

Field Fees Committee Meeting

Monday, November 1, 2021 7:00 PM

Meeting Access: Field Fees Committee (11/1 at 7 p.m.) Web:

<https://zoom.us/j/91494590650> Dial In: (929) 205-6099 Meeting ID: 914 9459
0650, 3 Brush Hill Road, New Fairfield, CT 06812

I. CALL TO ORDER

II. APPROVAL OF MINUTES

A. August 20, 2019

III. ACTION ITEMS

IV. INFORMATION ITEMS

A. Review of Turf Field Reserve Balance

B. Review COVID Protocols

C. BOE Policy 1330

V. OTHER

VI. ADJOURNMENT

**FIELD FEES COMMITTEE
NEW FAIRFIELD BOARD OF EDUCATION
PARKS AND RECREATION COMMISSION
NEW FAIRFIELD, CT**

MINUTES – August 20, 2019 Meeting

Members Present (6 voting members): Patricia Cosentino, Steve Burfeind, Jim Ogden, Ed Sbordone

Member Absent: Dominic Cipollone, Sean Loughran

Also Present: Phil Ross, Mary Stolle, Fred Testor, Laura Consiglio, Paula Floust

Minutes submitted by: Patricia Cosentino

Meeting was called to order at 7:05 p.m.

II. APPROVAL OF THE AGENDA

Motion: To approve the agenda as presented

Made by: Pat Cosentino

Seconded by: Ed Sbordone

Recording of vote: All in favor

III. APPROVAL OF MINUTES

A. May 10, 2018

Motion: To approve the minutes of May 10, 2018, as presented

Made by: Steve Burfeind

Seconded by: Pat Cosentino

Recording of vote: All in favor

IV. ACTION ITEMS - none

V. INFORMATION ITEMS

A. Committee Responsibilities – Fred Testor gave an overview of the beginning of the committee.

B. Review of Turf Field Reserve Balance – Steve Burfeind reviewed the financial statements for the Field Fees (Fund 211). Balance is currently \$316,736 as of June 30, 2019. The stadium turf will need to be replaced by June 30, 2023. The cost is \$350,000.

VI. OTHER

A. Field Fees Revenues - Field Fees revenues were discussed. Possible increase in fees will be needed to be able to replace the two turf fields in the future. The committee discussed how to adjust fees for teams and clubs that don't get as much field time.

B. An additional storage unit cage will be included in the unit by the field. The funds to build this storage unit will be requested from Parks and Recreation, and F. Testor will build it.

The next meeting of the Field Fees Committee is scheduled for October 7, 2019.

MOTION TO ADJOURN Made by: Steve Burfeind

Seconded by: Jim Ogden

Recording of vote: All in favor

Meeting adjourned at 8:12 p.m.

**TOWN OF NEW FAIRFIELD
USER SURCHARGES
Fiscal 2021**

Ed

Fund #211	BALANCE <u>6/30/2020</u>	BALANCE <u>6/30/2021</u>
ASSETS		
1010/1 Cash	319,132.39	344,796.59
1150/1 Accounts Receivable	15,880.95	43,538.99
1300/1 Due from General Fund	154,557.88	147,111.38
1300/204 Due from Adult Ed	10.00	10.00
1300/205 Due from Recreation	1,250.00	5,675.10
1300/208 Due from Educ. Donations	0.00	0.00
ASSETS	<u>490,831.22</u>	<u>541,132.06</u>
LIABILITIES		
2020/1 Accounts Payable	2,309.10	0.00
2150/1 Accrued Payroll	0.00	0.00
LIABILITIES	<u>2,309.10</u>	<u>0.00</u>
FUND BALANCE		
Turf Field Reserve	329,148.12	372,015.62 *
Track/Tennis Court reserve fund	100,000.00	120,000.00
JJP Turf Field fees	6,175.00	10,080.00
MHHS cocurricular activity fees	546.50	546.50
MS cocurricular activity fees	430.00	395.00
HS athletics fees	681.63	555.83
Use of buildings fees	22,186.74	12,678.17
HS parking fees	29,354.13	22,885.94
Technology Repair/Replace	0.00	1,975.00
FUND BALANCE	<u>488,522.12</u>	<u>541,132.06</u>
TOTAL LIABILITIES & FUND BALANCE	<u>490,831.22</u>	<u>541,132.06</u>
REVENUES		
3400/1 BOE Ball Field fees	29,240.00	45,944.50
3400/1/1 JJP Turf Field fees	6,175.00	3,905.00
3400/1/2 Town Ball Field fees	3,460.00	16,023.00
3400/2 MHHS cocurricular activity fees	6,785.00	0.00
3400/3 MS cocurricular activity fees	3,850.00	(35.00)
3400/4 HS Rebel Café	655.00	0.00
3400/5 HS athletics fees	42,001.84	58,874.20
3400/10 HS Gate receipts	12,000.00	0.00
3400/6 Buildings use/Rental fees	20,551.78	759.85
3400/7 Tennis Use	0.00	0.00
3400/8 Track Use	0.00	900.00
3400/9 HS Parking fees	19,150.00	12,507.00
R3414012 Technology Repair/Replace	0.00	1,975.00
REVENUES	<u>143,868.62</u>	<u>140,853.55</u>
EXPENDITURES		
4600/700 Turf Field replacement exp	0.00	0.00
4600/133/2 MHHS cocurricular activities	6,500.00	0.00
4600/133/3 MS cocurricular activities	4,000.00	0.00
4600/133/4 HS Rebel Café	655.00	0.00
4600/610/5 HS athletics	53,900.00	59,000.00
4600/610/6 Buildings maintenance	33,560.79	10,268.42
4600/611 Crossing guards/Parking lot expenses	31,751.63	18,975.19
EXPENDITURES	<u>130,367.42</u>	<u>88,243.61</u>
EXCESS OF REVENUES & OTHER SOURCES OVER EXPENDITURES		
	13,501.20	52,609.94
BEGINNING FUND BALANCE	475,020.92	488,522.12
ENDING FUND BALANCE	<u>488,522.12</u>	<u>541,132.06</u>

**TOWN OF NEW FAIRFIELD
USER SURCHARGES
Fiscal 2021**

Fund #211

BALANCE
6/30/2020 BALANCE
6/30/2021

* *Turf Field Reserve*

	BALANCE <u>6/30/2020</u>	BALANCE <u>6/30/2021</u>
Beginning Turf Field Reserve	316,448.12	329,148.12
BOE Fields fees added to Turf Reserve	29,240.00	45,944.50
Track fees added to Turf Reserve	0.00	900.00
Tennis fees added to Turf Reserve	0.00	0.00
Town Fields fees added to Turf Res.	3,460.00	16,023.00
<u>Capital Expenditures:</u>		
Turf Field	0.00	0.00
	349,148.12	392,015.62
 Trf. to Track/Tennis Court Reserve Fund	<u>(20,000.00)</u>	<u>(20,000.00)</u>
 Ending Turf Field Reserve	 329,148.12	 372,015.62

Turf Field Reserve Account
Fiscal year ending June 30, 2021

November 1, 2021

Assumptions:

Rebel Turf:

: installed 2004; replaced July 2015 by Sprinturf \$303,500; assume 12 year life; 79,200 sq ft

Stadium Turf:

: last replaced July 2011 at no cost; assume 11 year life; \$350,000 estimate; 79,420 sq ft

	Revenues	Expenditures		Ending		Expenditure Details
	Field Fees	BOE/P&R Maintenance	Replace / Repair	Balance		
July 1, 2010	\$199,383	\$81,410	(\$20,000)	\$240,393	June 30, 2011	Rebel Turf creases (\$14,800); Track gates (\$5,600)
July 1, 2011	\$240,393	\$82,490	(\$20,000)	\$224,724	June 30, 2012	Track resurface (\$78,158); Stadium Turf (\$0)
July 1, 2012	\$224,724	\$80,890	(\$19,458)	\$286,156	June 30, 2013	Tennis recoat (\$18,000 paid by BOE)
July 1, 2013	\$286,156	\$89,116	(\$18,831)	\$344,150	June 30, 2014	Lower Multi-Purpose drainage (\$12,291)
July 1, 2014	\$344,150	\$77,580	(\$17,604)	\$100,416	June 30, 2015	Rebel Turf (\$303,480); NewsTimes bid invite (\$231)
July 1, 2015	\$100,416	\$74,775	\$10,000			Unused BOE Maint redeposited to reserve account
		<u>Transfer to T/T</u>				
			(\$20,000)	\$165,191	June 30, 2016	Transfer to setup new Track/Tennis Reserve Account
July 1, 2016	\$165,191	\$75,510	(\$20,000)	\$220,701	June 30, 2017	
July 1, 2017	\$220,701	\$69,062	(\$20,000)	\$269,763	June 30, 2018	
July 1, 2018	\$269,763	\$66,685	(\$20,000)	\$316,448	June 30, 2019	
July 1, 2019	\$316,448	\$32,700	(\$20,000)	\$329,148	June 30, 2020	
July 1, 2020	\$329,148	\$62,868	(\$20,000)	\$372,016	June 30, 2021	
July 1, 2021	\$372,016	\$60,000	(\$20,000)	\$412,016	June 30, 2022	
July 1, 2022	\$412,016	\$60,000	(\$20,000)	\$102,016	June 30, 2023	Stadium replace (11 years) July 2022
July 1, 2023	\$102,016	\$60,000	(\$20,000)	\$142,016	June 30, 2024	
July 1, 2024	\$142,016	\$60,000	(\$20,000)	\$182,016	June 30, 2025	
July 1, 2025	\$182,016	\$60,000	(\$20,000)	\$222,016	June 30, 2026	
July 1, 2026	\$222,016	\$60,000	(\$20,000)	\$262,016	June 30, 2027	
July 1, 2027	\$262,016	\$60,000	(\$20,000)	(\$2,984)	June 30, 2028	Rebel replace (12 years)
July 1, 2028	(\$2,984)	\$60,000	(\$20,000)	\$37,016	June 30, 2029	
July 1, 2029	\$37,016	\$60,000	(\$20,000)	\$77,016	June 30, 2030	
July 1, 2030	\$77,016	\$60,000	(\$20,000)	\$117,016	June 30, 2031	
July 1, 2031	\$117,016	\$60,000	(\$20,000)	\$157,016	June 30, 2032	
July 1, 2032	\$157,016	\$60,000	(\$20,000)	\$197,016	June 30, 2033	
July 1, 2033	\$197,016	\$60,000	(\$20,000)	\$237,016	June 30, 2034	
July 1, 2034	\$237,016	\$60,000	(\$20,000)	(\$72,984)	June 30, 2035	Stadium replace: July 2034 (12 years)

\$40/person rate implemented January 2011

Hourly fee option for users with <40 hrs introduced in January 2013

**Track/Tennis Reserve Account (established in June 2016)
Fiscal year ending June 30, 2021**

November 1, 2021

Assumptions:

**Track resurfaced every 10 years (last done August 2011): \$80k estimate
Tennis recoated every 10 years (new court installed 2Q19): \$45k estimate
Track replacement projected July 2034: \$365,500 estimate**

	Beginning Balance	Transfers From Turf Reserve Acct	Expenditures Resurface / Recoat	Ending Balance	Expenditure Details
July 1, 2015	\$0	\$20,000		\$20,000	June 30, 2016
July 1, 2016	\$20,000	\$20,000		\$40,000	June 30, 2017
July 1, 2017	\$40,000	\$20,000		\$60,000	June 30, 2018
July 1, 2018	\$60,000	\$20,000		\$80,000	June 30, 2019
July 1, 2019	\$80,000	\$20,000		\$100,000	June 30, 2020
July 1, 2020	\$100,000	\$20,000		\$120,000	June 30, 2021
July 1, 2021	\$120,000	\$20,000		\$140,000	June 30, 2022
July 1, 2022	\$140,000	\$20,000	(\$80,000)	\$80,000	Track resurface (\$80k) July 2022
July 1, 2023	\$80,000	\$20,000		\$100,000	June 30, 2024
July 1, 2024	\$100,000	\$20,000		\$120,000	June 30, 2025
July 1, 2025	\$120,000	\$20,000		\$140,000	June 30, 2026
July 1, 2026	\$140,000	\$20,000		\$160,000	June 30, 2027
July 1, 2027	\$160,000	\$20,000		\$180,000	June 30, 2028
July 1, 2028	\$180,000	\$20,000	(\$45,000)	\$155,000	Tennis recoat (\$45k) June 2029
July 1, 2029	\$155,000	\$20,000		\$175,000	June 30, 2030
July 1, 2030	\$175,000	\$20,000		\$195,000	June 30, 2031
July 1, 2031	\$195,000	\$20,000		\$215,000	June 30, 2032
July 1, 2032	\$215,000	\$20,000	(\$80,000)	\$155,000	Track resurface (\$80k) July 2032
July 1, 2033	\$155,000	\$20,000		\$175,000	June 30, 2034
July 1, 2034	\$175,000	\$20,000		\$195,000	June 30, 2035

Community Relations

Use of School Facilities

The facilities of the New Fairfield Public Schools are available for reasonable use by organizations or groups within and outside the school system when they are not in use for school purposes. As Town facilities, the community and members of the system's staff are encouraged to use them within the parameters of Board of Education policy and regulations. The Board shall grant the use of school facilities for activities of an educational, cultural, civic, social, recreational, governmental or general political nature which are sponsored by responsible local persons, organizations, agencies or institutions, as permitted under law. The Board reserves the right, as needed, to modify such use.

The primary scheduling of facilities is for school-related activities and programs. Every attempt will be made to accommodate a community group if there is a conflict with a previously scheduled school function.

All outside groups who use school facilities may be charged a building use fee that is established by the Board of Education. The building use form will be updated as needed to reflect rules governing the use of buildings and grounds as well as the fee structures the Board approved.

Buildings and Grounds

The Board shall endeavor to use the annual appropriation for the operation of schools for educational purposes and seek extra money for community use of buildings by Town or private agencies or individuals.

Due to increased financial investments in classroom equipment, community groups will be assigned to multipurpose areas, like the cafeteria, and gymnasium, with very limited use of classrooms. The Board of Education reserves the right to limit the hours of use and access to buildings and grounds. All individuals or groups who apply to use school facilities must follow the district's procedures. This includes the full completion of a building form ten days prior to use with the appropriate insurance on file. Food and beverages are only allowed in the cafeterias and any other area designated by the building administrators or the Superintendent of Schools.

The Superintendent may exercise discretion in denying building use if an activity is deemed inconsistent with the Board policy.

Community Relations

Use of School Facilities (continued)

Protection of Grounds and Buildings

Students should be allowed the use of school facilities for co-curricular activities, including clubs, recreational events, and other such related activities. These activities must be scheduled in keeping with normal school regulations and provide for supervision according to school rules. The advisors and chaperones of all student groups must familiarize themselves with current regulations for the use of school facilities.

Types of Activities That Will Not Be Permitted

1. Any purpose in conflict with the mission or goals of the school district.
2. Fundraising campaigns except as permitted by Board of Education policy or with permission of the Superintendent.
3. Any activity that may be injurious to the buildings, grounds or equipment of the schools.

Loitering or Causing Disturbance

All visitors must register in the school to be on school property during the school day and be issued a visitor's badge that must be worn at eye level. Staff members should be alert to the possibility of unauthorized visitors and promptly report any concerns to the Principal. Any person shall be considered loitering on school grounds when s/he loiters or remains in or about a school building or grounds without any reason or relationship involving custody of or responsibility for a student or any other license or privilege to be there. Administrators may exercise discretion with respect to the use of outside facilities.

Legal Reference: Connecticut General Statutes
10-239 Use of school facilities for other purposes.
53a-185 Loitering in or about school grounds; Class C misdemeanor
PA 97-290 An Act Enhancing Educational Choices and Opportunities
Equal Access Act, 20 U.S.C. ss 4071-4074
Good News Club v. Milford Central School, Sup. CT., 6-11-01

Policy adopted: October 19, 2000
Policy amended: July 11, 2002
Policy amended: April 26, 2012
Policy amended: December 19, 2013
Policy amended: June 4, 2015
Policy amended: June 21, 2018

NEW FAIRFIELD PUBLIC SCHOOLS
New Fairfield, Connecticut

Priority List for the Use of New Fairfield School Facilities

The use of school facilities must be self-sustaining by any organization that plans to use a New Fairfield Board of Education facility. Every organization is responsible for the cost of utilities, cleaning, and maintaining the facility in good operational condition. Organizations that request the use of school facilities are categorized below. The reason for these categories is to differentiate fees according to the types of organizations and the benefit of the activities for the New Fairfield community. There are other considerations to be made that take into account the hours of an event, the number of people involved, custodial needs of an event and the number of activities that are already scheduled. It is understood that all activities under the jurisdiction of the Board of Education are exempt from this priority list and are always given first priority over others. Flat fees, rather than hourly fees, can be established for activities that meet regularly at the discretion of the Superintendent.

1. Local Town Government Meetings

This category includes:

- Official Town meetings and all regular meetings open to the general public in cooperation with the Board of Education.
- Examples: Permanent Building Committee (PBC), Zoning meetings, Finance meetings, Board of Selectmen meetings, Town Meeting.

2. Parent-Teacher and other School Associated Groups

This category includes:

- a. Activities sponsored, organized and supervised directly by the Parent-Teacher Organizations or sponsored by the Board of Education and activities of other groups approved by the Board of Education.
- b. Examples: school clubs, DECA, FBLA, Booster clubs, National Honor Society, all PTO activities, extracurricular and co-curricular activities.

3. Recreation for Children and Adults (non-profit organizations; community based)

This category includes:

- Park and recreation activities.
- Non-Profit groups including Jaycees, Lions, Boy Scouts, Girl Scouts, Aquabears, swim clubs, wrestling clubs, soccer clubs, lacrosse clubs, Pop Warner Football, Babe Ruth Baseball, softball, Falcon Cheerleaders, Flash Track, Adult Education, and CCD.

4. Private Events, Commercial Ventures or Fundraising Activities with Community Benefit

This category includes:

- Activities which charge admission and any commercial venture of definite cultural value for specific benefit to the New Fairfield Community.
- Examples: Private sports clubs; private arts and crafts fair; Women's and Men's Clubs, Alumni groups, church groups, civic and fraternal programs.

5. Private Events, Commercial Ventures or Fundraising Activities for Organizational Benefit

This category includes:

- Activities which charge admission and any commercial venture of definite cultural value for specific benefit of the organization.
- Examples: commercial stage groups, private retail businesses, school of dance, Star-Search, private sports clubs; private arts and crafts fair; Women's and Men's Clubs, Alumni groups, church groups.

New Fairfield Public Schools Facility Fees

The following fees will be charged for the use of any New Fairfield Schools facilities (regardless of the school) room charges are by the hour and field charges are by the participant per field and per season, unless otherwise noted:

Effective beginning July 1, 2018

Category	Per Classroom Conference Room	Gymnasium	Auditorium	Cafeteria W/o Kitchen	Cafeteria With Kitchen	Pool	Athletic Fields◇
1	0	0	0	0	0	0	0
2	0	0	0	0	0	0	0
3	0*+	\$20	\$30	\$15	\$25	\$40	\$40**¹ +\$5 **³ or \$65**² +\$5 **³
4	\$10*+	\$40	\$60	\$30	\$50	\$80	See Below**
5	\$25*+	\$100	\$150	\$75	\$125	\$200	See Below**
6	See Below**	See Below**	See Below**	See Below**	See Below**	See Below**	See Below**

Category 3 ¹\$40.00 per participant per season (Flash Track fee – 50% of prevailing rate per participant)
²\$65.00 per hour for camps or limited use (fewer than 40 hours)
³\$5.00 additional per athlete seasonal charge for use of John John Pendergast Field
(Parks & Rec fee – 50% of prevailing rate for use of any outdoor facility specified in the Field Policy Agreement)

Category 4 \$150.00 per hour for 1st day use per field
\$100.00 per hour for any additional continuous days use per field
\$50.00 per hour for a grounds man – Saturday – minimum 3 hours
\$70.00 per hour for a grounds man – Sunday – minimum 3 hours
\$25.00 per hour fee for lights per field

Category 5 \$200.00 per hour for 1st day use per field
\$150.00 per hour for any additional continuous days use per field
\$50.00 per hour for a grounds man – Saturday – minimum 3 hours
\$70.00 per hour for a grounds man – Sunday – minimum 3 hours
\$25.00 per hour fee for lights per field

Category 6 Special Events - Cost to be determined by the Director of Buildings and Grounds and the Director, Parks and Recreation, Buildings and Grounds.

◇ Athletic Fields including Track and Tennis Courts, and John John Pendergast Field

*The Board of Education may require a \$500.00 cash bond posted for use of those areas that contain technology equipment.

