



Town of Simsbury

933 HOPMEADOW STREET

P.O. BOX 495

SIMSBURY, CONNECTICUT 06070

Thomas F. Cooke - Director of Administrative Services

BOARD OF SELECTMEN MEETING AGENDA SUBMISSION FORM

1. **Date of submission:** February 21, 2013
2. **Date of Board Meeting:** February 25, 2013
3. **Individual or Entity making the submission:**

Gerard G. Toner, Director of Culture, Parks and Recreation
4. **Action requested of the Board of Selectmen (Acceptance of gift, creation of reserve, approval of contract, information only, etc. Be as specific as possible with respect to the desired action of the Board.):**
The Individual or Entity making the submission requests that the Board of Selectmen:

Approve the recommendation of the Culture, Parks and Recreation Commission to approve the attached Field Use Policy. Specifically, the policy would include the establishment of a separate fund to allow dedicated field maintenance funds to be collected and disbursed by this Department. The Commission also asked that a multi-tiered field charge schedule be considered with separate rates for residents/non-residents and non-profit and profit making groups.

5. **Individual(s) responsible for submission (Please include complete contact information. The identified individual(s) should be prepared to present information to the Board of Selectmen at the Board Meeting.):**

Gerard G. Toner, Director of Culture, Parks and Recreation
860-408-4682
gtoner@simsbury-ct.gov

6. **Summary of Submission** (Include in your summary (i) relevant dates and timelines; (ii) parties involved; (iii) a description of financial terms and conditions specifically identifying the financial exposure/commitment of the Town of Simsbury; (iv) whether or not contracts, licenses and other legal documents have been reviewed by the Town's counsel; and (v) other information that will inform the Board of Selectmen's consideration of your submission. Include any additional information in an attached memorandum.):

At their January 24 meeting, the Culture, Parks and Recreation Commission endorsed the attached Field Use Policy. The policy includes a recommendation that a separate fund be established to allow dedicated field maintenance funds to be collected and disbursed by this Department.

The Commission also plans to begin work immediately on establishing a multi-tiered field use charge schedule that would accurately charge individual groups for their use of town athletic fields. The schedule would also include separate rates for residents/non-residents, profit making/non-profit, and youth/adult sports organizations.

Currently, youth groups are charged \$5 - \$10/per player depending on maintenance costs. Adult groups are charged \$15/player. It is expected that additional revenue will be realized by this fee system and will result in park maintenance budget reductions.

7. **Description of documents included with submission** (All documents must be in final form and signed by the appropriate party.):

The following documents are included with this submission and attached hereto:

Recommended Field Use Policy, approved at the January 24, 2013 Culture, Parks and Recreation Commission meeting.



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Culture, Parks and Recreation

DRAFT

FIELD USE POLICY – TOWN OF SIMSBURY

The Town of Simsbury maintains over 40 athletic fields for use by its youth sports organizations and high school interscholastic program. A number of adult leagues also utilize town fields and facilities.

Each season, youth and adult sports organizations are asked to submit field requests to this department. After considering the needs of each group, fields are assigned for use throughout that season. The individual groups are responsible for their own scheduling of practices and games.

Adult leagues are given the opportunity to use town facilities after the needs of the youth programs and interscholastic programs have been met.

Since 1991, we have asked youth and adult sports organizations to share in the field maintenance costs related to their individual activity. For most field using groups, that may include line paint, grass seed, fertilizer, irrigation and other expenses they may incur. All organizations utilizing lights have separate accounts and pay those bills directly. In addition, many of these same groups have shared or entirely funded capital improvements to facilities that they use.

We ask each youth and adult group to budget funds to assist in regular maintenance costs. An administrative obstacle is the fact that there is not a dedicated fund for receipt of this money. The usual practice is to send invoices to the organizations and have them pay the vendor directly.

This past year \$17,657 in operating costs and \$12,000 in equipment purchase costs were disbursed in this manner.

Proposal

A dedicated fund should be set up by the Finance Department to allow dedicated field maintenance funds to be collected and disbursed by this department.

A multi-tiered field charge schedule should be considered with separate rates for resident non-profit, resident profit making, non-resident non-profit and non-resident profit making.

The Culture, Parks and Recreation Commission shall have the authority to adjust annual payments based on actual maintenance costs incurred in the previous year.

What expenditures will be included:

Irrigation costs (water and power)

Line paint

Field marking lime

Trash removal

Seasonal ground maintenance (seed for overseeding, grading, sod, etc.)

Portolets (1 per location)

Additional supplies or contractual services not typically required for maintenance of a field/park.

What is not included:

Capital Improvements

Equipment purchases

Specific sport equipment (goals, nets, field markers, field covers, etc.)

Athletic field lighting

Initial Proposal:

Youth organizations (HS age and under) should budget \$10/resident participant and \$15/non-resident participant per season.

Adult organizations (College age and above) should budget \$15/resident participant and \$20/non-resident participant per season.

Actual costs and field use charges will be evaluated each year.