 220 Warde Terrace consists of 43 plots of various sizes that are available to Fairfield residents for cultivating their own vegetables, herbs and flowers. The produce may be grown for the gardener’s own consumption or gifted to those in need. You can find out about getting on the waitlist for a plot on the town’s Parks and Recreation website.

#### **New Canaan:**

- Run by local nature center
- “Adopt-a-plot” preregistration required
- Nonprofit environmental educational organization
- Board of trustees with their own selected/elected staff
- Volunteers accepted, must apply to volunteer coordinator
- Donations accepted, donations submitted to the board of trustees
- Accepts college interns
- Year round, much larger scale and capability due to the nature center and it not being a municipal facility-based entity

#### **Newtown:**

- Adopt a garden row
- Managed by volunteers
- Garden committee run
- Must apply to adopt a garden plot
- Parks and Recreation managed
- Accepts donations
- Completed forms should be submitted to the Newtown Parks and Recreation office, using the instructions on the form.