

Town of Montville Parks & Recreation Commission  
**Regular Meeting Minutes for Wednesday, January 15, 2014**  
6:30 p.m. – Town Council Chambers – Town Hall

1. Call to order  
Chairperson Eileen Cicchese called the Parks & Recreation Commission Regular Meeting to order at 6:30 p.m. after establishing a quorum.
2. Roll Call  
Present were Commissioners Joseph Berardy, Eileen Cicchese, Nancy Delacruz, Scott LaVallie, Kerri Lawton, Karen Perkins, and Kristin Ventresca. Absent were Commissioners Richard Geiler and Gilbert Maffeo. Also present were Town Council Liaison Laura Tanner, Parks & Recreation Director Peter Bushway, and Public Works Director Don Bourdeau.
3. Election of Officers — *removed from the Agenda.*
4. Adjustments to the agenda  
Chairperson Cicchese proposed the following changes:
  - a. Deletion of Item 3. The item is also on the Agenda under New Business as Item 10(a).
  - b. Move Item 9(a) regarding Camp Oakdale to Item 10(c) for discussion with Public Works Director Bourdeau.
5. Remarks from the Public regarding items on the agenda with a three-minute limit — none.
6. To consider and act on a motion to approve the regular meeting minutes of December 18, 2013. Commissioner Perkins corrected Item 8(b). She did not volunteer to speak with the Planning & Zoning Commission, she rather asked if she may speak with the Commission.  
  
Motion made by Commissioner Delacruz, seconded by Commissioner LaVallie, to accept the minutes as amended. Voice vote, 6-0-1. Voting in Favor: Commissioners Berardy, Delacruz, LaVallie, Lawton, Perkins, and Ventresca. Voting in Oppostion: None. Voting in Abstention: Chairperson Cicchese. Motion carried.
7. To consider and act on a motion to review and approve the Director’s Report for January 2014. In response to Commissioner LaVallie, Director Bushway clarified that the games, which were originally scheduled to start on January 12, was re-scheduled and will now be begin on Sunday, January 26. Commissioner Perkins clarified whether certain items should be discussed under Unfinished Business or under the Director’s Report. Chairperson Cicchese and Vice-chairman Lavallie responded that, because the item is on the Agenda under Unfinished Business, it should be discussed at that time. Chairperson Cicchese added that if, in the future, there is an item she

would like the Commission to discuss, it would be best to include it on the agenda rather than waiting to see if it is listed in the Director's Report. This will ensure that the item will be discussed and remain on the agenda until the issue is resolved. The Director's Report is the Director's communication to the Commission. In response to Commissioner Perkins' enquiry regarding the status of the spring Zumba classes, Director Bushway stated that the dates and times of the classes have not yet been determined pending the instructor's ability to schedule care for her children.

Motion made by Commissioner LaVallie, seconded by Commissioner Delacruz, to accept the Director's Report. Voice vote, 7-0, all in favor. Motion carried.

8. Reports from Finance

In response to Commissioner Delacruz, Director Bushway clarified that the salary for the secretary varies due to her part-time status and varied hours.

Motion made by Chairperson Cicchese, seconded by Commissioner LaVallie, to move \$52.44 (fifty-two dollars and forty-four cents) from Training and Conferences to Fees for Recreation Track. Voice vote, 7-0, all in favor. Motion carried.

9. Unfinished Business

a. Town Hall Sign

Director Bushway stated that Public Works Director Bourdeau is in the process of providing an estimate for the sign after which, the Commission will need to acquire the approval of the Town Council, submit an application with the Planning Department, and apply for a permit with either the Town or the State, depending upon the location of the sign. While Councilor Tanner does not foresee any issues with the Town Council approving the sign, she will inquire. Chairperson Cicchese suggested that, perhaps a rough sketch as to the placement of the sign might be determined simultaneously. Director Bourdeau stated that, because the Governor recently passed legislation restricting the installation of changeable signs in their right-of-ways, the sign will have to be placed on Town property and that the property line is yet to be determined. Based upon the sign currently located on Chesterfield Road at the High School, he estimates that the sign will cost approximately \$1,100.00 (one-thousand one-hundred dollars) for supplies; the sign will be constructed in-kind. The sign will have a permanent heading and an area below for changeable letters. Director Bourdeau stated that there are two options for the lighting of the sign: solar lighting, which will not require any wiring, and regular lighting, which will incur an additional cost for an electrician to add the necessary wiring from the existing electricity. The overall size of the sign will be 8' x 4'. Vice-chairman Lavallie added that, perhaps, the question should be posed to the Planning & Zoning Commission as to where the sign can be placed. Director Bushway added that they should also discuss its placement with the Town Council so that it does not hinder any existing monuments or signs. Chairperson Cicchese stated that the more important question, which should be addressed, is

where the money for the sign will derive as it has not been budgeted. Director Bourdeau stated that it could be included in the Public Works Budget under Camp Oakdale, which includes all of the items for the Parks & Recreation Department. Commissioner Perkins asked about the difference between the Facility Repairs and Improvements and Camp Oakdale in the Finance Report. Chairperson Cicchese responded that that particular line item is new and was added by Director Bushway to ensure that such items as fence guards, bases, nets is covered in the budget. Director Bourdeau confirmed his discussions with Director Bushway regarding the items to be covered by the Parks & Recreation and Public Works budgets providing the example of Desjardins Park where the slide and sand will need to be replaced for safety issues and, as such, will be placed under Camp Oakdale of the Public Works budget. Commissioner Perkins was surprised to hear of the existence of the park and questioned whether there might exist an option to dismantle the playground rather than investing the funds in improvements. Chairperson Cicchese stated that many parks are created as a donation by developers who have built a development in the area for its residents. While the developers might donate the property and funds to construct the park, it is the Parks & Recreation and Public Work's Departments job to maintain them. Director Bourdeau confirmed that the three parks currently being maintained by the Town are Camp Oakdale, Fair Oaks, and Desjardins. Desjardins, he added, requires very little maintenance and, while there may not be much activity on the playground, the basketball court is well-utilized. It was clarified that the Camp Oakdale fund is part of the Town's budget and not that of Parks & Recreation. Chairperson Cicchese felt it might be to the Commission's benefit to invite Planning Director Marcia Vlaun to a meeting to further discuss the process and investigate the option of a developer donating funds for a proposed walking track at Camp Oakdale or towards the upgrades of an existing playground rather than land and/or funds for a new park/playground.

b. Dog Ordinance

Based on the language from Clinton Parks & Recreation, Chairperson Cicchese recited her proposed language for the Dog Ordinance. While the Town Council thought a Dog Ordinance was already in existence, Councilor Tanner felt that they were open to and looking forward to reviewing the Ordinance. Discussion ensued regarding the submission process for the Ordinance. Councilor Tanner stated that, once the Commission agrees on its language, it should be sent to Town Administration/Rules of Procedure Standing Committee who will review the language and send it back to the Commission with their recommendations, and, upon final approval of that language, would be sent to the Town Council. Discussion ensued regarding the language of the Ordinance with regards to its clarity regarding the inclusion/exclusion of prohibited areas and the flexibility to designate other areas in the future. As such, the following language was proposed:

In no event shall any dog be allowed, either leashed or unleashed, on any athletic fields and/or playgrounds owned or maintained by the Town of Montville. Dogs are permitted in designated areas only.

Designated areas, such as the walking trails, will be clearly marked as such.

Motion made by Commissioner Berardy, seconded by Commissioner Lawton, to send the above language for the Ordinance to Town Administration/Rules of Procedure Standing Committee for review. Voice vote, 7-0, all in favor. Motion passed.

10. New Business

a. Election of Officers

The following Commissioners were nominated during the December Regular Meeting:

Chairperson:	Scott LaVallie
Vice-chairperson:	Kerri Lawton
Secretary:	Nancy Delacruz

Chairperson asked if there were any additional nominations. There being none, official votes were taken.

Voice vote, 7-0, all in favor, to elect Commissioner LaVallie for Chairperson. Motion passed. Commissioner LaVallie elected as Chairperson.

Voice vote, 7-0, all in favor, to elect Commissioner Lawton for Vice-chairperson. Motion passed. Commissioner Lawton elected as Vice-chairperson.

Voice vote, 7-0, all in favor, to elect Commissioner Delacruz for Secretary. Motion passed. Commissioner Delacruz elected as Secretary.

b. 2014 Budget

Director Bushway presented the changes to the budget, which include two additions: (1) part-time Recreation Programmer, who would be scheduled for a 20 hour work week, including evenings and weekends, and aid in the running and creation of new programs, and (2) Facilities Repair Improvement Fund, which would allocate funds specifically for such items as fence guards, playground equipment, and tennis and volleyball nets. In response to Chairperson Cicchese, Director Bushway stated that the Church, Mohegan, and Co-ed Leagues are currently utilizing the softball fields and that the Safety Batter Box is a 3" padding placed approximately 1/2" below the surface covering the batters box and the front of home plate. The Box is both a safety and maintenance upgrade as it will eliminate injuries caused by players sliding into home plate and will eliminate the constant maintenance of the area by keeping the area level. Similarly, the Field Stencils will drastically cut down on the time necessary for drawing the football side hash marks. Also included is the lines for the basketball courts. The new fence guards will be constructed with a more flexible material. Director Bushway confirmed that the Department is currently generating enough revenue from field use to cover these items. Similarly, there are also enough funds being generated to help fund a part-time Recreation Programmer. It was clarified that these funds go into the general fund.

Discussion ensued regarding the job responsibilities of the proposed part-time Recreation Programmer vs. that of the Secretary, the possibility of increasing the Secretary's hours to full-time rather than hiring a part-time Programmer, the history of the Secretary's position, the necessity of a Programmer, and the needs of the Department as they aim to grow and expand. Currently, the Director is checking up on the practices and games to ensure that they are properly run. While monitors are on duty, they are not allowed to enter the gym for security reasons. A part-time Programmer would not only take on this responsibility, which takes place during the evenings and weekends, but would also be expanding, creating, and running, i.e., leading or teaching, new programs. Increasing the secretary's hours would not help alleviate the situation as he/she would be scheduled to work normal business hours and the task is not included in his/her current job description. Additional tasks and a change in their hours would result in a violation of their contract. The Department is currently running seven (7) programs. In order to grow and expand as a department, additional programs will need to be added and they, in turn, will require additional supervision. Chairperson Cicchese recognized the flexibility of the position and felt that its addition would help increase the Department's revenues resulting in more programs and participants. The issue of adequate telephone coverage in the office was also discussed.

Motion made by Commissioner Perkins, seconded by Commissioner Ventresca, to amend the budget to increase the Administrative Secretary's position to full-time status. Roll call vote, 3-4. Voting in Favor: Commissioners Perkins, Berardy, and Ventresca. Voting in Opposition: Commissioners DelaCruz, Lawton, LaVallie, and Cicchese. Motion failed.

Motion made by Commissioner Perkins to amend the budget to not include a part-time Recreation Programmer. The motion was not seconded.

Motion made by Commissioner Lawton to amend the budget to include an increase of the Administrative Secretary's hours to 30 hours/week and add a part-time Recreation Programmer. The motion was not seconded. Discussion: The additional hours would increase the budget by approximately \$10,000.00 (ten-thousand dollars) and the position would include some benefits.

In response to Commissioner Ventresca, Director Bushway clarified that the Part-time Camp Oakdale line item covers the personnel and that neither the Summer Camp program nor the Summer Program Transportation, both of which are listed as separate line items, are included in that line item. Commissioner Lawton questioned whether Trick or Trunk is included under the Programs line item. Director Bushway ensured her that Trick or Trunk is included and budgeted for \$400.00 (four-hundred dollars).

Motion made by Commissioner LaVallie, seconded by Commissioner DelaCruz, to approve the budget as proposed. Roll call vote, 4-3. Voting in Favor: Commissioners Berardy, DelaCruz, LaVallie, and Cicchese. Voting in Opposition: Commissioners Lawton, Perkins, and Ventresca. Motion passed.

The budget will be submitted for review. Chairperson Cicchese and Councilor Tanner strongly encouraged the Commissioners to attend the Finance Committee Meeting once a date has been scheduled.

c. Discussion with Public Works Director Don Bourdeau

Chairperson Cicchese noted that, while for many years Director Bourdeau attended the Commission meetings, he has not done so in the recent past leading to the following list of questions submitted by the Commission.

1) Camp Oakdale Little League Field

a) Converting secondary baseball/softball field for use as an additional practice field.

Director Bourdeau agrees with the idea of converting the seldom-used field. He estimates the playing area of the field to measure approximately 200' x 180' and noted that fields do not always need to meet the standards of a regulation playing field depending upon the sport and age group. This particular field may be utilized for a number of activities including U8 and U10 Soccer, T-ball, and Cheerleading practices. To make the field safe and playable, he plans to include \$12,000.00 (twelve-thousand dollars) in his Capital Improvement Plan (CIP) budget. While there is enough space to expand the field, the costs may prohibit such an expansion at this time.

b) Improving the flow of traffic in the parking lot.

While he looked at the option of installing a pipe and paving an entrance/exit at the end of the parking lot towards Meetinghouse Lane, Director Bourdeau felt that, even if permitted, would not be a viable option due to the wetlands in the area. A more viable option is to create a paved entrance/exit between the driveway and the parking lot, which would allow people to directly enter into/exit from the parking lot, keeping them from having to travel up the driveway. He estimates that, with good weather, the job can be completed within a few weeks. Should the weather turn, he estimates the job to be completed in spring 2014. The current driveway may be gated and used by the staff and for emergencies. The improvement is included in the current budget and he will inform Director Bushway of the status of the project.

2) Are there plans for the use of Fair Oaks besides Recreation and what is the impact and improvements that will be made to accommodate?

It was clarified that this includes both indoor and outdoor use of the facility. Director Bourdeau stated that, while there have been informal discussions, there are no official plans to date. It is his understanding that the Commission will be contacted once discussions begin.

- 3) Has a feasibility study been done on Fair Oaks for field use?

Director Bourdeau expressed the critical need for improvement of the dialogue between himself and the Recreation Commission going forward. He recognizes the importance of playing fields and suggested the abandoning of the well, removing the trees and the two posts installed by the Fair, and filling those areas. He stated that there are some unanswered questions, including the possible return of the Fair, which would need to be addressed prior to making any changes to the property. He would like to include the costs in his 2015-2016 Capital Improvement Plan to make the necessary improvements to the field and making it more usable. The field measures approximately 190' x 266' and, while the improvements would not create a regulation lacrosse field, it may be used for a variety of other activities. It would also be beneficial for other Departments should they plan to move there. The options and costs will need to be explored further and will probably be a two-year plan. In a previous Feasibility Study, it was determined that additional parking is available at the backside by SNET as well as at the High School across the street. He added that a sidewalk will be installed so that people may safely walk in the area from their vehicles to the field. The green located on the Old Colchester side of the building is also an option for additional parking.

- 4) Can changes be made to the Camp Oakdale entrance/exit/traffic flow to make it safer for children in the parking lot? — *See item 10(c)1(b).*
- 5) What would it take to convert the small softball field at Camp Oakdale into a multi-purpose practice field? — *See item 10(c)1(a).*
- 6) What is the status of resurfacing the basketball and tennis courts at Camp Oakdale? Are both of these projects in the CIP?

The resurfacing of the courts is scheduled for either the spring or summer of this year, depending upon the tennis schedule. Commissioner Berardy noted that tennis will be taking place in May and June. Director Bourdeau stated that the resurfacing will, then, occur anytime after July.

- 7) How much money is left in the Camp Oakdale bathroom improvement budget? Are there any plans for further bathroom renovations at Camp Oakdale?

There is currently \$92,690.00 (ninety-two thousand six-hundred and ninety dollars) in the budget for the Camp Oakdale bathroom. The plan is to demolish and replace the current bathroom with one that is pre-fabricated. The structure is the same type of bathroom constructed at the softball field. It has not been vandalized and has proven to be less expensive and work well. The Commissioners informed him that it has a tendency to run out of toilet paper. The project is scheduled for the spring or summer of this year. He will also be including the costs to replace the bathroom near the football field in next year's Capital Improvement Plan.

- 8) What other projects are in the CIP that involve Parks & Recreation properties?

Projects include the small baseball fields, Camp Oakdale, and trail maintenance. With regards to the trails, he plans to include \$10,000.00 (ten-thousand dollars) in the CIP for a Gator, which would be specifically utilized for trail maintenance and allow the year-round use of the trails. He is also investigating the possibility of creating additional spurs off of the main trail and utilizing volunteers, i.e., individuals from the Sub-base and those seeking an Eagle Scout project, to create these new trails. Currently, no funds are included in the budget. In response to Chairperson Cicchese, Director Bourdeau responded that they will also be looking for grant money from the DEEP, though much of their funds are allocated for economic development only.

- 9) Why make improvements to Palmer field? Wouldn't it be better to further develop the Fair Oaks Community Center property and build one or two fields on that property?

Currently, there are not enough fields in the Town and either improvements will need to be made to make the field safe for use or the field will need to close. Measuring 464' x 170', it is also one of the largest fields. Improvements are estimated to cost \$20,000.00 (twenty-thousand dollars). The property is owned by the Public Works Department. They are hoping to begin their improvements in the spring. It is estimated that the field will be closed for one-year. Asked about the availability of parking, Director Bourdeau responded that that will be dependent upon the size of the field. During nights and weekends, people may park at the complex. Alternative fields for scheduled activities will need to be decided while the field is being improved.

Director Bourdeau also discussed the necessity of the Town, i.e., the Mayor, Facilities Director, Superintendent of Schools, P&R Chairperson, and himself, to communicate with each other and share their resources to ensure that the appropriate fields are being utilized for certain activities. He added that such determinations will also make the maintenance of the fields easier.

He also discussed the possibility of a lease purchase of the field on Gallivan Lane. Currently, the field is not being utilized to its fullest and may be transformed for other uses. Commissioner Perkins, who is also a Montville Little League Board Member, stated that the Board is seeking to sell the property. Another option is the field at Mohegan School, which is owned by the Commission and seldom used.

Chairperson Cicchese stated that the reality is that there are not enough fields in the Town, and the Town does not have the funds to either purchase property for new fields or create new fields. She questioned the possibility of being provided with a color-coded map indicating the various fields located within the Town and their respective ownership. The map can then be used to identify what the fields may be used for and when. Director Bourdeau indicated that Town Planner Marcia Vlaun would be able to provide that

information. Commissioner Ventresca agreed that the information would be very useful and valuable.

In response to Commissioner DelaCruz' question regarding the availability of land for purchase within Montville, Director Bourdeau responded that he is aware of an inquiry into a 30-acre property located off of Route 163, abutting Camp Oakdale made last year. Unfortunately, the asking price was well over the assessed amount. Another option, he noted, is clearing the woods at Camp Oakdale. He also noted that, in response to Commissioner Berardy, the Town-owned property of Pta Lane might also be an option. Director Bourdeau confirmed that the water at Fair Oaks is now public water and potable. The 46-acre property, which is primarily wetlands, cannot be developed.

Chairperson Cicchese offered an open invitation to Director Bourdeau to all of their meetings and the Commission thanked him for attending the meeting and responding to their questions and concerns.

11. Communications — none.

12. Remarks from the Public — none.

13. Remarks from the Commissioners

Commissioner Ventresca thanked Director Bourdeau for attending the meeting and answering their questions. She requested that the allocation of in- vs. out-of-season field usage be placed back on to the agenda.

Commissioners LaVallie and Lawton expressed their appreciation to Director Bourdeau for attending the meeting.

Commissioner Perkins expressed her disappointment with Director Bushway for not requesting that the part-time secretary be placed back to full-time status.

14. Remarks from Town Council Liaison, Laura Tanner — none.

15. Adjournment

Motion made by Commissioner LaVallie, seconded by Commissioner Ventresca, to adjourn the meeting at 8:54 p.m. Discussion: None. Voice vote, 7-0, all in favor. Meeting adjourned.

Respectfully Submitted by:

Agnes Miyuki, Recording Secretary for the Town of Montville

**AN AUDIO RECORD OF THE MEETING IS ON FILE IN THE MONTVILLE TOWN CLERK'S OFFICE**