

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

Town of Montville Parks & Recreation Commission
Regular Meeting Agenda for Wednesday, May 18, 2011
Facilities Walk
6:00 p.m. – Camp Oakdale Pavilion

1. Call to order

Chairman Gwudz called the regular meeting of the Parks & Recreation Commission to order at 6:00 p.m. in the Town Council Chambers at the Montville Town Hall. The meeting was moved inside due to the inclement weather. He indicated the Facilities Walk will be rescheduled at a later date.

2. Roll Call

Present were Commissioners Tanner, Lawton (6:10 p.m.), LaVallie, Cicchese, Gwudz, delaCruz, Clark, Maffeo, and Berardy. Town Council Liaison Candy Buebendorf could not attend the meeting due to a conflict with a Town Council special meeting.

Chairman Gwudz welcomed Commissioner Maffeo to the Commission, stating the Town Council voted to appoint him at their May, 2011 meeting.

3. Alterations to the Agenda

Motion made by Commissioner Tanner, seconded by Commissioner delaCruz to add the following items to the agenda for discussion;

- a. Item 9 (g) Discussion regarding a new wage scale;
- b. Item 9 (h), Discussion regarding a financial aid form/policy;
- c. Item 9 (i), To consider and act on a motion to reschedule the Facilities Walk at Camp Oakdale on Wednesday, June 15, 2011 at 6:00 p.m.

Voice vote, 8-0, all in favor, motion carried, agenda amended to reflect the changes.

4. Approval of the Minutes

- a. To consider and act on a motion to approve the regular meeting minutes of April, 2011.

Motion made by Commissioner Tanner, seconded by Commissioner LaVallie to approve the April, 2011 regular meeting minutes as submitted with the following change;

1. Change the heading of the minutes to reflect the meeting is a regular, not a special meeting.

Voice vote; 8-0, all in favor, motion carried, meeting minutes approved as amended.

5. To consider and act on a motion to review and approve the Director's Report for May, 2011.

The Commission reviewed the May, 2011 Director's Report as submitted by Mr. Peter Bushway as follows;

Director's Report – May 2011

Follow up from Director from previous commission meeting:

- Target has agreed to donate empty plastic eggs to us for use in our flashlight Easter Egg Hunt next year. It will incorporate the kids above age 8. Numbers corresponding to prizes will be inserted into the eggs to be awarded after the hunt is over.
- Contractor vs Employee: I continue to talk with the Finance Dept. about establishing a set of guidelines to go along with the State and Federal laws pertaining to this issue. Whenever possible, the Town would prefer to use independent contractors instead of making them employees to save on the Social Security and Medicare taxes, and pay unemployment tax on their wages.
- The Finance Director and I are working on the accounts and numbers to include in the special revenue account. In short, only the Summer Day Camp, Basketball and Judo will remain in the General Fund while all others including new programs will go into the Special Revenue Account as of July 1, 2011. A decision on the facility rentals will be made at a later date.
- The MOA with the Fire Marshal's Office is complete and ready to be signed. A copy is included in this packet.
- Eagle Scout Matt Troillet and his Boy Scout Troop will be working with me to organize a walk of the Conservation Trail he worked on to earn his Eagle Scout Badge. It is tentatively set for June 4th from 10 am to noon.
- Public Works has purchased seed for the fields and also will be purchasing weed control material to attack the broad leaf and crab grass weeds on the fields.
- Volleyball Courts: We will be on site to discuss and view them.
- Youth Soccer will be using field one for five games this spring. Field two and three will not be used until maybe this fall depending upon the field conditions this August. So far they are responding well to the treatment that has been done; three times they have been aerated, they have been sliced and will be seeded and

- fertilized before our May meeting and an application of weed control. Earlier this fall the fields were sodded in the most worn areas.
- Interviews for Summer Day Camp positions are almost complete. There are four opening for this year's staff. Our greatest need is an Arts & Crafts Director.
 - Community Booklet is due out the end of this week to homes.

Programs currently running (number of participants in each program - residents and non-residents):

See handout from Carol

Program highlights:

- The Zumba class has started another six week session at Tyl Middle School. They love the site and would like to stay there permanently. However, due to basketball, baseball, softball and other school functions it is not possible.
- We have had three inquiries about teams joining the Coed Softball League that had not participated before. I spoke with Commissioner Tanner about the possibility of using another day for games if we need to expand; possibly Saturday late afternoons. Another option is to utilize byes in the schedule to allow teams to not play a particular weekend and be able to go away with family.

Customer's comments/compliments/inquiries:

- Parents are excited about the seven week summer camp possibility and hope the Town Council approves the changes.

Camp Oakdale Facility requests (including #of persons and fee)

- Target Dept. Store on May 12th to play softball. 30 people - \$45 for field and lights
- Wright baby shower at the Large Pavilion on May 21st. 40 people - \$100; \$50 if returned clean.

New programs/events to be offered: start/end dates, instructor's name/fee to be charged:

Notification of program facilitator/hired entertainment contract to review:

- none

Copy of written material for review: (press releases, fliers, brochure)

Final Evaluation of program(s) offered:

Upcoming trainings: none

Addendum to include:

- detailed revenue and expenditure report from finance
- detailed special revenue account report

The Commission members requested further clarification regarding the independent contractor vs. Town employee issue, stating at this time the only Town employees are Judo instructors, summer camp employees, and monitors, all others are considered independent contractors. A discussion was held regarding implementing the use of the RecTrak system to keep more accurate records in the Parks & Recreation office. Mr. Bushway will seek the help of the Town's IT specialist to get the program up and running. A discussion was held regarding the MOA between the Town of Montville and the Fire Departments for use of the parking area at Camp Oakdale for training purposes. Mr. Bushway stated the materials stored on the site are being removed so the site can be utilized. Chairman Gwudz requested a copy of the MOU be included in the June Commission packet for the Commissioners to review. A discussion was held regarding weed control and if the Town is going to implement the organic weed control this season. Mr. Bushway indicated the organic fertilizers have been purchased and will be used this season.

Motion made by Commissioner Cicchese, seconded by Commissioner delaCruz to accept the May, 2011 Director's Report as submitted, discussed and reviewed by the Commission. Discussion, none, voice vote, 9-0, all in favor, motion carried.

6. Remarks from the Public regarding items on the agenda (with a three minute limit)

Mr. Dennis May, Eagle Scout, and his father, Tim May were present to discuss their proposal to install signage along the trails at Camp Oakdale that will identify ten tree and plant species along the trail. The project will consist of ten three inch PVC pipes filled with concrete with a metal or plastic identification sign attached to the pole. Dennis May indicated he has approval from his Scout Leader to move forward with the project and he requires approval from the Parks & Recreation Commission to move forward with the proposal. He hopes to secure an arborist to help identify the plant and tree species and will solicit donations from local companies for materials to construct the signs. The timeline for completion of the project is late July or early August, 2011. A suggestion was made to make the signs portable in case of vandalism and to increase the size of the face of the sign for easier reading. Mr. Tim May discussed the design of the sign and will consider any recommendations from the Commission for a design change of the signs. Chairman Gwudz stated he is in favor of Eagle Scout projects and would like Eagle Scout May to give the Commission a status report on a monthly basis to keep them up to date with the progress of the project.

Motion made by Commissioner delaCruz, seconded by Commissioner Tanner to approve and authorize the Eagle Scout project as discussed. Discussion, none, voice vote, 9-0, all in favor, motion carried.

The Commission thanked Mr. May for his Eagle Scout donation to the Town of Montville.

7. Reports from Finance

a. 2011-2012 operating budget status (final budget)

Chairman Gwudz stated he and Director Bushway attended the Finance Committee meeting to give a presentation and to answer any questions the Committee had regarding the budget request. He indicated he and Mr. Bushway answered all questions and felt the meeting went well. He has concerns regarding the reasoning behind the Committee not moving forward with re-instating to the budget the full time status of the Secretary for the Parks and Recreation Department. Commissioner Tanner stated she feels the position should be cut to part time. Chairman Gwudz stated if there are cuts made there needs to be a plan in place and the Town needs to be consistent in how it operates, he feels the Parks & Recreation Commission is being singled out for a budget cut because the Finance Committee agreed to re-instate the other positions that were cut in the Mayor's budget but did not move on the Parks & Recreation Department secretary position.

Councilor Beetham was present to discuss the rationale behind the decision not to re-instate the full time status of the secretary, stating the decision to postpone the discussion was made because the Mayor had to leave the meeting early for another engagement and he would like the opportunity to gather additional information before making a decision. He indicated the decisions to keep positions full time will most likely be consistent, if one position is kept in the budget they rest will most likely be kept in as well. He indicated it is a tough budget year and all budgets will be discussed and voted on at the May 25, 2011 special meeting of the Town Council.

b. Funding status year to date for the Special Revenue accounts

Chairman Gwudz stated the reports will be available to the Commission after the start of the new fiscal year.

c. Capital Plan – resurfacing of basketball courts (\$16,000) and tennis courts. (\$18,500). (FY 2012-2013)

Chairman Gwudz stated he left this item on the agenda as a reminder and future consideration and discussion.

d. Revenue from Facilities Request, special revenue/general fund.

Chairman Gwudz stated the revenue generated from the Facilities Requests will be deposited in the special revenue accounts beginning in the new fiscal year. The Commission is looking forward to monthly reports from the Parks & Recreation Department.

8. Unfinished Business

- a. Discussions regarding Summer Camp, 2011 (Mayor's proposed fee change)

Mr. Bushway discussed the ADA laws for special needs programs for the summer camp. It was the consensus of the Commission there needs to be consistent rules and criteria for the summer camp program and guidelines should be set. Commissioners Tanner and Cicchese volunteered to work together to come up with criteria for the summer camp special needs program and report back to the Commission with their findings.

- b. Discussions regarding the Fair Oaks building upgrades and timetable for completion of Fair Oaks building renovations. (Schedule start May 2nd, need completion date)

Director Bushway stated all the permits have been secured and work began on the Fair Oaks building on Friday. The estimated completion of the job is scheduled for June 20, 2011. Chairman Gwudz stated he will keep this item on the agenda for future updates and discussion.

- c. Update regarding tobacco free ordinance (timetable for installation of signs)

Director Bushway stated the signs have been ordered and they will be in and installed by next week.

- d. Discussion regarding Christmas float sponsored by Parks & Recreation Commission.

Commissioners delaCruz and Tanner have been meeting to come up with ideas for the float. Commissioner delaCruz stated she has enlisted the help of a designer to work on a theme and has secured the use of a utility trailer. The project is moving forward and they have a general idea of how to set up the float with the help of students from various Parks & Recreation programs. Chairman Gwudz stated he will keep this item on the agenda for future updates and discussion.

- e. STEAP grant submittal for 2011.

Director Bushway stated the application for the submittal of the grant is due in June and he is anticipating requesting approximately two hundred ninety eight thousand dollars to renovate and upgrade the restroom facilities in the building as well as to finish the rooms that are not covered in the current STEAP grant renovations.

- f. Memorandum of agreement with soccer and football for facility usage. (May need to be revised to incorporate tobacco free ordinance)

Chairman Gwudz stated the wording regarding the smoke free ordinance should be added to the MOA and once this has been done he will remove this item from the agenda.

- g. Trails Day, June 4 and 5, 2011. (possible girl/boy scout participation)

Director Bushway indicated Eagle Scout Matt Troullette has offered to help out with the event on Saturday, June 4, 2011. He stated the Montville Run and Rally is scheduled for June 5th and they determined the 4th would be a better day to hold the event. It is scheduled for 10:00 a.m. until 12:00 p.m. for anyone interested in attending.

- h. Trick or Trunk event for Halloween.

Commissioner Lawton and Commissioner delaCruz have been meeting and working on the plan for the Trick or Trunk event scheduled for Saturday, October 29th from 6:00 p.m. until 8:00 p.m. During the meetings they determined the best location to hold the Trick or Trunk event would be at the Tyl Middle School parking area because there is plenty of room and good lighting. They have enlisted the help of Youth Services for the event and discussed the possibility of inviting the local fire departments for help with the event. A discussion was held regarding a rain date for the event on Sunday, October 30th from 5:00 p.m. until 7:00 p.m. Chairman Gwudz stated he will keep this item on the agenda for future updates.

- i. Marketing the outdoor facilities. (photos for Town website)

Commissioner Cicchese has begun taking pictures of the outdoor facilities and will forward them to Director Bushway to add to the Facebook page and the Town's website.

- j. Grounds Maintenance plan for Camp Oakdale.

The Commissioner members reviewed and discussed the grounds maintenance plan distributed by Director Bushway. The plan includes a month to month progress plan for maintenance. Chairman Gwudz thanked Director Bushway and stated he will remove this item from the agenda.

- k. Credit card payment update.

Director Bushway stated the credit card payments are not an option with the system he is currently using.

9. New Business

- a. Volleyball court status

Chairman Gwudz stated the volleyball courts have been completed and he will remove this item from the agenda.

b. Status of Camp Oakdale restroom facility

Director Bushway stated the foundation for the building is completed and the building should arrive mid July. A discussion was held regarding the use of the existing well instead of drilling a new well and Director Bushway stated he has been assured by Public Works the existing well will pump adequate water for the use of the facility, saving the Town money by not having to drill a new well on this site.

c. Farmer's Market/Community Tag Sale

A discussion was held regarding holding the farmers market and tag sale during the summer concerts. Chairman Gwudz stated Councilor Buebendorf is working with the Uncas Health District regarding permits and will ask her for an update at the next meeting. It was the consensus of the Commission to hold move forward with both the tag sale and farmer's market if possible to do so. Director Bushway stated the brochure will be in the mail on Saturday and the next one is scheduled to go out in August, leaving plenty of time to prepare the advertisement for the event in the fall.

d. Girl's basketball league with surrounding towns.

Director Bushway stated he has committed the 7th, 8th and 9th grad girls teams to play with Groton, New London, the Sub Base and Norwich in the fall. They will have use of the gym in Montville on Friday evenings to avoid having to pay for weekend help and use of the building and the team will travel to play in other gyms as well. Chairman Gwudz stated this is good news and he will remove this item from the agenda.

e. Definition of contracted employee vs. Town employee.

Director Bushway indicated he discussed this during his Director's Report and Chairman Gwudz stated he is satisfied this has been completed and will remove this item from the agenda.

f. Cost of Lighting for Softball and Football fields (potential added fee for organizations using lights).

Director Bushway stated there have been instances when football teams have left the lights on overnight and if it continues to happen this year there will be a charge to the teams who leave the lights on to subsidize the costs of doing so. A discussion was held regarding amending the MOU with football to reflect a penalty charge for leaving the lights on overnight to cover the energy costs as well as the replacement of bulbs as needed.

g. Discussion regarding a new wage scale

Director Bushway distributed a copy of the wage scale to reflect the recent increase in Connecticut's minimum wage to \$8.25 per hour. He explained each job position and how the increase will affect the salary of each individual person.

h. Discussion regarding a financial aid form/policy.

Director Bushway distributed a copy of the financial aid form and policy for the Commission to review as requested at the last meeting. A discussion was held regarding adding wording to the brochure that states financial aid is available for summer camp programs for youth only. A discussion was held regarding reviewing each case on an individual basis that will allow Director Bushway to determine how much a family can afford to pay for a program based on documentation they provide to him regarding their financial status.

Motion made by Commissioner LaVallie, seconded by Commissioner Lawton to approve the financial aid form and policy as discussed and submitted by Director Bushway. Discussion, none, voice vote, 9-0, all in favor, motion carried.

i. To consider and act on a motion to reschedule the Facilities Walk at Camp Oakdale on Wednesday, June 15, 2011 at 6:00 p.m.

Motion made by Commissioner Tanner, seconded by Commissioner LaVallie to schedule the Facilities Walk at Camp Oakdale on Wednesday, June 15, 2011 at 6:00 p.m. Discussion, none, voice vote, 9-0, all in favor, motion carried.

10. Correspondence

A correspondence was received from the Chairperson of the Town Council for the Town of Montville regarding the appointment of Mr. Gil Maffeo to the Parks & Recreation Commission.

11. Facilities Requests

Director Bushway discussed a facilities request from the Eastern Connecticut Board of Football Officials requesting a room at the Fair Oaks School building on Tuesdays and Thursdays and they are requesting the Commission waive the fee for the use of the room. Chairman Gwudz stated the Commission has charged the group a flat fee in the past and would be in favor of continuing to do so because they are not a non profit group. He asked Director Bushway to research what the group was charged in the past and to charge them the same fee for use of the room this year.

Motion made by Commissioner Tanner, seconded by Commissioner delaCruz to approve the facilities request of the Eastern Connecticut Board of Football Officials with a flat fee charged for use of the room consistent with past practice and at the

discretion of Director Bushway. Discussion, none, voice vote, 9-0, all in favor, facilities request approved with a fee charged.

Director Bushway discussed a facilities request that came into his office today for use of the pavilion at Camp Oakdale for a wedding reception with no alcohol on Wednesday, June 8, 2011.

12. Remarks from the Public – none.

13. Remarks from the Commissioners

Commissioner Tanner discussed the organizational meeting scheduled for Thursday evening regarding the Dodge Ball program. She discussed an event with the Special Olympians and the Town of Montville softball league.

14. Remarks from Town Council Liaison, Candy Buebendorf – none.

15. Adjournment

Motion made by Commissioner Clark, seconded by Commissioner Tanner to adjourn the meeting at 8:48 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.