

Town of Montville Parks & Recreation Commission
Regular Meeting Minutes for Wednesday, July 15, 2015
6:30 p.m. – Montville Town Hall – Town Council Chambers

1. Call to order
Chairman Scott LaVallie called the meeting to order at 6:35 p.m.
2. Roll Call
Present were Commissioners Joseph Berardy, Eileen Cicchese, Nancy delaCruz, Ryan Hartman, Kerri Lawton, Scott LaVallie, Karen Perkins, Kristin Ventresca, and Derek Wainwright. Also present were Town Council Liaison Laura Tanner, Parks & Recreation Director Peter Bushway, and Public Works Director Don Bourdeau.
3. Adjustments to the agenda – *none*
4. Remarks from the Public regarding items on the agenda with a three-minute limit – *none*
5. To consider and act on a motion to approve:
 - a. The Regular Meeting Minutes of Wednesday, June 17, 2015
Motion made by Commissioner delaCruz, seconded by Commissioner Cicchese.
Discussion: None. Voice vote, 9-0, all in favor. Motion carried.
6. Director's Report for July 2015
The Public Works Department has placed the bench, which is currently chained to the ground, on the field at Camp Oakdale. Other moveable options include attaching it to the ground with a small cable or setting it on a flat cement pad. A permanent option would be to cement the legs of the bench into the ground. Chairman LaVallie recommended the Commissioners take a look at the bench so they can discuss whether they would like to purchase additional benches.

Commissioner Lawton noted that the additional donation for the Summer Concert from the Mohegan Sun Casino has not yet been confirmed.
7. P&R Newsletter for August 2015
The following changes to the Newsletter were proposed:
 Headline, First Article: ~~SUMMER CAMP ALMOST OVER!~~
 SUMMER CAMP: A GREAT SUCCESS!

 Sidebar: Add Town Council Liaison Laura Tanner
 Add Commissioner Cicchese's E-mail Address

Images from the following/upcoming events will be added to the Newsletter:
 Summer Concert
 Road Race
 Campers or Counselors of the week

8. Reports from Finance

Chairman Bushway stated that the overtime charges derive from the Community Tag Sale.

9. Unfinished Business

a. Dog Ordinance

Councilor Tanner reported that a Public Hearing for the Dog Ordinance has been scheduled for Wednesday, August 12, 2015 at 6:30 p.m. A clause is included in the Ordinance allowing the Ordinance to be waived for any special events, e.g., a dog show. It was noted that it appeared a dog class was taking place at Palmer Field without the knowledge/permit of the Department. In reference the Town Attorney's recommendations, it was stated that the mention of service dogs from the Ordinance was intentionally excluded as it was felt that was common knowledge. The field numbers on the map(s) will be revised to reflect the new field numbers. Signs will be placed throughout the park and the map will be posted. The assistance of the Leagues will be requested to help enforce this and the Smoking Ordinance by informing their members and public and the Police Department has been made aware of the Ordinance. Councilor Tanner recommended the Commission create a set of written guidelines to be distributed to the Leagues and Organizations, who may, then, distribute it to the various teams and visiting public in an effort to help enforce the rules.

b. Dog Park

Commissioner Lawton stated that the Committee has received close to \$1,000.00 in donations and the Tag Sale Room has been reserved.

c. Summer Concert

While other options were considered, it was decided that the best option is to have Bonner Electric create heavy-duty extension cords and install twist lock outlets at the breaker box, enabling the Commission to retain the equipment for future events. The cable will also allow for usage on the soccer and/or lower fields. The cost will be divided between the Parks & Recreation and Public Works Departments. For safety reasons, the stage will be placed off-center, towards the far goal post and facing the goal post located towards the parking lot so that the cable, which will be either covered, buried, or have cones placed beside it, will run behind the stage and alongside the bleachers. Those seated on the bleachers will have a side view of the stage.

Commissioner Lawton has created a map of the field indicating the location of the stage and the cable for the Fire Marshal to obtain a permit for the event. P&R Director Bushway will submit the map to the Fire Marshal.

It is hoped that damage to the field from the event will be minimal. PW Director Bourdeau is looking the need for a Public Works employee to be present at the event for safety reasons, to handle any issues that might arise, and to put the equipment away

following the event. He is also looking into obtaining temporary recycling cans that may be placed throughout the area. In response to Commissioner Lawton's concern regarding the stability of the electricity during the event, PW Director Bourdeau stated that, unless there is power outage or a circuit breaker is blown, the power should be stable. If the circuit breaker is blown, the band may need to unplug one of their amplifiers and the breaker will need to be switched back on.

Discussion ensued regarding the stage rental, as the full rental fee would be charged should they need to cancel the stage on the day of the event due to inclement weather. Options discussed included contacting the town of Norwich, moving the event to the Camp Oakdale Pavilion, utilizing pallets with plywood nailed to the top, utilizing flatbed trucks, using rubber mats, and requesting Public Works to construct a stage. The possibility of purchasing insurance in case of cancellation and holding the event at the Camp Oakdale Pavilion should the weather be inclement was also raised. Should the event be successful, the Commission will look into requesting Public Works to construct a stage for future use. Issues regarding the storage of the stage were also raised. The Fire Police will be present for the event to help monitor the traffic within the parking lot and the event, itself.

d. Future of Fair Oaks Community Center

The work on the fields will be suspended until it is decided what will transpire with the Community Center and USDA Loan application. Councilor Tanner reported that, because the Community Center Building Committee was never disbanded, letters have been mailed to all of the previous members regarding their interest in continuing to serve on the Committee; one response has been received to date. She also noted that the nine (9) member Committee might be reduced down to five (5) and the issue will need to go to a referendum. The Commission is waiting to hear back from Town Planner Marcia Vlaun regarding the estimated base amount for the project. Should any Commissioners be interested in serving on the Committee, they are requested to complete and return the *(Re-)Appointment to Boards/Commission* form to the Town Clerk's office. Chairman LaVallie reiterated the importance of having representatives from the Youth Center on the Committee as well.

e. Camp Oakdale

PW Director Bourdeau reported that both of the bathrooms would, most likely, be demolished and installed in the Fall, following the football season. He is in the process of obtaining an estimate and scheduling the striping of the parking lot. They might, possibly, paint the lines during the night or paint one-half of the parking lot at a time. For safety reasons, the islands and bump-outs will not be removed. The possibility of opening the left side of the parking lot so visitors may exit the parking lot from one direction and where individuals would park should the lot become full during the

Summer Concert was discussed. The baseball backstop will be de-installed, along with the benches and the surrounding fencing; picnic tables and a garbage can will be placed in its stead. Due to time and staffing restraints, an outside contractor will be hired to begin clearing the area and expanding Field 3. Half of the project has been funded for this fiscal year and, it is hoped, the final phase of the project will also be approved for funding for the next fiscal year. The project will begin as soon as the field is available (possibly November), as the contractors will need to drive on the field with heavy equipment deeming the field unusable while the area is being cleared. As such, the field will be closed until the project is completed. P&R Director Bushway will provide him with a definite date for the closing of the field.

The Commission expressed their appreciation to PW Director Bourdeau.

10. New Business – *none*

11. Communications – *none*

12. Remarks from the Public – *none*

13. Remarks from the Commissioners

Commissioner Ventresca expressed her appreciation of and commended Commissioner Lawton for her work on the Summer Concert and regrets being out of Town during that weekend.

Commissioner Wainwright also expressed his appreciation of and commended Commissioner Lawton and hopes that the issues will be resolved.

Commissioner Lawton added that six (6) signs and a number of posters have been printed and posted throughout the Town and Commissioner Perkins is helping publicize the event on the local radio stations. A banner was not printed.

Commissioner delaCruz also regretted her inability to attend the Summer Concert, but has been spreading the word and hopes it will be a successful event.

Chairman LaVallie also thanked Commissioner Lawton for her efforts, hopes that those Commissioners who can attend the event will attend and looks forward to a successful event that will, hopefully, be the start of a new tradition.

14. Remarks from Town Council Liaison, Laura Tanner

Councilor Tanner also expressed her appreciation to Commissioner Lawton, stating that many people have been talking about the Concert. She reiterated her recommendation of creating a set of guidelines for the public and visiting teams to be distributed and posted on the Commission's website page. She is open to speaking with Webmaster Donna Geary on the Commission's behalf.

She reported that there is four openings on the police force, which is now up to 22 of the 26 budgeted officers, should the Commissioners know of anyone who is interested in applying. Resident State Trooper Sgt. James Smith has retired from the State Police and a job offer has been made to him to join the Montville Police Department. Interviews are currently taking place for a new Resident State Trooper. Resident State Trooper Sgt. Todd Harbeck is currently serving as the Town's interim Trooper. The Fire Department is in the process of utilizing one reporting system. The Montville Road Bridge is slated for completion in September/October and is in the process of being named.

15. Adjournment

Motion made by Commissioner Perkins, seconded by Commissioner Lawton, to adjourn the meeting at 7:53 p.m. Discussion: Chairman LaVallie reminded everyone that there is no meeting next month. Voice vote, 9-0, 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