

**Parks & Recreation Commission
Meeting Minutes of July 15, 2009 – 7:00 p.m.
Town Hall Room 203**

Commission Chairman Gwudz called the regular meeting of the July 15, 2009 Parks & Recreation Commission to order at 7:04 p.m.

Present were Commissioners Joseph Berardy (7:05 p.m.), Eileen Cicchese, Nancy DelaCruz, Beatrice DeMitte, Stanley Gwudz, Ellen Hillman and Dorothy Murtha. Absent were Commissioners Jason Clark & Ellen Desjardins.

Also present was Parks & Recreation Director, James Butler. Public Works Director Don Bourdeau and Town Council Liaison Catherine Buebendorf were absent.

1. Approval of the June 17, 2009 Meeting Minutes.

Motion made by Commissioner Cicchese, seconded by Commissioner Gwudz to approve the meeting minutes as submitted. Discussion: none. Voice vote: 6-0, all in favor. Motion carried.

2. Public Works Director Report

Don Bourdeau was not present to give a report to the Commission. Chairman Gwudz discussed the following items in Mr. Bourdeau's absence and stated if Mr. Bourdeau joined the meeting he would be given the chance to elaborate further on each subject later in the meeting;

Camp Oakdale Soccer Field Lighting – nothing to report.

Field Management Plan and schedule (ECD 8/09) – nothing specific to report.

Camp Oakdale Volleyball court construction- nothing to report.

Repair/Fill cracks in Tennis/Basketball Courts – nothing to report.

Update on potential purchase of property adjacent to camp Oakdale

- a. appraisal of a 26 acre parcel
- b. status of open space funding
- c. submit in Conservation and Development Plan

Update on Camp Oakdale multi-purpose path development plan; explore potential grant monies – nothing to report.

Repair status of Upper Camp Oakdale playground equipment – This item has been completed and can be removed from the agenda.

Completion date for Eagle Scout Bat House Project – no date has been specified.

Conservation Trail development utilizing Boy Scouts and Girl Scouts as troop projects – no information at this time.

Painting of Fair Oaks Gymnasium by NRG – this item has been completed and can be removed from the agenda.

Installation of fence at horseshoe pits (June 17, 2009 walk thru item) – no information at this time.

Cost estimate for installation of Pickle Ball Court on tennis courts not presently in use – no information at this time.

Construction of Camp Oakdale Restroom Facility – the plan for this item is to move forward and get the bids out.

Clarification by Building Inspector of Fair Oaks usage- nothing to report.

June 17, 2009 open items from walk through inspection.

3. Director's Report – Mr. Butler

Written Monthly Director's Report – Mr. Butler did not submit a written report to the Commission.

Mr. Butler discussed the revenues and expenditures for the dance, golf and gymnastics programs depicted on page #2 in the packet titled "Recreation Programs", dated July 7, 2009. The figures for the Pilates program are not available at this time.

Mr. Butler discussed the Montville Parks & Recreation Commission Football Skills and Conditioning program scheduled for July 27, 28, 29 & 30 from 5:30 p.m. until 7:00 p.m. to be held at the Montville High School. The program is open for anyone interested who is in the 6th, 7th or 8th grades as of July 1, 2009. The cost of the program is \$35 for residents of Montville and \$40 for non-residents. This fee includes all four days and the deadline for registration is July 21, 2009. Registration will be at the Montville Parks & Recreation office located at 310 Norwich New London Turnpike in Uncasville.

A discussion was held regarding insurance liability, cost of T-shirts and what if any profit will be made on the program. It was the consensus of the Commission to leave the price of the program and whether or not this price includes a T-shirt up to the Park & Recreation administrator. Commissioner Cicchese expressed concern regarding the

program not being incorporated into the brochure. She has concerns residents do not know the program is being offered.

A discussion was held regarding extending this program for an additional year. It was determined last year's program was extended for one year only, and a vote is required to approve this program for 2009. Motion made by Commissioner Berardy, seconded by Commissioner Hillman to approve the Football Skills and Conditioning program/clinic for the 2009 season. Discussion: none. Voice vote: 6-0, all in favor, motion carried.

A discussion was held regarding the fee structure for the Football Skills and Conditioning program/clinic. Commissioner Hillman suggested the monetary return to the Town be \$5 for residents and \$10 for each non-resident who participates in this program. The Town will not be responsible for the purchase of T-shirts for this program or for any equipment or other expenses related to this program. The Commission will not determine the fee structure for this program but instead will leave this determination to Mr. Butler. Motion made by Commissioner Hillman, seconded by Commissioner DelaCruz. Discussion: none. Voice vote: 6-0, all in favor. Motion carried.

Update on Regional meetings with surrounding towns.

1. Cost Estimate for Use of New London Pool.

Mr. Butler discussed a swim program at the New London pool open to Montville residents to begin in November and run for eight weeks. He discussed the costs to the Town would include \$110 for custodial fees for three hours on Saturdays and \$35 per hour after the initial three hour period. The cost to the Town would be \$20 per person for residents and \$35 per person for non-residents. Participants would register through the Montville Parks & Recreation office.

A discussion was held regarding the pros and cons of this program. It was the consensus of the commission to keep this item on the agenda for discussion next month.

2. Status of Potential Use of East Lyme Pool.

Mr. Butler will speak with the director of the East Lyme pool to check into the possibility of utilizing their pool for Montville residents.

3. Women's Basketball with surrounding towns.

Jim Butler stated there has been interest in the women's basketball league. It is a regional program with people from all over the state participating. The Captains meeting is scheduled for Tuesday, August 18th at 6:30 p.m. at the New London Senior Center located at 120 Broad Street. The league runs from September through November on Tuesday and Thursday evenings. All players must be a senior in High School or older and registration will be taken by team.

4. **Status of Trips with East Lyme**

Jim Butler indicated he did not have anything to report. He is working on trips but has nothing concrete to discuss at this time. He hopes to have additional information at the August meeting.

Schedule of facility usage at Fair Oaks (i.e. wrestling, Youth Services, Boy Scouts etc. (regular usage, not individual requests)

Jim Butler indicated he did not have figures for the Commission. Commissioner Cicchese stated the Commission is looking for a schedule of what days each program or organization uses the facility and at what time and how often it is used by how many people. She requested a rough estimate of each, not an exact number.

Trips Status

Jim Butler discussed the New York City trip scheduled for December for Montville residents only. He indicated he is working on additional trips in conjunction with surrounding towns but has nothing scheduled at this time.

4. **Finance**

Year to Date Expense Status

Commissioner Cicchese asked Jim Butler to double check the numbers depicted on the Recreation Programs statistics. She indicated they do not contain accurate information. She requested accurate numbers for next months meeting.

Jim Butler stated the year to date expenses is included in the paperwork in the Commission packets for review.

Special Revenue Account Report

Chairman Gwudz stated he did not receive a Special Revenue Report for this month.

Budget Transfer dated 6/19/2009 in the amount of \$10.00 from 53019 to 53041

Chairman Gwudz indicated this is a transfer from the last budget year in order to clean up an account in the amount of ten dollars.

5. Correspondence

A correspondence from Mayor Jaskiewicz dated June 22, 2009 addressed to All Commissioners stated Annual Reports should be emailed to his office no later than July 31, 2009.

Commissioners Hillman and DelaCruz volunteered to forward this information to the Mayor and Commissioners.

6. Summer Concerts Updates and Discussions

Status on additional concerts and dates

Commissioner DelaCruz indicated the concert was a success with over one hundred people in attendance. She discussed various ways the Commission can advertise this event for additional turnout in the future. The next concert event is scheduled for Tuesday, July 21, 2009 at 6:00 at Camp Oakdale.

Potential for Cruise Night in Conjunction with a Concert Night

Jim Butler stated there has been action taken to promote a cruise night at this time.

Vehicles for Marketing Concert Nights and Recognition of Bands

Commissioner Berardy suggested email reminders to various captains and leaders throughout town as a way to promote the event.

Various advertising techniques were discussed including the marquis at the High School, banners, signage in highly visible areas and how to be pro-active with the advertisements.

7. Memorandum of Understanding for Use of Camp Oakdale

Soccer Status

Chairman Gwudz indicated telephone calls regarding this have not been returned and therefore he has nothing to report at this time.

Football Status

A request has been made to move the smoking area away from the snack bar. Chairman Gwudz stated the paperwork is ready to be signed and he will be in contact with Don Bourdeau.

8. Publications Sub-Committee

Work agreement between Sub-Committee and Parks and Recreation Department

Commissioner Cicchese inquired regarding the deadline for the fall brochure. She indicated she would like the Commission to have the opportunity to review the brochure prior to its publication. She would like to collectively agree what goes into the brochure. Jim Butler indicated it is the responsibility of the office staff to approve the contents of the brochure, not the Commissioners. It was the consensus of the Commissioners the brochure is in need of updating. Mr. Butler indicated he will take the comments of the Commissioners into consideration and to give them five days to review the brochure and to submit comments and changes to the office.

9. New Business

Development of a Farmer's Market at Camp Oakdale

A discussion was held regarding a Farmer's Market at Camp Oakdale and what if any permits would be required in order to do so as well as any liability the Town may have. Chairman Gwudz indicated he will keep this item on the agenda and Commissioner Murtha volunteered to contact the Connecticut Farmer's Association in order to gather information regarding hosting a farmers market.

Camp Oakdale Restroom Facility Capital Plan Item

Motion made by Commissioner Cicchese, seconded by Commissioner Hillman to proceed with getting bids for the Camp Oakdale Restroom Facility. Discussion: none. Voice vote: 6-0, all in favor, motion carried.

Commissioner Berardy stated he saw people playing horseshoes at the facility and suggested looking into a horseshoe league. A discussion was held regarding having a set of horseshoes available in the Parks & Recreation office for use by residents. Chairman Gwudz indicated he will add this item to next months agenda for discussion.

10. Memorial Day Parade

This item will remain on the agenda and Commissioner DelaCruz will gather additional information for next months meeting.

**11. Summer/Fall Programs Update on Existing as well as Future Programs or Classes.
Dance Classes**

Mr. Butler indicated the facility has been painted and the floors have been waxed. An air conditioner was donated to the facility and will be installed for use.

Judo Camp (August 3-7)

Jim Butler indicated there is nothing to report but to leave it on the agenda for next month.

Dog Obedience Training

This item will be kept on the agenda for discussion at next months meeting.

Pilates Update

Jim Butler indicated he will have an update for the Commission at the August meeting.

Co-Ed Softball Update

Jim Butler indicated he did not have an update.

Indoor Volleyball

A discussion was held regarding incorporating this programs specific date and times of the classes in the fall brochure.

Road Race; Explanation of how the Event is Organized, Staffed and How Expenses are Paid.

Jim Butler stated this event is funded by the Town and the Rotary Club. He stated he will provide the Commission with a report including expenses incurred by the Town for this event at the next meeting. He stated this event has been running for twenty two years and it is a legacy program. Chairman Gwudz indicated he will keep this item on the agenda for discussion at the August meeting.

12. Recreational Basketball Improvements and new Initiatives for 2009/2010 Season.

Coaches Clinic September/October Time Frame

Jim Butler discussed a clinic scheduled for September or October. He indicated a date has not yet been confirmed but hopes to have additional information for the August meeting. Chairman Gwudz indicated his son and a High School coach have volunteered to participate in the program. He indicated a specific date and time needs to be established and he will keep this item on the agenda for further discussion.

13. Summer Camp Status and Discussion

Mr. Butler stated there are between two hundred and two hundred and fifty children per day attending the camp program. He indicated there are no issues or concerns at this time.

Scholarship Policy & Policy for Waiver of Fees

A discussion was held regarding the policy for waiving fees due to hardships and what a hardship is considered to be. Jim Butler gave several examples of hardships and indicated a parent must come into the office to discuss this issue in order to get a waiver. It is determined on a case by case basis by the staff.

The Town does not accept non residents to the summer camp program. At this time it is funded by taxpayers and would not be right to accept children from other towns.

A discussion was held regarding registration for the scheduled bus trips and the need to have a deadline for registration in order to get a count of how many children will attend and the required number of busses for each trip. It was the consensus of the Commission to allow the staff of the Parks & Recreation office to determine the proper amount of time allowed to register for trips and to allow a cut off for registration.

Jim Butler stated a new stove and kitchen equipment were donated to the program this year and they are in use at Fair Oaks. The children are enjoying making baked goods and the program is working out well.

Summer Camp Evaluation Forms for Parents.

Jim Butler stated the forms were not incorporated into the packets this month. He suggested this item stay on the agenda for further discussion at the August meeting. He indicated he will have the information back from the parents by that time. A suggestion was made to e-mail the forms filled out by the parents to the Commission members for review. Jim Butler stated he will e-mail this information as requested.

Special Needs Camp Requirements for Enrollment.

A discussion was held regarding requirements for special needs students and a request was made to change the wording of the requirements for students in the brochure. Commissioner Cicchese suggested the removal of the wording "must be qualified" from the brochure. It was the consensus of the Commission to remove this wording in the next brochure.

A discussion was held regarding the number of special needs students who attend camp.

Cost Breakdown from Bus Company for Summer Camp Bill that has Been Paid.

Jim Butler indicated he will not have figures for this until the program is over. He indicated at the request of the commission he will write a letter to the Board of Education for a cost breakdown for the transportation and present it to the Commission at the next meeting.

The Commission requested a report depicting and overview of camp for this year as well as lessons learned, the total number of participants etc.

14. Facilities Requests

A request was received from Ken Levy requesting the use of Camp Oakdale on Sunday, August 23, 2009 for approximately fifty to seventy five people for a reunion. The request includes set up of a gas barbeque, one mini refrigerator, and DJ equipment including a mini stage light rig and one plasma TV and DVD player for people to view movies. An Elvis impersonator will perform. The event is scheduled from 10 a.m. 8 p.m.

Motion made by Commissioner Murtha, seconded by Commissioner DelaCruz to approve this request for use of the facility. Discussion: none. Voice vote: 6-0, all in favor, motion carried.

A request was received from Pastor Mike Jones for the use of the Camp Oakdale pavilion for the dates of September 21st through the 25, 2009 between the hours of 6:30 and 9:30 p.m. each evening with in excess of one hundred people in attendance each evening for an Evangelistic meeting with an itinerant Evangelist.

Motion made by Commissioner DeMitte, seconded by Commissioner Berardy to approve this request. Discussion: Commissioner Berardy stated there will be no food or drink served at this event so clean-up will be at a minimum. A discussion was held regarding a one time fee for this event or if they should charge for each day of the event. It was determined one fee will be charged for all five days. Voice vote: 5-1-1. Commissioner Hillman voting against approval and Commissioner Cicchese abstaining from the vote. Motion carried.

A request was received from Patricia Holdridge requesting the use of the Camp Oakdale pavilion on August 2, 2009 beginning at 11:00 a.m. for the purpose of a baby shower with approximately fifty people expected to attend.

Motion made by Commissioner Hillman, seconded by Commissioner Murtha to approve the request for use of the pavilion on August 2, 2009. Discussion: none. Voice vote: 6-0, all in favor, motion carried.

A discussion was held regarding the request of the Finance Department to increase revenues and whether or not the Commission would like to look at increasing their fees in

order to do so. Chairman Gwudz indicated he will add this item to next months agenda for discussion and determination.

15. Other Items Not on the Agenda – Open Floor

Commissioner DelaCruz encouraged everyone to attend the concert at Camp Oakdale this upcoming Tuesday.

16. Adjournment

Motion made by Commissioner Berardy, seconded by Commissioner DelaCruz to adjourn the meeting at 9:20 p.m. Discussion: none. Voice vote: 6-0, all in favor, motion carried. Meeting adjourned.

Respectfully Submitted by:

Audrey Ulmer, Recording Secretary for the Town of Montville