

DRAFT COPY - #2

PARKS AND RECREATION COMMISSION

REGULAR MEETING

Date: Wednesday – May 20, 2009
Time: 7:00 p.m.
LOCATION: Town Hall – ROOM 203

MINUTES

Date: Wednesday –MAY 20, 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
Ms. Eileen Cicchese	ABSENT
Mr. Jasen Clark	PRESENT
Ms. Beatrice DeMitte	PRESENT
Ms. Ellen Desjardins	PRESENT – <i>Arrived at 7:08 p.m.</i>
Ms. Nancy delaCruz Commission Secretary	ABSENT
Mr. Stanley Gwudz Commission Chairperson	PRESENT
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	PRESENT
Councilor Catherine Buebendorf, Town Council Liaison to the Commission	PRESENT
Mayor Joseph Jaskiewicz	ABSENT

CALL TO ORDER - REGULAR MEETING

Mr. Gwudz welcomed everyone and called the meeting to order at 7:01 p.m. A quorum was present and noted for the record.

Mr. Gwudz allowed the speakers and members of the public to address the commission at the beginning of the meeting and go out of agenda sequence with the approval from the commission.

Ms Marcia Vlaun, Town Planner, gave a detailed presentation of plans for the multi-use paths. Visual maps and handouts were submitted to the commission. The goal is to create Montville Park and Heritage Center. This overall idea would be added to Camp Oakdale. This project would act as a corridor and would incorporate all activities. Ms. Vlaun asked the commission to digest the idea and proposed plans. She welcomes input from the commission and community. The deadline is January 1, 2010.

Ms. Peggy Kelly, 39 Connecticut Blvd., Oakdale, Ct., addressed the commission. She gave handouts to the commission about special needs children and also gave a synopsis of the current special needs children and poverty levels of multiple handicapped children who participate in our program. Ms. Kelly requested the commission revisit, reconsider, and revise their motion of the fees for the special needs children. She also would like the commission to revoke their vote regarding the elimination of the EMT position. The EMT position should be reinstated. Without an EMT, the liability to the Town would increase.

Ms. Stephanie Gwudz, Summer Camp Director, addressed the commission and requested the commission reinstate the EMT/medical position. Ms. Gwudz has worked at the camp thirteen years and is also a certified teacher. The current staff is very young and does not have the experience necessary to add additional medical duties onto their extensive job descriptions. We are now a step above the other programs and towns with our EMT. Why can't we remain a step above? Why should we go with the flow? Why should Montville lower their standards? We are now leading the standards for other towns. There are a number of issues through the course of the day the EMT deals with such as epi-pens, blood, vomiting, bowel and urine issues, and mainstreamed Special Ed students with a multitude of needs. Are you now asking our young staff to deal with these issues on top of medical? It is essential that we have a medically trained contact person or EMT present on site to handle these issues. For the safety of the children, this commission should rethink the decision that was made to eliminate the EMT/medical position. The Town should also think about the added liability issue related to the decision made by this commission.

The EMT is trained to know the laws and acts in accordance to emergency situations.

Nola Waite addressed the commission and also stated she would like them to reconsider the elimination of the EMT position. She does not want to be called everyday because the young staff is not trained to handle medical issues.

Mr. Haner addressed the commission for a facility usage request. Mr. Butler removed himself from the conversation due to a conflict of interest because he is a member of the organization. There were no questions about the request by any commission members.

1.0 (CAM:) APPROVAL OF THE MINUTES FROM:

- **APRIL 15, 2009**

Motion: To approve the minutes of April 15, 2009.

Motion by: Ms. Hillman

Seconded by: Ms. Murtha

VOICE VOTE: The motion was carried. (7 In Favor – 0 Opposed)

2.0 (CAM-D-I-R:) DIRECTOR'S REPORT

2.0A PUBLIC WORKS REPORT – MR. DONALD BOURDEAU

- **CAMP OAKDALE – SOCCER FIELD LIGHTING**

Last month Mr. Gwudz reported that the soccer field lighting would not be part of the stimulus package. Mr. Bourdeau corrected this statement and stated it would be part of the stimulus package.

- **FIELD MANAGEMENT PLAN AND SCHEDULE**
- **CAMP OAKDALE VOLLEYBALL COURT – STATUS OF INLAND/WETLAND APPROVAL**
- **TIMETABLE / FUNDING TO RE-STRIPE THE TENNIS AND BASKETBALL COURTS**
- **STATUS OF THE EAGLE SCOUT BAT HOUSE PROJECT**
- **BOAT LAUNCH DEVELOPMENT PLAN / FEASIBILITY**
- **INSTALLATION OF HORSE SHOE PITS (LOWER CAMP OAKDALE)**
- **CAMP OAKDALE PLAYGROUND EQUIPMENT REPAIRS / PMS PROGRAM**
- **DISCUSSION OF CAMP OAKDALE MULTI-PURPOSE PATH DEVELOPMENT/AQUISITION**
- **DISCUSSION OF POTENTIAL PURCHASE OF PRIVATE PROPERTY ADJACENT TO CAMP OAKDALE.**

Mr. Bourdeau reported:

- Camp Oakdale lighting has been submitted as part of the Economic Stimulus Package.
- The Field Management Plan is being worked on.
- Smoking area – Discussion on ban of smoking policy.
- The Conservation Trails are complete.
- The painting at Camp Oakdale will be done in early Fall.
- Camp Oakdale volleyball court will be started after Wetlands approval.
- Camp Oakdale restroom facility has been submitted as part of the Economic Stimulus Package.
- Recycling containers at Camp Oakdale is being investigated.
- Existing restrooms have been steam cleaned and will be painted.
- Eagle Scout project – work in progress.

- Horse Shoe pits will be completed in May.
- Tennis court lighting and parking lot lighting being repaired. Mr. Bourdeau received a complaint about having the lights on until 10:00 p.m. To shut the lights off at 9:00 p.m., there would probably not be that much of a savings.

Ms. Desjardins noted she did not want the mural at Fair Oaks School removed or painted over.

2.0B DIRECTOR'S REPORTS – MR. BUTLER

○ WRITTEN MONTHLY DIRECTOR'S REPORT

Mr. Butler did not submit a written monthly report. Mr. Gwudz wrote a letter to the Mayor regarding getting a monthly report from Mr. Butler. Mr. Butler stated he would discuss this matter with the Mayor. He noted the Mayor is his direct supervisor.

○ UPDATE ON REGIONAL MEETINGS WITH SURROUNDING TOWNS

Mr. Butler reported he participated in the regional meetings. He is having discussions and trying to work with East Lyme on trips and with New London High School for swimming activities. Additional information will be forthcoming.

3.0 FINANCE

○ CAPITAL PLAN – PENDING COUNCIL APPROVAL

The Capital Plan has not been approved yet.

○ OPERATING BUDGET – PENDING APPROVAL

The operating budget has not been approved yet.

○ IMPACT ON \$4,000.00 REDUCTION / LINE ITEM 53038 (PROGRAMS) AND LINE ITEM 54000 (EQUIPMENT)

We have reviewed the impacts of the reductions to our budget.

○ OVERVIEW OF MAY 13TH FINANCE COMMITTEE MEETING

Discussion revolved around making the Director and secretary positions part time. The attorney noted we are not able to discuss personnel matters.

Mr. Gwudz commended Mr. Butler for being very prepared for the Finance Committee meeting with his documentation and insight of other towns.

Mr. Butler noted for the record, it is very hard and extremely disappointing when you have a liaison to this commission and she sends a letter to the Council to reduce the staffing without even investigating with myself her suggestions. Per the Town Attorney, we are supposed to be working together. Not once in two years has she ever visited the office to find out the facts. How can we move forward with this behavior? The children should be first and foremost. The Parks and Recreation Department has had severe cuts. Mr. Butler feels like there is always a knife in his back.

Ms. Hillman inquired about online registrations using credit cards. Mr. Butler said he has pursued this with the finance director and it still has not been finalized in that department. He and his staff are very willing to offer this option.

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

- Walk-in Item – Article – Getting Their Day in the Sun – RE: Special Needs Camp
- Walk-in Item – Park and Heritage Corridor – Map and Diagram
- Walk-in Item – Youth Services – Parks and Recreation Senior & Social Services Book
- Walk-in Item – Mayor Jaskewicz wanted to know if anyone wanted to organize the Memorial Day Parade.
- Walk-in Item – Ms. Cicchese – Email read to commission. RE: EMT position/findings from other towns

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

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

- **LINE ITEM BREAKDOWN OF REPORTED \$8,812.00 LOSS FROM YOUTH BASKETBALL PROGRAM**

Mr. Butler referenced Page 5 of the agenda package. This page gives a detailed breakdown. There is not a loss because it is in the budget.

- **LINE ITEM BREAKDOWN OF REPORTED \$435.00 LOSS FROM WRESTLING PROGRAM**

Mr. Butler reported the loss this year was due to the purchase of the singletts.

- **SPECIAL REVENUE BREAKDOWN ACCOUNT/REPORT**
- **LINE ITEM BREAKDOWN / EXPLANATION OF LINE ITEM 53038 (PROGRAMS) FOR FY 2009-2010**
- **LINE ITEM BREAKDOWN / EXPLANATION OF LINE ITEM 54000 (EQUIPMENT) FOR FY 2009-2010**

Mr. Butler noted he will give a detailed verbal report next month for the FY end on all programs.

5.2 SUMMER CONCERTS – UPDATES AND DISCUSSION

- **REVISED SOLICITATION LETTER**

The solicitation letters were mailed.

- **STATUS OF AVAILABLE FUNDS**

Information will be forthcoming.

- **LISTING OF BUSINESSES / ORGANIZATIONS THAT WERE SENT SOLICITATION LETTERS**

The mailing labels were submitted in the agenda package.

- **BANNERS IDENTIFYING SPONSORS**

Mr. Butler noted the sponsors are Connecticut Scrap LLC donated \$50.00, Rand Whitney donated \$400.00, Mohegan Sun donated \$400.00 and Bob's Furniture donated \$400.00. We truly appreciate all of the donations.

Mr. Butler reported the free concerts will be:

- July 14, 2009 – Sue Menhart Band – 6:00 p.m. – 8:00 p.m.
- July 21, 2009 – Shoreline Connections – 6:00 p.m. – 8:00 p.m.
- August 11, 2009 – Borrowed Toys – 6:00 p.m. – 8:00 p.m.

5.3 MEMORANDUM OF UNDERSTANDING

- **SOCCER / REVIEW PROCESS AND RETURN BY JUNE 2009**
- **FOOTBALL - CONTRACT**

5.4 PUBLICATIONS SUB-COMMITTEE

- **NORWICH BULLETIN FLYER – WORK AGREEMENT FOR FUTURE PUBLICATIONS**
- **INCORPORATION OF COMMENTS BY COMMITTEE / RECREATION OFFICE**
- **OPEN SPACE COMMITTEE**

We will discuss Agenda Item 5.4 at our next monthly meeting.

6.0 NEW BUSINESS

- **SCHEDULED TRIPS FOR FY 2009/2010**
- **FACILITY WALK – INCLUDING FAIR OAKS SCHOOL**

Next month our room will not be available. We need to schedule our site walk and then we can meet at Fair Oaks School for our meeting. We will meet at the pavillion at 6:00 p.m.

- **CO-ED SOFTBALL**
- **EVALUATION OF CAMP OAKDALE SMOKING POLICY**
- **APPROVAL OF HIGH SCHOOL LACROSSE AT CAMP OAKDALE**
- **RELOCATION OF OUR MONTHLY MEETING OF JUNE 17TH TO FAIR OAKS SCHOOL**
- **EVALUATE / DISPOSITION OF MONTVILLE FAIR GROUNDS BUILDINGS AT CAMP OAKDALE**

6.1 SPRING / SUMMER PROGRAMS

- **PILATES UPDATES – NUMBER OF CLASSES AND PARTICIPANTS**
- **TRAILS DAY – JUNE 6TH – JUNE 7TH**
- **WRESTLING UPDATE**
- **INDOOR VOLLEYBALL**
- **HORSEBACK RIDING**

6.2 SUMMER CAMP

- **ITEMIZED LIST OF TOTAL PROJECTED COST OF CAMP**

Mr. Butler reported the total cost to be \$59,218.00. We have bugeted \$58,500.00. All of the staff is from last year and we did not have any new hires. We did use some of the winter staff from summer camp. Mr. Gwudz wanted to know how the pay for those winter staff employees was determined. Mr. Butler reported the Mayor made the detemination of the pay for those employees.

Ms. Hillman had questions regarding bus quotes. Mr. Butler stated the same bus company has been used for about fifteen years. Mr. Hillman noted we may need to go out to bid for a reduced rate.

- **SPECIAL NEEDS FEES TO ATTEND CAMP**
- **SPECIAL NEEDS MEDICAL NEEDS**

Motion: To decrease the fee for the special needs summer school program from \$20.00 to \$5.00.

Motion by: Ms. Murtha

Seconded by: Ms. Hillman

The motion was carried. *(4 In Favor – Murtha, Berardy, Gwudz, Clark - 3 – Opposed – DeMitte, Desjardins, Hillman)*

- **ELIMINATION OF EMT (APRIL 15TH MOTION)**

Mr. Gwudz noted according to the Town Attorney, the motion made at last months meeting was not valid with regards to eliminating the EMT position. We can reduce or add budgetary funds, but we are not allowed to eliminate positions. That is a personnel matter and out of our jurisdiction.

Motion: To withdraw/remove the EMT motion made at last months meeting.

Motion by: Mr. Berardy

Seconded by: Mr. Gwudz

The motion was carried. *(4 In Favor - Berardy, Gwudz, Demitte, Murtha) 3 – Opposed – Hillman, Desjardins, Clark)*

- **COST OF BUSES, TOTAL COST AS WELL AS COST FOR FIELD TRIPS**
- **EVALUATION OF BUDGET TO EXTEND CAMP FROM FIVE TO SIX WEEKS**

Mr. Butler reported with the reductions, this will be a difficult request.

- **TRAINING PROGRAM FOR CAMP COUNCILORS – FIRST AID**

Ms. Desjardins wants an invitation to take part in the staff training for summer camp employees. Mr. Butler will have to review the request because he believes it is a personnel issue.

6.3 REC BASKETBALL – IMPROVEMENTS AND INITIATIVES FOR THE 2009-2010 SEASON

Discussions will be forthcoming.

6.4 FACILITY USAGE

- **RATIFICATION OF FACILITY USAGE APPROVALS**
- **USE OF CAMP OAKDALE SOFTBALL FIELD – MAY 20TH**
- **CAMP OAKDALE**

This was approved by phone and the date was changed to May 29, 2009.

- **REQUEST TO USE CAMP OAKDALE / OAKDALE SCHOOL FIELD TRIP – MAY 20TH – DOT MURTHA**

Ms. Murtha's request was approved by phone.

Motion: To ratify the phone approvals for Dot Murtha and Sofball May 29th.

Motion by: Mr. Gwudz

Seconded by: Mr. Clark

The vote was unanimous. Motion Carried. (7 In Favor – 0 Opposed)

<u>FACILITY USAGE REQUESTS NAMES</u>	<u>DECISION</u>
Dale Driscoll Pack 67 Location: Camp Oakdale Date: June 13, 2009	Motion: To approve the facility usage from Mr. Driscoll and waive the fee. Motion by: Ms.Hillman Seconded by: Ms. Desjardins <u>VOICE VOTE: The vote was unanimous. The motion was carried.</u> (7 In Favor – 0 Opposed)
Scott Bass Annual Soccer Tournament Location: Softball Field Dates: September 5,6,7, 2009	Motion: To approve the facility usage from Mr. Butler Motion by: Ms.Hillman Seconded by: Ms. Desjardins <u>VOICE VOTE: The vote was unanimous. The motion was carried.</u> (7 In Favor – 0 Opposed)
Mr. Haner Eastern CT Association of Approved Football Officials Location: Fair Oaks School Dates: June 30 th , July 7 th , July 14 th , and July 21 st .	Motion: To approve the facility usage request by Mr. Haner. Motion by: Ms.Hillman Seconded by: Ms. Desjardins <u>VOICE VOTE: The vote was unanimous. The motion was carried.</u> (7 In Favor – 0 Opposed) Motion: To allow one fee for all dates. Motion by: Mr. Gwudz Seconded by: Ms. Murtha <u>VOICE VOTE: The vote was unanimous. The motion was carried.</u> (7 In Favor – 0 Opposed)
Glen LaBossiere Softball Tournament Location: Camp Oakdale Date: May 29, 2009	No decision was made on this request. We will revisit this at our next meeting.
James Bunnell Picnic Location: Camp Oakdale Date: May 30, 2009	Motion: To approved the facility usage request from James Bunnell. Motion by: Ms. Hillman Seconded by: Ms. Murtha <u>VOICE VOTE: The vote was unanimous. The motion was carried.</u> (7 In Favor – 0 Opposed)

<p>Pastor Mike Jones Teen Challenge Location: Camp Oakdale Pavilion Dates: June 7, 2009 – July 6-9, 2009</p>	<p><u>Motion:</u> To approve the facility usage request from Pastor Jones. Motion by: Ms. Hillman Seconded by: Ms. DeMitte <u>VOICE VOTE: The vote was unanimous. The motion was carried.</u> (7 In Favor – 0 Opposed)</p>
<p>Bev Blackstone Oakdale School Location: Camp Oakdale Pavilion Date: May 26, 2009</p>	<p><u>Motion:</u> To approve the facility usage request from Ms. Blackstone and waive the fee. Motion by: Ms. Hillman Seconded by: Ms. Murtha <u>VOICE VOTE: The vote was unanimous. The motion was carried.</u> (7 In Favor – 0 Opposed)</p>
<p>Jackie Komosky Picnic Location: Camp Oakdale Pavilion Date: June 12, 2009</p>	<p><u>Motion:</u> To approve the facility usage request from Ms. Komosky. Motion by: Ms. Murtha Seconded by: Mr. Clark <u>VOICE VOTE: The vote was unanimous. The motion was carried.</u> (7 In Favor – 0 Opposed)</p>
<p>Phyllis Freeman T-Ball Awards Location: 163 Oxoboxo Dam Pavilion Date: June 20, 2009</p>	<p><u>Motion:</u> To approve the facility usage request from Ms. Freeman and waive the fee. Motion by: Ms. Murtha Seconded by: Ms. Hillman <u>VOICE VOTE: The vote was unanimous. The motion was carried.</u> (7 In Favor – 0 Opposed)</p>
<p>Russell Wehner Picnic Location: Camp Oakdale Pavilion Date: July 5, 2009</p>	<p><u>Motion:</u> To approve the facility usage request from Mr. Wehner Motion by: Ms. Hillman Seconded by: Ms. DeMitte <u>VOICE VOTE: The vote was unanimous. The motion was carried.</u> (7 In Favor – 0 Opposed)</p>
<p>Sandy Rusczyk Eagleveiw Child Center Location: Camp Oakdale Pavilion Date: August 28, 2009</p>	<p><u>Motion:</u> To approve the facility usage request from Ms Rusczyk Motion by: Ms. Murtha Seconded by: Mr. Gwudz <u>VOICE VOTE: The motion was carried.</u> (6 In Favor – 1 – Abstention – Hillman)</p>

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

○ **OTHER ITEMS NOT ON THE AGENDA – OPEN FLOOR**

No other items were discussed.

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

Motion: To adjourn the meeting at 9:23 p.m.

Motion by: Mr. Berardy

Seconded by: Ms. DeMitte

The vote was unanimous. Motion Carried. *(7 – In Favor – 0 Opposed)*

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