

Westport Parks Master Plan

Volume 1 • Plan Report

Town of Westport
January 2026



WESTPORTSM



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Architecture
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The Town of Westport extends a sincere thank you to the following individuals, organizations and agencies that contributed during the preparation of this Parks Master Plan.

Westport Board of Selectmen

Kevin Christie, First Selectman
Amy Wistreich, Selectwoman
Don O'Day, Selectman

Westport Parks and Recreation Commission

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All the organizations and residents of Westport that listened, offered comment, and contributed to the parks planning process!

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Section 1

Executive Summary

EXECUTIVE SUMMARY

Introduction

The Town of Westport, Connecticut, manages a diverse portfolio of parks and recreational assets encompassing 63 properties and 370 acres. These include beaches, athletic fields, playgrounds, marinas, and natural areas that serve as critical components of community life. However, increasing demand for recreational opportunities, aging infrastructure, and operational constraints have highlighted the need for a long-term strategy. The Westport Parks Master Plan addresses these challenges by providing a roadmap for development, maintenance, and programming over the next decade.

Vision and Strategic Imperatives

The plan's vision is to create a sustainable, inclusive, and high-quality park system that enhances community well-being while preserving environmental integrity. Strategic goals include:

- » **Quality of Life** through diverse, accessible recreational opportunities;
- » **Environmental Stewardship** with green infrastructure and shoreline stabilization;
- » **Operational Efficiency** via modernized maintenance and technology; and
- » **Community Engagement** to ensure public input and partnerships drive priorities.

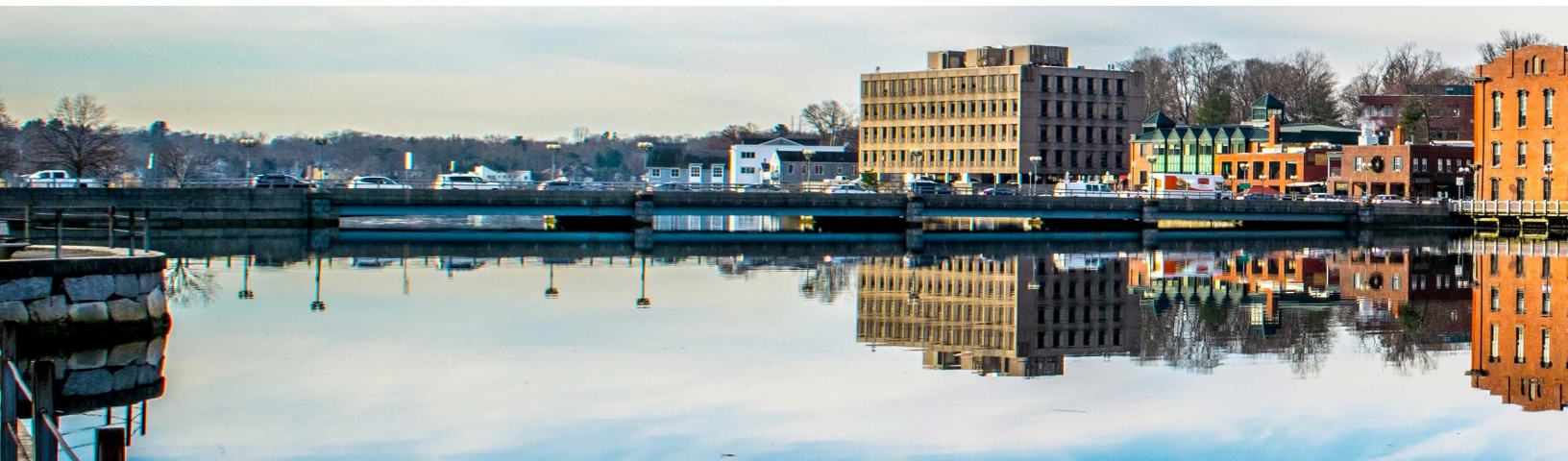
Planning Process and Methodology

The plan was developed through a rigorous, multi-phase process:

- » **Public Engagement** through surveys, focus groups, and meetings;
- » **Site Analysis** performed on 39 town selected sites as part of the study with 14 sites progressed to study alternative level;
- » **Benchmarking** against National Recreation and Parks Association (NRPA) standards and regional trends;
- » **Financial Modeling** to inform lifecycle cost analysis and operational strategies.

Key Findings

Facility deficiencies include shortages of athletic fields with lack of field illumination, antiquated playgrounds and skate park, and limited dog-friendly spaces. Maintenance staffing is trending at 50% of NRPA's standards, causing deferred maintenance, overtime, and outsourcing reliance. A new maintenance facility is needed for the required and anticipated park maintenance operations (staff, materials and fleet storage, and overall operations hub). Accessibility gaps exist with inconsistent ADA compliance, and programming lacks balance with under served offerings for teens and multi-generational users. With the current



school construction and loss of space, Burr Farms was identified as the preferred site for a permanent community garden location. Given the existing garden has been offline for a considerable time period this should be a priority for the town to re-implement.

Strategic Recommendations

Infrastructure investments include renovating the skate park with concrete, adding two new and renovating existing synthetic turf fields, introduction of field lighting to extend play and recreational alternatives, upgrading playgrounds, expanding trails, and improving signage.

Operational enhancements involve centralized scheduling, increased maintenance staffing, and standardized amenities.

Environmental initiatives include native plantings, increased open space maintenance, invasive mitigation, pollinator initiatives, shoreline beach replenishment and stabilization.

Focusing all improvements with **enhancement of universal design principles**, along with trending programming towards in-house delivery supported by grants and partnerships.

Phased Implementation

Phase I targets New Maintenance Building, Double Day Fields (Synthetic Field, Lighting), Staples High School (Synthetic Field), PJ Romano (Lighting), Burr Farms (Community Garden and

Field Renovation), Winslow Park, and Compo Beach (Beach Replenishment).

Phase II includes Lillian Wadsworth Arboretum, Baron's South, Grace Salmon, and Veterans Green.

Phase III addresses Town Hall Athletic Fields, Machamux Park, Luciano Park, Jesup Green, and Burying Hill Beach.

Financial Outlook

The parks budget aligns with national benchmarks, but staffing remains below the requirements for the level of service and expectation by use and residents. Lifecycle cost analysis favors concrete skate park construction, illuminated play fields, improved natural grass fields and additional synthetic turf fields for long-term efficiency and programming sustainability. Funding strategies include but are not limited to leveraging grants, sponsorships, and phased capital investments.

Conclusion

The Westport Parks Master Plan provides a comprehensive framework to enhance recreational experiences, strengthen operational capacity, and safeguard environmental assets. Through phased implementation, community collaboration, and diversified funding, Westport can achieve a sustainable, inclusive, and vibrant park system that meets the needs of current and future generations.





Section 2

Introduction & Background

INTRODUCTION AND BACKGROUND

Development Process of the Plan

The Town of Westport has population of approximately 28,000 residents and is located on the southern coast of Connecticut in Fairfield County along the Long Island Sound. The Westport Parks and Recreation Department maintains over 63 properties consisting of over 370 acres including:

- » parks
- » beaches
- » athletic fields - natural grass & synthetic turf
- » tennis
- » platform tennis
- » basketball and pickleball courts
- » golf course
- » pool complex
- » marinas
- » playgrounds
- » skate park
- » natural areas
- » open space
- » surrounds of various Town Buildings.

Westport places significant emphasis on the provision of high-quality amenities and ample recreational opportunities for the community. The Town is experiencing a growth in sports and fitness activities for all ages and new sports are becoming popular with residents. Nationally recognized standards for park and recreation facilities establish general thresholds for parks and recreation, however, the standards and recommendations set forth in the Master Plan are unique and specific to the community needs of Westport.

In October of 2023 the Town of Westport through a public request for proposal process sought a consulting firm to evaluate the Westport Parks consisting of 39 parks and recreation-controlled sites. In April of 2024, the team of BL Companies and the Sports Facilities Advisory was interviewed by representatives of the town as part of a short list

of firms to perform the study. In October of 2024, the town awarded the team of BL Companies and The Sports Facilities Advisory the opportunity to perform the Parks Master Plan.

Due to contract review and schedule (time of year) delays, the kickoff meeting with the town staff and the park's working group was held on December 10, 2024. This meeting went over the project and the process to be followed. BL companies and Sports Facilities Advisory then began the data gathering and site review process. Information was gathered from municipal and other town sources and lists were generated for stakeholder interviews. Website development was undertaken along with community survey question creation. All leading up the first community engagement informational public meeting which was held in April 2025. From this meeting additional site assessment was performed and the 12 sites were expanded to 14 sites for a closer look. These were developed and the second public meeting was held in September 2025. Upon gaining additional feedback from the community a draft plan report was prepared and delivered to the town in November 2025. The final plan was then refined and delivered to the town in January 2026. The third public meeting for the plan review was held in the Spring of 2026.

Purpose of the Plan

The plan, as it was taking shape during the process, maintained a clear vision and roadmap for the future recreational development of the sites. At every step of the plan process, the purpose for the plan was referenced against the plan's current state.

The plan is to develop a road map to install focus, establish priorities, and inspire action over the next 10 years. It is to form a systematic and prioritized approach to implement parks projects with clear direction on development, improvement, maintenance and operations of Westport's parks, facilities, and recreational development within the town.

Purpose:

To develop a clear vision and road map for future recreational development within the parks

- » Assess and identify park and facility needs.
- » Determine improvements, changes, or additions for existing parks and facilities.
- » Determine any need for additional facilities.
- » Provide strategic, measurable, and obtainable recommendations.
- » Provide maintainable maintenance recommendations and standardization.
- » Provide infrastructure standardization.
- » Assess and identify budgetary needs.



Park & Recreation Planning History:

As part of the study the project team reviewed past reports provided by the town to review progress, extract common themes still viable and assess trends from the past to the present. The following reports were reviewed as part of the study.

1979
Master Plan for the Recreation Department Report
1992
Expansion of Athletic Fields Report
1992
Long Shore Park Master Plan
1998
Athletic Field Survey Report
2014
Compo Beach Master Plan
2017
Westport Pan of Conservation and Development

2017 PLAN OF CONSERVATION AND DEVELOPMENT
Planning and Zoning Commission

WESTPORT
Town of Westport
Parks & Recreation
WESTPORT PARKS AND RECREATION COMMISSION
Longshore Club Park, 240 South Camps Road
Westport, CT 06880
March 31, 2015

The Westport Parks and Recreation Commission held a meeting in Town Hall Auditorium at 7:30 p.m. Those in attendance were Charles Haberwisch, Chairman; Steve Asfahin, Alec Stevens, Edward James and Karen Hines Commission Members; Stuart McCarty, Director of Parks & Recreation; Jim Lofthop and Ashley Lay project consultants and 150 members of the general public.

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

Please note this full meeting is also available for viewing on the Town website:
<http://www.gardner.com/Pages/Committee.aspx?AKFGD=westport&ID=162>

Summary Minutes

- To take such action as the meeting may determine to make recommendations to the First Selectman regarding improvements to Compo Beach and implementation of the Compo Beach Improvement Plan.

Following are the proposed recommendations for action:

- Parking:** The Parks and Recreation Commission recommends no changes of the parking on the East and South Camps beaches at the present time.
- Entrance and changes in vehicular traffic flow:** The Parks and Recreation Commission recommends no changes in the entrance or vehicular traffic flow at this time.
- Pedestrian Circulation:** The Parks and Recreation Commission recommends the creation of pedestrian circulation separated from accessible traffic throughout the facility.
- Restrooms:** The Parks and Recreation Commission recommends the planning of the bathroom facilities. Litigation and holdover proceed with a directive to replace the facility with a new facility to meet or exceed FEMA flood regulations and to meet the future needs of the community.
- South Beach Facilities:** The Parks and Recreation Commission recommends the construction of rest rooms for the convenience of south beach users. The Commission does not recommend a pavilion near south beach to be included in the plan.
- Skate Park:** The Parks and Recreation Commission recommends that a concrete skate park be in the final site plan and that partial private funding be sought.

COMPO BEACH MASTER PLAN
Compo Beach Site Improvement Committee
July 16, 1979

FINAL REPORT
RECREATION MASTER PLAN TASK FORCE
WESTPORT, CONNECTICUT
JULY 16, 1979

Recreation is, in Westport, a force to be reckoned with. Then a representative sample of 600 citizens was asked recently to respond to a survey questionnaire on recreation. Over 75% responded. Then the First Selectman appointed a new Recreation Director in 1977, she also appointed a 21 member Task Force to assure that the Director would have the advantage of long range planning in carrying out his responsibilities. The Task Force was charged with the following:

1. Survey the present recreational program and facilities.
2. Survey the undeveloped land holdings of the town.
3. Ascertain future program needs.
4. Make recommendations in the form of alternatives to improve or expand our present facilities - both short and long range (5-15 years).
5. Develop tentative projected costs and available sources of funding.

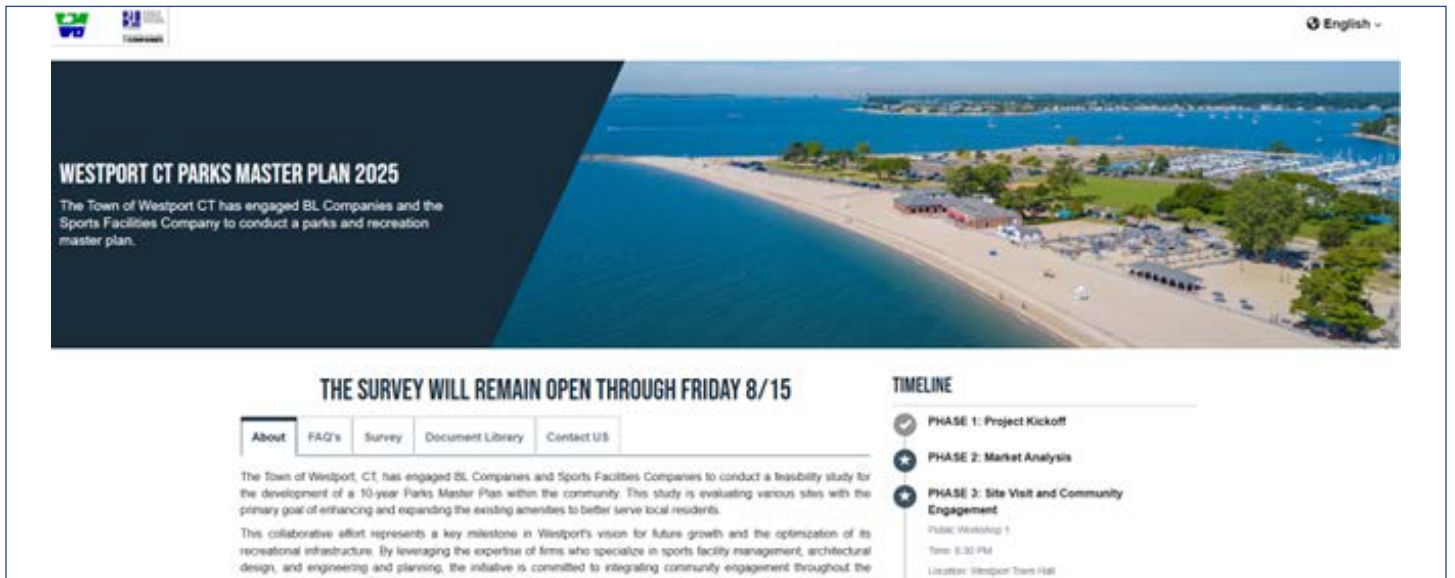
On November 17, 1977 the Task Force began its deliberations. An organization was developed and tasks assigned:

1. **SUB-COMMITTEE I - FACILITIES INVENTORY:** Prepare an inventory of existing recreation programs and facilities both public and private.
Chairman - Judy Landa.
2. **SUB-COMMITTEE II - LAND SURVEY:** Survey Town owned, undeveloped lands and holdings showing inventory, size, condition and recommended use. Include a map showing sites listed.
Chairman - Bill Valco.
3. **SUB-COMMITTEE III - RECREATION SURVEY:** Survey a sample of the population to show public reaction to present programs, facilities, and desires for future development, over a 15 - 20 year span.
4. **SUB-COMMITTEE IV - FINANCIAL ANALYSIS:** Conduct a financial overview of projected costs and methods of financing.
Chairman - Tom Goyne.
5. **EXECUTIVE COMMITTEE -** To give continuing direction to whole project making suggestions for further investigation.
Chairman - Stan Lorenson; and Royce, Laurel Hoffman, Mary Ellen Wittmeyer.
6. **SPECIAL INTEREST CONSULTATIONS -** To hold hearings with representatives of various special interest groups in the community to elicit their ideas, criticisms and suggestions for an improved program.
7. **DEMOGRAPHIC ANALYSIS -** Compile population trends in Westport, to form a substantial population projection upon which to make program and facility recommendations.



Section 3

Public Outreach



PUBLIC OUTREACH

The Project Website:

An online website was developed and offered for town wide information dissemination, input and project updates, news and understanding for the park plan. The website was offered to the public in November 2024. The site received over 1424 visits and over 1085 unique site visitors. Website URL: engage.sportsfacilities.com/westport-plan-2025

The Project Email Address:

A project email address was created to effectively and efficiently gather, catalog and provide a single email for interested parties, stakeholders, and residents to voice their questions, comments, and concerns on the plan for the park. The project email address (westportpmp@gmail.com) was launched on April 25, 2025, and has been maintained and monitored throughout the project. Fifty-Eight (58) emails were received at the email address (58 emails total: 44 unique to the email address, 15 advertisement/ spam). The majority of emails received were related to the community gardens with a few focused-on Wakeman Park, nature-based play, Barons South Property and Field usage.

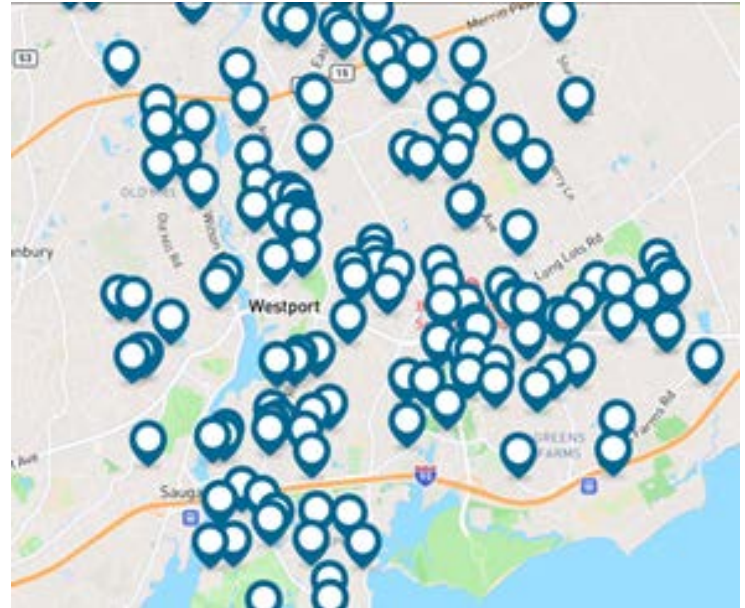
The Survey:

An online community survey was developed and offered for town-wide input on the direction for the parks. The survey was administered through the dedicated project website. The survey ran from April 4, 2025, to July 15, 2025. It was reopened at the direction of the town from July 18, 2025,

to August 15, 2025, to provide residents with additional time to take the survey. The survey received 277 responses. The key takeaways for the survey were that the majority believe there is enough parking at the parks for most events and it is more a need for structured parking areas. For heavy automobile events (tournaments, festivals) where more parking is necessary than overflow could be planned for. A good number of respondents felt that the parks need more outdoor offerings to expand the user groups, especially with the very young and over 50 years of age demographics. Primary input that trended above average was for more fields, better play areas for smaller children and dog walking alternatives.

- » Total of 227 responses, 100% are Westport residents.
 - *Over 50% have lived in Westport for over 10 years.*
- » A majority of people prefer synthetic or a balance of synthetic and grass as opposed to just grass.
- » Soccer fields were ranked as the most important outdoor sports facilities.
- » Fitness trail/loop was ranked the most important park element.
- » Climbing structures were the top asset in playground areas.
- » Trails and Walking/Bike Trail connections were important to be considered.

- » Sports fields and courts were the highest ranked in terms of what to add to parks.
- » 84% answered that parks are somewhat maintained or very well maintained.
- » The feeling is that 12–18-year-olds are underserved.
- » 77% want the town to purchase property to expand park offerings.
- » Over 80% said restrooms are the most important to the park’s experience.
- » Walking trails and shade structures are important to the park’s experience.
- » Over 80% of respondents participated in a Westport league/program.
- » Over 80% said there is a need for new/ additional athletic fields.



Coverage of Respondents of Survey

Key Takeaways:

- » Good number of responses, not enough to simply use this as the majority opinion but definitely good insights when factored with other engagement efforts and data.
- » Respondents were looking for soccer fields for athletic facilities, and trails with connectivity for passive parks.
- » Climbing structures on playgrounds were very popular among respondents.
- » Most people felt the parks were somewhat or very well maintained, showing there is a need but overall, a favorable outlook on the Town’s maintenance efforts.
- » Synthetic fields were popular among

respondents, showing while a complete overhaul is not needed there is an acknowledgment of the need for turf to account for the seasonal climate challenges.

The Interviews:

Focus group interviews were scheduled and conducted from June 2025 through July 2025 with a group of individuals that consisted of a cross section of residents, park user groups, town stakeholders, and town officials. All individuals were contacted (on 2 at least occasions) to schedule an interview time. The interviews were conducted with predetermined open-ended questions provided to gain perspective feedback, input and data that could be utilized in the planning process. All responses were recorded, and data was synthesized and resounding themes that emerged were utilized within the overall plan preparation.



Key takeaways:

- » Need for additional outdoor field space
- » Facilities with additional/enhanced amenities such as lights, restrooms, parking, field sizes, etc.
- » Improved scheduling practices and coordination
 - *Communication, release of unused fields, etc.*
 - *Shared use agreements*
 - *Time lost to weather/rainouts.*
- » Improved maintenance of existing parks and facilities.
- » Reestablishment of the community garden, proposed locations, and needs for assets/amenities to support the gardens.
- » Preservation of open-space and natural environments within the town
- » Transportation, traffic, and connectivity is an issue for Westport.
- » Safety of parks and facilities.

The Project Meetings:

Over the course of the planning study the residents of the town were asked to join in the planning process. This was accomplished by a series of public meetings. These consisted of in-person public presentations and workshops that were conducted in such a fashion that the beginning of each workshop began with a reaffirmation of the project purpose and need of the project. The remainder of the time was spent in a planning development hand on activity that allowed participants to understand the planning process, interact with planning elements, inform decisions on the plan and critique concepts ideas as plan focus was developing. This was done to ensure the final product is what the residents feel is the best possible path forward for the Town. The community workshops were held on April 2025, September 2025, and November 2025.

Key takeaways:

Top Priority

- » Fields
- » Multimodal Circulation
- » Park Access
- » Community Gardens
- » Restrooms

Land Use Opportunities

- » Community Gardens
- » Hiking Trails
- » Natural/Turf Fields
- » Signage (Historical)
- » Compo Skate Park
- » Public Art
- » Structured Dog Park
- » Natural Areas





Section 4

Needs Assessment

NEEDS ANALYSIS

Level of Service Analysis

As a part of the scope of work a facilities gap analysis was completed in order to determine gaps in parks and recreation assets within the Town of Westport. The goal of the facilities gap analysis is to provide the town with sufficient data to determine the assets that need to be developed in order to align Westport's recreation offerings with peer communities nationwide. The information in the chart below was provided by the Town of Westport and analyzed alongside data from the National Recreation and Parks Association's (NRPA) 2024 Agency Performance Review. The NRPA data provides communities with benchmarks of various parks and recreation assets in comparison to peer communities of the same or similar size across the country.

Based on the analysis, it was determined that the town was initially in alignment when evaluated by population and residents per asset. However, due to the loss of fields from school construction, the conversion of existing fields to other program uses, and environmental factors (such as weather events) during the spring and fall seasons, the town now falls below established benchmarks for the number of assets required to support scheduled and future programs and activities.

Further consideration should be taken to ensure quality, playability, access, and other factors accurately reflect the available amount of assets within the Town. For example, fields on school properties with limited utilization should be taken into consideration as less accessible.

Asset Prioritization Matrix:

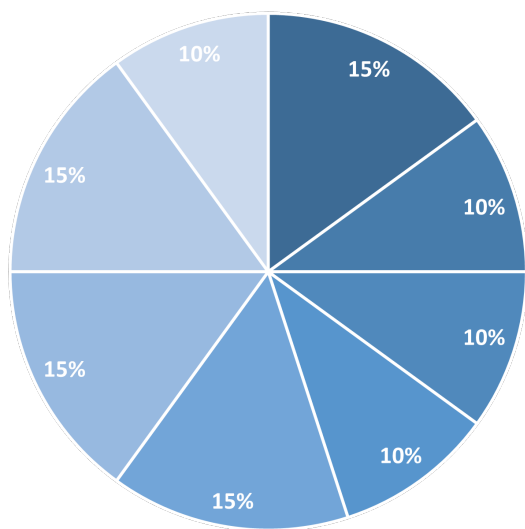
Sports Facilities Advisory (SFA) utilized a propriety analytical process to determine the prioritization of assets recommended for the Town of Westport. SFA's asset prioritization analysis is used by communities across the Country to make decisions related to existing and new facility development. The analysis is a data-driven approach that combines research, data, analytics, industry insights/experience, and input from stakeholders, user groups, and residents to prioritize assets and inform recommendations. The data-driven approach used to analyze the asset prioritization focuses on the community need (perceived and data-driven), market opportunity, and financial feasibility of assets to develop recommendations that best fit the Town's goals.



SFA developed eight categories to analyze the prioritization of assets and a weighted scoring system for each category for all potential assets analyzed. The weighted scoring system attributes a score in which respective categories carry a spectrum of weight on the total score of each asset. The categories include the following and their respective weight on the overall score:

Category	Corresponding Weight
Alignment With Project Vision/Intent	15%
Market/Competition Data	10%
Project Team/Stakeholder Input	10%
Community Engagement – Stated Demand for Physical Assets	10%
Community Engagement – Ability to Serve Residents Through Programming	15%
Presumed Cost to Build	15%
Revenue Potential	15%
10 Year Capital Improvement/Replacement Requirements	10%

All categories and assets were ranked on a scale of 1-10.



- Alignment with Project Vision/Intent
- Market/Competition Data
- Project Team/Stakeholder Input
- Community Engagement Input - Stated Demand for Physical Assets
- Community Engagement Input - Ability to Serve Residents Through Programming
- Presumed Cost to Build - Preliminary Opinion of Cost
- Revenue Potential - Preliminary Financial Forecast
- 10 Year Capital Improvement /Replacement Requirements

Asset Prioritization Matrix

The Consultant Team utilized the following structure to score sport and recreation assets based on their corresponding category:

Category	Definition
Alignment With Project Vision/ Intent	Defines how the asset aligns with the goals, definitions of success, and vision of the Project Team.
	Alignment with project vision ranges from <i>1 = Not Aligned with Project Vision</i> to <i>10 = Directly Aligned with Project Vision</i> .
Market/Competition Data	Analyzes the quantity and quality of existing service providers in the market.
	Market/Competition Data ranges from <i>1 = Strong Market Competition</i> to <i>10 = No Market Competition</i>
Project Team/Stakeholder Input	Ranks the Client/Project Team's level of support for the corresponding asset type determined through the vision and goals of the project established during the Development Planning Session.
	Project Team/Stakeholder input ranges from <i>1 = Level of Support: None</i> to <i>10 = Level of Support: High</i>
Community Engagement – Stated Demand for Physical Assets	Reflects stated demand from the community survey and community open house sessions held as a part of the feasibility process to gauge the community's feedback for sport and recreation assets.
	The community engagement score ranges from <i>1 = No Demand</i> to <i>10 = High Demand</i> .
Community Engagement – Ability to Serve Residents Through Programming	Reflects the asset's ability to serve programs prioritized within the community survey and community open house. For example: indoor courts and indoor turf are able to serve youth and adult camps, clinics, and leagues.
	The community engagement score ranges from <i>1 = No Programming Ability</i> to <i>10 = Strong Programming Ability</i> .
Cost to Build – Preliminary Opinion of Cost	The cost to build factors in the preliminary cost of construction, ranging from <i>10 = Low Cost to Build</i> to <i>1 = High Cost to Build</i> .
Revenue Potential	Analyzes the revenue potential based on SFA's feasibility analysis, financial performance benchmarking, and industry experience.
	The scale ranges from <i>1 = Low Revenue Potential</i> to <i>10 = High Revenue Potential</i>
10 Year Capital Improvement/ Replacement Requirements	Examines the anticipated cost of replacement of assets over time based on a consideration of <i>none, low, mid, and high long-term costs rated at 10, 7, 4, and 1, respectively</i> .



SFA analyzed and scored four asset types as part of the asset prioritization process. The following table summarizes the recommended prioritization of assets based on the factors considered and outlined previously. The chart reflects the results of the prioritization analysis including the asset type, weighted score, and recommended prioritization of assets. The full prioritization matrix for the assets analyzed can be found in the appendix section of this report delivered as an associated document.

Asset	Weighted Score	Priority
Parks	6.4	High
Walking Trails	6.0	Mid
Outdoor Diamond Fields	5.3	Mid
Outdoor Multi-Purpose Fields	5.1	Mid

SFA recommends prioritizing the outdoor parks as the primary focus for parks and recreation, followed by walking trails, diamond fields, and outdoor multi-purpose fields. SFA recommends taking the prioritization of assets into consideration in the overall parks master planning process.

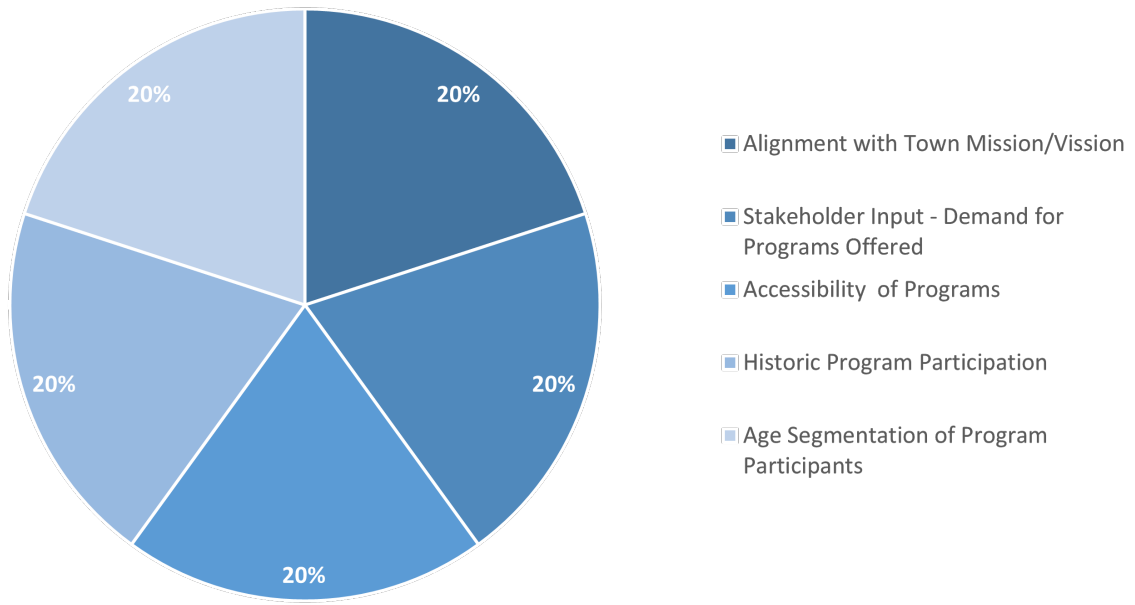
Program Prioritization Matrix:

In addition to the asset prioritization matrix outlined above, SFA also utilized a propriety analytical process to determine the prioritization of program groups recommended for the Town of Westport. The program prioritization analysis is used to make decisions related to existing and new program offerings. The analysis is a data-driven approach that combines research, data, analytics, industry insights/experience, and input from stakeholders, user groups, and residents to prioritize programs and inform recommendations. The data-driven approach used to analyze the program prioritization focuses on the vision and goals of the Town, accessibility of programs, and financial feasibility of programs to develop recommendations that best fit the Town’s goals.

Category	Corresponding Weight
Alignment With Town Mission/Vision	20%
Stakeholder Input – Demand for Programs Offered	20%
Accessibility of Programs	20%
Historic Program Participation	20%
Age Segmentation of Program Participants	20%
<i>All categories and assets were ranked on a scale of 1-10.</i>	

SFA developed five categories to analyze the prioritization of program groups and a weighted scoring system for each category for all potential program groups analyzed. The weighted scoring system attributes a score in which respective categories carry a spectrum of weight on the total score of each program group.





Categories of Asset Prioritization Matrix and Corresponding Weight

The Consultant Team utilized the following structure to score sport and recreation assets based on their corresponding category:

Category	Definition
Alignment With Town Mission/Vision	<p>Defines how the programs within that group aligns with the goals, definitions of success, and mission/vision of the Town of Westport.</p> <p>Alignment with project vision ranges from 1 = <i>Not Aligned with Project Vision</i> to 10 = <i>Directly Aligned with Project Vision</i>.</p>
Stakeholder Input – Demand for Programs Offered	<p>Reflects stated demand from the community survey and community open house sessions held as a part of the feasibility process to gauge the community’s support for program types in Westport.</p> <p>The community engagement score ranges from 1 = <i>General Consensus “Do Not Want”</i> to 10 = <i>General Consensus “Must Have”</i></p>
Accessibility of Programs	<p>Reflects the program group’s ability to serve a wide variety of users based on activity level, age range, socioeconomic status, timing/seasonality, and program fee.</p> <p>Program accessibility is ranked on a scale ranging from 1 = <i>Low Accessibility/Not Offered</i> to 10 = <i>High Accessibility</i></p>
Historic Program Participation	<p>The historic participation factors in the number of registrants for each program offered within the corresponding program group. Historic program registration is ranked on the following scale:</p> <ul style="list-style-type: none"> » > 1,000 Registrants = 10 » 750 - 1,000 Registrants = 8 » 500 - 749 Registrants = 6 » 250 - 499 Registrants = 4 » 0 - 249 Registrants = 2
Age Segmentation of Program Participants	<p>Reflects the range of offerings for various age groups within the population, and the availability of those programs to varying age groups.</p> <p>The scale ranges from 10 = <i>All Age Groups</i> to 1 = <i>1 Age Group Only (ex. seniors)</i>.</p>

SFA analyzed and scored seven program groups as part of the program prioritization process: team sports, fitness, individual sports, aquatics, running and cycling races, golf, and e-sports. The following table summarizes the recommended prioritization of program groups based on the factors considered and outlined previously. The chart reflects the results of the prioritization analysis including the program group, weighted score, and recommended prioritization of programs. The full prioritization matrix for the program groups analyzed can be found in the appendix section of this report delivered as an associated document.

Program	Weighted Score	Priority
Team Sports	7.6	High
Running & Cycling Races	7.6	High
Individual Sports	6.4	High
Fitness	3.6	Mid
Aquatics	3.4	Mid
Golf	2.8	Low
E-Sports	1.6	Low

The recommendation is to prioritize the team sports, individual sports, and running/cycling races as a high focus area for parks and recreation programs, followed by aquatics and fitness. Program prioritization analysis identified golf and e-sports as low level priority programs based on the factors analyzed. SFA recommends taking the prioritization of programs into consideration in the overall parks master planning process and analysis of program offerings.



Section 5

Site by Site Analysis and Recommendations

SITE BY SITE ANALYSIS AND RECOMMENDATIONS

Site by Site Analysis

The goal for Westport Parks and Recreation is to create a Master Plan that clearly outlines existing status, needs, and future vision for recreation and open space protection, while ensuring the continued provision of accessible recreation for a growing and changing population as well as set goals and strategies for protecting wildlife habitat, water quality, scenic resources, and agriculture. The site by site analysis is the first step in this process and will establish a baseline for the goals, plans and objectives for the future of open space and recreational space throughout the Town of Westport.

General Themes and Recommendations

In the development of the master planning process, the common themes for amenities proposed for the Town of Westport are listed below based on need from public comment as well as the design team’s site evaluations from existing conditions:



General Themes

Theme	Detail
Maintenance & Infrastructure	<ul style="list-style-type: none"> » Broken pavement, drainage issues, and aging equipment are recurring problems. » Vegetation overgrowth and invasive species (e.g., bamboo) affect usability and aesthetics. » Poor drainage or uneven surfaces on grass fields.
Accessibility & Challenges	<ul style="list-style-type: none"> » Many parks lack ADA-compliant pathways, seating, and parking. » Gravel lots and uneven surfaces are common, limiting mobility access.
Parking & Wayfinding	<ul style="list-style-type: none"> » Several parks have unmarked or poorly marked parking lots. » Signage is often missing or insufficient, both on-site and off-site.
Limited Amenities	<ul style="list-style-type: none"> » Many parks lack restrooms, water fountains, shaded areas, and trash receptacles. » Seating is often minimal or in poor condition.
Lighting Deficiencies	<ul style="list-style-type: none"> » Sports fields and courts frequently lack lighting, limiting evening use.
Safety Concerns	<ul style="list-style-type: none"> » Unfenced playgrounds, steep slopes near water, and broken infrastructure pose risks. » Lack of curbing or defined boundaries leads to misuse (e.g., parking on lawns).
Community Use & Versatility	<ul style="list-style-type: none"> » Parks serve diverse user groups: families, athletes, dog owners, and schoolchildren. » Some parks are underutilized due to poor visibility or unclear public access.

Recommendations

Recommendation	Detail
Address Maintenance Issues	<ul style="list-style-type: none"> » Repair broken pavement, fencing, and playground surfaces. » Implement vegetation management plans, especially for invasive species. » Regrade uneven lawn surfaces throughout town.
Improve ADA Accessibility	<ul style="list-style-type: none"> » Install compliant pathways, seating, and parking. » Add curb cuts, detectable warning strips, and accessible signage.
Upgrade Parking Facilities	<ul style="list-style-type: none"> » Stripe lots, add ADA signage, and improve surfacing. » Expand capacity where needed and consider EV charging stations.
Enhance Wayfinding and Identity	<ul style="list-style-type: none"> » Add clear entry signage and directional markers. » Conduct signage studies to consolidate and modernize park branding.
Add Lighting and Shade	<ul style="list-style-type: none"> » Install sports lighting for evening use. » Provide shaded seating areas, pergolas, or tree plantings.
Expand Amenities	<ul style="list-style-type: none"> » Include restrooms, water fountains, trash/recycling bins, and picnic areas. » Consider dog parks, community gardens, and multi-use facilities.
Improve Safety and Boundaries	<ul style="list-style-type: none"> » Fence playgrounds and steep drop-offs. » Define park edges with curbing or landscaping to prevent misuse.
Increase Community Engagement	<ul style="list-style-type: none"> » Repurpose underused areas for events, education, or art installations. » Add interpretive signage for ecology, history, or local wildlife.

The recommendations for each site are specific to the needs of the community and focus on sustainability, inclusivity, and what is best for the community.



WESTPORT PARKS & FIELDS – SUMMARY OF SITE CONDITIONS

Compo Beach

Compo Beach is a heavily used waterfront park with extensive recreational amenities including courts, fields, a playscape, skate park, and boardwalk. Facilities are generally in fair to good condition, though the west-side parking lot requires resurfacing and additional accessible routes would improve inclusivity. Shade is limited, and while active amenities are strong, lighting gaps restrict evening use.

Burying Hill Beach

Burying Hill Beach is a low intensity coastal park offering scenic views, a salt marsh, and basic facilities. The site is peaceful but has limited accessibility, lacking ADA compliant pathways and clear entry signage. Parking is adequate, but connectivity to restrooms and the beach needs improvement, and the entry drive may face flooding concerns.

Old Mill Beach

Old Mill Beach is a compact beach area valued for its quiet atmosphere and seating overlooking the water. While the parking lot is well maintained with ADA spaces, the site lacks restrooms and accessible pathways, limiting usability for longer stays. The setting is scenic but minimally equipped.

Canal Beach

Canal Beach is a very small, lightly used shoreline pocket park offering benches with water views. Conditions are below average: gravel parking is unmarked with drainage issues, pedestrian access is unclear, and there are no ADA accommodations. Signage, drainage, and defined circulation need improvement.

Barons South

Barons South is a large green space in deteriorated condition, with unmarked parking, no meaningful signage, and degraded asphalt paths that are neither accessible nor easy to navigate. Two abandoned houses add to the sense of neglect. The site feels

private rather than public and requires significant upgrades to paths, identity, safety, and basic amenities.

Canal Green

Canal Green is a small, well kept neighborhood park with gardens, benches, and river views. Its biggest limitations are minimal parking, lack of ADA access, limited wayfinding, and a broken utility wire posing a safety concern. With improved signage, seating, and safety repairs, it could better serve its local users.

Eloise A. Ray Park

This riverside pocket park provides simple bench seating in a quiet location but suffers from poor accessibility, lack of sidewalks, limited parking, no defined pathways, and cleanliness concerns from goose activity. Upgrading access and basic amenities would significantly enhance usability.

Grace K. Salmon Park

Grace Salmon Park is a tranquil shoreline space with a small loop path, lawn areas, and scattered seating. It is generally well maintained, though the parking lot is small and additional signage, ADA routes, and seating improvements would enhance visitor comfort. The peaceful setting is its primary strength.

Hitchcock Park

Hitchcock Park is a tiny roadside green space with plantings and a memorial plaque but no seating, no parking, and limited pedestrian access. A single walkway crosses the site, but overall amenities are sparse. Enhancements to accessibility, seating, wayfinding, and edges would better define the park.

Jesup Green

Jesup Green serves as a civic green adjacent to the library, used for events and passive recreation. It features open lawns, art, benches, and good walkability, though more seating, improved signage, and refined pathways would support heavier use. Overall, the space is well maintained and centrally important.

Levitt Pavilion

The Levitt Pavilion is a prominent outdoor

performance venue with a pavilion, synthetic turf seating area, and ample parking. Pathways and ramps support accessibility, though signage could improve. Lack of built in seating and limited shade reduce comfort, and additional amenities could enhance event experiences.

Library Riverwalk & Garden

This riverside walkway offers scenic views, seating, and accessible routes along flat pathways. The park is functional and well loved, but benches require refurbishment, lighting should be upgraded to LED, and vegetation management is needed to maintain sightlines and prevent encroachment.

Lilian Wadsworth Arboretum

This naturalized arboretum provides wooded trails, educational signage, and rustic seating. However, accessibility is poor due to steep, unpaved trails, limited parking, and deteriorating benches. Invasive vegetation management and improved wayfinding, seating, and ADA access would greatly enhance the site.

Luciano Park (Saugatuck Playground)

Luciano Park provides a playground, baseball field, and multi use turf space with a convenient parking area. Sidewalk and fence conditions are poor, playground surfacing needs improvement, and ADA access is lacking. Additional seating, pathway upgrades, and fencing repairs would increase safety and usability.

Machamux Park

Machamux Park is a small neighborhood green with basic amenities and a vegetation buffer. Limited signage, gravel parking without striping, and no ADA routes restrict accessibility. Opportunities include adding a loop path, dog park, and improved circulation.

Newman Poses Nature Reserve

This 39 acre reserve offers natural trails, a boardwalk, and scenic views. Amenities are minimal, with very limited parking and no seating or waste cans. Trail grades and surfaces restrict accessibility. Expanded parking, defined boundaries, benches, and ADA access would improve visitor experience.

Pasacreta Park

Pasacreta Park is a riverside green with a newly paved walkway, sculptures, and a small parking area. Benches require replacement due to mold, and the parking lot lacks striping or ADA spaces. Safety railings may be needed along the water's edge. Additional wayfinding and shady seating would enhance the park.

Riverside Park

Riverside Park offers a riverside setting with picnic tables, benches, and gravel paths. ADA seating is available, but pathway surfaces limit mobility access. Parking is small but functional. Adding paved routes, more signage, shade, and interpretive elements would elevate the user experience.

Sherwood Mill Pond Preserve

This preserve features a gravel loop trail, educational signage, and kayak access. Parking is minimal and unstriped, benches need upgrades, and vegetation is overgrown. Improved signage, seating, pathway upgrades, and vegetation management would strengthen usability.

Stroffolino Park

A small memorial green surrounded by roads, Stroffolino Park lacks boundaries, allowing cars to park on the lawn. With no defined paths or amenities, it feels disorganized. Installing curbing, signage, and defined walkways would establish it as a functional pocket park.

St. John's Place & Myrtle Ave Park

This small triangle park includes one bench and a sidewalk but lacks defined purpose, signage, ADA features, or safe pedestrian access. Political signs were observed during the visit, detracting from its identity. Wayfinding, seating upgrades, crosswalks, and ADA compliant routes are recommended.

Veterans Green

A civic green with memorials and lawn areas, Veterans Green is visually appealing but hampered by a poorly placed utility pole, lack of signage, and absence of ADA pathways. Lawn restoration, new fencing, crosswalk visibility, and circulation improvements would enhance safety and function.

Wakeman Park

A major athletic hub, Wakeman includes multiple multi purpose fields, baseball fields, a track, and Wakeman Town Farm. Fields and buffers are well maintained, but limited lighting, insufficient ADA seating, and lack of shade present challenges. Upgrades to lighting, parking, and spectator areas would support heavy use.

Winslow Park

Winslow Park features open meadows, wooded trails, and a popular off leash dog area. Pathway conditions vary, with broken pavement and drainage issues. Parking is unstriped, and dog waste management needs improvement. Enhancing trails, signage, drainage, and dog specific areas would improve overall function.

Burr Farms Athletic Fields

Burr Farms includes multiple baseball and multipurpose fields but lacks paved walkways and clear signage. Parking is gravel and ADA access is limited. Seating is sparse, field conditions vary, and geese affect turf quality. Upgrades to paving, accessibility, fencing, and seating would improve usability.

Coleytown Elementary Fields

These school adjacent fields include multiple baseball diamonds, a playground, and shared parking with ADA spaces. While fields are generally well maintained, bamboo poses a safety concern, and ADA access to fields requires improvement. Lighting, backstop upgrades, and invasive vegetation management are needed.

Coleytown Middle School Fields

A pair of multipurpose fields with supporting amenities, these fields suffer from poor backstop conditions, no lighting, and limited accessibility signage. Parking is ample, but accessible routes could be improved. Field and backstop upgrades are priorities.

Doubleday Field Complex

This heavily used complex offers baseball, softball, multipurpose fields, tennis courts, and playgrounds. Access routes and signage are strong, but playground fencing and field lighting are lacking.

Parking is shared with nearby schools. Enhanced lighting, playground safety, and seating would expand usability.

Greens Farms School Athletic Fields

This site includes lighted fields, a playground, community garden, and picnic areas. Most elements are in fair to good condition, though fencing is overgrown and topography challenges ADA access. Playground equipment is mixed in quality, and fencing near the stream requires repair for safety.

Hillspoint Athletic Fields

These fields offer baseball diamonds, a playground, and a sledding hill with ample parking. Accessibility gaps, invasive bamboo, and wildlife disturbance affect conditions. No ADA routes or lighting exist. Improvements should target field drainage, accessibility, fencing, and invasive species management.

Long Lots School Athletic Fields

Featuring multiple fields, playgrounds, and a community garden, the site offers strong recreational value but faces challenges with ADA access to rear playgrounds, garden maintenance, and lack of lighting. Pathway improvements, fencing repairs, and garden upgrades would enhance operations.

Saugatuck Elementary - PJ Romano Field

This athletic area includes a synthetic multipurpose field, track, tennis courts, and supporting facilities. Parking and accessibility are strong, but the fence is worn, lighting is absent on main fields, and a building marked for demolition provides redevelopment potential.

Saugatuck Athletic Field

A small athletic space with a little league field and open field area surrounded by residential properties. It has minimal parking and a challenging series of stairs and ramps to navigate. A backstop renovation, field grading and irrigation along with better signage, seating and stair and ramp upgrades would improve community use for younger based youth sports..

Staples High School Athletic Complex

A robust, high intensity athletic complex featuring multiple turf and natural fields, tennis courts, and ample seating. Accessibility is strong, though the lower field area may challenge ADA access. Perimeter fencing requires replacement, and lighting upgrades could broaden evening programming.

Town Farm Ball Complex

This multi field baseball/softball complex is well maintained with strong fencing and flat, accessible circulation. ADA signage is missing, and minor drainage issues were noted. Shaded seating and clearer parking organization could further enhance

the user experience.

Town Hall Athletic Fields

Located near town hall, this site provides softball fields and a playscape with ample parking but no ADA spaces or compliant paths to the playground. Field conditions are acceptable, but accessibility and seating improvements are needed, along with lighting for extended play.





Section 6

**Overall Recommendations –
General Themes for all Sites**

OVERALL RECOMMENDATIONS AND THEMES

The plan recognizes the culmination of the planning process considering recreation factors and balances environmental, cultural, historical, and preferred community recreational use. These are recommendations that were identified through the planning study that will better align the parks for optimal functionality.

Maintenance Operations Recommendations:

While Westport Park's maintenance is very capable, knowledgeable, and high performing given the limited staffing levels, there is potential for operations to become unsustainable over time. With the staffing being half of what is recommended, but the budget being in line with similar sized communities, we are seeing an over-reliance on outsourced operations and costly overtime being spent on dedicated but overworked staff. We recommend increasing seasonal full-time staffing by six employees, and reducing and monitoring the amount of expenses spent on outsourcing and overtime. By being able to handle maintenance operations in house the Town has more control of the level of maintenance, leading to more efficient operations, improved internal communication, and the ability to react to resident input and the changing needs of the community.

The current condition of the park's maintenance control structures (maintenance buildings and support staff buildings) while not specifically reviewed as part of this study (with the understanding there is a separate ongoing study) is antiquated and fragmented and would be better served to be unified and expanded to meet the current and future staffing and required space in order to offer optimal maintenance oversight, maintenance task execution, storage, maintenance of assets, training, and overall basic employee welfare.

Universal Accessibility Recommendation:

Parks by their nature consist of outdoor spaces

where individuals may encounter limited access, unique surface composition, and exaggerated topography. These are a few of the factors why parks are attractive to recreate in and may pose accessibility challenges.

The sites that were included as part of the study were reviewed for general universal accessibility. To the parks themselves as well within the parks to defined program areas. **The overall goal for a park (system) is to provide accessibility to all individuals to recreate and enjoy program offerings, activities, and outdoor spaces contained within.**

The parks reviewed all contained varying levels of accessibility accommodations to allow for universal accessibility. Access from a public way (roadway), universal (designated) parking, and accessible paths to all defined programs exist. **The accommodations should be clearly identifiable and in a well-maintained condition.**

It should be noted that the study review was not a comprehensive universal accessibility analysis or evaluation. Rather a review to identify any park and system wide deficiencies within an accessibility context.

The recommendation for the study is that any park site improvement project should review and take into consideration improvements and upgrades for universal accessibility as part of an overall project scope. Universal accessibility additions and upgrades should be reviewed and considered from small program enhancement projects up to large scale park renovations, essentially all park improvements need to consider accessibility implementation and upgrades.

Below are examples of both a small program enhancement and a larger renovation type project as a reference. These are examples only. There may be other factors that need to be considered in the case of universal accessibility. These are provided to convey the process that should be considered when undertaking improvements.

Small Enhancement Project: Bench Replacement



1. Ensure an access path to benches or a designated number of benches with a universally accessible path.
2. Ensure benches or a designated number of benches are fixed and comfortable for use by individuals with diverse mobility needs.
3. Ensure benches are provided are constructed to allow person with mobility device to transfer to the bench.
4. Ensure benches or a designated number of benches are afforded clear floor area specifically designed to allow person with mobility device to approach, position, and transfer to the bench, or as an inclusive rest area.

Large Renovation Project: Parking Lot Improvement

1. Ensure access (**accessible path**) from public way to parking and program areas.
2. Ensure proper universally **accessible parking spaces (stalls)**.
3. Ensure any **connectivity to any program areas served** by the parking area complaint.

Consideration in making the parks as accessible as possible should be a primary objective. To obtain universal accessibility to certain elements of a park might be logistically improbable, significantly difficult or exorbitantly expensive. In those isolated instances every effort should be made to accommodate access to the maximum extent feasible. The Americans with Disability Act (ADA) has a few mechanisms that may mitigate (Undue Burden) this isolated circumstance. The goal is to make the parks enjoyable and accessible for all

individuals.

Community Garden Recommendation:

Most of the comments to the study's email address, feedback cards from public engagement, and stakeholder comments centered around the need to find a new home for a community garden. The study listened and also weighed the community garden as a program element just like any other item. This was done to understand how the recreational garden elements could be adaptable to other sites, program uses, and the town. Below are the benefits and constraints along with general considerations for the garden that could be used to review sites for potential relocation of the garden.

Benefits:

Social

- » Builds community cohesion and fosters social interaction.
- » Provides educational opportunities for gardening, sustainability, and nutrition.

Health & Wellness

- » Encourages physical activity and outdoor engagement.
- » Improves access to fresh, healthy produce, reducing food insecurity.

Environmental Impact

- » Promotes green space, improving air quality and biodiversity.
- » Supports composting and waste reduction initiatives.

Economic Advantages

- » Low-cost food source for participants.
- » Potential for local markets or farm-to-table

programs.

Urban Revitalization

- » Transforms vacant lots into productive, attractive spaces.
- » Can reduce crime and increase neighborhood pride.

Constraints:

Land Access

- » Securing a suitable site can be challenging due to zoning, program, or competing land uses.

Funding & Resources

- » Initial setup costs for soil, tools, fencing, and water systems.

Community Engagement

- » Will require more oversight by the town.

Environmental Challenges

- » Pest control (monitoring), fertilizer (monitoring) and seasonal limitations.

Regulatory

- » Compliance with local ordinances, permits, and health codes.

General Considerations:

1. Flat (as much as possible)
2. Open (less shade so plants can grow)
3. Parking (adequate to what they previously had)
4. Restroom (portable or permanent)
5. Fenced (perimeter)
6. Water source (potable)
7. In a permanent (forever) location (non-school site)

Locations Investigated:

The entire park system was reviewed for locations where a community garden to occur. The potential sites were narrowed down to four sites that were available either with unprogrammed capacity to accommodate the garden or could accommodate the garden with limited land manipulation.

Upon reviewing the overall park system, the areas

for potential to house this asset were limited.

Both due to its size, along with a good amount of parks being small or completely programmed. The potential sites were narrowed down, and four sites were investigated for potential use as a community garden location. They were evaluated based upon the general considerations of need for the program space. Each area can accommodate the rough acreage for the desired community garden (approximately 1 to 1.25 acres). The sites were then reviewed for additional general considerations and how the garden would fit with any other program uses on the sites.

1. Burr Farms Fields – program conflict reduction of field use
2. Winslow Park– regulatory conflict, program conflict, access and proximity
3. Baron’s South Property – regulatory conflict, shallow soils, limited sun exposure
4. The Saugatuck Field - 35 Bridge Street – access conflict, accessibility and parking

Recommendation:

1. Provide space on a town owned property for community-based gardening activities.
2. The space shall be of a size that is comparable to the existing community garden at Long Lots Elementary School. It is desirable to be comparable however the size would need to fit both the garden programs and the gardens support functions (parking, storage, restroom, etc.)
3. The new area should be able to afford restrooms (portable or permanent), a water source and soil that has been tested and acceptable to grow vegetables for consumption.
4. The recommendation of this report is the community garden be placed in the east portion of the Burr Farms Athletic Field Facility that is currently an underutilized little league field. The complex can still support the existing softball field and should be able to accommodate a good-sized soccer area (with the softball turf area). As part of the

development of this site it should be considered as an entire park renovation and include athletic field upgrades (field reorientation/renovation, walking paths, etc.).

Skate Park Recommendation:

Understanding that one element that was highlighted early in the study was the desire to renovate or improve the existing skate park. This was based upon our review of the existing facilities, feedback at public meetings, as well as stakeholder interviews, it is a moderately to highly utilized generational program area. A recommendation of the study is to renovate the skate park and slightly relocate the park within the borders of the beach/park property it currently resides in. The skate park footprint seems to be of a size consistent with its current use activity. A slight increase could also be considered to better organismal use areas and afford optimal pre- and post-use of the skate park itself (benches, shade structure, transition zone).

A brief analysis of the opportunities and constraints of a renovation of the existing facility as a wood based or concrete based venue is provided below.

Wood Based Construction:

Benefits:

- » **Lower Initial Cost:** Wood Parks are generally less expensive to build than concrete parks.
- » **Flexibility & Modularity:** Ramps and features can be moved, reconfigured, or replaced easily, making them ideal for temporary setups or evolving layouts.
- » **Faster Construction:** Wood parks can be built quickly compared to concrete, which requires curing time.
- » **Indoor Compatibility:** Wood is often used for indoor skate parks because it's lighter and easier to install on existing floors.

Drawbacks:

- » **Durability Issues:** Wood deteriorates faster, especially outdoors. Exposure to moisture, temperature changes, and heavy use can lead to warping, rotting, or splintering.
- » **Maintenance Costs:** Requires frequent upkeep (painting, sealing, replacing damaged

sections).

- » **Surface Quality:** Wood can become slick or rough over time, affecting performance and safety.

Concrete Based Construction:

Benefits:

- » **High Durability:** Concrete parks can last decades with minimal maintenance, even in harsh climates.
- » **Low Maintenance:** Occasional cleaning and crack repair are usually sufficient.
- » **Smooth, Consistent Surface:** Provides excellent ride quality and flow for skaters.
- » **Permanent Investment:** Adds long-term value to a community and can become a landmark.
- » **Customization:** Concrete allows for creative, organic designs that mimic natural terrain.

Drawbacks:

- » **High Initial Cost:** Concrete parks are significantly more expensive to build.
- » **Longer Construction Time:** Requires skilled labor and curing periods.
- » **Permanent Layout:** Once built, features cannot be easily changed or moved.
- » **Site Preparation:** Requires proper drainage and grading to avoid cracking or water damage.

Overall Considerations:

- » **Budget:** Wood is better for limited budgets or temporary installations; concrete is ideal for long-term investment.
- » **Location:** Outdoor parks favor concrete for durability; wood works well indoors or in dryer climates.
- » **Usage:** High-traffic parks benefit from concrete's longevity; wood suits smaller or seasonal facilities.
- » **Community Goals:** If the goal is permanent concrete, is the preferred choice. For flexibility and adaptability, wood may be a better choice.

Construction and Life Span

Planning Criteria:

- » Area: 14,500 sq ft
- » Concrete: \$80/sq ft → \$1,160,000 initial; \$2,000/yr O&M; 25 year lifespan
- » Wood (modular): \$65/sq ft → \$942,500 initial; \$4,000/yr O&M; 12 year lifespan
- » Replacement: Wood replaced once at Year 12; include \$5,000 demo at replacement.
- » Horizon: 20 years (amenities not included).

Planning Expectation (Results):

Concrete

- » Initial build: \$1,160,000
- » 20-year maintenance: \$40,000
- » 20-year TCO: \$1,200,000

Wood (Modular, \$4k/yr)

- » Initial build (Year 0): \$942,500
- » Maintenance (Years 0–12): $12 \times \$4,000 = \$48,000$
- » Demo (Year 12): \$5,000
- » Replacement (Year 12): \$942,500
- » Maintenance (Years 12–20): $8 \times \$4,000 = \$32,000$
- » 20-year TCO: \$1,970,000

Planning Expectations:

1. For a larger municipal scale (14,500 sq ft), concrete's higher upfront cost can be offset by low annual operations and maintenance costs and no replacement within a 20-year planning horizon.
2. Outdoor wood/prefab construction can face frequent and unplanned maintenance and a mid-life replacement based on a 20-year planning horizon.
3. In Northeast climate (winters), concrete remains low for the total cost of ownership (TCO) (construction and operation and maintenance) for permanent outdoor parks.
4. This scenario lowered wood maintenance to a

fixed \$4,000/yr reducing long run costs versus higher percentages, but mid-life replacement still drives wood's TCO well above concrete for a permanent outdoor park in the Northeast. There is also a likelihood that the yearly maintenance could exceed the anticipated estimate.

5. Concrete would remain cheaper over a 20-year life span under this scenario.

The plan recommends concrete construction with a higher upfront cost to obtain a better long-term investment model. Cost can be adjusted based upon complexity of the build, final size and location of the build (existing flat site vs. complex terrain site), amount of amenities (shade structures, benches, etc.), and mitigation of other site factors (excess drainage needs, excessive amenities (benches, landscaping, etc.).

Programmatic Recommendations (listed in no particular order):

1. **Ownership.** The Town of Westport should take more complete ownership of the parks and maintenance operations. Specialized software should be utilized for the open and transparent scheduling of all recreational reservations (all sports and programs) for all park assets (including passive recreation events) and park area and field scheduled rest periods (maintenance practices) in all seasons.
2. **Budgeting.** Park maintenance budgeting while currently within a data driven range should be increased based upon the overall community demand. It should be increased to cover the overall maintenance and proper upkeep of the parks system. It shall consist of athletic fields, roadway/pedestrian/bike infrastructure, open space, trails, parking lots, memorials, playground, invasive mitigation, general park, coastal responsibilities and natural park maintenance activities, and utility/infrastructure maintenance on the annual basis.
3. **Park Maintenance Building.** Park maintenance operations should be serviced from a unified central facility. The park operations would benefit from being consolidated and expanded

to meet present and future staffing levels, space requirements, maintenance operations, storage needs, asset care, training functions, and overall employee well being , thereby enabling a higher standard of maintenance management and performance.

- 4. Scheduling.** Consolidation of scheduling of all park resources into a single municipal supervised scheduling format should be undertaken. One primary municipality-controlled source for all parks, fields, special events (using lots for parades, etc.), and outdoor area scheduling. The unified amenity scheduling system should be formulated for all park areas including fields, picnic areas, courts, etc. This system should be a single centralized resource controlled by the town. This allows for equal and balanced use of town-owned resources by all groups and residents. It also will also allow for areas to be reserved (block out) by the town to perform regular, preventative, annual or extended park area maintenance (field resting, court resurfacing, mowing, lining, etc.). Potential to expand the current scheduling system to accommodate this task should be considered. Alternate electronically based management systems should be explored for tracking of maintenance activities for ease of scheduling and historical data collection on specific parks operations.
- 5. Overall Park Branding.** The park system's branding should consistently reference "Westport Parks and Recreation." All associated materials—including park signage, publications, and other communications—should uniformly reflect this brand. The parks should carry the Westport Parks brand in clear view at all parks (especially at entrance areas to the parks). All site/park naming should carry the name of the park along with its ownership as a Westport Park. Other Park specific monument signage of a unique identifier quality can remain, yet it should be clear to users as to the Westport brand. Care should be taken to ensure the signage is clear and any worn or damaged signs should be removed and replaced. All extraneous or existing references currently in use should be phased out and

discontinued. Signage should be allowed to be "right sized" to fit the size and complexity of the park. Pocket parks can be labeled with a smaller 18" x 24" sign while other large established park (which may have monument signage) can be afford a larger 24" x 30" or larger sign. The brand design sign should be present at all entrances (or perceived community entrances) or in a highly visible designated location on all park sites.

- 6. Specific Branding.** Interior accommodations for specific areas of use within parks can be derived upon branding the entire park such as the field use areas, playground, picnic groves, etc. The field spaces (and future areas) within a park should be designated as numeric or alphabetical resources (for scheduling purposes) and consideration can be made in terms of naming alternatives as the town sees fit (i.e. current memorial fields, courts, trails, etc.).
- 7. Plan Use.** Special consideration should be given to reference the park plan in all future park projects. Any modifications or deviations to the plan shall be proved along with justification and how the plan can still be achieved if deviation is to occur.
- 8. Improvement Oversight.** The Parks and Recreation Commission should have review and approval of all future use and improvements to the parks prior to any modifications or improvements made to ensure they fall under the intended uses and overall plan for the parks.
- 9. Plan Review.** The plan should be revisited every 10-15 years for any modifications the town feels necessary based upon a majority consensus of the town residents.
- 10. Park Hours.** Park hours (and usage) should be clearly defined and clearly identified at all parks.
- 11. Field and Court Hours.** Field and court hours (and usage) should be clearly defined and clearly identified at facilities.
- 12. Land Acquisition.** If abutting properties to the

parks become available, the town should review and consider purchasing to add to the overall park sizes and buffers.

Site and Facility Recommendations (listed in no particular order):

- 1. Universal Accessibility.** Many of the evaluated sites were missing accessible pedestrian access from the parking lot to existing site amenities. Providing additional ADA parking spaces, routes (to use areas) and ramps (where necessary) is crucial to making each site (and activity area) accessible and usable for everyone.
- 2. Dog Friendly.** The public has expressed a need for defined dog parks and more spaces where dogs are allowed to recreate in a safe manner. The approach that should be taken is a combination of off leash and structured dog parks and pet friendly zones.
- 3. Community Garden.** The town should provide a forever home for a town-based community garden at a desired location for this community asset. The positive social and cultural effects on this amenity were evident in all public engagement performed for this report.
- 4. Park and Environment.** Areas of parks that are of an environmentally sensitive nature, should be evaluated for improvement (understory thinning, habitat improvement/creation, invasive mitigation, drainage improvements, environmental mitigation, or restoration). Consideration of park interpretive signage opportunities providing community educational understanding of the areas ecological resources should be considered.
- 5. Social, Cultural, and Historical.** Specific parks cultural and historical significance should be documented and accented within the park setting where appropriate. Consideration of park interpretive signage opportunities providing community educational understanding of the site's historical or cultural significance should be considered.
- 6. Restrooms.** Toilet facilities are recommended
 - standard bathrooms (toilet facilities) with traditional septic or sewer systems may be best in a few situations. Consideration of digesting toilets would be better for more isolated park areas. These units can be installed and moved (if necessary), are more aesthetically pleasing to use over conventional portable toilets and their upkeep and management can be outsourced. They can also afford year-round use and can be ideal in areas of heavy use or remote proximity. While not ideal the continued use of some portable toilet facilities may be necessary for seasonal use (and demand-events) as well as areas of recreational interest that cannot be easily served by the establishment of permanent toilet facilities (environmental restrictions, building restrictions, sewer moratoriums). Aesthetic use areas for portable installations should, be established with a solid ground plane (paving) when practical and potential screening for the portable units.
- 7. Organized Parking.** Park parking areas should be organized, defined and structured and afford drop-off areas when possible.
- 8. Bike Friendly.** Parks should be made bike friendly. Making the town 'bike friendly' means adding more bike racks, pump stations, and definable and marked bike routes/trails.
- 9. Natural Grass Fields.** The majority of the athletic fields in the town are natural turf. For the long-term viability of these park assets appropriate drainage, regrading (laser grading) and irrigation renovations and upgrades should be undertaken to ensure optimal seasonal playability, safety and longevity. It is imperative these fields are also managed regularly (each season) with a schedule rest regiment for recovery and maintenance.
- 10. Synthetic Turf Fields.** Due to the overuse of the current natural fields along with the seasonal weather limitations it is recommended to offset a few of the natural turf fields with synthetic fields. This will allow for seasonal scheduling conflicts (due to weather) and allow for resting of natural turf fields to occur within the scheduled seasons. This will also extend

field usage into alternate seasons - and expand overall field use time. It is recommended these fields are placed on both school and non-school properties to allow for varied use scheduling. The optimal areas to add two new synthetic turf fields are at Double Day Fields and Staples High School.

- 11. *Shaded Areas.*** Shade trees and shaded conventions (pergolas, gazebos, umbrellas) are recommended throughout the parks to provide areas for patrons to seek shelter from the sun or adverse weather conditions. Where possible and appropriate tree canopy should be added (tree canopy enhancement) to control heat island effects, provide shade, soil stabilization, improve air quality, and numerous environmental benefits. Tree species should be native, native-adjacent, or adaptive.
- 12. *Memorials.*** There are a multitude of memorials within the parks. These areas should be part of the overall yearly maintenance of the park budget. Regular maintenance of the memorials to retain them in optimal condition enhances the park experience, preserves local history, and reduces long term (costly) repairs that may need to be performed. All memorials within the parks should be reviewed annually (usually as part of a normal maintenance regiment) and maintenance can consist of but not limited to cleaning, repointing, re-leveling, re-anchoring (plaques), replanting (tree or shrub damage or die off), and upgrades (if areas are worn out). Memorial guidelines should be outlined by the town.
- 13. *Playgrounds.*** The majority of the playgrounds in town are in need of improvement. Some should be reimagined for differing types of play, age level, and microenvironment. Nature based play should be introduced in some parks, balanced by adventure or playscape-oriented play that stimulates all the senses. Climbing-based apparatuses should be incorporated.
- 14. *Amenities.*** The town should consider a series of bench, trash and picnic table styles that can be used within the park system. There may be alternatives to relying on a single, standalone

standard. For example, separate standards could be developed for beaches, open spaces, and formal parks. Provide a structure palette for the use of these amenities within different park settings. Memorial benches may be unified, and strong consideration should be made to tamper resistant yet interchangeable memorial placement for ease of maintenance and replacement as inventory becomes damaged or worn out. All other site amenities should be phased out for a unified standard palette.

- 15. *Multi-generational.*** Parks are envisioned to be used by all people and all ages. Having elements and amenities for all generations and ability levels is important to make these spaces have a sense of community.
- 16. *Enhance Natural Resources.*** Particularly by the coast, the protection and enhancement of natural resources is vital to sustaining a natural and diverse ecosystem. Projects should consider the microenvironment when undertaking any improvements to a park. Attention should be placed on ecosystems, natural process and site-specific nature and environmental improvements.
- 17. *Beach Replenishment (nourishment)*** by means of the addition of sand to combat erosion, often using material from dredging projects (beneficial reuse), with coordination of the Connecticut Department of Energy and Environmental Protection (CTDEEP) for habitat and recreation is recommended. This temporary stabilization process should continue with strong consideration into identification of both potential soft shoreline armament alternatives such as reintroduction of dunes, and living shoreline alternatives like oyster shell sills in areas to collectively develop a stable, resilient shoreline solution.
- 18. *Native Planting.*** Plantings and landscaping should take into consideration the use of native plant palettes. It should be done to strength biodiversity and anchor local species that thrive in the region and the environment of specific parks.

19. Pollinator friendly. Pollinator pathways or areas are a great source of habitat and food for bees, butterflies, hummingbirds and other pollinating insects and wildlife through corridors.

20. Green infrastructure. Consideration should be provided for flooding events. Implementing bioswales and permeable pavement can alleviate this risk. Other implementations include enhanced tree canopy, designing rain gardens, and bottle fillers. Consider green initiatives that can be focused on park use and groups such as Sustainable Westport for alignment on specific elements. Consideration should to be emphasized on the use of: park solar projects (lighting, electricity augmentation, etc.), low impact conventions (design, materials), battery operated maintenance alternatives (power tools, mowers, robotics, etc.), sustainable materials (walk surfaces, recycled content, carbon footprint neutrality), use of organics (fertilizer, herbicides, integrated pest management).

21. Customized Maintenance Regiments. Site-specific maintenance parameters and schedule should be established for all the parks. Special consideration should be given to type of use and level of activity. Schedule and budgeting should include annual and biannual invasive mitigation, new and replacement vegetation, and field and lawn renovation and mitigation measures.

22. Field and Court Maintenance. Once fields and courts are in sustainable state of improvement (or existing) an industry standardized maintenance regime should be programmed in the overall maintenance and grounds keeping of athletic field and court assets. This would increase the parks maintenance budget and may be offset with league and private contributions along with specified field and court club and league rental retainage. Schedule of field rest periods should be considered on all fields in all seasons to allow for maintenance, renovation (if necessary) and field recovery.

23. Open Space Maintenance. Open space and

low intensity parks should be managed on an annual specialized naturalized maintenance budget. This can account for invasive management, forestry/wooded area management, trail conditioning, and other passive outdoor park needs.

24. Staples High School Synthetic Turf. The plan team was made aware of a parallel master plan effort underway for the campus of Staples High School. Recommendations within this document can inform that study. One aspect we identified was the scheduled replacement of synthetic surfacing to follow a scheduled end of life replacement. A recommendation for the replacement and or renovation of the synthetic turf fields at the high school should be considered along with an additional synthetic turf field implementation.

Section 7

Park Operations and Facilities

PARK OPERATIONS & FACILITIES

Program Offerings and Program Mix Recommendations:

This report recommends a facility program mix that includes internal or in-house programs in addition to rental or outside service provider programs. While this would be an adjustment to the Client's current operations, in-house programming presents facilities with the following growth and business development opportunities:

GREATER OWNERSHIP OF THE BUSINESS:

Running in-house programs will allow the management team to dictate all aspects of the products and services being offered in the facility. This ownership provides the ability to make decisions regarding marketing, sales, and operations of all programs. Furthermore, the facility will rely less on the skills, experience, and relationships of outside people or organizations and therefore strengthen the complex's ability to offer best-in-class services to its customers.

CONTROL OF THE CUSTOMER EXPERIENCE:

All programs are a reflection of the facility and affect customer perception of the brand. With a rental model, a facility has a minimal level of control over program quality and customer experience. If a program run by an outside organization does not meet customer expectations, the facility will be directly associated with that bad experience. On the other hand, internal programs allow the facility to control the quality of customers' experiences.

HIGHER FINANCIAL RETURNS:

Rental programs are limited in the level of revenue they are able to generate. This relatively flat revenue restricts the ability to capitalize on growth opportunities. An internal program business model creates the opportunity for the facility to grow programs and increase the amount of revenue that can be generated per hour. With the proper investment in and development of in-house

programs, the facility will be able to generate significantly higher levels of revenue.

FACILITY DATABASE AND CROSS MARKETING:

Internal programming presents the facility with the opportunity to build an extensive internal database of its customers. Owning and running in-house programs will allow the facility to capture and retain important customer contact information. This internal database will create a platform for the management team to cross-market appropriate programs to people who are already customers and invested in taking part in the products and services that the facility has to offer. The ability to cross-market to an internal database is substantially more effective than many traditional marketing initiatives.

ABILITY TO MAXIMIZE SCHEDULING:

A rental-only model restricts the management team's ability to maximize program scheduling. This is a result of the desire of outside programmers and rentals to purchase only the best and prime time hours in the facility. With an in-house program model, the management team will be able to dictate the day and time that programs are run and therefore allow the facility to maximize the use of available scheduling time.

A gradual transition towards a higher level of internal programming will allow the facility to maintain relationships and utilize outside programming during maturation. As facilities mature, shifting to an increased percentage of internal programs will allow facilities to capitalize on opportunities to grow programs and contribute to a higher level of financial sustainability.



Seasonal Operating Schedule Recommendations

The chart below shows the seasonality for outdoor fields by peak, shoulder, and non-peak seasons. The majority of leagues, competitions, and tournaments for each of these sports take place during the months of their peak season with a ramping up and down occurring during the shoulder seasons.

Multi-Purpose Fields			Diamond Fields
Soccer	Lacrosse	Football	Baseball/Softball
March	March	March	March
April	April	April	April
May	May	May	May
June	June	June	June
July	July	July	July
August	August	August	August
September	September	September	September
October	October	October	October
November	November	November	November

Peak Season	Shoulder Season	Non-Peak Season
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Special - Seasonal Event Options and Sample Calendar of Events

The Report recommends maximizing utilization of outdoor parks and recreation spaces in addition to sport and recreation events through special/seasonal event options. Included is a sample schedule and list of potential events for the Town of Westport to consider (town currently has and others they may wish to consider in alternative locations around the park system):

- » 4th of July Firework Show
- » Children's Concert
- » Winter Holiday Lights
- » Movies in the Park (weekly, 2 months per year)
- » Weekend Markets
- » Food Truck Festivals
- » Easter Egg Hunt
- » Community Thanksgiving
- » Summer Concert Series (Levitt Pavilion or alternative areas)
- » First Friday
- » Outdoor Theater (Levitt Pavilion or alternative areas)
- » Consider play field coordination for scholastic and recreation field sport broadcasts

The events listed above would be considered in addition to season/special events currently offered by the town.

Sample Calendar of Events

January 2025					
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT/SUN
		1	2	3 New Years Kick-Off	4/5
6	7	8	9	10	11/12
13	14	15	16	17	18/19
20	21	22	23	24	25/26 Winter Carnival
27	28	29	30	31	

February 2025					
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT/SUN
					1/2
3	4	5	6 Arts & Crafts Festival	7 Arts & Crafts Festival	8/9 Arts & Crafts Festival
10	11	12	13	14	15/16 Valentines Picnic in the Parks
17	18	19	20	21	22/23
24	25	26	27	28	

March 2025					
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT/SUN
					1/2
3	4 <i>Outdoor Theater</i>	5 <i>Outdoor Theater</i>	6	7	8/9
10	11 Outdoor Theater	12 Outdoor Theater	13	14	15/16
17	18 Outdoor Theater	19 Outdoor Theater	20	21	22/23
24	25 Outdoor Theater	26 Outdoor Theater	27	28	29/30 Easter Egg Hunt
31					

April 2025					
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT/SUN
	1	2 Movies in the Park	3	4 First Friday	5/6 Morning Market
7	8	9 Movies in the Park	10	11	12/13 Morning Market
14	15	16 Movies in the Park	17	18	19/20 Morning Market
21	22	23 Movies in the Park	24	25	26/27 Morning Market
28	29	30 Movies in the Park			

May 2025					
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT/SUN
			1	2 <i>First Friday</i>	3/4
5	6	7	8	9	10/11
12	13	14	15	16	17/18
19	20	21	22	23	24/25 Spring Festival
26	27	28	29	30	31

June 2025					
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT/SUN
					/1
2	3	4	5	6 First Friday	7/8
9	10	11	12	13	14/15 Summer Concert Series
16	17	18	19	20	/22
23	24	25	26	27	28/29 Summer Concert Series
30					

Sample Calendar of Events

July 2025					
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT/SUN
	1	2	3	4 4 th of July Event	5/6
7	8	9	10	11	12/13 Summer Concert Series
14	15	16	17	18	19/20
21	22	23	24	25	26/27 Summer Concert Series
28	29	30	31		

August 2025					
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT/SUN
				1 First Friday	2/3
4	5	6	7	8	9/10 Summer Concert Series
11	12	13	14	15	16/17
18	19	20	21	22	23/24 Summer Concert Series
25	26	27	28	29	30/31 End of Summer Event

September 2025					
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT/SUN
1	2	3	4 Movies in the Park	5 First Friday	6/7
8	9	10	11 Movies in the Park	12	13/14
15	16	17	18 Movies in the Park	19	20/21
22	23	24	25 Movies in the Park	26	27/28
29	30				

October 2025					
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT/SUN
		1	2	3 First Friday	4/5
6	7 Outdoor Theater	8 Outdoor Theater	9	10	11/12
13	14 Outdoor Theater	15 Outdoor Theater	16	17	18/19
20	21 Outdoor Theater	22 Outdoor Theater	23	24	25/26
27	28 Outdoor Theater	29 Outdoor Theater	30	31 Trunk or Treat	

November 2025					
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT/SUN
					1/2
3	4	5	6	7 Arts & Crafts Festival	8/9 Arts & Crafts Festival
10	11	12	13 Community Thanksgiving	14	15/16
17	18	19	20	21	22/23
24	25	26	27	28	29/30

December 2025					
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT/SUN
1	2	3	4	5	6/7 Winter Lights Show
8 Winter Lights Show	9 Winter Lights Show	10 Winter Lights Show	11 Winter Lights Show	12 Winter Lights Show	13/14 Winter Lights Show
15 Winter Lights Show	16 Winter Lights Show	17 Winter Lights Show	18 Winter Lights Show	19 Winter Lights Show	20/21 Winter Lights Show
22 Winter Lights Show	23 Winter Lights Show	24 Winter Lights Show	25 Winter Lights Show	26 Winter Lights Show	27/28 Winter Lights Show
29	30	31			

Recommended Fees – Fee Structure and a Price Increase Schedule

The report outlines preliminary recommendations below regarding the fee structure for Town run programs:

- » Continue to utilize a resident and non-resident rate for in-house programs and facility rentals
 - *The difference between resident and non-resident fees for programs and rentals should not be less than 15%*
 - *Within the fee structure, account for a minimum of 10% of the total fee to be allocated towards administrative costs to account for staff planning*
 - *Assume annual increase of program and rentals fee of a minimum of 3% annually to account for increase in operating costs*

In consideration of third-party partnership agreements, the Town should account for up to 20% of registration fees collected by the third-party provider.

- » This will allow the Town to expand programming without committing to additional staff and operating expenses
- » For the third-party group, this provides the ability to expand business on Town owned

and operated property, limiting overhead costs for expenses such as rental fees and grounds maintenance.

Maintenance Schedules: Regular, Annual and Preventative

Routine general parks maintenance is paramount for preserving the beauty, safety, and functionality of public recreational spaces. These spaces are not just aesthetically pleasing; they are essential communal hubs that promote physical and mental well-being. Regular maintenance tasks, including landscaping, trash removal, facility upkeep, and equipment inspection, help create a welcoming and enjoyable environment for visitors of all ages. Moreover, routine maintenance ensures that parks remain safe places for families to gather, children to play, athletes to compete, and individuals to connect with nature. Neglecting this upkeep can lead to deteriorating infrastructure, unsafe conditions, and a decline in overall park utilization. In contrast, a well-maintained park enhances the quality of life for residents, fosters a sense of community, and encourages outdoor activities, ultimately contributing to a healthier and happier community. The following charts detail general park maintenance including the frequency and timeframe for each activity.

PLAYGROUNDS

TASK	FREQUENCY
Inspect Playground Elements and Document	Weekly
Inspect for Pests/Bees/etc.	Weekly
CPSI Inspection	Annually
Repair	As Needed
Clean & Remove Trash	Daily
Remove Graffiti	As Needed
Inspect Water Fountains, if applicable	Weekly
Rake Fiber Mulch	Weekly
Seal rubberized poured in place surfacing, if applicable	Annually
Supplement Fiber Mulch	Annually
Replace Playground (whole)	Every 15-20 years

RESTROOMS

TASK	FREQUENCY
Clean and Restock	1-2x/Day Weekdays 2X/Day Weekends
Inspect and Replace Lighting/Bulbs	Weekly
Repair Vandalism	As Needed
Trash Removal	Daily
Inspect Mechanical, Plumbing, Roofing, etc.	2-4x/Yr.
Septic/Sanitary Sewer/Pump Station Maintenance	As Needed & At Start-up/Close-Down
Seasonal Start-Up and Close-Down	2x/Yr.

PAVILIONS/SHELTERS

TASK	FREQUENCY
Clean & Sweep	Weekly
Inspect Picnic Tables	Weekly
Repair/Replace Picnic Tables	As Needed
Paint/Exterior Maintenance	As Needed
Repair Vandalism	As Needed
Trash Removal	Daily
Power Wash	2x/Yr.
Inspect Electrical Systems	1x/Yr.

FENCING

TASK	FREQUENCY
Inspect	Monthly
Repair	As Needed
Replace	As Needed
Vegetation/Weed Control	Monthly
Remove Trash/Debris	Daily



Natural Turf Fields

Natural turf athletic fields offer a picturesque playing surface but demand meticulous care and a well-structured maintenance schedule, especially in regions like New England and Connecticut with varying climate conditions. To ensure the longevity and optimal playing conditions of these fields in this specific geographical area, it's imperative to follow a comprehensive maintenance regimen.

Routine Maintenance:

Weekly maintenance during the growing season (typically late spring to early fall in New England/Connecticut) is essential and includes:

- 1. Mowing:** Regular mowing is crucial for maintaining turf health and playability. In this region, Grass is typically mowed at a height between 2.5 to 3.0 inches for athletic fields. Ensure the mower blades are sharp to prevent turf stress. For grass, the preferred method of mowing is typically a reel mower to achieve the most precise and clean-cut results.
- 2. Irrigation:** Consistent and judicious irrigation is vital, particularly in regions with fluctuating weather patterns. Monitor soil moisture levels and adjust irrigation schedules to prevent overwatering or drought stress. Effective drainage systems are essential to prevent waterlogging.
- 3. Fertilization:** Apply fertilizers based on soil test results and turf management plans, adjusting for regional climate and soil conditions.
- 4. Weed Control:** Regularly inspect and control weeds to prevent them from competing with the grass for resources.

Monthly Maintenance:

Monthly tasks should address specific needs:

- 1. Aeration:** In New England/Connecticut, where heavy usage and varying weather can lead to compaction, aeration becomes crucial. Core aeration or solid tine aeration should be performed during the growing season to improve soil structure and drainage.
- 2. Dethatching:** Keep an eye on thatch buildup

and dethatch as needed to prevent surface compaction and enhance water infiltration.

- 3. Pest and Disease Monitoring:** Regularly inspect the turf for signs of pests or diseases and apply appropriate treatments if necessary, considering the region's specific pest and disease pressures.
- 4. Offline time:** Resting of over utilized fields should be performed on a rotational basis.

Annual Maintenance:

Annually, undertake a more extensive maintenance program to address larger concerns:

Overseeding: In New England/Connecticut, where turf recovery is essential due to varying weather conditions, overseeding with grass or compatible grass varieties can rejuvenate the playing surface.

- 1. Soil Testing:** Conduct soil tests to determine nutrient levels and pH, enabling customized fertilization plans tailored to regional soil characteristics. Addressing specific grass infections, such as fairy rings and nematodes, requires targeted treatments and preventive measures to maintain the health and vitality of the turf in New England and Connecticut's challenging climate.
- 2. Topdressing:** Apply a thin layer of organic matter or sand to enhance soil structure, nutrient retention, and playing surface quality.
- 3. Turf Repair:** Address significant turf damage or worn areas by re-sodding or replanting grass, paying close attention to regional climate considerations.
- 4. Equipment Maintenance:** Ensure all maintenance equipment is well-maintained and suited for the specific demands of the region. Performing regular maintenance on a reel mower is essential, and sharpening the blades should be done at least once a season to ensure it continues to cut effectively and maintain a healthy playing field.
- 5. Consultation:** Consider consulting with local turfgrass professionals or agronomists well-versed in New England/Connecticut conditions

for expert guidance on Grass field maintenance.

In New England and Connecticut, with their distinct climate challenges, natural turf athletic field maintenance, especially those featuring grass, requires a proactive approach. A structured maintenance schedule encompassing routine, monthly, and annual tasks, along with region-specific considerations, will preserve the beauty and functionality of these fields. Such meticulous care ensures that athletes have a safe and high-quality playing surface throughout the changing seasons and varying weather conditions of this picturesque region.

Artificial Turf Fields

Artificial turf athletic fields have become a popular choice for sports facilities due to their durability, playability, and low maintenance requirements. While they may not require the same level of care as natural grass fields, regular maintenance is essential to ensure their longevity, performance, and safety for athletes. Establishing a well-structured maintenance schedule is a key component of preserving the quality and functionality of these synthetic surfaces.

Routine Maintenance:

Routine maintenance tasks should be performed weekly or after each use, depending on the field's level of activity. These tasks include:

- 1. Surface Cleaning:** Remove debris, leaves, and trash from the field surface using a blower or specialized equipment designed for artificial turf (turf sweeper/grooming machine).
- 2. Brushing:** Use a specialized turf brush or drag mat to redistribute the infill material evenly across the field. This helps maintain proper infill depth and minimizes compaction.
- 3. Grooming:** Employ a turf grooming machine to restore the fibers' vertical orientation and reduce the risk of matting or excessive wear in high-traffic areas.

Inspecting Seams and Edges: Regularly examine the seams and edges of the turf for signs of wear,

damage, or separation. Promptly repair any issues to prevent further damage.

Monthly Maintenance:

On a monthly basis, more in-depth maintenance tasks should be performed to address specific issues and maintain the field's overall integrity:

- 1. Infill Level Assessment:** Check the infill material's depth and add more if needed to maintain a consistent playing surface. Reference turf maintenance manual/guideline provided by the manufacturer or installer to ensure infill material depth.
- 2. Compaction Prevention:** Inspect the infill for compaction, and if necessary, use a specialized machine to de-compact the infill, ensuring proper shock absorption and drainage.
- 3. Deep Cleaning:** Perform a deep cleaning using a specialized machine that removes dirt, contaminants, and organic material from within the turf fibers. This helps prevent compaction and maintain drainage capabilities.
- 4. Turf Fiber Inspection:** Examine the turf fibers for signs of wear, damage, or UV degradation. Address any issues by replacing damaged fibers as necessary.

Annual Maintenance:

Annually, more comprehensive maintenance should be carried out to address larger concerns and ensure the field's long-term performance:

- 1. Infill Replacement:** Depending on usage, consider replacing a portion of the infill material to maintain proper cushioning and support.
- 2. Seam and Edge Inspection:** Thoroughly inspect seams and edges, repairing or replacing any damaged sections to prevent further deterioration.
- 3. Infill Redistribution:** Use specialized equipment to evenly redistribute the infill material across the field surface to correct any uneven areas.

- 4. Field Testing:** Conduct field testing to assess shock absorption, surface hardness, and other performance factors. Make any necessary adjustments to ensure the field meets safety standards.
- 5. Repairs and Replacements:** Address any major repairs or replacements, such as damaged or worn-out sections of the turf, to maintain player safety and field functionality.

A well-structured maintenance schedule for artificial turf athletic fields is essential to prolong their lifespan, ensure safe play conditions, and provide a consistent playing surface for athletes. Regular attention to cleaning, grooming, infill management, and inspections, along with more comprehensive annual maintenance, helps preserve the investment in these high-performance sports surfaces. By following these guidelines, sports facility managers can ensure that artificial turf fields remain in top condition, ready for athletes to enjoy for years to come.

Marketing Strategies

The Study provides additional marketing recommendations related to venue branding, marketing budget allocations, and digital excellence for venue marketing content and material.

Branding

Recommendations:

- » Creating a brand standards guide to roll out to the entire organization that is clear, concise, and easily forwarded.
- » Developing a system of templates and an accompanying approval process to ensure that every design made is approved and matches the brand from the marketing team.
- » Setting expectations and communicating with the team for new standard operating procedures and brand standards guidelines to ensure understanding and follow-through.

Marketing Budget Allocations

Recommendations:

- » Conducting a SWOT analysis of the

marketing channels and identify budget expenditures to identify the best return on investment.

- *This may result in identifying budget allocations that have not delivered results and the need for adjusting expenditures in that category.*
- » Developing a case study of marketing best practices with examples of successful campaigns using dollars focused on omni channels including a wide range of traditional and non-traditional channels.

Digital Excellence

Digital marketing has been accepted as a common and increasingly effective use of marketing dollars. It is important for organizations to reach a high level of digital acumen to attract audiences and effectively communicate their message.

Recommendations:

- » Investing in digital marketing to find the best channels that work for the Indoor Sports Facility brand.
- » Meeting with Parks & Recreation leadership partners to ensure the marketing team has proper training, access, and support from digital marketing vendors.
- » Creating consistency by making sure that messaging is running on schedule which includes creating calendars and execution timelines so that the entire team knows what to expect on the digital marketing channels used for the venue.
- » Measuring and reporting on the effectiveness of digital marketing channels to ensure knowledge of where traffic is being derived.
 - *It is crucial to use tracking tools like Google Analytics, search engine optimization software, and reporting from social channels often to further understand performance.*
- » Sharing performance and knowledge through monthly reports with leadership staff to show progress, transparency, and effectiveness of digital marketing spend.

Part-time and Seasonal Staff Recruitment Strategies

Recruitment Strategies:

Referral programs – gifts cards, visa cash cards, giveaways like movie tickets, etc.

- » **Booster Club Arrangements** – Flat fees paid to a club in exchange for workers
- » **Credit Exchange Programs** – Volunteer labor in exchange for hours with local day programs for disabled adults, etc.
- » **Second Chance Programs** – Partnering with local rehabilitation programs for labor
- » **High School Work Study Programs** – Students can work during school hours (typically juniors/seniors)
- » **Internships** – Paid or unpaid
- » **Social Media Campaign** – Towards end of summer, aggressive 30-day referral program incentive blast to ramp staff when high school goes back to school
- » **Niche Job Boards** – AARP offers a job board
- » **Create Pop-Up Networking Events** – within local community during high traffic times (natural settings like coffee shops, golf course, etc.)

Retention Strategies:

- » Incentivize staff with free passes, membership discounts, etc. for services offered at locations where they work
- » Lucrative team member perks for all staff – Discount programs for travel, local attractions, shopping, fitness membership discounts, health savings accounts, etc.
- » Cross training team members to be flexible to work in different functions, departments, and locations (if payroll varies)
- » Team Member Driven Development – Transparent succession/development planning
- » Provide opportunity for older/retirement aged Team Members to act as mentors in their roles to other staff
- » Team build/appreciation days (themed

parties) like picnics, pool parties, indoor games at senior center (create some exclusivity for working for Special Services in order to attend)

- » Milestone Programs – Publicly recognize tenure

User Satisfaction Evaluations (Best Practices)

In order to assure programs and facilities are serving the residents it is vital to the success of the operation to secure user feedback. The methods in which to solicit this feedback need to be consistent, quantifiable, and accessible to all community members.

Program participant surveys

In order to evaluate an individual event or program participant surveys should be sent to all registrants. As part of standard procedure, this feedback will provide valuable insight into what was successful, ways to improve, and evaluate the need for the program or event going forward.

Quarterly open-houses

In person interactions allow users to speak directly to Town staff in an informal way. This type of interaction provides an opportunity for all residents to participate and discuss their experience in a productive manner. It is important to take notes and allow for written responses during the open house in order to use this information afterwards and apply what was discussed.

Facility questionnaires

Facility questionnaires can be completed annually in order to allow for organized, direct feedback on users experiences. Questions can include activity and program questions, but typically are focused on the facility operations in general.

Comment cards

While questionnaires provide a big picture view of user experiences, comment cards are a consistent method that should be offered at all times. This provides a consistent outlet for users to share what works for them, and what they would like to see improved. The anonymity of the process allows

people to speak freely, while the consistency of having this option often provides feedback on more detailed operations.

Sponsorship and Partnership Strategies

Sponsorships provide critical interaction with the local business community while also driving revenue to the facility. Often, sponsorships and naming rights are seen as a simple way to add revenue to the bottom line. There should be emphasis on the importance of establishing a clear strategy before pursuing these opportunities. Identifying potential targets, local competition factors, opportunities, and a sponsorship inventory are all part of a strong plan and should be considered as the marketing plan is established.

Naming Rights typically make up the highest revenue generator within the sponsorship category. These often take longer to negotiate as multifaceted agreements that can include direct revenue contributions, land donation, shared use agreements, and more. Within the SFNetwork, SFC has highlighted relevant naming rights agreements that have benefited each venue and, ultimately, the communities served by those venues.

The chart below demonstrates a cross-section of relevant naming rights agreements from within the SF Network and industry experience. These agreements range from \$120K to \$350K per year and include terms of between eight and 10 years.

Naming Rights Agreements

In the examples provided, and within the industry nationwide, naming rights can serve as a vital source of revenue and as an additional method of

connecting the facility to the greater community. As the facilities serve local residents and guests from nearby communities, local sponsors can gain additional visibility from facility naming rights opportunities. Even if a facility’s eventual naming rights partner operates as a national organization, that organization will more than likely have a local presence in the market the venue is serving.

Naming rights agreements are complex agreements that can take anywhere from three months to multiple years to negotiate. The reason for this is the level of investment, length of the commitment, and various methods in which all parties involved seek to provide value in a mutually beneficial business relationship. Some agreements take the form of strict annual payments made to the private owner or municipality that owns the venue. Others may provide land or upfront development capital. While the compensation for the venue may come through multiple sources, the value to the partner company/organization is often multifaceted as well. This may include physical and digital name recognition, guaranteed utilization at the venue, additional promotion at other venues and events, and/or consideration for future projects.

Given the complex nature of naming rights agreements, This report recommends conducting a full analysis within the market to determine key factors that may lead to securing a partner. These key factors include market opportunities, competition, establishing facility sponsorship inventory, value of sponsorships, and other analyses that will lead to successful negotiations.

VENUE	Wingrass Ranch Sports Campus	Wintrust Sports Complex	Emerald Acres Sports Connection	Bluhawk Sports Park
Company/Name	AdventHealth	Wintrust Financial Corporation	Rural King Sara Bush Lincoln	AdventHealth
Total Naming Rights Investment	\$0.980MM	\$3.5MM	\$3.0MM	\$2.25MM
Terms in Years	8 years	10 Years	10 Years	10 years
Estimated Annual Investment	\$120M	\$360M	\$300M	\$225M
City/State	Wesley Chapel, FL	Bedford Park, Illinois	Maitton, Illinois	Overland Park, KS
Year Built	2016	2021	2024 (TBD)	2024 (TBD)
Naming Rights Start	2016	2021	2023	2023
Category	Hospital/Healthcare	Bank/Financial Services	Retail/Hospital	Hospital/Healthcare System
Size/Type	98,000 SF Courts Complex	116,000 SF Courts Complex	152,000 SF Courts/Outdoor Complex	236,000 SF Courts + Ice Rink
Development Cost	\$29.1MM	\$29MM	\$66.6MM	\$73.1MM
Estimated Average Annual Attendance*	195,000	239,980	580,000	486,000

Facility Naming Strategies

The report provides a list of nine primary strategies to consider when naming a youth or amateur sports facility and included those recommendations below.

Naming is the first, and arguably most difficult, step to the future branding of a facility. It is the first touch-point consumers will hit on the journey of experiencing the facility's brand and offerings. Naming the facility is an exercise of understanding the facility's story and setting that starting point.

Understanding The Audience

When naming the facility, facility management must be sure to research what is most compelling and important to their audience. Exploring the culture of the audience for symbols, tropes, themes, and commonalities that permeate their world. The facility team must ask themselves about internal value propositions and how to deliver them to their audience.

Understanding The Location

The facility location is one of the things that will make the facility unique amongst other sports facilities. During the facility team's research, they should seek to understand what that uniqueness is. Explore how the audiences perceive the facility location. Sometimes the most seemingly commonplace symbol to the destination might be the best starting point for the brand. Try to define what is important for the narrative of the facility's future brand, and what the facility team would need to avoid.

Understanding The Story

So much of brand development centers around the narrative the facility team hopes to tell. The name, and eventually the logo, is the very first touch point of the story. It is the inciting incident for the facility's hero's journey. The name does not need to tell the entire story, just be compelling enough to let the audience know what to expect, while encouraging them to explore their part in that narrative. Effective names are short and compelling.

Knowing The Guardrails

Understanding the limits of the 'canvas' of the

facility naming assignment is always important. The facility team must evaluate what they can, and especially what they cannot do. For example, rivalries play a large role in branding a sports destination. What the facility team does with future branding can conflict or conflate the message with those rivalries.

Exploring Brand Pathways

Sports Facilities Companies uses an architecture of pathways to get to a final brand for venues. These are tried and tested methodologies for developing a compelling brand. The trailheads for those pathways are:

The Literal: This pathway seeks to tell the story of what it is exactly. This utilizes a very traditional approach, that is simple and expected. Hoover Met Complex, Elizabethtown Sports Park, San Diego Convention Center, and Rocky Mount Event Center are all examples of this.

The Locational: Leaning heavily on the storytelling and culture of where the facility resides, these facility names are more playful, a little more abstract and rely heavily on symbolism related to the destination. Examples include Rocky Top Sports World, The Bridge Sports Complex, The Scotiabank Saddledome, Key City Park, and Fort Bend Epicenter.

The Inspirational: Far and away the most abstract, inspirational and aspirational brand paths are heavy with feeling, and have broad appeal. They try to tell the biggest story and rely heavily on symbolism. Examples include Crossroads Sports Complex, Emerald Acres Sports Connection, Cyclone Ballparks, Ballparks of America, Rhythm and Rally Sports and Events, and the Superdome. Because of their broad appeal, a good portion of restaurants, bars, and family entertainment centers rely on this pathway.

Google it. Who Exists in The Space Already?

The facility team should ask themselves, "what is everyone else doing?", "what works for them?", and "what does not seem to work for their brand?" This Google search will also make sure the facility team avoids inadvertently plagiarizing another brand, reviewing existing competitors in the space

geographically and categorically.

Get Creative

Creativity is the most foundational component of facility naming. The facility team should consider the emotional aspects of everything they have learned and explored. SFC encourages facility team members to explore their sensory reactions about what they want to feel with their brand. What are the sights, tastes, smells, and sounds the facility team envisions curating with the future brand. If the facility team struggles with this, finding creatives like artists, writers, and performers can help explore this. These professions approach problem solving differently and can help the facility team imagine ideas from previously unconsidered angles.

Avoid using ‘Sports Complex’

Thousands of venues across the country operate in this space. A conservative estimate is that over 85% of these venues use the words “Sports Complex,” “Sportsplex,” or some iteration of those words in their facility name. Yes, it is a very literal and on-the-nose way to describe what it is, but it is not very unique. Consider other ways to tell the facility’s story.

Hire an Expert

Finding an expert or team of experts to support the facility team along the way will provide various advantages. Branding professionals solve these challenges daily. They have a large body of experience, tacit knowledge, and creativity at their disposal. Sharpened and honed processes will guide any facility team through their branding journey to an excellent result they can feel confident in.

Revenue and Findings Source Targets (Department Wide)

Currently the park’s maintenance staff is comprised of a total of 13 full-time staff members and 4 seasonal staff members. The NRPA recommends the staff amount for parks maintenance based on communities of similar size to be 28 FTE’s.

An additional breakdown of the parks budget shows Westport spends \$3,266,158 on parks

maintenance. Based on NRPA Performance Agency Review it is recommended that 38% of the Departmental budget is spent on parks maintenance. Given the numbers we currently show for the overall departmental budget (\$8,584,911) Westport is right in line with the recommended budget allocation to parks maintenance.

Insight: There is a clear need for additional parks maintenance staffing, seen through the benchmarking of peer communities and also in our conversations within the community and department. Issues include staffing being stretched thin, menial tasks taking up large amounts of time and resources, inability to keep up with specialized maintenance projects, and difficulty transitioning tasks based on climate interruptions. Westport compensates for these challenges through outsourcing certain tasks, expanding the role of seasonal workers, and providing overtime to full and part time staff.

While Westport parks maintenance is very capable, knowledgeable, and high performing given the limited staffing levels, there is a potential for operations to become unsustainable over time. With the staffing being half of what is recommended, but the budget being in line with similar sized communities, we are seeing an over reliance on outsourced operations and costly overtime being spent on dedicated but overworked staff. We recommend increasing full time staffing levels, and reducing the amount of expenses spent on outsourcing and overtime. By being able to handle maintenance operations in house the Town has more control of the level of maintenance, leading to more efficient operations, improved internal communication, and the ability to react to resident input and the changing needs of the community.

Expense Source Targets (Department Wide)

The following chart lists the recommended percent of operating expenditure for parks and recreation budgets, based on averages of peer parks and recreation agencies across the country, provided by NRPA. The Report recommends the Town of Westport analyze their current parks,

recreation, administration, and other expenditures to determine what percentage of their operating expenditures are currently allocated to each area and where the budget aligns compared to peer communities.

Department Area	Recommended % of Operating Expenditures (Avg Parks/Rec Agency)
Parks	38%
Recreation	35%
Administration	19%
Other	8%

Westport Parks and Recreation adopted a financial sustainability policy in 2021, using software to analyze program costs and ensure long-term sustainability. This policy aims to align fee structures with operating costs, resulting in periodic increases to program fees.

Additionally, the report recommends the Town of Westport develop the following to meet their expense source targets:

- » Establish anticipated expenses through budget process
- » Develop ongoing controls within the department to maintain expense levels
- » Develop list of priorities while establishing anticipated expenses within the town

Equipment Recommendations (Programming, Operations and Maintenance)

In addition to the recommended facility and asset improvements and general parks maintenance for regular, annual, and preventative maintenance schedules previously provided, The report recommends using an automated program to determine maintenance levels and practices by system components. This program should incorporate the following practices to improve programming, operational performance, and maintenance standards for existing facilities and future developments.

Utilize digital systems to track the following maintenance areas:

- » Preventive maintenance
- » Corrective maintenance
 - Work order system
 - QR code to log ticket from phone
- » Scheduling system
 - daily, weekly, monthly, seasonally, etc.
- » Equipment for replacement

Potential tracking systems include but are not limited to:

- » Maintenance Care
 - Maintenance Care is a maintenance management software that allow organizations to track preventative maintenance using built knowledge based data that tracks assets and investments over time.
 - The system includes features such as work orders, asset tracking, mobile integration, preventative maintenance, parks and inventory, reports, and more.
- » Limble CMMS
 - Limble CMMS is a multi-functional system that allows for organizing, automating, and streamlining maintenance work for sports facilities.
 - Limble CMMS features include work order management, preventative maintenance, asset management, spare parts inventory, reporting and dashboard management, predictive maintenance, and more.
- » Productive Parks
 - Productive Parks is a web-based maintenance management software used by many municipal agencies to manage assets, work orders, task scheduling, labor tracking, inspections, reporting, and more.

Investment into the maintenance of existing assets and future developments will allow for improved field and asset quality for users and town residents. Proper maintenance contributes to safety of athletic fields, playability, program growth, improved scheduling, and more. Additionally, preventative maintenance and proper ongoing maintenance reduces long-term expenses for capital replacement

of improperly maintained assets.

High Performance Material Recommendations

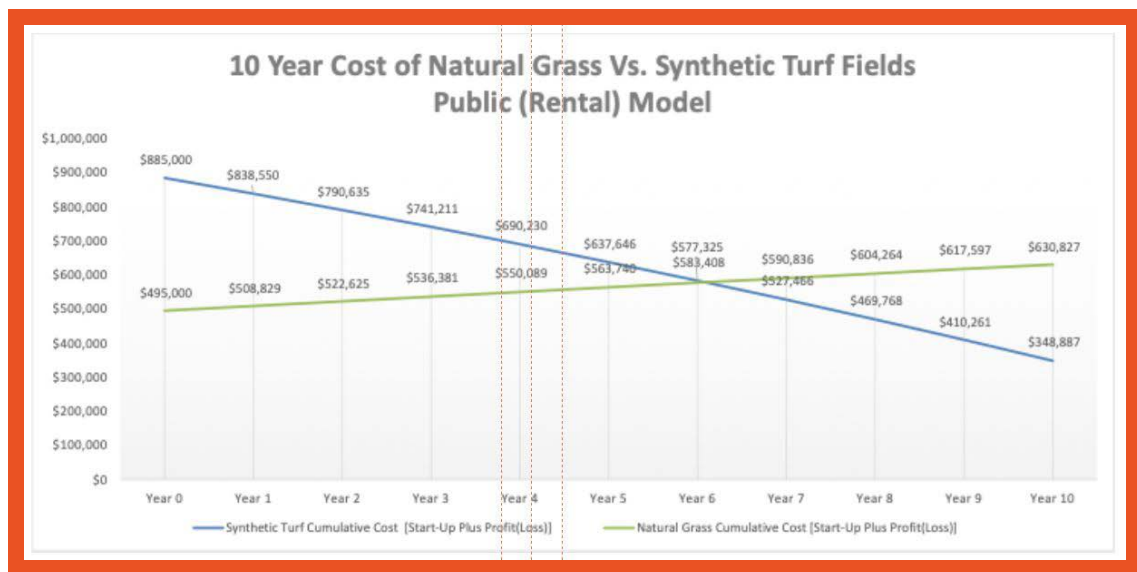
In addition to the maintenance analysis outlined within this report, The report has taken into consideration the factors affecting artificial turf compared to natural grass for the development of new facilities and recommendations for the renovation and improvement of existing assets in Westport. Included the following information summarizing the financial implications of the two surfaces for the Town and residents to consider in their decision-making process.

Synthetic turf playing surfaces enables year-round participation, maximizing potential utilization during periods of extreme heat and winter weather without the same downtime as natural grass surfaces. Synthetic turf minimizes the demand for ongoing maintenance, including watering, mowing, and fertilizing, reducing both resource consumption and labor costs. Moreover, synthetic turf is more resilient and can withstand intensive use, ensuring consistent playability and fewer disruptions due to weather-related issues or field closures.

The chart below shows the 10-year cost recovery of synthetic turf compared to natural grass. This chart is based solely on the cost of the playing surface and not the total cost of field development as a whole, which would include fencing, lighting, scoreboard, etc. While costs are variable over time, typically the cost of synthetic turf being less than natural grass around year five to seven of installation with the useful life of synthetic turf being eight to ten years. It is also important to note that only 60% of the initial upfront cost for synthetic turf is needed when replacing the asset at the end of its useful life. This is because there is a base layer below the playing surface which is needed for initial installation which does not need to be replaced when replacing the top layer of turf.

Field Analysis Overview

This study evaluated the Town's athletic field inventory, playability, maintenance requirements, and capacity to meet current and future program demands. Data was compiled from Parks and Recreation Department records, field usage logs, and interviews with the primary organized field users. The analysis examined each field's



construction type, carrying capacity, usable hours, and the influence of weather, maintenance cycles, and seasonal program trends.

The findings indicate a persistent and growing deficit in available field hours during the spring and fall seasons when program demand is highest. This deficit is driven by a combination of increased participation, limited field recovery time, weather related downtime, and the heavy reliance on every field being playable throughout peak seasons.

Seasonal Demand and Use Characteristics

During spring and fall, all fields must be online and at optimal playability to meet program scheduling needs. In contrast, the summer and winter seasons offer untapped capacity that could be optimized through improved field composition, surface type selection, and strategic scheduling.

A review of rain events, maintenance days, and field rest requirements revealed that actual usable field hours are significantly reduced compared to theoretical field capacity. When these factors are applied across programs, the Town experiences a shortage of high quality, schedulable playing areas, especially during peak periods.

Methodology for Calculating Field Usage

Total Hours of Play (per Week)

This metric measures the number of hours a field can realistically support active play.

- » **Calculation Method:** Daily usable hours × days per week of scheduled activity.
- » Industry Benchmarks:
 - **Synthetic Turf:** 3,000 hours annually.
 - **Natural Grass:** 680–800 hours annually (with rest/maintenance included).

Examples of Weekly Use Scenarios

Synthetic Turf (Theoretical):

- » 6 hours/day × 7 days/week = **42 hours/week.**

Synthetic Turf (Weighted for Actual Use):

- » 3 hours/day (Mon–Fri): 15 hrs.
- » 6 hours/day (Sat–Sun): 12 hrs.
- » **Total: 27 hrs./week**

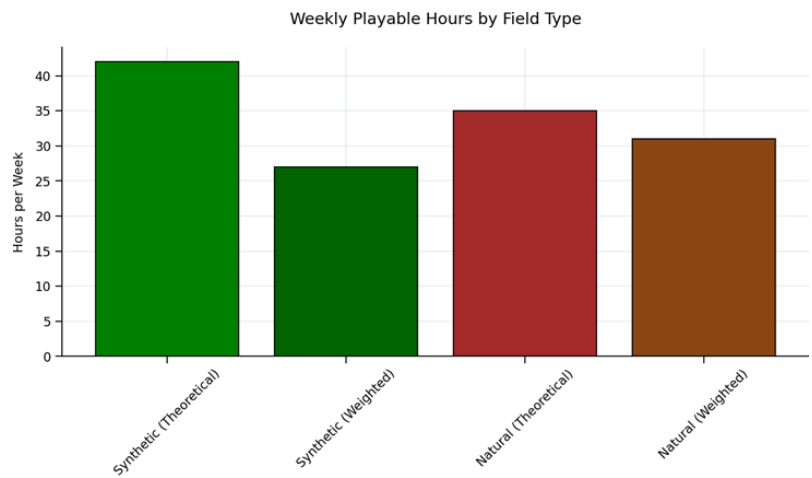
Natural Grass (Theoretical):

- » 5 hours/day × 7 days/week = 35 hours/week

Natural Grass (Weighted for Actual Use):

- » 3 hours/day (Mon–Fri): 15 hrs.
- » 8 hours/day (Sat–Sun): 16 hrs.
- » **Total: 31 hrs./week**

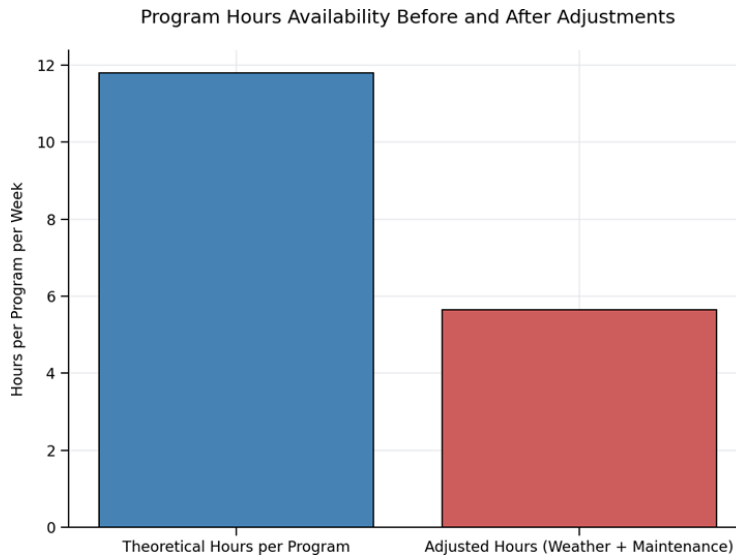
Additional Factors Considered



- 1. One rain event per week** (average, spring season)
- 2. One maintenance/rest day per week** for each field
- 3. 35 total fields analyzed:** 4 synthetic, 23 diamond fields, 8 rectangular natural grass fields
- 4. Programming categories:** Football/Flag, Baseball, Softball, Soccer, Lacrosse, Rugby, Scholastic sports, Adult leagues, and miscellaneous programs (90 user groups total).
- 5. Average demand:** 10 hours/week per programmed user group (combined practice and games).

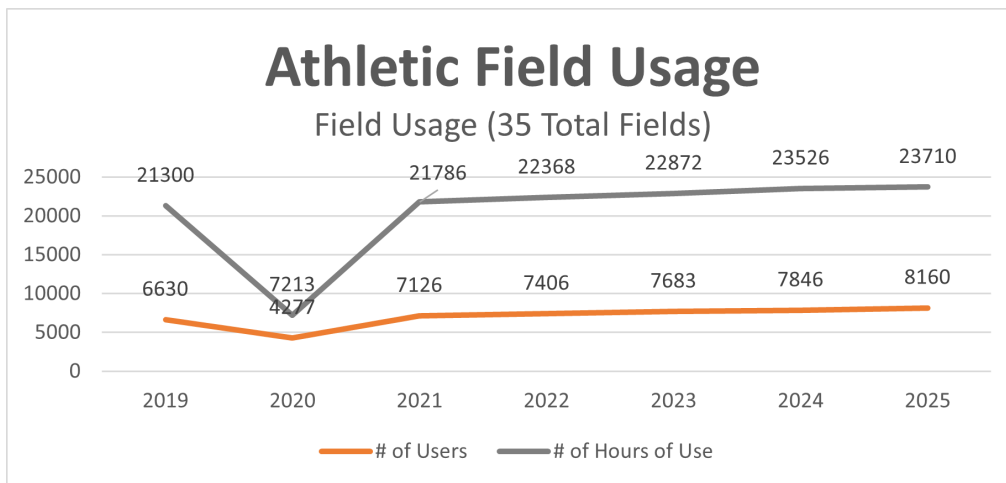
Resulting Use Availability

A typical spring/fall week yield:



- » **11.8 hours per program group** (theoretical)
- » **5.65 hours per group** (after rain and maintenance adjustments)

This limited availability leaves minimal flexibility for rescheduling after weather events and offers no buffer for sustained wet conditions or extended maintenance needs. Demand trends show steady growth in soccer, lacrosse, and emerging sports such as flag football, intensifying scheduling challenges



Athletic Field Surface Analysis

Synthetic Turf Fields

Modern synthetic turf systems focus on:

- » Multi fiber yarns for enhanced realism
- » Improved drainage and durability
- » Cooling technologies and lighter colored infill
- » Non PFAS materials and reduced microplastic migration
- » Optional integrated sensors for monitoring playability

Synthetic turf provides:

- » Consistent surface quality
- » Rapid recovery after weather events
- » High-use capacity suitable for year-round programming
- » Extended scheduling potential with the addition of field lighting

Concerns regarding infill hazards, PFAS, and microplastics have been addressed within the industry through alternative infills, PFAS-free manufacturing, field-edge containment, and improved recycling methods. Emerging infill free systems further reduce environmental risks.

Natural Grass Fields

Natural grass remains valued for:

- » Cooler playing conditions.
- » Traditional surface feel
- » Environmental benefits (carbon absorption, biodiversity habitat)
- » Flexibility for non-sport events

However, natural grass requires:

- » Frequent rest and recovery
- » Irrigation, aeration, pest, and nutrient management
- » Cautious scheduling during wet seasons
- » Periods offline during critical maintenance windows

Even well maintained natural grass fields offer

fewer playable hours compared to synthetic turf. Nevertheless, they remain essential components of a balanced field inventory, offering versatility and compatibility with a wide range of program needs.

Field Recommendations

Natural Grass Field Improvements

Most natural grass fields require renovation to reach optimal usability. Recommended improvements include:

- » Regrading for improved playability and drainage
- » Installation or upgrades to irrigation systems
- » Compaction mitigation through aeration
- » Enhanced turf maintenance programs
- » Additional staffing during high-demand periods

Insufficient maintenance staffing in spring, summer, and fall currently limits field readiness and recovery.

Synthetic Turf Field Program Enhancements

The Town should:

- » Maintain existing synthetic turf fields at optimal performance.
- » Plan for timely replacement using modern, environmentally responsible technologies.
- » Implement designated snow staging areas to reduce material migration.
- » Incorporate outdoor athletic lighting to extend usable field hours.

Addition of Two New Synthetic Turf Fields

Adding two new synthetic turf fields will:

- » Reduce seasonal scheduling pressure.
- » Provide buffer capacity during rain events.
- » Support expanding sports programs.
- » Improve overall reliability of the Town's athletic field system.

This balanced approach—renovated natural grass fields paired with additional synthetic surfaces—will create a resilient, versatile field portfolio capable of meeting current and future recreational needs.

Field Use Schedule

(Spring example - consistently reaching and exceeding program capacity)

			Weekly Planner						
			Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Athletic Program Spaces									
Property	Field/location	Field type /dimensions	Items		Schedule Change Special Request		P&R Camp CE Program		
Burr Farms Athletic Com	East	46.60	WSA 4:30-8	WSA 4:30-8	WSA 4:30-8	WSA 4:30-8	WSA 4:30-8	WSA 9:30-6	WSA 9:30-6
	West								
	Soccer	50/70 7v7 (+build out line) 9v9	WSA 1:30-4 WSA 1:30-4	WSA 1:30-4 WSA 1:30-4	WSA 1:30-4 WSA 1:30-4	WSA 1:30-4 WSA 1:30-4	WSA 1:30-4 WSA 1:30-4		
	Girls-LAX								
	Continuing ED								
Coleytown Schools	Elem North Baseball	46.60							
	Elem Middle Softball	40.60							
	Elem South Baseball	46.60							
	Middle Back	7v7	WSA 4-8	WSA 4-8	WSA 4-8	WSA 4-8	WSA 4-8	WSA 8-8	WSA 8-8
	Middle Front	7v7	WSA 4-8	WSA 4-8	WSA 4-8	WSA 4-8	WSA 4-8	WSA 8-8	WSA 8-8
Compo Beach	Baseball/softball	50.60					WSA #FIELD	WSA 1-3pm	WSA 9-11a
	PR Adult Co Ed Softball	50.60			Co-Ed 6pm-8pm	Co-Ed 6pm-8pm			
	Soccer	7v7, 9v9			WSA - LR Fid - 4:30-6pm		WSA - LR Fid - 4:30-6pm	WSA 9:00am-11am	WSA 9:00am-11am
	Pickleball				WSA - Compo Rd - 6pm-dark		WSA - Compo Rd - 4:30pm-6pm		
	Basketball								
Doubleday Field Comple	Baseball outfield	LAX							
	SOCCER 2 7v7	Football #1			WSA 4:15-6pm - softball	Dupps/Lax 19H			Adult Softball 9-11
	SOCCER 2 7v7	Football #2	WSA 4:15-8	WSA 4:15-6	WSA 4:15-5pm - Tennis Cts	WSA 4:15-6pm	WSA 4:15-6	WSA 8-8	WSA12-8
	Softball	40.60			Co-Ed 6pm-8	Co-Ed 6pm-8pm	WSA 4-6		
	Adult Co Ed	50.60							
Greens Farms	Softball	43.60							
	Adult Mens Softball	50/70	Adult Men 6pm-11pm	Adult Men 6pm-11pm	Adult Men 6pm-11pm	Adult Co-Ed 6pm-7pm	WSA 5-11	WSA 930-Dark	WSA 930-Dark
	Baseball	50/70				Adult Men 7pm-11pm			
	Outfield	Football	Girls Flag 5-800	Girls Flag 5-800					
	Continuing ED								
Hillspoint Athletic Fields	North	46.60	WSBA 5-6	WSBA 5-6	WSBA 5-6	WSBA 5-6	WSBA 5-6	WSA 930-6	WSA 930-6
	South	43.60	WSBA 5-6	WSBA 5-6	WSBA 5-6	WSBA 5-6	WSBA 5-6	WSA 930-6	WSA 930-6
	Long Lake School - Open Ground	31.20							
	Baseball	31.2							
	Baseball	31.2							
Longshore Club Park	Tennis - Har Tru								
	Platform Tennis								
	Pool								
	Ice Rink								
	Baseball	43.60	WSBA 4-8	WSBA 4-8	WSBA 4-8	WSBA 4-8	WSBA 4-8	WSA 1pm-3	
P.J. Romano at Saugatuc Synthetic	Football								
	LAX		6-9pm BLAX	6-9pm BLAX	6-9pm BLAX	6-9pm BLAX	6-9pm BLAX	8am-7pm BLAX	12pm-7pm BLAX
	G LAX		PAL G LAX 4-6	PAL G LAX 4-6	PAL G LAX 4-6	PAL G LAX 4-6	PAL G LAX 4-6		
	Track								
	Track & Field								
Staples High Athletics C	SHS Baseball	60.90	SHS BB 3pm-530pm	SHS BB 3pm-530pm	SHS BB 3pm-530pm	SHS BB 3pm-530pm	SHS BB 3pm-530pm		
	WSBA Baseball	60.90	WSBA 5:30 - Dark	WSBA 5:30 - Dark	WSBA 5:30 - Dark	WSBA 5:30 - Dark	WSBA 5:30 - Dark	WSBA	WSBA
	Softball (practice only)	43.60							
	Synthetic Stadium	SHS Football							PAL HB G Flag Football 9-11
	PAL Football	SHS LAX	6-9pm BLAX	PAL B LAX 6-7:15	6-9pm BLAX		6-9pm BLAX	BLAX Various 10-6	BLAX Various 11-6
Town Farm Ball Complex	Baseball 1	46.60							
	Baseball 2	46.60							
	Baseball 3	46.60							
	Softball	43.60							
	Pickleball								
Town Hall Athletic Fields	North	46.60						WSA 930-6	WSA 930-6
	South	46.60						WSA 930-6	WSA 930-6
	Parks & Rec								
	A Natural turf	7v7	WSA 6:00-8pm		WSA 4:30-6pm		WSA 4:30-8	WSA 10-8	WSA 12-8
	9v9		WSA 6:00-8pm		WSA 4:30-6pm		WSA 4:30-8	WSA 10-8	WSA 12-8
Wakeman Park	Girls PAL LAX								
	Continuing ED								
	B Synthetic	Field hockey							
	SHS LAX								
	Girls LAX								
Wakeman Park (cont)	PAL B Lax			6-7:30pm BLAX					
	PAL G Lax		PAL G LAX 9:30-8			PAL G LAX 9:30-8		PAL G LAX 830-10:30	
	SHS B Soccer								
	SHS G Soccer								
	WSA Soccer			WSA 5-8		WSA 8-9	WSA 11-8	WSA 11-8	Adult Soccer 8-11
Wakeman Park (cont)	Adult Soccer								
	Continuing ED								
	C Softball	46.60							
	43.60								
	LAX		5:30-7pm BLAX	5:30-7pm BLAX	WSA 430-6 NO LINES	5:30-7pm BLAX	5:30-7pm BLAX		
Wakeman Park (cont)	Football								
	SHS BB	60.90	SHS BB 3pm-530pm	SHS BB 3pm-530pm	SHS BB 3pm-530pm	SHS BB 3pm-530pm	SHS BB 3pm-530pm		
	WSBA 60/90		WSBA 5:30 Dark	WSBA 5:30 Dark	WSBA 5:30 Dark	WSBA 5:30 Dark	WSBA 5:30 Dark	WSBA 9:30	WSBA 930



Section 8

Priorities and Funding

PRIORITIES AND PHASING STRATEGIES

A Phased Approach

The study incorporates a phase development planning approach based upon the recommended park master plan and feedback from the community. They are categorized in an order that provides short-term relief of identified concerns and allows for the upgrading for future anticipated need. Each phase should include environmental, cultural, and historical aspects that balance the active and passive offerings of the park system and the individual parks.

PRIORITIES AND PHASING STRATEGIES

Outlined below is the suggested action plan or implementation strategy list in priority order for the facilities reviewed as part of the master planning process. The level of implementation for each effort will greatly depend on available funding and the requirements of the funding source. All proposed improvements should be in accordance with the preferred master plan for each site. All other improvements identified are of a lower priority and should be added as budget allows, added if dedicated donor funds become available or added in future phases.

Phase	Site	Estimated Cost
PHASE I PRIORITY	New Maintenance Building	Cost TBD (under separate project)
	Doubleday Field Complex (Artificial Fields. Lighting)	\$ 6,250,000
	Staples High School (Artificial Field)	Cost TBD (under separate project)
	PJ Romano at Saugatuck Elementary School (Lighting)	\$ 2,500,000
	Burr Farms (Community Garden and Field Renovation)	\$ 2,700,000
	Winslow Park	\$ 2,300,000
	Compo Beach (Beach Replenishment)	\$ 5,320,000
PHASE II PRIORITY	Lillian Wadsworth Arboretum	\$ 2,300,000
	Baron's South	\$ 5,300,000
	Grace Salmon Park	\$ 1,200,000
	Veterans Green	\$ 1,200,000
PHASE III PRIORITY	Town Hall Athletic Fields	\$ 900,000
	Machamux Park	\$ 1,300,000
	Luciano Park	\$ 1,400,000
	Jesup Green	\$ 1,300,000
	Burying Hill Beach	\$ 938,000

PRIORITIES, PHASING, ACTION, AND FUNDING

The following conceptual planning level opinion of probable construction costs is provided per recommended site with anticipated fees within the phase for the town to gain a better understanding of the anticipated level of effort for each anticipated phase recommendation. This document is not a final opinion of probable construction cost to perform the work, rather a tool that can be utilized to fine tune, inform decisions and forecast fiscal planning as necessary to prioritize recommendation implementation.

The town acknowledges that in providing a Planning Level Opinion of Probable Cost (concept currently at a planning level phase of design) for construction, the Planning Consultant has no control over the cost or price of labor, equipment, or materials, or over the Professional Design Consultant or Contractor's method of pricing. Accordingly, the Opinion of Probable Cost provided within is made based on Consultant's professional judgment, industry pricing at the time of preparation, and experience. The Planning Consultant makes no warranty or guaranty, express or implied, that any bids or the negotiated cost of the work (Design or Construction) will not vary from the opinion of costs represented herein.

COMPO BEACH		
ITEM	RANGE	
SITE PREPARATION & MOBILIZATION	\$15,000	\$25,000
IMPROVE ACCESSIBILITY	\$60,000	\$80,000
INSTALLATION OF A MULTIMODAL TRAIL ALONG COMPO BEACH ROAD	\$60,000	\$80,000
IMPROVE SIGNAGE (ENTRANCE, WAYFINDING, REGULATORY)	\$25,000	\$30,000
UPGRADES ON THE EXISTING FACILITY BUILDINGS	\$85,000	\$125,000
VEHICULAR PARKING, CIRCULATION AND ACCESS DRIVE DIETS	\$80,000	\$100,000
LOW IMPACT STORM DRAINAGE ALTERNATIVE	\$80,000	\$100,000
UPGRADE SITE FURNISHINGS	\$60,000	\$80,000
RELOCATION/UPGRADE OF EXISTING SKATE PARK	\$250,000	\$300,000
EXPAND PICKLE BALL AREA	\$400,000	\$500,000
RE-ORIENT SOUTHERN BASKETBALL COURT AND LIGHTING	\$250,000	\$350,000
IMPLEMENTATION OF COASTAL RESILIENT STRATEGY	\$100,000	\$200,000
ACCESS ROAD WAY MODIFICATION	\$120,000	\$170,000
RE-LAYOUT DAY PASS PARKING AND TRAILER PARKING AREAS	\$100,000	\$120,000
EXTEND STONEDUST PATHWAY TO BASKETBALL COURTS	\$50,000	\$75,000
LASER GRADE SOFTBALL FIELD	\$75,000	\$100,000
RESTRIPE PARKING LOTS ADD IN TREE ISLANDS THROUGHOUT	\$80,000	\$100,000
UPGRADE PARKING LOT AT PARCEL B	\$180,000	\$200,000
LANDSCAPING	\$80,000	\$100,000
MINOR ITEMS 10%	\$215,000	\$283,500
Subtotal:	\$2,365,000	\$3,118,500
Overhead & Profit(10%-15%):	\$236,500	\$467,775
Contingency (20%):	\$473,000	\$623,700
Design Fee(20%):	\$473,000	\$623,700
TOTAL:	\$3,547,500	\$4,833,675
Total with Inflation Allowance (10%):	\$3,902,250	\$5,317,043

BURYING HILL BEACH		
ITEM	RANGE	
SITE PREPARATION & MOBILIZATION	\$15,000	\$25,000
IMPROVE ACCESSIBILITY	\$60,000	\$80,000
IMPROVE SIGNAGE (ENTRANCE, WAYFINDING, REGULATORY)	\$10,000	\$15,000
UPGRADES TO THE EXISTING FACILITY BUILDING	\$50,000	\$80,000
COMBINE TWO PARCELS INTO ONE SINGLE PROPERTY	\$20,000	\$30,000
RE-CONFIGURE PARKING LOT TO THE NORTH OF EXISTING BUILDING	\$75,000	\$10,000
RE-CONFIGURE SOUTH PARKING LOT - DUNE RESTORATION POSSIBLE	\$25,000	\$30,000
RE-ORIENT ROADWAY TO ACCOMMODATE BETTER DRAINAGE	\$40,000	\$60,000
UPGRADE SITE FURNISHINGS	\$40,000	\$60,000
ADA ACCESS PATH TO PICNIC AREA AND RESTROOM	\$20,000	\$40,000
REMOVE FENCING ON TOP OF EXISTING CONCRETE WALL	\$15,000	\$20,000
LANDSCAPING	\$15,000	\$20,000
FENCING REPLACEMENT	\$20,000	\$30,000
MINOR ITEMS 10%	\$40,500.0	\$50,000.0
Subtotal:	\$445,500	\$550,000
Overhead & Profit(10%-15%):	\$44,550	\$82,500
Contingency (20%):	\$89,100	\$110,000
Design Fee(20%):	\$89,100	\$110,000
TOTAL:	\$668,250	\$852,500
Total with Inflation Allowance (10%):	\$735,075	\$937,750

BARON'S SOUTH		
ITEM	RANGE	
SITE PREPARATION & MOBILIZATION	\$15,000	\$20,000
IMPROVE ACCESSIBILITY	\$60,000	\$80,000
IMPROVE SIGNAGE (ENTRANCE, WAYFINDING, REGULATORY)	\$10,000	\$15,000
UPGRADE AND ADD SITE FURNISHINGS	\$20,000	\$40,000
VEHICULAR ACCESS MODIFICATION	\$100,000	\$120,000
ADDITION OF A SMALL PARKING LOT	\$150,000	\$200,000
POTENTIAL LAND PURCHASE ADJACENT TO BANK FOR FUTURE PARKING		
LOW IMPACT STORM DRAINAGE ALTERNATIVE	\$60,000	\$100,000
LOW IMPACT PARKING AND VEHICULAR CIRCULATION RENOVATIONS	\$60,000	\$80,000
MINI GOLF	\$200,000	\$250,000
COMMUNITY GARDEN		
ADDITIONAL LOW IMPACT WALKWAYS TO BE ADDED	\$150,000	\$200,000
INVASIVE REMOVAL, UNDERSTORY THINNING, WOODY PLANT IDENTIFICATION	\$200,000	\$250,000
CONVERSION OF HOMESTEAD INTO COMMUNITY EVENT SPACE	\$500,000	\$1,000,000
POTENTIAL PICKLE BALL AREA FOR SENIOR CENTER	\$200,000	\$250,000
LANDSCAPING	\$150,000	\$200,000
ADDITION OF TREE IDENTIFICATION THROUGHOUT PARK	\$15,000	\$20,000
MINOR ITEMS 10%	\$189,000	\$282,500
Subtotal:	\$2,079,000	\$3,107,500
Overhead & Profit(10%-15%):	\$207,900	\$466,125
Contingency (20%):	\$415,800	\$621,500
Design Fee(20%):	\$415,800	\$621,500
TOTAL:	\$3,118,500	\$4,816,625
Total with Inflation Allowance (10%):	\$3,430,350	\$5,298,288

GRACE SALMON K. PARK		
ITEM	RANGE	
SITE PREPARATION & MOBILIZATION	\$15,000	\$20,000
IMPROVE ACCESSIBILITY	\$20,000	\$30,000
IMPROVE SIGNAGE (ENTRANCE, WAYFINDING, REGULATORY)	\$10,000	\$15,000
UPGRADE AND/OR ADD SITE FURNISHINGS	\$20,000	\$25,000
LOW IMPACT STORM DRAINAGE ALTERNATIVE	\$10,000	\$20,000
INVASIVE REMOVAL, UNDERSTORY THINNING, WOODY PLANT IDENTIFICATION	\$50,000	\$100,000
COASTAL SHORELINE SOFT ARMORING	\$100,000	\$200,000
ACCESSIBLE WALKWAY SURFACING	\$80,000	\$100,000
UNIFY PARKING AND UPGRADE	\$20,000	\$30,000
EDUCATIONAL/ECOLOGICAL INTERPRETATION SIGNAGE	\$15,000	\$20,000
ESTABLISH A PICNIC AREA	\$20,000	\$25,000
LANDSCAPING	\$40,000	\$60,000
MINOR ITEMS 10%	\$40,000	\$64,500
Subtotal:	\$440,000	\$709,500
Overhead & Profit(10%-15%):	\$44,000	\$106,425
Contingency (20%):	\$88,000	\$141,900
Design Fee(20%):	\$88,000	\$141,900
TOTAL:	\$660,000	\$1,099,725
Total with Inflation Allowance (10%):	\$726,000	\$1,209,698

JESUP GREEN		
ITEM	RANGE	
SITE PREPARATION & MOBILIZATION	\$15,000	\$20,000
IMPROVE ACCESSIBILITY	\$60,000	\$80,000
IMPROVE SIGNAGE (ENTRANCE, WAYFINDING, REGULATORY)	\$20,000	\$25,000
UPGRADE AND/OR ADD SITE FURNISHINGS	\$15,000	\$20,000
LOW IMPACT STORM DRAINAGE ALTERNATIVE	\$20,000	\$30,000
IMPROVE PEDESTRIAN CIRCULATION NEW WALKWAYS	\$20,000	\$25,000
NEW SIDEWALK ALONG JESUP ROAD	\$80,000	\$100,000
RE-CONFIGURED PARKING LOT WITH IMPROVED CIRCULATION	\$150,000	\$200,000
POLLINATOR GARDEN	\$15,000	\$20,000
PUBLIC ART DISPLAY AREAS	\$20,000	\$40,000
IMPROVED LAWN AREA	\$40,000	\$60,000
LANDSCAPING	\$40,000	\$60,000
MINOR ITEMS 10%	\$49,500	\$68,000
Subtotal:	\$544,500	\$748,000
Overhead & Profit(10%-15%):	\$54,450	\$112,200
Contingency (20%):	\$108,900	\$149,600
Design Fee(20%):	\$108,900	\$149,600
TOTAL:	\$816,750	\$1,159,400
Total with Inflation Allowance (10%):	\$898,425	\$1,275,340

LILLIAN WADSWORTH ARBORETUM		
ITEM	RANGE	
SITE PREPARATION & MOBILIZATION	\$15,000	\$20,000
IMPROVE ACCESSIBILITY	\$20,000	\$25,000
IMPROVE SIGNAGE (ENTRANCE, WAYFINDING, REGULATORY)	\$20,000	\$25,000
UPGRADE AND/OR NEW SITE FURNISHINGS (PARK BENCHES, PICNIC TABLES ETC.)	\$40,000	\$60,000
LOW IMPACT STORM DRAINAGE ALTERNATIVE	\$20,000	\$25,000
LOW IMPACT PARKING WITH DEFINED ADA PARKING SPACES	\$50,000	\$60,000
INVASIVE REMOVAL, UNDERSTORY THINNING, WOODY PLANT IDENTIFICATION	\$100,000	\$150,000
ADDITIONAL LOW IMPACT TRAILS TO BE ADDED	\$80,000	\$100,000
IMPROVE RESILIENT PATHWAY SURFACING	\$60,000	\$80,000
ALTERNATE CONSIDERATION OF SMALL OUTDOOR CLASSROOM AREA	\$10,000	\$20,000
UPGRADE AND EXPAND POST BEAM RAIL	\$10,000	\$20,000
EXPANSION AND UPGRADE OF EXISTING PARKING LOT	\$40,000	\$60,000
NEW TRAIL HEAD DEMARCATION	\$10,000	\$15,000
LANDSCAPING	\$20,000	\$30,000
RENOVATION AND EXPANSION OF TREE IDENTIFICATION TAGS	\$15,000	\$20,000
MINOR ITEMS 10%	\$51,000	\$71,000
Subtotal:	\$561,000	\$781,000
Overhead & Profit(10%-15%):	\$56,100	\$117,150
Contingency (20%):	\$112,200	\$156,200
Design Fee(20%):	\$112,200	\$156,200
TOTAL:	\$841,500	\$1,210,550
Total with Inflation Allowance (10%):	\$925,650	\$1,331,605

MACHAMUX PARK		
ITEM	RANGE	
SITE PREPARATION & MOBILIZATION	\$15,000	\$20,000
IMPROVE ACCESSIBILITY	\$10,000	\$20,000
IMPROVE SIGNAGE (ENTRANCE, WAYFINDING, REGULATORY)	\$10,000	\$15,000
UPGRADE AND/OR NEW SITE FURNISHINGS (PARK BENCHES, PICNIC TABLES ETC.)	\$20,000	\$40,000
RESTORATION OF EXISTING STONE WALL	\$60,000	\$80,000
LOW IMPACT PARKING WITH DEFINE ADA PARKING SPACES	\$100,000	\$150,000
HISTORICAL INTERPRETIVE SIGNAGE AT ENTRANCE	\$10,000	\$15,000
RESTORATION OF TWO MONUMENT SIGNS	\$20,000	\$30,000
FENCED IN DOG PARK AREAS	\$80,000	\$100,000
POTENTIAL SIDEWALKS ALONG GREEN FARMS ROAD	\$100,000	\$150,000
DEFINITION OF PICNIC AREA	\$15,000	\$20,000
POTENTIAL OUTLINE OF THE ORIGINAL HISTORICAL BUILDING	\$15,000	\$20,000
LANDSCAPING	\$30,000	\$40,000
MINOR ITEMS 10%	\$48,500	\$70,000
Subtotal:	\$533,500	\$770,000
Overhead & Profit(10%-15%):	\$53,350	\$115,500
Contingency (20%):	\$106,700	\$154,000
Design Fee(20%):	\$106,700	\$154,000
TOTAL:	\$800,250	\$1,193,500
Total with Inflation Allowance (10%):	\$880,275	\$1,312,850

VETERANS GREEN		
ITEM	RANGE	
SITE PREPARATION & MOBILIZATION	\$15,000	\$20,000
IMPROVE ACCESSIBILITY	\$20,000	\$30,000
IMPROVE SIGNAGE (ENTRANCE, WAYFINDING, REGULATORY)	\$20,000	\$30,000
UPGRADE AND/OR NEW SITE FURNISHINGS (PARK BENCHES, PICNIC TABLES ETC.)	\$20,000	\$30,000
NEW PARK PERIMETER FENCE	\$200,000	\$250,000
DEFINE PARKING SPACES AT MYRTLE AVENUE	\$10,000	\$20,000
POSTAL BOX CONFLICT RESOLUTION AT MYRTLE AVENUE	\$5,000	\$10,000
VEGETATIVE ANALYSIS AND PRUNING EXERCISE	\$20,000	\$25,000
EXISTING MEMORIAL CLEANING AND REHABILITATION OF BOTH MEMORIAL ELEMENTS	\$30,000	\$50,000
EXISTING VEGETATION AND LANDSCAPING IMPROVEMENT	\$40,000	\$60,000
NEW WALKWAY LOOP AROUND PARK	\$60,000	\$80,000
INSTALLATION OF NEW MEMORIAL PLAZA	\$40,000	\$60,000
HISTORICAL INTERPRETATIVE SIGN AT ENTRANCE	\$10,000	\$15,000
RESTORE COLUMNS AT PROPERTY CORNERS	\$20,000	\$30,000
NEW RAILING ON STAIRS AT MAIN STREET	\$10,000	\$15,000
REGRADE AND UPDATE LAWN AREAS	\$40,000	\$60,000
ADDITIONAL TREE CANOPY	\$20,000	\$40,000
MINOR ITEMS 10%	\$58,000	\$82,500
Subtotal:	\$638,000	\$907,500
Overhead & Profit(10%-15%):	\$63,800	\$136,125
Contingency (20%):	\$127,600	\$181,500
Design Fee(20%):	\$127,600	\$181,500
TOTAL:	\$957,000	\$1,406,625
Total with Inflation Allowance (10%):	\$1,052,700	\$1,547,288

WINSLOW PARK		
ITEM	RANGE	
SITE PREPARATION & MOBILIZATION	\$15,000	\$20,000
IMPROVE ACCESSIBILITY	\$20,000	\$30,000
IMPROVE SIGNAGE (ENTRANCE, WAYFINDING, REGULATORY)	\$20,000	\$25,000
UPGRADE AND/OR NEW SITE FURNISHING (WITH BIKE RACKS AND PARK BENCHES)	\$30,000	\$40,000
WALKWAY PATH DEFINITION AND SURFACE TREATMENT	\$100,000	\$125,000
RENOVATING EXISTING PARKING AREA, CIRCULATION, DRAINAGE, WAYFINDING AND ADA SPACES	\$80,000	\$100,000
INTRODUCTION OF SHADE PAVILION	\$80,000	\$100,000
INVASIVE REMOVAL, UNDERSTORY THINNING, WOODY PLANT IDENTIFICATION	\$100,000	\$120,000
STONEWALL INFILL PANELS	\$40,000	\$60,000
ADDITIONAL LOW IMPACT PATHWAYS THROUGHOUT SITE	\$80,000	\$100,000
IMPROVE ACCESS FROM EVERGREEN AVENUE INTO SITE	\$20,000	\$30,000
INTRODUCTION OF FENCED DOG PARK	\$100,000	\$120,000
POTENTIAL FOR A COMMUNITY GARDEN		
SECONDARY PARKING AREA AT NORTH PART OF SITE	\$150,000	\$200,000
POTENTIAL LOCATION FOR RESTROOM FACILITY (SOLAR POWERED COMPOSTING)	\$100,000	\$120,000
LANDSCAPING	\$50,000	\$60,000
MINOR ITEMS 10%	\$98,500	\$125,000
Subtotal:	\$1,083,500	\$1,375,000
Overhead & Profit(10%-15%):	\$108,350	\$206,250
Contingency (20%):	\$216,700	\$275,000
Design Fee(20%):	\$216,700	\$275,000
TOTAL:	\$1,625,250	\$2,131,250
Total with Inflation Allowance (10%):	\$1,787,775	\$2,344,375

BURR FARMS ATHLETIC FIELDS		
ITEM	RANGE	
SITE PREPARATION & MOBILIZATION	\$15,000	\$20,000
IMPROVE ACCESSIBILITY	\$20,000	\$25,000
IMPROVE SIGNAGE (ENTRANCE, WAYFINDING, REGULATORY)	\$15,000	\$20,000
UPGRADE AND/OR NEW SITE FURNISHING (WITH BIKE RACKS AND PARK BENCHES)	\$50,000	\$60,000
WALKWAY PATH DEFINITION AND SURFACE TREATMENT	\$100,000	\$120,000
RENOVATING EXISTING PARKING AREA, CIRCULATION, DRAINAGE, WAYFINDING AND ADA SPACES	\$100,000	\$150,000
INTRODUCTION OF SHADE PAVILION	\$80,000	\$100,000
INVASIVE REMOVAL, UNDERSTORY THINNING, WOODY PLANT IDENTIFICATION	\$40,000	\$60,000
LASER GRADE LAWN AREAS AND RE-ESTABLISH LAWN	\$80,000	\$100,000
ADDITIONAL LOW IMPACT PATHWAYS THROUGHOUT SITE	\$40,000	\$50,000
POTENTIAL SPRAY PAD		
COMMUNITY GARDEN	\$250,000	\$500,000
RE-ORIENT BASEBALL FIELD		
NEW FENCING AND GATES	\$40,000	\$60,000
POTENTIAL LOCATION FOR RESTROOM FACILITY (SOLAR POWERED COMPOSTING)	\$100,000	\$120,000
LANDSCAPING	\$40,000	\$60,000
MINOR ITEMS 10%	\$97,000	\$144,500
Subtotal:	\$1,067,000	\$1,589,500
Overhead & Profit(10%-15%):	\$106,700	\$238,425
Contingency (20%):	\$213,400	\$317,900
Design Fee(20%):	\$213,400	\$317,900
TOTAL:	\$1,600,500	\$2,463,725
Total with Inflation Allowance (10%):	\$1,760,550	\$2,710,098

DOUBLEDAY FIELD COMPLEX		
ITEM	RANGE	
SITE PREPARATION & MOBILIZATION	\$15,000	\$20,000
IMPROVE ACCESSIBILITY THROUGHOUT SITE	\$60,000	\$80,000
IMPROVE SIGNAGE (ENTRANCE, WAYFINDING, REGULATORY)	\$15,000	\$20,000
UPGRADE AND/OR NEW SITE FURNISHING (WITH BIKE RACKS AND PARK BENCHES)	\$40,000	\$60,000
WALKWAY PATH DEFINITION AND SURFACE TREATMENT	\$80,000	\$100,000
INCREASED HANDICAP PARKING AREA	\$40,000	\$60,000
RELOCATION OF BASKETBALL COURT		
NEW PLAYGROUND AND SWINGS		
RE-ORIENTED SOFTBALL FIELD	\$200,000	\$250,000
LASER GRADE LAWN AREAS AND RE-ESTABLISH LAWN		
POTENTIAL FOR SYNTHETIC FIELD (CONFIGURATION TBD)	\$1,500,000	\$2,000,000
POTENTIAL LIGHTING/UTILITY UPGRADE	\$300,000	\$350,000
UPGRADE AND IMPROVEMENT OF DRAINAGE SYSTEMS	\$100,000	\$150,000
NEW WALKWAYS THROUGHOUT SITE	\$80,000	\$100,000
CONSIDERATION OF SMALL OUTDOOR CLASSROOM AREA		
NEW FENCING	\$60,000	\$80,000
LANDSCAPING	\$40,000	\$60,000
MINOR ITEMS 10%	\$253,000	\$333,000
Subtotal:	\$2,783,000	\$3,663,000
Overhead & Profit(10%-15%):	\$278,300	\$549,450
Contingency (20%):	\$556,600	\$732,600
Design Fee(20%):	\$556,600	\$732,600
TOTAL:	\$4,174,500	\$5,677,650
Total with Inflation Allowance (10%):	\$4,591,950	\$6,245,415

LUCIANO PARK - LAWN CONCEPT		
ITEM	RANGE	
SITE PREPARATION & MOBILIZATION	\$15,000	\$20,000
IMPROVE ACCESSIBILITY THROUGHOUT SITE	\$20,000	\$30,000
IMPROVE SIGNAGE (ENTRANCE, WAYFINDING, REGULATORY)	\$10,000	\$15,000
UPGRADE AND/OR NEW SITE FURNISHING (WITH BIKE RACKS AND PARK BENCHES)	\$30,000	\$40,000
NEW SIDEWALK ALONG PARK STREET WITH BUMPOUTS AND DEFINED PARKING	\$100,000	\$150,000
NEW SIDEWALK ALONG FRANKLIN STREET	\$60,000	\$80,000
BACKSTOP FENCING	\$50,000	\$70,000
LASER GRADING OF FIELD	\$50,000	\$70,000
RE-CONFIGURE INFIELD LAYOUT	\$30,000	\$50,000
NEW WALKWAYS THROUGHOUT INTERIOR OF SITE	\$30,000	\$50,000
UPGRADE AND IMPROVEMENT OF LAWN AREA	\$40,000	\$50,000
UPGRADE EXISTING MEMORIAL AREA	\$15,000	\$20,000
NEW PLAYGROUND	\$80,000	\$100,000
LANDSCAPING	\$15,000	\$20,000
MINOR ITEMS 10%	\$54,500	\$76,500
Subtotal:	\$599,500	\$841,500
Overhead & Profit(10%-15%):	\$59,950	\$126,225
Contingency (20%):	\$119,900	\$168,300
Design Fee(20%):	\$119,900	\$168,300
TOTAL:	\$899,250	\$1,304,325
Total with Inflation Allowance (10%):	\$989,175	\$1,434,758

P.J. ROMANO SPORTS FIELD AT SAUGATUCK ELEMENTARY SCHOOL

<i>ITEM</i>	<i>RANGE</i>	
SITE PREPARATION & MOBILIZATION	\$15,000	\$20,000
IMPROVE ACCESSIBILITY THROUGHOUT SITE	\$20,000	\$30,000
IMPROVE SIGNAGE (ENTRANCE, WAYFINDING, REGULATORY)	\$15,000	\$20,000
UPGRADE AND/OR NEW SITE FURNISHING (WITH BIKE RACKS AND PARK BENCHES)	\$15,000	\$20,000
NEW FENCING	\$80,000	\$100,000
ATHLETIC FIELD LIGHTING	\$300,000	\$350,000
STORAGE AREA (OUTDOORS)	\$40,000	\$60,000
NEW BUILDING (OFFICE, CONCESSIONS AND STORAGE)	\$250,000	\$300,000
NEW PLAZA AREA	\$40,000	\$60,000
RE-ORIENT PARKING LOT ADJACENT TO PAL BUILDING	\$100,000	\$120,000
INSTALLATION OF NEW RUBBER SURFACING ON RUNNING TRACK	\$150,000	\$175,000
UPGRADE AND IMPROVEMENT OF PLAYSCAPE AREA (SURFACING, DRAINAGE, EQUIPMENTS)		
NEW OR UPGRADED PLAYGROUND AND SWINGS		
LANDSCAPING	\$50,000	\$60,000
MINOR ITEMS 10%	\$107,500	\$131,500
Subtotal:	\$1,182,500	\$1,446,500
Overhead & Profit(10%-15%):	\$118,250	\$216,975
Contingency (20%):	\$236,500	\$289,300
Design Fee(20%):	\$236,500	\$289,300
TOTAL:	\$1,773,750	\$2,242,075
Total with Inflation Allowance (10%):	\$1,951,125	\$2,466,283

TOWN HALL ATHLETIC FIELDS		
ITEM	RANGE	
SITE PREPARATION & MOBILIZATION	\$15,000	\$20,000
IMPROVE ACCESSIBILITY THROUGHOUT SITE	\$15,000	\$20,000
IMPROVE SIGNAGE (ENTRANCE, WAYFINDING, REGULATORY)	\$5,000	\$10,000
UPGRADE AND/OR NEW SITE FURNISHING (WITH BIKE RACKS AND PARK BENCHES)	\$40,000	\$60,000
NEW SIDEWALKS ALONG PARKING SIDE	\$50,000	\$60,000
NEW LOW IMPACT WALKWAYS THROUGHOUT SITE	\$50,000	\$60,000
STORAGE FACILITY UPGRADES	\$20,000	\$30,000
UPGRADE AND IMPROVEMENT OF PLAYSCAPE AREA (SURFACING, DRAINAGE, EQUIPMENTS)	\$50,000	\$60,000
LASER GRADE LAWN AREAS AND RE-ESTABLISH LAWN	\$50,000	\$70,000
UPGRADE INFIELD AREAS	\$20,000	\$40,000
PARKING AREA RECONFIGURATION(ADA SPACES)	\$10,000	\$15,000
LANDSCAPING	\$15,000	\$20,000
MINOR ITEMS 10%	\$34,000	\$46,500
Subtotal:	\$374,000	\$511,500
Overhead & Profit(10%-15%):	\$37,400	\$76,725
Contingency (20%):	\$74,800	\$102,300
Design Fee(20%):	\$74,800	\$102,300
TOTAL:	\$561,000	\$792,825
Total with Inflation Allowance (10%):	\$617,100	\$872,108

OLD MILL BEACH		
ITEM	RANGE	
UPGRADES TO PARKING AREA - BETTER DEFINITION OF SPACES	\$50,000	\$60,000
IMPROVE ACCESSIBILITY THROUGHOUT SITE	\$20,000	\$40,000
IMPROVE SIGNAGE (ENTRANCE, WAYFINDING, REGULATORY)	\$10,000	\$15,000
UPGRADE AND/OR NEW SITE FURNISHING (WITH BIKE RACKS AND PARK BENCHES)	\$10,000	\$15,000
PROVIDE SHADE STRUCTURES	\$15,000	\$20,000
ADA ACCESS TO WATER	\$20,000	\$40,000
MINOR ITEMS 10%	\$12,500	\$19,000
Subtotal:	\$137,500	\$209,000
Overhead & Profit(10%-15%):	\$13,750	\$31,350
Contingency (20%):	\$27,500	\$41,800
Design Fee(20%):	\$27,500	\$41,800
TOTAL:	\$206,250	\$323,950
Total with Inflation Allowance (10%):	\$226,875	\$356,345

CANAL BEACH		
ITEM	RANGE	
UPGRADES TO PARKING AREA - BETTER DEFINITION OF SPACES	\$40,000	\$60,000
IMPROVE ACCESSIBILITY THROUGHOUT SITE	\$20,000	\$40,000
IMPROVE SIGNAGE (ENTRANCE, WAYFINDING, REGULATORY)	\$10,000	\$15,000
ESTABLISH SAFE CONNECTION POINT BETWEEN PARKING AND BEACH	\$10,000	\$15,000
UPGRADE AND/OR NEW SITE FURNISHING (WITH BIKE RACKS AND PARK BENCHES)	\$20,000	\$30,000
PROVIDE SHADE STRUCTURE	\$15,000	\$20,000
ADA ACCESS TO WATER	\$20,000	\$40,000
MINOR ITEMS 10%	\$13,500	\$22,000
Subtotal:	\$148,500	\$242,000
Overhead & Profit(10%-15%):	\$14,850	\$36,300
Contingency (20%):	\$29,700	\$48,400
Design Fee(20%):	\$29,700	\$48,400
TOTAL:	\$222,750	\$375,100
Total with Inflation Allowance (10%):	\$245,025	\$412,610

CANAL GREEN		
ITEM	RANGE	
UPGRADES TO PARKING AREA - BETTER DEFINITION OF SPACES	\$30,000	\$50,000
IMPROVE ACCESSIBILITY THROUGHOUT SITE	\$15,000	\$20,000
IMPROVE SIGNAGE (ENTRANCE, WAYFINDING, REGULATORY)	\$10,000	\$15,000
UPGRADE AND/OR NEW SITE FURNISHING (WITH BIKE RACKS AND PARK BENCHES)	\$15,000	\$20,000
UPGRADE WALKWAYS THROUGHOUT	\$60,000	\$80,000
LANDSCAPING	\$15,000	\$20,000
MINOR ITEMS 10%	\$14,500	\$20,500
Subtotal:	\$159,500	\$225,500
Overhead & Profit(10%-15%):	\$15,950	\$33,825
Contingency (20%):	\$31,900	\$45,100
Design Fee(20%):	\$31,900	\$45,100
TOTAL:	\$239,250	\$349,525
Total with Inflation Allowance (10%):	\$263,175	\$384,478

ELOISE A. RAY PARK		
ITEM	RANGE	
IMPROVE ACCESSIBILITY THROUGHOUT SITE	\$20,000	\$25,000
IMPROVE SIGNAGE (ENTRANCE, WAYFINDING, REGULATORY)	\$10,000	\$15,000
UPGRADE AND/OR NEW SITE FURNISHING (WITH BIKE RACKS, TRASH RECEPTACLES AND PARK BENCHES)	\$15,000	\$20,000
ESTABLISH NEW CONNECTION TO PARK FROM SURROUNDING AREA	\$20,000	\$25,000
NEW WALKWAY TO SEATING AREA	\$20,000	\$25,000
LANDSCAPING	\$15,000	\$20,000
MINOR ITEMS 10%	\$10,000	\$13,000
Subtotal:	\$110,000	\$143,000
Overhead & Profit(10%-15%):	\$11,000	\$21,450
Contingency (20%):	\$22,000	\$28,600
Design Fee(20%):	\$22,000	\$28,600
TOTAL:	\$165,000	\$221,650
Total with Inflation Allowance (10%):	\$181,500	\$243,815

HITCHCOCK PARK		
ITEM	RANGE	
IMPROVE ACCESSIBILITY THROUGHOUT SITE	\$10,000	\$15,000
IMPROVE SIGNAGE (ENTRANCE, WAYFINDING, REGULATORY)	\$10,000	\$15,000
INSTALL SIDEWALK CONNECTION ALONG WESTON ROAD	\$20,000	\$25,000
UPGRADE AND/OR NEW SITE FURNISHING (WITH BIKE RACKS, TRASH RECEPTACLES AND PARK BENCHES)	\$10,000	\$15,000
LANDSCAPING	\$10,000	\$15,000
MINOR ITEMS 10%	\$6,000	\$8,500
Subtotal:	\$66,000	\$93,500
Overhead & Profit(10%-15%):	\$6,600	\$14,025
Contingency (20%):	\$13,200	\$18,700
Design Fee(20%):	\$13,200	\$18,700
TOTAL:	\$99,000	\$144,925
Total with Inflation Allowance (10%):	\$108,900	\$159,418

LEVITT PAVILION FOR THE PERFORMING ARTS		
ITEM	RANGE	
IMPROVE ACCESSIBILITY	\$20,000	\$25,000
IMPROVE SIGNAGE (ENTRANCE, WAYFINDING, REGULATORY)	\$15,000	\$20,000
UPGRADE AND/OR NEW SITE FURNISHING (WITH BIKE RACKS, TRASH RECEPTACLES AND PARK BENCHES)	\$20,000	\$25,000
LOW IMPACT STORM DRAINAGE ALTERNATIVE IN ADDITIONAL PARKING LOT	\$100,000	\$120,000
IMPROVE PEDESTRIAN CIRCULATION UPGRADE WALKWAYS	\$50,000	\$60,000
IMPROVED LAWN AREA	\$50,000	\$60,000
ADDED SHADE AREAS	\$15,000	\$20,000
MINOR ITEMS 10%	\$27,000	\$33,000
Subtotal:	\$297,000	\$363,000
Overhead & Profit(10%-15%):	\$29,700	\$54,450
Contingency (20%):	\$59,400	\$72,600
Design Fee(20%):	\$59,400	\$72,600
TOTAL:	\$445,500	\$562,650
Total with Inflation Allowance (10%):	\$490,050	\$618,915

WESTPORT LIBRARY RIVERWALK AND GARDEN		
ITEM	RANGE	
IMPROVE ACCESSIBILITY	\$25,000	\$30,000
IMPROVE SIGNAGE (ENTRANCE, WAYFINDING, REGULATORY)	\$15,000	\$20,000
UPGRADE AND/OR NEW SITE FURNISHING (WITH BIKE RACKS, TRASH RECEPTACLES AND PARK BENCHES)	\$25,000	\$30,000
INVASIVE REMOVAL, UNDERSTORY THINNING	\$40,000	\$60,000
IMPROVE PEDESTRIAN CIRCULATION UPGRADE WALKWAYS	\$80,000	\$100,000
PROACTIVE VEGETATION MANAGEMENT PLAN	\$40,000	\$50,000
IMPROVED LIGHTING ALONG PATHWAY	\$60,000	\$80,000
MINOR ITEMS 10%	\$28,500	\$37,000
Subtotal:	\$313,500	\$407,000
Overhead & Profit(10%-15%):	\$31,350	\$61,050
Contingency (20%):	\$62,700	\$81,400
Design Fee(20%):	\$62,700	\$81,400
TOTAL:	\$470,250	\$630,850
Total with Inflation Allowance (10%):	\$517,275	\$693,935

PASACRETA PARK		
ITEM	RANGE	
IMPROVE ACCESSIBILITY	\$10,000	\$15,000
IMPROVE SIGNAGE (ENTRANCE, WAYFINDING, REGULATORY)	\$10,000	\$15,000
UPGRADE AND/OR NEW SITE FURNISHINGS (PARK BENCHES, PICNIC TABLES ETC.)	\$20,000	\$30,000
DIFINE PARKING SPACES AND ADA SPACES WITHIN PARKING LOT	\$10,000	\$15,000
INSTALLATION OF A RAILING ALONG THE WATERS EDGE FOR SAFETY	\$150,000	\$200,000
LAWN RENOVATION	\$50,000	\$60,000
MINOR ITEMS 10%	\$25,000	\$33,500
Subtotal:	\$275,000	\$368,500
Overhead & Profit(10%-15%):	\$27,500	\$55,275
Contingency (20%):	\$55,000	\$73,700
Design Fee(20%):	\$55,000	\$73,700
TOTAL:	\$412,500	\$571,175
Total with Inflation Allowance (10%):	\$453,750	\$628,293

RIVERSIDE PARK		
ITEM	RANGE	
IMPROVE ACCESSIBILITY	\$10,000	\$15,000
IMPROVE SIGNAGE (ENTRANCE, WAYFINDING, REGULATORY)	\$10,000	\$15,000
UPGRADE AND/OR NEW SITE FURNISHINGS (PARK BENCHES, PICNIC TABLES ETC.)	\$20,000	\$25,000
INVASIVE REMOVAL, UNDERSTORY THINNING, WOODY PLANT IDENTIFICATION	\$40,000	\$60,000
ACCESSIBLE WALKWAY SURFACING	\$50,000	\$70,000
LANDSCAPING	\$15,000	\$20,000
MINOR ITEMS 10%	\$14,500	\$20,500
Subtotal:	\$159,500	\$225,500
Overhead & Profit(10%-15%):	\$15,950	\$33,825
Contingency (20%):	\$31,900	\$45,100
Design Fee(20%):	\$31,900	\$45,100
TOTAL:	\$239,250	\$349,525
Total with Inflation Allowance (10%):	\$263,175	\$384,478

SHERWOOD MILL POND PRESERVE		
ITEM	RANGE	
IMPROVE ACCESSIBILITY	\$20,000	\$25,000
IMPROVE SIGNAGE (ENTRANCE, WAYFINDING, REGULATORY)	\$10,000	\$15,000
UPGRADE AND/OR NEW SITE FURNISHINGS (PARK BENCHES, PICNIC TABLES ETC.)	\$20,000	\$25,000
INVASIVE REMOVAL, UNDERSTORY THINNING, WOODY PLANT IDENTIFICATION	\$40,000	\$60,000
ACCESSIBLE WALKWAY SURFACING AND WIDENING	\$40,000	\$60,000
RE-DEFINE PARKING LOT WITH IMPROVED CIRCULATION	\$20,000	\$25,000
LANDSCAPING	\$20,000	\$25,000
MINOR ITEMS 10%	\$17,000	\$23,500
Subtotal:	\$187,000	\$258,500
Overhead & Profit(10%-15%):	\$18,700	\$38,775
Contingency (20%):	\$37,400	\$51,700
Design Fee(20%):	\$37,400	\$51,700
TOTAL:	\$280,500	\$400,675
Total with Inflation Allowance (10%):	\$308,550	\$440,743

STROFFOLINO PARK		
ITEM	RANGE	
IMPROVE ACCESSIBILITY	\$10,000	\$15,000
IMPROVE SIGNAGE (ENTRANCE, WAYFINDING, REGULATORY)	\$10,000	\$15,000
NEW SITE FURNISHINGS (PARK BENCHES, PICNIC TABLES ETC.)		
ACCESSIBLE WALKWAY SURFACING AND BETTER DEFINED MEMORIAL AREA	\$20,000	\$25,000
RE-DEFINE PARKING AROUND WITH IMPROVED CIRCULATION	\$20,000	\$25,000
CREATE A PEDESTRIAN CONNECTION WITH SURROUNDING SIDEWALKS	\$30,000	\$40,000
LANDSCAPING	\$15,000	\$20,000
MINOR ITEMS 10%	\$1,050	\$1,400
Subtotal:	\$106,050	\$141,400
Overhead & Profit(10%-15%):	\$10,605	\$21,210
Contingency (20%):	\$21,210	\$28,280
Design Fee(20%):	\$21,210	\$28,280
TOTAL:	\$159,075	\$219,170
Total with Inflation Allowance (10%):	\$174,983	\$241,087

ST. JOHNS PLACE AND MYRTLE AVENUE PARK		
ITEM	RANGE	
IMPROVE ACCESSIBILITY	\$10,000	\$15,000
IMPROVE SIGNAGE (ENTRANCE, WAYFINDING, REGULATORY)	\$10,000	\$15,000
NEW SITE FURNISHINGS (PARK BENCHES, PICNIC TABLES ETC.)	\$10,000	\$15,000
UPGRADE SURFACING AROUND BENCH AREA	\$15,000	\$20,000
REBUILT RETAINING WALL AT BENCH	\$15,000	\$20,000
LANDSCAPING	\$5,000	\$10,000
MINOR ITEMS 10%	\$6,500	\$9,500
Subtotal:	\$71,500	\$104,500
Overhead & Profit(10%-15%):	\$7,150	\$15,675
Contingency (20%):	\$14,300	\$20,900
Design Fee(20%):	\$14,300	\$20,900
TOTAL:	\$107,250	\$161,975
Total with Inflation Allowance (10%):	\$117,975	\$178,173

WAKEMAN FIELD		
ITEM	RANGE	
IMPROVE ACCESSIBILITY	\$40,000	\$60,000
IMPROVE SIGNAGE (ENTRANCE, WAYFINDING, REGULATORY)	\$15,000	\$20,000
UPGRADE AND/OR NEW SITE FURNISHING (WITH BIKE RACKS AND PARK BENCHES)	\$15,000	\$20,000
WALKWAY PATH DEFINITION AND SURFACE TREATMENT	\$40,000	\$60,000
REDEFINED PARKING AREA AND INCREASED HANDICAP PARKING	\$80,000	\$100,000
LASER GRADING OF ALL FIELD AREAS AND RE-ESTABLISHMENT OF LAWNS	\$200,000	\$250,000
CONTINUED MAINTENANCE PLAN FOR SYNTHETIC LAWNS	\$80,000	\$100,000
POTENTIAL FOR SYNTHETIC FIELD (CONFIGURATION T.B.D.)		
UPGRADE AND IMPROVEMENT OF DRAINAGE SYSTEMS	\$40,000	\$60,000
NEW WALKWAYS THROUGHOUT SITE	\$60,000	\$80,000
FENCING RENOVATIONS	\$60,000	\$80,000
NEW SHADE STRUCTURES	\$60,000	\$80,000
LANDSCAPING	\$20,000	\$25,000
MINOR ITEMS 10%	\$71,000	\$93,500
Subtotal:	\$781,000	\$1,028,500
Overhead & Profit(10%-15%):	\$78,100	\$154,275
Contingency (20%):	\$156,200	\$205,700
Design Fee(20%):	\$156,200	\$205,700
TOTAL:	\$1,171,500	\$1,594,175
Total with Inflation Allowance (10%):	\$1,288,650	\$1,753,593

COLEYTOWN ELEMENTARY SCHOOL		
ITEM	RANGE	
IMPROVE ACCESSIBILITY	\$15,000	\$20,000
IMPROVE SIGNAGE (ENTRANCE, WAYFINDING, REGULATORY)	\$10,000	\$15,000
UPGRADE AND/OR NEW SITE FURNISHING (WITH BIKE RACKS AND PARK BENCHES)	\$20,000	\$25,000
WALKWAY PATH DEFINITION AND SURFACE TREATMENT	\$40,000	\$60,000
LASER GRADING OF ALL FIELD AREAS AND RE-ESTABLISHMENT OF LAWNS	\$60,000	\$80,000
UPGRADE PLAYGROUND EQUIPMENT		
UPGRADE AND IMPROVEMENT OF DRAINAGE SYSTEMS	\$20,000	\$30,000
NEW WALKWAYS THROUGHOUT SITE	\$50,000	\$70,000
INVASIVE REMOVAL, UNDERSTORY THINNING	\$40,000	\$60,000
NEW FENCING	\$100,000	\$120,000
NEW SHADE STRUCTURES	\$40,000	\$60,000
LANDSCAPING	\$10,000	\$15,000
MINOR ITEMS 10%	\$40,500	\$55,500
Subtotal:	\$445,500	\$610,500
Overhead & Profit(10%-15%):	\$44,550	\$91,575
Contingency (20%):	\$89,100	\$122,100
Design Fee(20%):	\$89,100	\$122,100
TOTAL:	\$668,250	\$946,275
Total with Inflation Allowance (10%):	\$735,075	\$1,040,903

COLEYTOWN MIDDLE SCHOOL		
ITEM	RANGE	
IMPROVE ACCESSIBILITY	\$20,000	\$25,000
IMPROVE SIGNAGE (ENTRANCE, WAYFINDING, REGULATORY)	\$10,000	\$15,000
UPGRADE AND/OR NEW SITE FURNISHING (WITH BIKE RACKS AND PARK BENCHES)	\$20,000	\$25,000
WALKWAY PATH DEFINITION AND SURFACE TREATMENT	\$40,000	\$60,000
LASER GRADING OF ALL FIELD AREAS AND RE-ESTABLISHMENT OF LAWNS	\$80,000	\$100,000
POTENTIAL FOR SYNTHETIC FIELD		
POTENTIAL LIGHTING/UTILITY UPGRADE		
UPGRADE AND IMPROVEMENT OF DRAINAGE SYSTEMS	\$30,000	\$40,000
UPGRADE PLAYGROUNDS		
NEW FENCING AND BACKSTOPS	\$80,000	\$100,000
NEW SHADE STRUCTURES	\$60,000	\$80,000
LANDSCAPING	\$10,000	\$15,000
MINOR ITEMS 10%	\$35,000	\$46,000
Subtotal:	\$385,000	\$506,000
Overhead & Profit(10%-15%):	\$38,500	\$75,900
Contingency (20%):	\$77,000	\$101,200
Design Fee(20%):	\$77,000	\$101,200
TOTAL:	\$577,500	\$784,300
Total with Inflation Allowance (10%):	\$635,250	\$862,730

GREENS FARMS ELEMENTARY SCHOOL		
ITEM	RANGE	
IMPROVE ACCESSIBILITY	\$25,000	\$30,000
IMPROVE SIGNAGE (ENTRANCE, WAYFINDING, REGULATORY)	\$10,000	\$15,000
UPGRADE AND/OR NEW SITE FURNISHING (WITH BIKE RACKS AND PARK BENCHES)	\$15,000	\$20,000
WALKWAY PATH DEFINITION AND SURFACE TREATMENT	\$30,000	\$40,000
PROVIDE AN ACCESSIBLE CONNECTION FROM PARKING LOT TO FIELD AREA	\$60,000	\$80,000
LASER GRADING OF ALL FIELD AREAS AND RE-ESTABLISHMENT OF LAWNS	\$50,000	\$70,000
POTENTIAL FOR SYNTHETIC FIELD		
LIGHTING RENOVATION AT FIELD	\$150,000	\$200,000
UPGRADE AND IMPROVEMENT OF DRAINAGE SYSTEMS	\$20,000	\$30,000
UPGRADE PLAYGROUNDS	\$60,000	\$80,000
NEW SHADE STRUCTURES	\$40,000	\$60,000
LANDSCAPING	\$20,000	\$30,000
MINOR ITEMS 10%	\$48,000	\$65,500
Subtotal:	\$528,000	\$720,500
Overhead & Profit(10%-15%):	\$52,800	\$108,075
Contingency (20%):	\$105,600	\$144,100
Design Fee(20%):	\$105,600	\$144,100
TOTAL:	\$792,000	\$1,116,775
Total with Inflation Allowance (10%):	\$871,200	\$1,228,453

HILLSPPOINT ATHLETIC FIELDS		
ITEM	RANGE	
IMPROVE ACCESSIBILITY	\$15,000	\$20,000
IMPROVE SIGNAGE (ENTRANCE, WAYFINDING, REGULATORY)	\$10,000	\$15,000
UPGRADE AND/OR NEW SITE FURNISHING (WITH BIKE RACKS AND PARK BENCHES)	\$15,000	\$20,000
WALKWAY PATH DEFINITION AND SURFACE TREATMENT	\$40,000	\$60,000
PROVIDE AN ACCESSIBLE CONNECTION FROM PARKING LOT TO FIELD AREA	\$40,000	\$60,000
LASER GRADING OF ALL FIELD AREAS AND RE-ESTABLISHMENT OF LAWNS	\$40,000	\$60,000
INVASIVE REMOVAL, UNDERSTORY THINNING	\$30,000	\$40,000
UPGRADE AND IMPROVEMENT OF DRAINAGE SYSTEMS	\$10,000	\$20,000
UPGRADE PLAYGROUNDS	\$50,000	\$75,000
NEW FENCING AND BACKSTOPS	\$60,000	\$80,000
NEW SHADE STRUCTURES	\$40,000	\$60,000
LANDSCAPING	\$15,000	\$20,000
MINOR ITEMS 10%	\$36,500	\$53,000
Subtotal:	\$401,500	\$583,000
Overhead & Profit(10%-15%):	\$40,150	\$87,450
Contingency (20%):	\$80,300	\$116,600
Design Fee(20%):	\$80,300	\$116,600
TOTAL:	\$602,250	\$903,650
Total with Inflation Allowance (10%):	\$662,475	\$994,015

LONG LOTS ELEMENTARY SCHOOL - PROPERTY IN DESIGN		
ITEM	RANGE	
IMPROVE ACCESSIBILITY		
IMPROVE SIGNAGE (ENTRANCE, WAYFINDING, REGULATORY)		
UPGRADE AND/OR NEW SITE FURNISHING (WITH BIKE RACKS AND PARK BENCHES)		
WALKWAY PATH DEFINITION AND SURFACE TREATMENT		
PROVIDE AN ACCESSIBLE CONNECTION FROM PARKING LOT TO FIELD AREA		
PROVIDE AN ACCESSIBLE CONNECTION FROM PARKING LOT TO PLAYGROUND		
LASER GRADING OF ALL FIELD AREAS AND RE-ESTABLISHMENT OF LAWNS		
UPGRADE AND IMPROVEMENT OF DRAINAGE SYSTEMS		
UPGRADE PLAYGROUNDS		
NEW FENCING AND BACKSTOPS		
NEW SHADE STRUCTURES		
INCREASED MAINTENANCE PROGRAM		
LANDSCAPING		
LAWN AND IRRIGATION UPGRADES		
Subtotal:	\$0	\$0
Overhead & Profit(10%-15%):	\$0	\$0
Contingency (20%):	\$0	\$0
Design Fee(20%):	\$0	\$0
TOTAL:	\$0	\$0
Total with Inflation Allowance (10%):	\$0	\$0

Site Slated for Renovation of School and Entire School Grounds

SAUGATUCK ATHLETIC FIELD		
ITEM	RANGE	
IMPROVE ACCESSIBILITY	\$15,000	\$20,000
IMPROVE SIGNAGE (ENTRANCE, WAYFINDING, REGULATORY)	\$10,000	\$15,000
UPGRADE AND/OR NEW SITE FURNISHING (WITH BIKE RACKS AND PARK BENCHES)	\$15,000	\$20,000
RESTORE EXISTING WALKWAYS AND ESTABLISH NEW LOW IMPACT WALKS	\$50,000	\$70,000
LASER GRADING OF ALL FIELD AREAS AND RE-ESTABLISHMENT OF LAWNS	\$60,000	\$80,000
UPGRADE AND IMPROVEMENT OF DRAINAGE SYSTEMS	\$20,000	\$30,000
NEW FENCING	\$100,000	\$150,000
NEW SHADE STRUCTURES	\$40,000	\$60,000
LANDSCAPING	\$15,000	\$20,000
MINOR ITEMS 10%	\$32,500	\$46,500
Subtotal:	\$357,500	\$511,500
Overhead & Profit(10%-15%):	\$35,750	\$76,725
Contingency (20%):	\$71,500	\$102,300
Design Fee(20%):	\$71,500	\$102,300
TOTAL:	\$536,250	\$792,825
Total with Inflation Allowance (10%):	\$589,875	\$872,108

STAPLES HIGH SCHOOL		
ITEM	RANGE	
IMPROVE ACCESSIBILITY	\$30,000	\$40,000
IMPROVE SIGNAGE (ENTRANCE, WAYFINDING, REGULATORY)	\$15,000	\$20,000
UPGRADE AND/OR NEW SITE FURNISHING (WITH BIKE RACKS AND PARK BENCHES)	\$25,000	\$30,000
LASER GRADING OF ALL FIELD AREAS AND RE-ESTABLISHMENT OF LAWNS	\$80,000	\$100,000
CONTINUED MAINTENANCE PLAN FOR SYNTHETIC LAWNS	\$80,000	\$100,000
UPGRADE AND IMPROVEMENT OF DRAINAGE SYSTEMS	\$60,000	\$80,000
UPGRADE WALKWAYS	\$60,000	\$80,000
NEW FENCING	\$100,000	\$120,000
NEW SHADE STRUCTURES	\$60,000	\$80,000
LANDSCAPING	\$25,000	\$30,000
MINOR ITEMS 10%	\$53,500	\$68,000
Subtotal:	\$588,500	\$748,000
Overhead & Profit(10%-15%):	\$58,850	\$112,200
Contingency (20%):	\$117,700	\$149,600
Design Fee(20%):	\$117,700	\$149,600
TOTAL:	\$882,750	\$1,159,400
Total with Inflation Allowance (10%):	\$971,025	\$1,275,340

Site Being Covered Under a Separate Master Plan Exercise

TOWN FARM BALL COMPLEX

<i>ITEM</i>	<i>RANGE</i>	
IMPROVE ACCESSIBILITY	\$30,000	\$40,000
IMPROVE SIGNAGE (ENTRANCE, WAYFINDING, REGULATORY)	\$15,000	\$20,000
UPGRADE AND/OR NEW SITE FURNISHING (WITH BIKE RACKS AND PARK BENCHES)	\$30,000	\$40,000
IMPROVED RESTROOM FACILITY	\$150,000	\$200,000
LASER GRADING OF ALL FIELD AREAS AND RE-ESTABLISHMENT OF LAWNS	\$200,000	\$300,000
UPGRADE AND IMPROVEMENT OF DRAINAGE SYSTEMS	\$40,000	\$60,000
UPGRADE WALKWAYS	\$60,000	\$80,000
NEW SHADE STRUCTURES	\$60,000	\$80,000
INVASIVE REMOVAL, UNDERSTORY THINNING	\$40,000	\$60,000
LANDSCAPING	\$25,000	\$30,000
MINOR ITEMS 10%	\$65,000	\$91,000
Subtotal:	\$715,000	\$1,001,000
Overhead & Profit(10%-15%):	\$71,500	\$150,150
Contingency (20%):	\$143,000	\$200,200
Design Fee(20%):	\$143,000	\$200,200
TOTAL:	\$1,072,500	\$1,551,550
Total with Inflation Allowance (10%):	\$1,179,750	\$1,706,705

Funding Opportunities and Strategies

There are numerous potential sources of funding from both public and private entities that could help to fund improvements to the parks. Donations, both large and small, can also be lumped together to create the financing needed to undertake meaningful improvements. The Town of Westport has and may aggressively pursue a variety of funding and implementation strategies that could include:

In-house Services – Implement improvements making use of Town labor forces, materials, and equipment. This method is typically appropriate for projects that are limited in scope, such as the construction of a parking area, driveway, or sidewalk, clearing and grubbing in advance of a new phase, refurbishment existing infrastructure or sections of a soccer field (goal mouths, center field areas, etc.). As funding, materials, equipment and human resources permit, other minor improvement efforts can be planned and undertaken. The removal of dead/diseased trees and the pruning of healthy trees around a field perimeter, the installation of player’s benches, small bleacher systems, trash receptacles, limited fencing runs and signage are examples of the types of minor enhancements that can be provided using Town forces and materials.

Donations/Corporate Sponsorships/Community Build – Implement improvements for projects through a variety of means that might include construction of a field or ancillary facility with funding generated through linkage or mitigation arrangements (often originating from the approval of a large in-Town development). In certain cases, improvements can also be undertaken by contractors looking to donate services, equipment, or materials. The supply of volunteer labor, available through regional corporate initiatives such as Timberland’s Path of Service program, scout troops, and others can also assist with smaller improvement projects.

Traditional Public Bidding – Develop plans, specifications and estimates for the desired improvements, publicly advertise, receive bids, and award a construction contract to the lowest qualified bidder. Projects typically range from small

(approximately \$50,000 minimum) to very large (multi-million dollars).

Partnerships – Partnerships can play an important role in the overall plan to improve, manage, and maintain park properties. More and more, communities are relying on public/private partnerships to create facilities and maintain the desired playing conditions needed to support town-wide sports programming.

Funding Alternatives – For initial consideration, a number of potential funding sources have been identified. Many of the sources identified allocate millions of dollars per year for parks, open space, and athletic facility improvement programs, but competition is intense. The actual improvements are then implemented through a public design, bid and construction process. Recently some of these programs have been placed on hold, but the anticipation is that they will be reintroduced in the future and should be monitored for funding opportunities. The alternative funding sources are as follows:

- » **U.S. Soccer Foundation** – The U.S. Soccer Foundation has awarded grants to over 600 non-profit organizations since 1995. They support soccer programs and field building initiatives in the U.S. with a goal of promoting more active, healthier, and safer communities. Two types of grants are awarded each year. The first grant is called Safe Places to Play which assists the grantees with synthetic turf fields, lighting, irrigation, and sports courts. The second is called a Program Grant which assists with equipment and operating costs. Visit <http://www.ussoccerfoundation.org/> for further information and requirements of each grant.
- » **Land & Water Conservation Fund** – In the past 40 years, LWCF has approved over 40,000 grants to states and localities, with over 26,000 of them awarded for development of recreation facilities. LWCF grants could cover up to 50% of the total project-related costs for public outdoor recreation and for fulfilling the program’s planning requirements. Visit <http://www.nps.gov/lwcf/index.htm> for information on the

planning requirements.

- » ***The Baseball Tomorrow Fund*** – BTF awards an average of 55 grants per year averaging more than \$1.8 million annually. Their mission is to promote and enhance youth participation in baseball and softball. They fund programs, renovations and construction of baseball and softball fields, equipment and other selected program expenses. For more information on the fund and application process. Visit Baseball Tomorrow Fund | icma.org
- » ***United States Tennis Association*** – USTA's mission is to promote and develop the growth of tennis. In order to follow this mission, they have developed a USTA Facility Assistance program. They assist grantees with anywhere from tennis court repairs to new construction. For further requirements and details, visit [Tennis In The Parks \(usta.com\)](http://Tennis In The Parks (usta.com)).
- » ***Open Space and Watershed Land Acquisition Grant*** – This grant arranges funding support to cities and towns to obtain land for open space. These awards are given to designs that propose the greatest preservation and recreational potential. For more information, please visit [Open Space and Watershed Land Acquisition Grant Program \(ct.gov\)](http://Open Space and Watershed Land Acquisition Grant Program (ct.gov)).
- » ***Urban Green and Community Gardens Grant*** – This grant provides a financial service to improve urban open spaces for civic appreciation and environmental learning. It is made to assist urban neighborhoods that are close to high density areas. For more information, please visit [Urban Green and Community Garden Grant Program \(ct.gov\)](http://Urban Green and Community Garden Grant Program (ct.gov)).
- » ***Local Capital Improvement Program (LoCIP)*** – This grant allocates funds based on an algorithm for cities and towns to compensate the expenses of infrastructure and construction of new amenities. For more information, please visit [Local Capital Improvement Program LoCIP HOME PAGE \(ct.gov\)](http://Local Capital Improvement Program LoCIP HOME PAGE (ct.gov)).
- » ***Community Connectivity Grant*** – This

program focuses on pedestrian and bicyclist accommodations to improve their experience in all types of communities. The purpose is to make conditions safer for all users and encourage more people to explore healthy and sustainable methods of transportation. For more information, please visit CT Connectivity CCGP

- » ***The National Fish and Wildlife Foundation (NFWF)*** – \$75,000–\$300,000 per award. Supports projects that restore and sustain healthy rivers, forests, and grasslands, benefiting species such as river herring, Atlantic salmon, brook trout, wood turtles, golden-winged warblers, New England cottontails, and bobolinks. Eligible activities include aquatic connectivity restoration, riparian and in-stream habitat improvements, forest diversity enhancement, and grassland bird habitat management. Open to nonprofit organizations, state and local governments, municipal entities, Tribal governments and organizations, and educational institutions. Projects must be located within the program boundary: all of CT, ME, MA, NH, RI, VT, and parts of NY.
- » ***Trees for Communities Grant Program DEEP's*** – “Trees for Communities” Grant Program, with support from the U.S. Forest Service, provides funding to state and local government entities, federally recognized tribes, non-profit groups, and other eligible entities in Connecticut to support urban forestry projects that will increase tree cover or contribute to other urban forestry objectives such as improvement of forest health or utilization of urban wood in communities of need. The maximum award is \$200,000 with no match requirement. Potential projects include but are not limited to:
 - Tree planting, stewardship, and maintenance
 - Planning projects (e.g., tree inventories and forest mgmt. plans)
 - Workforce development
 - Invasive species management
 - Urban wood utilization

- » ***Funding Available for Agricultural Conservation and Regenerative Practices*** – The National Fish and Wildlife Foundation (NFWF) Conservation Partners Program. \$200,000–\$1,000,000 per award. Supports projects that promote regenerative agriculture and conservation practices on private working lands. Key goals include improving soil health, water quality and quantity, habitat enhancement, grazing system function, wetland restoration, nutrient management, and forest health. Projects must provide technical assistance to farmers/ranchers to adopt voluntary conservation systems, especially through CSP and EQIP programs. Open to nonprofit 501(c) organizations, state/local/municipal governments, Tribal governments and organizations, and educational institutions. Federal agencies and individuals are not eligible to apply as lead applicants.
- » ***DEEP Land and Water Conservation Fund Outdoor Recreation and Legacy Partnership Program*** – The Outdoor Recreation Legacy Partnership (ORLP) program provides matching grants to cities for park projects in underserved communities. These investments enable urban communities to create new outdoor recreation spaces, reinvigorate existing parks, and form connections between people and the outdoors. From picnic tables to playgrounds, ORLP funding invests in outdoor recreation and the facilities needed to enjoy and use community parks. Accessible playgrounds, biking trails, and campgrounds have all been made possible through ORLP grants aimed at improving local access to outdoor recreation. Over \$100 million in Outdoor Recreation Legacy Partnership grant funding has been invested nationwide. Managed by the National Park Service and funded through the Land and Water Conservation Fund, the nationally competitive ORLP program provides matching grants (up to 50% of total project costs) to assist communities with little to no access to outdoor recreation opportunities in urban areas. Funds can be used for the acquisition and/or development of, or to substantially renovate public parks and other outdoor recreation spaces.
- » ***Agricultural Enhancement Grant (formerly Farm Viability)*** – The Agricultural Enhancement (C.G.S. Sec. 22-26j) is a competitive matching grant program open to municipalities, regional planning organizations, associations of municipalities, and agricultural non-profits. Please be aware this is a reimbursement grant.
- » ***Community Connectivity Grant Program (CTDOT)*** – An infrastructure improvement initiative that provides funding for local projects that improve safety and accessibility for pedestrians, bicyclists, and transit users in urban, suburban, and rural communities.
- » ***Community Development Grants (DECD)*** – Opportunity Zones, Brownfields Redevelopment, Transit-Oriented Development, Downtown Revitalization, Capital & Infrastructure Grants, Liability Relief Programs, Contract & Project Assistance, Pre-Funding Assistance.
- » ***Local Bridge Program (CTDOT)*** – This program provides for State grants to municipalities for the removal, replacement, reconstruction or rehabilitation of local bridges. Applications are open on an annual basis from April 1 - May 31.
- » ***Local Capital Improvement Program (LoCIP)*** – LoCIP distributes formula-based funds to municipalities for eligible local capital improvement projects such as road, bridge or public building construction activities. The program encourages municipalities to develop a five-year Local Capital Improvement Plan (CIP).
- » ***Local Transportation Improvement Program (LoTCIP)*** – Provides State funds to urbanized area municipal governments in lieu of Federal funds otherwise available through Federal transportation legislation. Bike and pedestrian projects are eligible.
- » ***Open Space & Watershed Land Acquisition Program*** – The Open Space and Watershed Land Acquisition (OSWA) Grant Program provides financial assistance to municipalities

and nonprofit land conservation organizations to acquire land for open space, and to water companies to acquire land to be classified as Class I or Class II water supply property.

- » **Recreational Trails Program** – Provides funding to any private nonprofit organizations, municipalities, state departments and tribal governments in support of trail projects, including planning, design, land acquisition, construction, construction administration, and publications for bikeways, walkways, and greenways, as well as for equipment and trail amenities, such as parking lots, toilet buildings, signs, and benches.
- » **Small Cities Community Development Block Grant** – Connecticut’s Community Development Block Grant (CDBG) Program, also known as the Small Cities Program, provides funding and technical support for projects that achieve local community and economic development objectives (in accordance with state plans and HUD regulations). The Small Cities Program principally benefits low-and moderate-income persons. This program is only available to Connecticut towns and cities with populations of less than 50,000. Certified Grant Administrator training on CBGD Small Cities Program requirements is available through CT DOH.
- » **Small Town Economic Assistance Program (STEAP)** – STEAP funds economic development, community conservation and quality-of-life capital projects for localities that are ineligible to receive Urban Action bonds. This program is managed by the Office of Policy and Management, and the grants are administered by various state agencies. Municipalities will be notified when the application process is open for the intake of new applications.
- » **Sustainable CT Community Match Fund** – A match granting program that is eligible to anyone in a Sustainable CT registered municipality. Any resident, town staff, or other not for profit organization in a

registered municipality is eligible to apply for the Community Match Fund. The program matches \$1 to \$1 up to \$7,500 for a total of \$15,000 for projects that align with at least one of the actions outlined in our action roadmap. There are additional funds for climate projects that promote energy efficiency, renewable energy, and greenhouse gas reductions, projects determined eligible for this fund can crowdfund up to \$15,000 with a \$1 to \$1 match for a total budget of \$30,000. The Community Match Fund is meant to be a low barrier granting program that relies on community buy in and fundraising, there are no formal applications, deadlines, or lengthy reporting processes.

- » **The Trees for Communities Grant Program** – The Trees for Communities Grant Program at CT DEEP addresses the uneven distribution of tree canopy across Connecticut by providing financial support for urban forestry projects in communities of need. Projects must increase tree cover or contribute to other urban forestry objectives, such as improvement of forest health or utilization of urban wood. The maximum individual award is \$200,000.
- » **Urban Act Grants** – The Urban Act grant program is open to all municipalities designated as economically distressed, public investment communities or urban centers. Funds are provided to improve and expand state activities which promote community conservation and development and improve the quality of life for urban residents of the state.
- » **Urban Green & Community Garden Grant Program** – Administered by DEEP, this program provides funding assistance to develop or enhance urban green spaces for public enjoyment and/or environmental education. Promotion of open space in an urban setting may include, but may not be limited to, the development of a community garden or reclaiming and enhancing existing open space for the public’s use.
- » **USDA Rural Development - CT, RI, MA** – Programs to assist communities in addressing

water, wastewater, housing and economic development.

- » ***Watershed and Flood Prevention Operations*** – The Watershed and Flood Prevention Operations program, which is administered by the U.S. Department of Agriculture, provides planning, design and construction of measures that address resource concerns in a watershed through technical and financial assistance.
- » ***NFL Foundation Grassroots Program*** – The NFL Foundation Grassroots Program is a grant program that provides funding to non-profit organizations and youth football programs. The program provides grants for the renovation and construction of football fields, as well as for the purchase of equipment and other football-related expenses.
 - The NFL Foundation has committed to investing \$3 million annually in the Grassroots Program, which is designed to help young athletes play the sport in a safe and positive environment.
 - Since its inception, the NFL Foundation Grassroots Program has provided funding to thousands of youth football programs across the country, helping to improve the quality and safety of fields in underserved communities. The program is just one of the many ways that the NFL is working to support the next generation of football players.
- » ***Play it Forward Grant*** – The USA Pickleball Serves Play it Forward Grant will award funds to community organizations and/or schools that are installing or converting pickleball courts to increase court access and development of the sport. The USA Pickleball Serves Grant Program is invested in supporting community organizations and schools to grow the game of pickleball. The Play it Forward Grant champions community organizations invested in creating more places to play in underserved and heavily populated player communities. USA Pickleball Serves is committed to increasing court access and promoting the sport of pickleball. Two grants will be offered annually with a giving fund of \$50,000 each.
- » ***Game On-Community Places to Play Initiative*** – The Dick's Sporting Goods Foundation and LISC are accepting applications for their Game On-Community Places to Play initiative, which provides funding and technical assistance to support the creation and renovation of multi-use sports facilities for youth. Grant awards will range from \$50,000-\$100,000 and require a 1:1 funding match. Eligible applicants include nonprofit community-based organizations, along with parks and recreation departments and schools partnering with local nonprofits. Projects must be located in one of ten target markets: Atlanta, Boston, Charlotte, Chicago, Houston, Los Angeles, Miami, New York City, Pittsburgh, or Raleigh/Durham. Proposals are due August 29, 2025.
- » ***Musco Sports Lighting and the US Soccer Foundation established the Soccer Fund*** – The fund is to offer financial support for sports lighting projects on a rolling basis. Projects can include the Mini-Pitch System or soccer lighting projects of all sizes. Mini-Pitches are ideal for urban areas and other communities where finding a safe place to play can be difficult. Applications will be accepted quarterly, on March 31, June 30, September 30, and December 30.
- » ***Quadratex Cares 'Energize The Environment' Grant Program*** – The grant is to support community-based environmental projects. Eligible projects may include trail building or restoration, litter prevention initiatives, sustainable land management activities, and community environmental education projects. Each year, two grants of \$3,500- one each in the spring and fall- are awarded to help bring these projects to life. To apply, applicants must submit a 1,000-1,600-word essay by June 30, 2025, to be considered for the fall grant, or October 30, 2025, to be considered for the spring grant.
- » ***The Clean Water State Revolving Fund (CWSRF)*** – The Fund is a low interest loan program intended to finance public

infrastructure improvements. It is required that 10% of the CWSRF be used for green infrastructure projects, many of which are or can be done in parks. Application deadlines vary depending on the specific state and type of project. [Learn more and apply.](#)

- » ***Gametime Matching Grants*** – Grants up to 50% Matching Funds for Early Childhood Play – Eligible products include ECHO and TotStuff Play Systems. These systems are designed ECHO and TotStuff for children ages 6 months to five years old. The activities promote essential childhood development in five key areas and encourage social and imaginative play. With up to 50% matching funds, you can create a foundation of play for young children that contributes to their health and wellness for a lifetime.
- » ***Transportation Alternatives Program (TAP)*** – Every state receives funding, and it is awarded to local communities through a competitive process. Transportation Alternatives is a 10 percent set aside of the Federal Surface Transportation Block Grant program (which will increase annually from 2022-2026).¹ Projects and activities eligible for this funding include bike and pedestrian projects such as Safe Routes to School, recreational trails, stormwater management, and projects that support compliance with the vulnerable road user safety assessment required for the Highway Safety Improvement Program (HSIP). Each state receives funding based on its population and other factors. Competitions for this funding are run by state departments of transportation (DOTs) for projects throughout the state as well as projects in small and mid-sized communities. In large urban areas, metropolitan planning organizations (MPOs), regional transportation authorities, run a competition just for projects within their region. The DOT and the MPO each decide their application timeline, criteria, and process for choosing projects but they are both newly required to define and prioritize “high need” communities in project selection ². Most

TAP projects require a 20 percent match from the local project sponsor, although in certain states, the local match is lower, and states have more flexibility to make those changes under the 2021 Bipartisan Infrastructure Law. A few states, like Illinois and Florida, have identified other state resources to supply the matching dollars for communities with demonstrated need or specific project types such as Safe Routes to School.

- » ***Connecticut’s Clean Water Fund*** – The Clean Water Fund (CWF) provides a combination of grants and loans to municipalities which undertake wastewater infrastructure projects at the direction of the DEEP. Projects funded include:
 - Recycling Education and Outreach Grant Program. Also from the EPA, this program offers grants to support consumer recycling education and outreach. Funding from this program could be used to complement a Bigbelly (Trash receptacle) rollout.

Town of Westport
January 2026



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Architecture
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Land Surveying



Westport Parks Master Plan

Volume 1 • Plan Report