

Town of Montville Parks & Recreation Commission  
Special Meeting Minutes of Tuesday, January 4, 2011  
Town Hall - Room 203 – 5:30 p.m.

1. Call to Order

Chairman Gwudz called the special meeting to order at 5:30 p.m.

2. Roll Call

Present were Commissioners Berardy, Cicchese, Gwudz, LaVallie, Lawton and Tanner. Absent were Commissioners delaCruze and Clark. Also present was Parks & Recreation Director Peter Bushway and Town Council Liaison, Candy Buebendorf.

3. Approval of the meeting minutes of December 5, 2010.

Chairman Gwudz indicated he would like to wait until the next regularly scheduled meeting to approve the meeting minutes. Motion made by Commissioner Cicchese, seconded by Commissioner Tanner to postpone the approval of the minutes until the next regularly scheduled meeting. Discussion, none, voice vote, 6-0, all in favor, motion carried.

4. Remarks from the Public – none.

5. New Business

a. Discussion regarding the fiscal year 2011-2012 Parks & Recreation operating budget.

The Commissioners reviewed each line item of the document titled “Parks and Recreation Department 2011-2012 Proposed Budget” distributed by Mr. Bushway. The document depicts the expenditures and revenues to date and establishes the amount of money the department will require to operate in the upcoming budget year. The first line items included salaries that are not negotiable because they are contractual and negotiated by the Union so they were not discussed by the Commission. The remaining items, Part time recreation programs, part time Camp Oakdale, overtime, holiday parade, fees for membership, office and Miscellaneous supplies, training and conferences, advertising, printing, programs, safety equipment, summer camp program, summer camp transportation, basketball referees, and equipment were all reviewed carefully to determine accuracy. Discussions were held regarding extending summer camp from five to seven weeks at the request of the residents and raising fees to cover the extra two weeks so that the department does not have to request extra money for the program; special revenue accounts and utilizing money made from these accounts towards equipment and supplies; utilizing volunteers as referees to cut back on costs; and the use of the Rec Track program for spreadsheets to keep track of information. Mr. Bushway

will supply the Commission with a cost breakdown for summer camp costs including transportation costs for discussion at the next regularly scheduled meeting.

Motion made by Commissioner Tanner, seconded by Commissioner LaVallie to accept the Parks & Recreation Department operating budget for fiscal year 2011-2012 as discussed and with the proposed changes as discussed. Discussion, none, voice vote, 6-0, all in favor, motion carried.

6. Old Business

- a. Update/Discussions regarding background checks for referees/coaches.

Commissioner Cicchese distributed copies of the National Recreation and Park Association Recommended Guidelines for Credentialing Volunteers for the Commission members to review. Director Bushway distributed a draft copy of the proposed rules and regulations for hiring and asked the Commission members to review it for discussion at the next meeting. He stated it is still in draft form and would appreciate any input from the Commission prior to the finalization of the document. Chairman Gwudz urged the Commission members to look over the documents and he will place this item on the next regularly scheduled meeting agenda for discussion and vote.

7. Remarks from the Commissioners - none

8. Remarks from the Public – none.

9. Remarks from Town Council Liaison, Candy Buebendorf

Councilor Buebendorf stated the proposed budget is very clear and easy to understand and she suggested the Commission present the budget with justification for any increases to the Council and to be prepared to answer questions.

10. Adjournment

Motion made by Commissioner Tanner, seconded by Commissioner Cicchese to adjourn the meeting at 6:50 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

**Parks and Recreation Department 2011-2012 Proposed Budget**

<b>Description</b>	<b>2010 Expended</b>	<b>2011 Adopted</b>	<b>2012 Dept Request</b>	<b>2012 Commission Request</b>
<b>Expenditures</b>				
<b>Secretaries Salary</b>	<b>\$ 41,734.00</b>	<b>\$ 40,947.00</b>	<b>\$ 41,996.00</b>	<b>\$ 41,996.00</b>
		Salary is determined by negotiated contract		
<b>Recreation Director</b>	<b>\$ 48,551.00</b>	<b>\$ 61,500.00</b>	<b>\$ 69,456.00</b>	<b>\$ 69,456.00</b>
		Salary is determined by negotiated contract		
<b>PT Recreation Programs</b>	<b>\$ 10,170.00</b>	<b>\$ 12,000.00</b>	<b>\$ 12,438.00</b>	<b>\$ 12,438.00</b>
Basketball supervisors: 4 locations X 3 hours/day X 50 days X \$10/hr = \$6,000. Volleyball: 1 night X 3hours/night X 13 days X \$12/hour = \$468. Basketball Camp: 6 days X 2 hour/day X \$10 = 120 Judo Instructors: 10 week program/five times a year; approximately \$5,850 in expenses and \$9,450 in revenue				
<b>PT Camp Oakdale</b>	<b>\$ 47,815.00</b>	<b>\$ 55,000.00</b>	<b>\$ 55,000.00</b>	<b>\$ 55,000.00</b>
Account funds the Summer Day Camp Staff for seven weeks				
<b>Overtime</b>	<b>\$ 428.00</b>	<b>\$ 300.00</b>	<b>\$ 300.00</b>	<b>\$ 300.00</b>
Overtime is for the Administrative Secretary use as determined by the Recreation Director				
<b>Rec Holiday Parade</b>	<b>\$ 154.00</b>	<b>\$ 750.00</b>	<b>\$ 500.00</b>	<b>\$ 500.00</b>
Plaques for award winners, two sided sign updated and additional lights				
<b>Fees (Membership)</b>	<b>\$ -</b>	<b>\$ 300.00</b>	<b>\$ 265.00</b>	<b>\$ 265.00</b>
Membership to NRPA of \$145, Connecticut Recreation and Parks of \$95 and New England Parks Assoc. of \$25				
<b>Office &amp; Misc. Supplies</b>	<b>\$ 1,699.00</b>	<b>\$ 1,500.00</b>	<b>\$ 1,500.00</b>	<b>\$ 1,500.00</b>
Ink jet supplies at approximately \$185 per cartridge and misc. office supplies				
<b>Training &amp; Conferences</b>	<b>\$ -</b>	<b>\$ 300.00</b>	<b>\$ 600.00</b>	<b>\$ 600.00</b>
Training opportunities to remain updated on current trends and issues and to maintain certification for the Director				

<b>Advertising</b>	\$	-	\$	500.00	\$	500.00	\$	500.00
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This amount is for newspaper advertising in either The Day or the Bulletin

<b>Printing</b>	\$	99.00	\$	2,000.00	\$	1,500.00	\$	1,500.00
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covers the cost of mailing our brochure three times a year in conjunction with Youth Services and Senior Center, posters for special events

<b>Programs</b>	\$	15,575.00	\$	10,000.00	\$	3,700.00	\$	3,700.00
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Masters Race awards \$450, Easter Egg Hunt \$400, Basketball shirts, scrimmage vests, balls, nets, etc. \$1,347

<b>Safety Equipment</b>	\$	189.00	\$	850.00	\$	500.00	\$	500.00
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first aid supplies for various programs

<b>Summer Camp Program</b>	\$	13,878.00	\$	8,000.00	\$	9,000.00	\$	9,000.00
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staff training \$1,325, supplies \$1,400, tee shirts for staff \$200, trip entrance fees \$5,700 and the camp carnival \$800

<b>Summer Program Trans.</b>	\$	181.00	\$	4,000.00	\$	6,000.00	\$	6,000.00
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Transportation for summer camp consists of pick up and drop off each day plus trips to local attractions in our area within one hour of Montville.

<b>Basketball Referees</b>	\$	4,860.00	\$	4,000.00	\$	5,000.00	\$	5,000.00
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IAABO officials are used to officiate the games at the 5th grade level and above. Current rate is \$62 per game for two officials. We have had an increase in the number of teams over last year thus increasing the number of games to be played.

<b>Equipment</b>	\$	59.00	\$	1,000.00	\$	600.00	\$	600.00
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Cost of the department cell phone and other communication supplies

<b>Totals</b>	\$	185,390.00	\$	202,947.00	\$	208,855.00	\$	208,855.00
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Revenues	2010 Expended	2011 Adopted	2012 Dept Request	2012 Commission Request
<b>General Fund</b>		\$ 55,000.00	\$ 53,930.00	\$ 53,930.00
Summer Camp Program			\$ 35,030.00	
Basketball Program			\$ 6,750.00	
Judo Program			\$ 9,450.00	
Rentals			<u>\$ 2,700.00</u>	

**TOTAL**

**\$ 53,930.00**