

Town of Montville Parks & Recreation Commission  
310 Norwich New London Turnpike  
Uncasville, Connecticut 06382  

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(860) 848-3030

**Meeting Minutes**  
**Town of Montville Parks and Recreation Commission**  
**Regular Meeting – Wednesday, October 21, 2009**  
**7:00 p.m. – Room 203 – Town Hall**

1. **Call to Order** – Chairman Gwudz called the meeting to order at 7:00 p.m.
2. **Roll Call** – Present were Commissioners Berardy, Cicchese, Clark (7:10 p.m.), DelaCruz, Demitte (7:05 p.m.), Desjardins, Gwudz, Hillman, and Murtha.

Chairman Gwudz acknowledged two students from Ledyard High School attending the meeting for class credit.

3. a. **Approval of the September 16, 2009 Regular Meeting Minutes**

**Motion** made by Commissioner DelaCruz, seconded by Commissioner Cicchese.  
Discussion: none. Voice vote: 6-0-1 (Commissioner Desjardins abstained from the vote because she did not attend the September 16, 2009 meeting). Motion carried.

4. **Remarks from the Public**

**Matthew Troillet** was present to address the Commission regarding Matthew's Eagle Scout Project. Matthew Troillet stated he is a life scout with Troop 93 BSA in Uncasville, Connecticut. He stated he must coordinate and supervise a project or a not for profit organization that helps the community in order to become an Eagle Scout. He indicated he would like to clean and improve the Montville Nature Center on Chesterfield Road as his Eagle Scout Project. Some of the things he would like to do include painting and repairing the fence at the entrance to the Nature Center, clearing the trail from the parking lot to the pond and clearing the area around the benches at the pond. He would like to improve the trail beyond the second bridge by adding stepping stones to the part of the trail in the lower area. He indicated he is prepared to start the project and he needs the approval of the Parks & Recreation Commission as well as the Mohegan District Advancement Committee. He hopes to start the project in the early spring with an anticipated finish date late spring. He hopes that by improving the appearance and the accessibility of the Nature Center it will encourage people to enjoy the facility. He stated there will be no costs to the Town as he will be asking local businesses for donations for food for the volunteers and various materials needed to complete the job.

The Commission members thanked Matthew for his presentation and commended him for offering his services to the Town of Montville with his proposal. They requested he stop by periodically to give the Commission an update with the progress of the project.

Motion made by Commissioner Hillman, seconded by Commissioner DelaCruz to approve Matthew Troillet's proposal to improve the Nature Center for his Eagle Scout project. Discussion: none. Voice vote: 9-0, all in favor, motion carried.

Glenn Knowles was present to discuss a proposal for a recreational basketball program. He stated he is speaking on behalf of his stepson, Ryan who would like to establish a recreational basketball league in Montville. He indicated his objective is to establish an open recreation basketball league for kids grades 9 - 12. He is hoping to get two hours of gym time at either the High School or Tyl for the kids to play pickup basketball on either a Saturday or Sunday. His son has played Montville Recreational Basketball from grades 3 – 8 and played for the Tyl Basketball team and the Montville High Freshmen Team. Over the past three years he has played and practiced basketball at the Norwich YMCA, but that has since closed down leaving no place to prepare for tryouts or practice during the winter months. His plan to raise funds for insurance and janitorial costs is to establish a location at the landfill where a recyclables box could be placed for people who wish to donate their cans and bottles to the basketball league. This money would go directly to offsetting the costs for the gym. Any extra money collected would go directly to a charity. Chairman Gwudz stated he will run the proposal by the Mayor and the Finance Department to see if they have any issues with moving forward with the proposal. He stated he does not feel comfortable voting on this at this time but will keep it on the agenda while Mr. Knowles investigates how much the gym at St. Bernard's will cost and if it is available, approximately how many kids are interested in the program, set up monitors, leaders and co-leaders and solidify a start and end date for the program. He also requested he contact Don Bourdeau to discuss if it is possible to set up a bin at the Transfer Station for recyclables for the purpose of raising money for the basketball league.

**5. Public Works Report from Public Works Director, Don Bourdeau**

**a. Camp Oakdale, Soccer Field Lighting (economic stimulus plan).**

Don Bourdeau indicated there is nothing new to report on this matter

**b. Field Management Plan and Schedule- (estimated completion of November 30<sup>th</sup>)**

Don Bourdeau indicated he has the information and just needs to transfer it to a spreadsheet.

c. **Camp Oakdale Volleyball Court – Status of funding**

Don Bourdeau indicated the Town Council approved a transfer of \$10,600 and work can start as early as December if the weather is good, otherwise he hopes to have it started in the spring with a completion date of May 31<sup>st</sup>.

d. **Repair/Fill Cracks in Tennis/Basketball Courts –( total cost \$22,000 add to Capital Plan)**

Don Bourdeau indicated the \$22,000 is the cost estimate to repair the tennis courts only. He will get an estimate for the repair of the basketball courts for the Commission. Chairman Gwudz suggested Mr. Bourdeau add both under the Public Works Capital Plan.

e. **Update on Potential Purchase of Property Adjacent to Camp Oakdale (not presently listed for sale)**

1. **Status of Open Space Funding**
2. **Submit Conservation and Development Plan**

Don Bourdeau explained he does not have anything new to report regarding the property but they are still working on it.

f. **Update on Camp Oakdale Multi-Purpose Development Plan/Explore Potential Grant Money**

1. **Status of \$20,000 proposed transfer from Field Lighting**

Don Bourdeau stated the money has been transferred.

g. **Completion of Eagle Scout Bat House Project.**

Don Bourdeau stated he has not heard anything from the Eagle Scouts recently regarding the bat house project and has nothing to report.

h. **Conservation Trail Development Utilizing Boy/Girl Scouts for Troop Projects**

Commissioner Cicchese indicated she spoke with the leader of the Girl Scouts and they are willing to help out with the Conservation Center and trails at Camp Oakdale.

i. **Cost Estimate for Pickle Ball Courts**

A discussion was held regarding costs to combine two tennis courts to make a pickle ball court. Commissioner Berardy expressed concern regarding eliminating one of the tennis courts to make one pickle ball court because during the months of June, July and August there is a tennis league and all four of the courts are utilized. Don Bourdeau indicated he will look into costs to repair the old tennis courts but indicated this will have to be another Capital Project as they need to be milled and new asphalt is needed because they are in disrepair. He will look into cost estimates for the repairs and report back to the Commission with his findings.

j. **Construction of Camp Oakdale Restroom Facilities (cost estimate \$218,000)**

Don Bourdeau stated there is approximately \$144,519 encumbered in the budget for this project and the total cost is \$218,000. A discussion was held regarding the amount of money available for this project. Chairman Gwudz indicated he will speak with the Finance Department to clarify the exact numbers and report back to the Commission with his findings.

k. **Clarification by Building Inspector for Fair Oaks Facility Usage**

Chairman Gwudz stated he will discuss this topic later in the agenda when he discusses the STEAP grant.

l. **Monthly lighting cost for softball field**

Don Bourdeau apologized for not getting this information for the Commission.

m. **Evaluate possibility of new entrance to Camp Oakdale to resolve traffic issues**

Don Bourdeau indicated this is a work in progress and will continue to report back to the commission with information as it becomes available.

Don Bourdeau informed the Commission it is his intent to shut the water off to Camp Oakdale on November 7<sup>th</sup>. He discussed the recent vandalism to the restroom facilities and discussed alternatives to deter vandals.

6. **Finance**

a. **Year to Date Expense Status**

A discussion was held regarding whether or not the Finance Department can approve the transfer of funds in the Parks & Recreation budget without the authorization of the

Commission. A discussion was held regarding the recent transfer of funds from salaries to programs and the effect it will have on starting summer camp next year. Chairman Gwudz encouraged the Commission members to make a list of questions to ask the Finance Department staff at the next meeting.

**b. Special Revenue Account Report**

Chairman Gwudz stated he has concerns regarding the Special Revenues account and has asked Pam and Terry from the Finance Department to attend the next Parks & Recreation meeting in order to discuss the issue and to clarify the procedures and what the Commission can and can not do with the account so that everyone is on the same page and has the same understanding of procedure. Commissioner Cicchese offered to forward information regarding Special Revenue accounts to the Commission Members to review.

**7. Memorandum of Understanding for Use of Camp Oakdale Facilities**

- a. Soccer Status (MOA signed)
- b. Football Status (MOA signed)

**8. Publications Sub-Committee**

**a. Fall/Winter Norwich Bulletin Brochure**

Commissioner DelaCruz discussed issues she has with the final version of the brochure that include unclear wording and the addition of programs that were not approved by the Commission. Chairman Gwudz stated it is a work in progress and he hopes to work out the issues with the next Recreation Director. A discussion was held regarding distribution of the brochure in the Norwich Bulletin. Many of the Commissioners did not receive a copy at their homes.

**b. Combined brochure with surrounding towns**

Commissioner Cicchese discussed the spring deadline for submission to the brochure. She indicated it is a great resource for information regarding special events in surrounding towns and hopes Montville will participate and meet the deadline for submission.

**9. Summer Camp**

- a. Status and Discussion
- b. Survey Results/Discussion

Commissioner DelaCruz distributed a spreadsheet with information collected from the comment forms sent out to the parents of children who attended summer camp this year. She indicated she has not finished with it yet but hopes to have the final version available to the Commissioners at the next meeting.

**10. Fall/Winter Programs**

**a. Update on Existing/Future Classes and Programs**

Chairman Gwudz indicated the CPR class has been cancelled because the instructor was only willing to do the class if there were five classes but only one was approved so he withdrew from the program.

Commissioner Desjardins discussed a pumpkin carving contest she saw in another Town's brochure and inquired if this was something Montville would be interested in starting next year.

A discussion was held regarding Golf Frisbee and a request from an instructor to post his information at Town Hall to promote the activity. At this time there is no request to add the program to the Parks & Recreation brochure, he is simply asking for permission to advertise on the board at the Town Hall. It was the consensus of the Commission members they do not have a problem with allowing him to do so.

**b. Dance Class**

A discussion was held regarding fund raising for equipment for the dance class and whether or not the Town will purchase the equipment or the instructor will raise funds for it and take it with her when the class is finished.

**c. Dog Obedience Training**

Chairman Gwudz indicated there is nothing new to report.

**d. Pilates Update**

Chairman Gwudz indicated all but one of the classes was cancelled due to lack of participants.

**e. Indoor Volleyball**

Chairman Gwudz indicated this program is not going well because there has not been enough response. A discussion was held regarding changing the day from Thursday to Tuesday when there are more people available to attend.

**11. Recreational Basketball**

**a. Improvements and New Initiative for the 2009/2010 Season**

**b. Coaches Clinic – November 9<sup>th</sup> at Murphy School**

Commissioner Clark indicated there are approximately thirty five people interested in this program and fourteen people interested in coaching. He stated coaches are still needed for some of the girl's teams.

**c. Development of a Basketball Sub-Committee**

**d. Recreational Basketball Hot Shot Contest**

Chairman Gwudz explained to the Commission Members how the contest works, explaining the need for an official to judge the competition and at least four others to run the contest. He will leave this item on the agenda for future discussion.

**e. Status of registration/coaches**

A discussion was held regarding the dates for sign up and late fees after the cut off date.

**12. New Business**

**a. Comments and approval of job description for Recreation Director**

Chairman Gwudz indicated Commissioner Hillman e-mailed everyone the current job description for the Town of Montville. He distributed an amended copy to the members indicating he incorporated comments and concerns discussed by the Commission over the past weeks. A discussion was held regarding whether or not to re-incorporate maintenance of the fields under the Parks & Recreation Director's authority. A discussion was held regarding the title for the position and whether or not it should remain "Recreational Director" or if the title should be "Parks & Recreational Director". Chairman Gwudz read the entire amended job description to the Commission members and they discussed each of the additions and amendments as well as recommending additional changes. Chairman Gwudz suggested the Commission Members look over the job description at home, write down their suggestions for the job description and bring it to the next regularly scheduled meeting for discussion and possible approval.

**b. Approval of the 2010 Meeting Date Schedule**

Chairman Gwudz asked the Commission Members to look over the draft meeting date schedule and asked for comments and/or additions if any. A discussion was held regarding the conflict of the meeting date in April with school spring break. It was the

consensus of the Commission Members to change the meeting date in April to the fourth Wednesday to avoid any conflict. The meeting will be held on April 28, 2010. The commission agreed to schedule the Spring Facilities Walk Through on May 19, 2010 at 6:00 p.m. at the Camp Oakdale Pavilion and the Fall Facilities Walk Through on September 15, 2010 at 6:00 p.m. at the Camp Oakdale Pavilion.

Motion made by Commissioner Hillman, seconded by Commissioner Clark to approve the Parks & Recreation 2010 Meeting Schedule as amended. Discussion: none. Voice vote: 9-0, all in favor, motion carried.

c. **Men's Softball League**

Chairman Gwudz indicated there has been some interest in a men's softball league and he will leave this item on the agenda for future discussion.

d. **Update on \$200,000 STEAP Grant for Community Center**

A discussion was held regarding the STEAP Grant and exactly what the money can and can not be utilized for under the stipulations of the grant. A discussion was held regarding the Building Committee and the possibility of them meeting again as needed. A discussion was held regarding re-pricing the job as the prices may be lower than originally quoted.

e. **Conservation Trail Eagle Scout Project**

A presentation was given earlier in the meeting regarding this subject.

f. **Girls basketball league with surrounding towns**

Chairman Gwudz indicated the program is currently running.

g. **Marketing ideas to promote Camp Oakdale facilities**

Chairman Gwudz asked the Commission Members to write down their ideas for discussion at the next regularly scheduled meeting.

h. **Program/class proposal form**

Commissioner Cicchese distributed a new program form for the Commission Members to review.

13. **Unfinished Business**

a. **Christmas Parade**



Commissioner DelaCruz indicated there has been little response so far. Chairman Gwudz discussed a request from the Lions Club to sell fried dough at the event.

**b. Memorial Day Parade**

Commissioner Hillman indicated she will send out the letters and is willing to participate as long as she can, but stated if she is elected to the Town Council she will have to hand the project over to another Commissioner as she will have to resign from this commission.

**c. Update on Regional Meetings with Surrounding Towns**

Commissioner Cicchese discussed the list of trips scheduled to date with surrounding towns, stating there is one scheduled for each month. She stated it is the hope there will be enough participants from surrounding towns to warrant each trip. There are no exact dates yet but she will get them to the commission as soon as she receives them.

**d. Schedule of Facility Use and approximate number of participants at Fair Oaks School**

Chairman Gwudz indicated this information is in the meeting packet and he suggested the members look it over and a discussion will be held at the next meeting regarding this issue.

**e. Co-Ed Softball Update – status of waiver acceptance**

Chairman Gwudz indicated the Town does not want to accept the waiver in lieu of insurance and it is not acceptable.

**f. Re-evaluate Program Fees**

Chairman Gwudz indicated this information is in the meeting packet and will be discussed at next months meeting.

**g. Plan of action for replacement of Recreation Director**

Chairman Gwudz asked the Commission Members to look over the job description so that they can come to an agreement with the content. After this is done it can be submitted to the Mayor's office and advertisement can go out to the public for a replacement.

**14. Correspondence**

**15. Facilities Requests**

There were no official Facilities Requests to approve. The Commission discussed events that took place at the facilities that were not approved by the Commission. Chairman Gwudz will look into this matter.

**16. Other Items Not on the Agenda (Open Floor)**

**17. Adjournment**

Motion made by Commission Clark, seconded by Commissioner Cicchese to adjourn the meeting at 9:45 p.m. Discussion: none. Voice vote: 9-0, all in favor, motion carried.

Respectfully submitted by:

Audrey Ulmer, Recording Secretary for the Town of Montville