

FINAL/APPROVED COPY

TOWN HALL
UNCASVILLE, CONNECTICUT 06382

PARKS AND RECREATION COMMISSION

REGULAR MEETING

MINUTES

Date: Wednesday – March 18, 2009

Time: 7:00 p.m.

Place: Town Hall – Room 203

ATTENDANCE LISTINGS

<u>PARKS & RECREATION COMMISSION MEMBERS</u>	<u>MEETING STATUS</u>
Mr. Joseph Berardy	PRESENT – <i>Arrived at 7:08 p.m.</i>
Ms. Eileen Cicchese	PRESENT - <i>Acted as Proxy Chairwomen in the absence of Mr. Gwudz.</i>
Mr. Jasen Clark	PRESENT
Ms. Beatrice DeMitte	ABSENT
Ms. Ellen Desjardins	PRESENT
Ms. Nancy delaCruz Commission Secretary	PRESENT
Mr. Stanley Gwudz Commission Chairperson	ABSENT
Ms. Ellen Hillman	PRESENT
Ms. Dorothy Murtha	PRESENT

<u>STAFF / AFFILIATES</u>	<u>MEETING STATUS</u>
Mr. Don Bourdeau, Public Works Director	PRESENT
Mr. Jim Butler, Recreation Director	ABSENT
Councilor Catherine Buebendorf, Town Council Liaison to the Commission	PRESENT

Ms. Cicchese welcomed everyone and called the Open Forum / Public Discussion meeting to order at 7:01 p.m. A quorum was present and noted for the record.

The purpose of holding an OPEN FORUM / PUBLIC DISCUSSION was to get community input.

OPEN FORUM / PUBLIC DISCUSSION – CAMP OAKDALE SUMMER CAMP

- **DISCUSSIONS AND INPUT REGARDING AFFORDABILITY, TRANSPORTATION, WEEKS/LENGTH OF CAMP, TRIPS AND SPECIALIZED CAMPS**

Karen Domijan, 7 Porach Road, Uncasville, addressed the commission. Last year both of Ms. Domijan's children attended the summer camp. It was stopped at 3:30 p.m. and she hopes the time could be extended and also hopes to extend the number of weeks the program runs. Many people work and do not get out of work until 4:30 p.m. or 5:00 p.m. so the extension of time and weeks would be great addition. The prices, field trips, and transportation were wonderful. The program is a great program and the children love it. You can not beat \$10.00 per week and that is beyond reasonable for what we get. If a day/week extension could be worked out, people would not mind paying a bit more. The transportation was very convenient. Ms. Domijan said it would be very difficult if the transportation was not available.

Andrea Paroza, Oakdale, addressed the commission. **GREAT PROGRAM!** Absolutely wonderful. The children acquire social skills that they carry throughout their lives. Prices are fantastic. The staff is awesome and community members speak very highly of the program and staff. It would be a valuable addition to incorporate the extra time per day and additional weeks should this be incorporated. The children love the field trips. In our economy right now, many families can not afford to go on family vacations, so this is great for those children to have fun and exciting day trips.

Stephanie Gwudz noted in the past, the daily time was extended and that was abused by some parents which created a number of problems. Some parents would not come until 5:30 p.m. - 6:00 p.m. Those were the parents that would not pay. The police had to be called to pick up the children. We had to pay our staff to stay later and this created a financial burden on the Town.

Ms. Desjardins inquired as to whether we could cut in areas such as the EMT. Or transportation? Is all of the staff trained in CPR/First Aide? They should be.

Ms. Gwudz felt the EMT is an essential component of the program and we could not operate without the EMT. The EMT handles a multitude of tasks. We could use another EMT.

Ms. Cicchese stated we may be reviewing adding sports camps that would help add to the number of weeks, however, there would be an increased cost to participate. This would be more than the Town's fee of \$10.00 per week. Ms. Cicchese also noted that it would not be that expensive to train all staff in CPR/First Aide. We have a survey to see what other towns are doing with regards to CPR/First Aide.

Ms. Cicchese closed the **OPEN FORUM / PUBLIC DISCUSSION – CAMP OAKDALE SUMMER CAMP** at 7:30 p.m. and proceeded to go right into the regular meeting.

Agenda Item 6.3 was moved out of agenda sequence and addressed at the beginning of the regular meeting.

1.0 (CAM:) APPROVAL OF THE MINUTES FROM:

➤ **FEBRUARY 18, 2009**

Motion: To approve the minutes from February 18, 2009.

Motion by: Ms. Hillman

Seconded by: Mr. Berardy

VOICE VOTE: The vote was unanimous. **Motion Carried.** (7 IN FAVOR – 0 OPPOSED)

2.0 (CAM-D-I-R:) DIRECTORS' REPORTS

2.0A PUBLIC WORKS – MONTHLY REPORT – MR. BOURDEAU

- **CAMP OAKDALE – SOCCER FIELD LIGHTING**
- **DEVELOP A FIELD MANAGEMENT PLAN/SCHEDULE**
- **DESIGNATED SMOKING SIGNS / AREA – ECD MARCH 2009**
- **PAINTING OF FAIR OAKS SCHOOL**
- **CAMP OAKDALE VOLLEYBALL COURT /LOWER CAMP OAKDALE – FINALIZE THE LOCATION**
- **CAMP OAKDALE RESTROOM FACILITY**
- **GIRL SCOUTS – LOCATION OF TREES**
- **BOY SCOUTS – BAT HOUSES**

Mr. Bourdeau submitted a detailed monthly report with exhibits to support the ongoing tasks/plans at hand. Mr. Bourdeau reported additional information which included:

- The Girls Scouts intent was have each child plant one seedling. That would be too many trees.
- Volleyball Court – Looked at moving this to the large pavilion location. This location is very usable.
- Bat Houses - Further investigation is required as the commission had questions regarding the bat houses. How from the ground do they have to be? Would people walking the trails be afraid? Ms. Desjardins will call and find out more information and possibly have someone come to our next meeting and explain the details.
- The signs are up for no-skateboarding.

2.0B PARKS AND RECREATION- MONTHLY REPORT – MR. BUTLER

- **WRITTEN MONTHLY DIRECTOR'S REPORT**
- **UPDATE ON REGIONAL MEETINGS WITH SURROUNDING TOWNS**

Ms. delaCruz noted for the record she was disappointed the Director of Parks and Recreation was not present, nor did he send a representative. We come here as volunteers and try to handle the business at hand and it is difficult without conversation at this meeting with the director.

The commission would like the Parks and Recreation Director to use the MONTHLY REPORT TEMPLATE that was provided by the commission. This template dictates the format for monthly information which will secure consistency in monthly updates. Each section should be completed. A commissioner should be able to look at each sub-heading and go to one report to pull pertinent information.

The monthly report that was submitted with this month's agenda package was not complete. The Public Works Monthly Report for March can be used a guide.

3.0 FINANCE

- **CAPITAL PLAN – PENDING COUNCIL APPROVAL**
- **OPERATING BUDGET – PENDING COUNCIL APPROVAL**

The Town Council has not approved the budget yet. Information will be forthcoming for our next meeting.

○ **WRESTLING SHIRTS**

After speaking with the finance director, she has confirmed the charges as they appear on the budgetary log are correct and in the correct budgetary line item.

4.0 (CAM-D-I-R:) CORRESPONDENCE

○ **PRESENTATION: JOHN WONG / RE: FACILITY USAGE**

Mr. Wong was not present. We will be removing this presentation topic from the April agenda.

Walk-in correspondence included:

1. A letter from Mr. Butler dated 3/9/09, which states he would not be present at this meeting.
2. A sample solicitation letter from Mr. Butler for the Summer Concert series. Ms. delaCruz will review this and make suggestions.
3. A phone message that was submitted on note cards by Ms. Cicchese from Christine Page, 8 Sautter Drive, Uncasville – RE: Note stated she was disappointed with the Summer Camp last year. She was unhappy that the camp ended so early in the day and would like the number of weeks extended also. A suggestion was also made to open the camp at 6:00 a.m. for those who work the 1st shift. Her child could not go on some of the field trips because they filled up and there was no room.

5.0 (CAM-D-I-R:) OLD BUSINESS

5.1 YEAR TO DATE / EXPENSE STATUS / 2008-2009 BUDGET BREAKDOWNS

• **SPECIAL REVENUE ACCOUNT / REPORT**

The Year-to-Date expense reported dated 3/4/09: 11:53 has the total budget at \$244,429.00 with an available budget of \$88,4099.30 remaining at 62.6% usage.

5.2 SUMMER CONCERTS - UPDATES / DISCUSSIONS

○ **SPONSOR LETTER FOR BANDS**

Ms. delaCruz will review both sponsor letters and make suggestions for a combined version. Plans and discussions are underway for publicity, dates, times, and potential strategies for advertising this years concerts.

5.3 MEMORANDUM OF UNDERSTANDING (MOU) – FOOTBALL / SOCCER – CAMP OAKDALE

Motion: To approve the **MEMORANDUM OF UNDERSTANDING (MOU) – FOOTBALL / SOCCER – CAMP OAKDALE.**

Motion by: Ms. delaCruz

Seconded by: Ms. Hillman

VOICE VOTE: The vote was unanimous. **Motion Carried.** (7 IN FAVOR – 0 OPPOSED)

5.4 (CAM-D-I-R:) COMMITTEES / SUB-COMMITTEES

○ **OPEN SPACE COMMITTEE**

MULTI-USE PATH AND BOAT LAUNCH

We will revisit and discuss the multi-use path and boat launch at our meeting next month.

○ **PUBLICATION SUB-COMMITTEE**

TIMELINE FOR THE NEXT PUBLICATION-FLYER/ NORWICH BULLETIN

The commissioners would like a written timeline as part of the next month's director's report. All flyers, pamphlets, brochures, etc. should be passed by the Publication Sub-Committee for review and suggestions prior to the finalized publication.

6.0 (CAM-D-I-R:) NEW BUSINESS

6.1 REQUESTS FOR FACILITY USAGE – FACILITY REQUESTS

○ AUTISM SOCIETY – PUZZLETHON – MARCH 14, 2009

The Autism Society – Puzzlethon is coming before the commission after the event has happened. Why was this not presented at last month's meeting?

Some questions and conversation occurred regarding the BRAKING THE CYCLE facility usage request. Who would pay to open Fair Oaks? Who is paying for the porta-bathrooms? Some parking concerns were an issue.

Motion: To approve the facility usage request from BRAKING THE CYCLE for Saturday, September 12, 2009 from 6:45 a.m. to 10:15 a.m. at the Fair Oaks location.

Motion by: Mr. Berardy

Seconded by: Ms. Desjardins

VOICE VOTE: The vote was unanimous. **Motion Carried.** (7 IN FAVOR – 0 OPPOSED)

Motion: To approve the facility usage request from the Montville Historical Society for the use of Camp Oakdale for their annual picnic on Thursday, July 23, 2009 from 5:30 p.m. to 9:00 p.m.

Motion by: Ms. Murtha

Seconded by: Ms. delaCruz

VOICE VOTE: The vote was unanimous. **Motion Carried.** (7 IN FAVOR – 0 OPPOSED)

6.2 WINTER / SPRING PROGRAMS – DISCUSSION

○ EXPANSION OF BUS TRIPS – IE / BOSTON – TALL SHIPS

Discussions will be ongoing. We will revisit this idea at our meeting next month.

○ PURCHASING POLO SHIRTS

Polo shirts are in. They look great!

6.3 REC BASKETBALL – UPDATES / LETTER OF CONCERN DATED: 1/22/09

We revisited the letter of concern from a parent, Pamela Kinder that was in last month's agenda package. Mr. Butler's charge was to come up with an action plan. Marie Smith was asked to read the letter to the commission. Ms. Cicchese stated the letter was outstanding and the commission is very interested in her comments and suggestions. There was an incident at St. Bernard's and further investigation will take place.

Ms. Kinder was in attendance at the meeting to follow-up on her email. Ms. Kinder reported serious improvements need to be made in our basketball program. We need to instill the fundamentals at an early age. This will allow children the opportunity to learn the game which will lead to less frustration on the basketball court. Volunteers should have coaching training and we should find a way to fund the training. Montville is not a basketball town. If we start now and change the way we teach basketball to our children using good fundamentals, maybe we would eventually be a "basketball town." Ms. Kinder felt if we have an hour, we should spend ½ hour teaching the fundamentals and ½ hour playing the actual game. We want to teach our children to enjoy organized sports. Maybe we could see if we could get some of our high school basketball players to get involved with youth basketball.

6.4 WRESTLING – UPDATES

With the absence of Mr. Butler, no updates for wrestling were given.

6.5 VOLLEYBALL – UPDATES

Ms. Cicchese will contact the school principal to see if a location to continue volleyball is available. We will make modifications for next to extend volleyball.

7.0 PROGRAMS

○ K9 TRAINING

With the absence of Mr. Butler, no updates for K-9 Training were given. Ms. Desjardins reported she gave the information to Mr. Butler.

8.0 (CAM-D-I-R :) OTHER ITEMS

8.1 OTHER ITEMS NOT ON THE AGENDA – OPEN FLOOR

Commissioners would like a copy of the Summer Camp Policy and also the fees and revenues to be included in next month's agenda package.

The commissioners had questions regarding the proposal by Karen Woodmansee regarding class fees and new classes such as:

- Aerobics Plus
- Step Up

The commission is looking for variety of programs and has formally approved the Pilates program and would like a bit more information on the proposed programs for Aerobics Plus and Step Up.

9.0 (CAM-D-I-R:) ADJOURNMENT

Motion: To adjourn the meeting at 9:02 p.m.

Motion by: Mr. Clark

Seconded by: Mr. Berardy

VOICE VOTE: The vote was unanimous. **Motion Carried.** (7 IN FAVOR – 0 OPPOSED)

RESPECTFULLY SUBMITTED BY:
MARIE SMITH, RECORDING / MINUTES SECRETARY
PARKS AND RECREATION COMMISSION