

Town of Montville Parks & Recreation Commission
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Uncasville, Connecticut 06382

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**Town of Montville Parks and Recreation Commission
Regular Meeting Minutes of Wednesday, August 18, 2010
7:00 p.m. – Town Hall – Room 202**

1. **Call to Order**

Chairman Gwudz called the regular meeting of the Montville Parks & Recreation Commission to order at 7:00 p.m.

2. **Roll Call**

Present were Commissioners Berardy, Cicchese, Clark, delaCruz, Gwudz, LaVallie and Tanner. Absent were Commissioners DeMitte and Desjardins. Also present was Public Works Director, Don Bourdeau, Parks and Recreation Director, Peter Bushway, Mayor Jaskiewicz and Town Council Liaison, Candy Buebendorf.

3. **Approval of the July 21, 2010 Regular Meeting Minutes**

Motion made by Commissioner delaCruz, seconded by Commissioner Cicchese. Discussion: none. Voice vote: 6-0-1 (Commissioner Tanner abstained as she was not present at the previous meeting), motion carried, meeting minutes approved.

4. **Remarks from the Public Relating to Items on the Agenda – none.**

5. **Public Works Report – Don Bourdeau**

a. **Field Management Plan and Schedule**

Don Bourdeau distributed copies of the Camp Oakdale Field Maintenance Schedule for the Commission to review. The schedule depicts the proposed work to be done between March 1st and November 20th and includes a weed and pest control schedule. Discussions were held regarding rotating and resting fields between play. A discussion was held regarding the possible use of the Palmertown Academy fields. Mr. Bourdeau will meet with football and soccer coaches at the request of the Commission and report back with any changes made to the schedule.

b. **Construction of Camp Oakdale Restroom Facilities: Capital funds reduced from \$218,000 to \$179,000. Need to submit bids by September 1, 2010.**

Don Bourdeau distributed copies of the proposed facilities for Camp Oakdale to the Commission. He explained the funding for the project was cut to \$179,000 and therefore the size of the facility has been cut back. He explained the work will have to go out to bid and the Town is now looking at the installation of a concrete pre-made and delivered facility. Bidding for the building, site work, well and septic system will go out separately by September 1, 2010. He discussed regulation requirements from the Connecticut Department of Public Health. It was the consensus of the Commission to include setting the pre-made concrete facility onto the slab as part of the bid for the purchase of the facility to avoid liability issues. The Commission suggested the town go out to bid for the concrete facility to include two options, the existing option as submitted by Mr. Bourdeau and the option of an extra stall in the woman's room and an extra urinal in the men's room for cost comparison to determine the best alternative.

Motion made by Commissioner Cicchese, seconded by Commissioner LaVallie to authorize Mr. Bourdeau to go out to bid for the proposed restroom facilities at Camp Oakdale and to include the two options as discussed in the bid requirements. Discussion: none. Voice vote: 7-0, all in favor, motion carried.

c. Cost of additional lighting for Christmas Parade: installation of spotlights to be completed by August 30, 2010.

Don Bourdeau distributed a copy of the breakdown of costs for the installation of flood lights at the old Town Hall building. Materials for the job include wire mold, switches and floodlights, labor costs are for one day of labor to complete the job. The flood lights will be a great asset to the lighting for the Christmas Parade and will be utilized throughout the year when there are activities in the building that require additional lighting.

Motion made by Commissioner Cicchese, seconded by Commissioner Tanner to authorize Mr. Bourdeau to proceed with the installation of the flood lights at the old Town Hall. Discussion: none. Voice vote, 7-0, all in favor, motion carried.

d. Grill refurbishment completed by July 30, 2010.

Don Bourdeau stated all of the grills have been completely refurbished.

e. Installation of sand volley ball courts. Start September, 2010, complete by November 1, 2010.

Don Bourdeau hopes to have this project completed by November. All of the approvals from the Wetlands Commission have been obtained and he is ready to move forward with the project as proposed.

Mayor Jaskiewicz thanked the Commission for authorizing and moving forward with the Camp Oakdale restroom facilities. He stated the reduction in the size of the building

should not have an adverse impact and will have the capability to service the needs of the people in attendance at Camp Oakdale functions. There are additional restroom facilities at the Camp Oakdale ball fields and the new building will be additional capacity.

6. **Finance**

a. Year to Date Expense Report

Mr. Bushway distributed the copies of the expense report for the months of June and July for the Commission to review and apologized for not including them in the packet. The Commission requested Mr. Bushway include a complete expense report for 2009/2010 in the September packet for review. He requested the Commission authorize a transfer of \$6.76 from line item 51074, Part Time Camp Oakdale into line item 51100, Overtime to cover overtime for Summer Camp staff.

Motion made by Commissioner Tanner, seconded by Commissioner Clark to authorize the transfer of \$6.76 from line item 51074 to line item 51100 to cover the costs of overtime for Summer Camp staff. Discussion: A discussion was held regarding transferring a lump sum of money to cover future over time costs or to discuss each over time expense on an individual as needed basis. It was the consensus of the Commission to address each request on an individual basis. Voice vote: 7-0, all in favor, motion carried.

Mr. Bushway indicated pages #4 and #5 in the packet is a copy of the approved Parks & Recreation budget for the fiscal year 2010-2011.

b. Evaluation of all Programs to be changed over to Special Revenue Accounts.

The Commission reviewed an email from the Finance Director regarding programs that are currently in the Special Revenue account. These programs are aerobics, babysitting, dance lessons, horseback riding lessons, judo, football, exercise classes and Summer Camp. The Finance Director suggests removing Summer Camp from the Special Revenue account because the employees are on the payroll. She suggests there be one fund with different revenue and expenditure lines to avoid many separate funds and causing unnecessary confusion. Chairman Gwudz suggested Councilor Buebendorf discuss this issue with the Town Council and to discuss the advantages of the Commission utilizing the Special Revenue account to sustain programs and to establish a fee structure to generate money for the activities.

c. Special Revenue Programs comparison with other towns.

Mr. Bushway discussed his findings when comparing the Special Revenue accounts from other towns to Montville and discovered most are handled the same way.

7. **Publications Sub-Committee**

- a. Develop a Town brochure by splitting costs with Youth Services and the Senior Center.

Mr. Bushway discussed the upcoming publication and stated it will be at no cost to the Town. He distributed a draft copy of the publication and asked the Commission to review it and get back to him with any changes, deletions or additions they would like to add prior to publication. Chairman Gwudz stated in the future the Commission would like at least two weeks to review the publications and to give feedback.

1. Town web page for advertisement of programs and potential online brochure.

Mayor Jaskiewicz stated he is not in favor of using the Town web page to advertise local business but he will look into if there is any kind of ordinance that prevents the Town from doing so.

- b. Connecticut College Print Shop

It was the consensus of the Commission it is not in the best interest of the Commission to pursue this option for publication of the brochure.

- c. Discussion regarding Parks & Recreation FaceBook page.

Mr. Bushway stated he will contact the Town's IT professional to determine if this is an idea the Commission should pursue. Chairman Gwudz stated it would be a good idea to ask the Mayor if he has any issues with establishing a Facebook page for Parks & Recreation.

- d. Horizon Media publishing costs for booklet.

Mr. Bushway stated there will be no cost for publication of the brochure. There is currently no commitment to stay with the publication company in the future but this is a great deal and will be distributed by direct mail to every mail stop in the Town of Montville.

8. **Summer Camp**

- a. Conclusion of camp/final wrap up.

Mr. Bushway stated there was only positive feedback from the Summer Camp program this year. He stated the staff did a great job and there were no issues reported

- a. Status and Discussion
- b. Bus costs

Mr. Bushway discussed the costs breakdown for bus transportation.

c. Changes to 2011 Summer Camp

Mr. Bushway discussed potential changes and improvements he would like to make to the Summer Camp program next year.

d. Staff evaluation (twice during camp)

e. Survey at Camp completion ie. Survey monkey/paper survey

Mr. Bushway discussed the survey, stating it is completed and will be mailed out next week. A discussion was held regarding offering a free program as incentive to send the survey back in.

Motion made by Commissioner Tanner, seconded by Commissioner delaCruz to authorize Mr. Bushway to offer up to fifty (\$50) dollars toward a program offered by the Town of Montville Parks & Recreation Department for one individual person for one individual, non transferable program registration in a random drawing from surveys returned to the Parks & Recreation Department within two weeks. Discussion: none. Voice vote, 7-0, all in favor, motion carried.

The Commission requested Mr. Bushway provide them with a written evaluation of the feedback from the surveys and an overall evaluation of Summer Camp for this year for discussion at the next meeting.

9. Summer/Fall Programs

a. Update on Existing/Future Classes and Programs

Mr. Bushway stated most classes are on break but are advertised in the brochure and will resume in the next couple of weeks.

b. Dance Class – on break.

c. Dog Obedience Training Class Schedule September/October

d. Judo - on break.

e. Gymnastics – on break.

f. Jewelry class (September 14, 2010)

g. Lacrosse – this program will begin in the spring.

h. Review of Recreation Director's list of potential programs submitted May 19th

i. Men's Fall Softball League

j. Zumba instruction

k. Kayak Class

l. Co-ed Softball – Commissioner Tanner stated she is having great difficulty collecting money from several teams. She stated on site registration was not a good idea

and suggested doing it differently next season. She stated there were no injuries reported and will provide a cost breakdown to the Commission for the next meeting.

10. Recreational Basketball

a. Improvements and New Initiative for the 2010/2011 Season

A discussion was held regarding increasing the fees for the upcoming season to cover rising costs to run the program.

Motion made by Commissioner Berardy, seconded by Commissioner Tanner to increase the fee for Park & Recreation basketball to \$30 per individual, capped at \$75 per family and \$20 late fee registration to go into effect immediately for the upcoming season. Discussion: none. Voice vote: 7-0, all in favor, motion carried.

b. Referee training program for 2010-2011 Season

Mr. Bushway stated he will be running the program this season and is a certified referee. He is waiting for his certification to be transferred from Maine.

c. Summer outdoor clinic

The clinic was held this year and run mostly by Commissioner LaVallie and Mr. Bushway.

11. Unfinished Business

a. Update on Regional Meetings with Surrounding Towns

Mr. Bushway stated the meeting is scheduled for September 10th in New London and he will report back after he attends the meeting.

b. Facility Usage forms

The Commission had the opportunity to review the proposed new facility usage form at the last meeting and the opportunity to add or change items on the document. It was the request of the Commission to add the question "will you be charging a fee for this event?"; and to add a space for an email address on the form.

Motion made by Commissioner Cicchese, seconded by Commissioner LaVallie to authorize the implementation of the Facility Usage form as the only form for requests with the amendments as discussed. Discussion: none, voice vote, 7-0, all in favor, motion carried.

c. Program Fee Re-evaluation

Chairman Gwudz stated it is time to start re-evaluating fees and requested Mr. Bushway provide the Commissioners with past and present fee structures for each and every program Parks & Recreation has run. He requested information regarding the amount of money the instructors receive, how much is charged to residents vs. non residents and to make recommendations regarding how much each individual program should be increased to cover costs to run the program.

d. Co-ed softball league – Commissioner Tanner discussed this earlier in the meeting.

e. Status of Upgrade to Youth Football league concession stand.

The upgrade to the concession stand has been completed. The commission reviewed a letter from a parent of a student on the Montville Youth Football League to Mr. Bushway regarding a request to move the designated smoking area away from the concession stand to promote a healthy environment for the children who work at the stand and play in the league. It was the consensus of the Commission this is not an issue for the Parks & Recreation Commission to decide on and the leagues have the authority to make their own rules and regulations during activities and if they want to make them smoke free they can enforce the rule as a league. Councilor Buebendorf will investigate if there is a smoke free ordinance in other towns and how they address this issue.

f. Update of Fair Oaks Building and STEAP grant money

Chairman Gwudz stated the Planning Director is on vacation and he will speak with her when she gets back in. He has concerns there is confusion regarding who is responsible for paying the architectural fees.

g. Summer Concerts Status – final wrap up.

Mr. Bushway stated the summer concerts have concluded for this year and the numbers for the concerts have been between ninety and one hundred in attendance. There was a great turnout for the events this year and there were enough sponsors to keep the event going. He hopes to continue the program next year.

h. Saturday night movies at Camp Oakdale –final wrap up

The final movie is scheduled for Saturday evening. Attendance for the movie night was low and the Commission discussed the most effective ways to get the word out regarding the movies next year including an additional sandwich board at the Fair Oaks intersection.

i. Christmas Parade

The Christmas Parade date has been tentatively set for December 6th. A discussion was held regarding holding the parade on Saturday evening if the City of Norwich decides to cancel their parade this year due to budget cut backs. The Lions have offered to help with the parade again this year and letters should go out to sponsors and participants this month.

j. Trips

Mr. Bushway discussed various trips and scheduled events for the upcoming season, including a trip to the Christmas Craft Fair at the Eastern States fairgrounds in December.

k. Status of sold tickets to amusement parks

Mr. Bushway stated there were seventeen 6 Flags tickets sold, 4 Quassy tickets and 2 Lake Compounce tickets. The remaining tickets will be returned for a full refund to the Town.

l. Eagle Scout planting project of the large Pavilion area at Camp Oakdale.

Mr. Bushway distributed pictures of the proposed planting site to the Commissioners to review.

12. **New Business**

a. Montville Day celebration status

A discussion was held regarding the proposal for a motorcycle rally/carnival type family fun celebration proposed for June 5, 2011 to include craft vendors and food concession stands. The Commission discussed parking issues and the best location to hold the event. The organizer of the event is requesting money from the town to get the Montville Day off the ground. Chairman Gwudz stated he will keep this item on the agenda for future discussion.

b. Process of adding new programs and the roll of the Commission.

Commissioner Cicchese suggested the Parks & Recreation Director take over the responsibility for determining what programs should be run. Chairman Gwudz stated he would like this function to stay with the Commission so they have a better understanding of what the program offers and to set the fee structure on an individual basis.

A discussion was held regarding authorizing Mr. Bushway to approve any and all routine Facilities Requests and to give him the authority to determine which requests should be presented to the Commission due to an excess of people in attendance, a request for a fee waiver or use of the Fair Oaks facility for an event. The Commission requested a copy of all Facilities Requests in the monthly meeting packet for review.

Motion made by Commissioner Berardy, seconded by Commissioner Cicchese to authorize Mr. Bushway to review, approve or deny any future, routine Facilities Requests. Discussion: Chairman Gwudz stated he would like time to think about the motion and made a motion to table this decision until next month. Commissioner Cicchese seconded the motion to table this decision until next month.

- c. Discussion on funding for Professional Development for the Recreation Director.

Mr. Bushway stated the fees have been paid to date for Professional Development.

13. Correspondence

14. Facilities Requests

Motion made by Commissioner Cicchese, seconded by Commissioner Tanner to approve a Facilities Request submitted on July 30, 2010 from Mark Hillyer for use of Camp Oakdale on September 19, 2010 for the purpose of a birthday party from 10:00 a.m. until 6:00 p.m. for forty people. Discussion: none. Voice vote, 7-0, all in favor, motion carried.

15. Other Items Not on the Agenda (Open Floor)

Mr. Bushway discussed his proposal for an addition to the Montville Parks & Recreation brochure to include over/under enrollment policy that states programs have a minimum and maximum enrollment. If the class does not reach the minimum size required, the class will be canceled. A waiting list may be established for fully enrolled programs; and the second is a photo policy that states any photograph taken of any participants of the Montville Parks & Recreation Department programs or activities may be used for publication or advertising materials such as brochures and flyers. Any participant not wishing to have a photograph of them used must submit in writing a request not to be photographed at the time of registration.

Motion made by Commissioner delaCruz, seconded by Commissioner Cicchese to authorize the addition of the two paragraphs into the brochure as requested by Mr. Bushway. Discussion, none, voice vote, 7-0, all in favor, motion carried.

Mr. Bushway discussed a proposal for a procedure for non-sufficient funds and returned checks for programs and facilities rentals. He stated there were four returned checks submitted for payment this year for Summer Camp and one for the rental of Camp Oakdale that was just recently paid. It was the consensus of the Commission to authorize Mr. Bushway to determine the best policy for handling returned checks and to check with the Finance Department to determine if there is a policy in place.

16. Adjournment

Motion made by Commissioner Clark, seconded by Commissioner Berardy to adjourn the meeting at 9:40 p.m. Discussion, none, voice vote, 7-0, all in favor, motion carried.

Respectfully Submitted by:

Audrey Ulmer, Recording Secretary for the Town of Montville

For Future Reference:

- Camp Oakdale, Soccer Field Lighting (economic stimulus plan)
- Update on Potential Purchase of Property Adjacent to Camp Oakdale (not presently listed for sale)
- Status of Open Space Funding
- Repair/Fill Cracks in Tennis total cost \$18,300 (in 2011/2012 Public Works Capital Plan
- Basketball Courts – need new estimate for repairs to cracks estimated costs – refurbishment costs \$17,000 (in 2012/2013 Public Works Capital Plan)
- Camp Oakdale Multi-Purpose Development Plan for trails, expectations for 2010
- Memorandum of Understanding for Use of Camp Oakdale Facilities -Soccer Status - MOU, Football Status
- Camp Oakdale Volleyball Court
- Evaluate possibility of new entrance to Camp Oakdale to resolve traffic issues