

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

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Town of Montville Parks & Recreation Commission  
Regular Meeting Minutes for Wednesday, June 15, 2011  
Facilities Walk  
6:00 p.m. – Camp Oakdale Pavilion

1. Call to order

Acting Chairperson Cicchese called the meeting to order at 6:07 p.m. after establishing a quorum.

2. Roll Call

Present were Commissioners Cicchese, Clark, Berardy, Maffeo, LaVallie, Lawton (6:49 p.m.), Tanner (7:20 p.m.) and delaCruz. Absent was Commissioner Gwudz and Town Council Liaison Candy Buebendorf. Also present was Parks & Recreation Director, Peter Bushway.

The Commission members began their walk through of the Parks & Recreation areas at Camp Oakdale at 6:29 p.m., returning at 7:50 p.m. The Commission members toured the small pavilion area, the former beach area, upper baseball and softball fields and the basketball and tennis courts.

3. Alterations to the Agenda – none.

4. Approval of the Minutes

- a. To consider and act on a motion to approve the regular meeting minutes of May 18, 2011.

Motion made by Commissioner delaCruz, seconded by Commissioner LaVallie.  
Discussion, none, voice vote, 6-0, all in favor, motion carried.

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

Follow up from Director from previous commission meeting:

- We will begin accepting registrations for programs in the Special Revenue Account this month. Working with the Finance Director we will have one

account for all programs to be deposited into and expenses paid from each month. Carol will maintain the individual program records as she has before with account balances for each.

- Adult Dodgeball has started and the first night was successful with 12 participants. Since there were no teams that registered, we quickly switched it to a drop in program to mirror the volleyball and basketball programs.
- Summer Camp registration began on June 1<sup>st</sup>. Carol did a great job taking in the registrations and answering questions from people about the five and seven week program difference. Though it was very stressful she did an admirable job with all of the questions and concerns people had.
- Commissioner Cicchese and I met with the BOE's Director of Special Needs and discussed the Special Needs Camp. She will assist us with getting the word out to those parents with children who may qualify for our program.
- June 1<sup>st</sup> was an incredibly busy day for the department as noted in the next two bullets and the fact we had camp registration that day. I spent the morning at Fair Oaks with project issues for a couple of hours and then to Camp Oakdale where we had volunteers from NRG helping out with the trails.
- I met with Building Inspectors, contractors, architects and project foreman at Fair Oaks on the morning of June 1<sup>st</sup>. Many issues were brought to light and discussed. All agreed on the path forward with the changes made and suggested. The estimated time of completion is still the week of June 20<sup>th</sup>.
- NRG sent several workers to Camp Oakdale on June 1<sup>st</sup> for their Day of Giving Program. They were able to work on the trails at the camp by widening the growth encroaching upon the path, fill in holes and trim overhanging tree branches. It was a job that was well done and saved us time and money.
- Eagle Scout Matt Troillet and several of his fellow troop members spent June 4<sup>th</sup>, Trails Day, at the Conservation Trail cleaning up the trail and giving tours to four people that showed up. They repaired a bench that had been vandalized and the fencing that had been broken. They also will be looking to use some plexi glass to protect the map Matt made. There has been some evidence of vandalism to the map as well.
- As evidenced by the use at the sand volleyball court, it is being used quite a bit. Each day the Camp Oakdale staff sees the use through footprints and trash in the garbage.
- The Montville Run and Rally went very well. No problems were reported and the facility was left spotless. I stopped in as they were cleaning up and they all were very happy with the event.
- The Leo's will be using the Large Pavilion for their Battle of the Bands on June 11<sup>th</sup>. They have 8 bands lined up. Should be a good time.

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

See handout from Carol

Program highlights:

- The gymnastics program is going well. Parents seem to like the new instructors very much.

Customer's comments/compliments/inquiries:

- Parents are excited about the seven week summer camp possibility and hope the Town Council approves the changes.
- The new Summer Camp trips are being well received by parents. There have been some questions about the cost of the trips and why some get to go one place and not others. I've given the answers and the parents seem satisfied.

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

- No new requests

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

Motion made by Commissioner Cicchese, seconded by Commissioner LaVallie to approve the Director's Report as submitted, discussion, none, voice vote, 6-0, all in favor, motion carried.

6. Remarks from the Public regarding items on the agenda (with a three minute limit) – none.
7. Reports from Finance
  - a. 2011-2012 operating budget status (final budget)

The Town budget was passed on June 9, 2011 by the Montville Town Council. The secretarial position for the Parks & Recreation Department was restored to full time status. The Capital Plan was approved by the Town Council but is not funded yet.

- b. Funding status year to date for the Special Revenue accounts
- c. Capital Plan – resurfacing of basketball courts (\$16,000) and tennis courts. (\$18,500). (FY 2012-2013)
- d. Revenue from Facilities Request, special revenue/general fund.
- e. Discussion regarding \$40 summer camp fee increase.

Director Bushway stated the Summer Camp program has been extended to seven weeks of camp. The charge is forty dollars per student. Camp hours are from 8:00 a.m. until 4:00 p.m. Monday through Friday.

8. Unfinished Business

- a. Discussions regarding status of Summer Camp, 2011 (Mayor's proposed fee change) Policy/criteria for special needs campers.

Mr. Bushway stated there have been four applications received to date for special needs students to attend the summer camp.

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

There is a meeting scheduled for Friday, June 17, 2011 to review the punch list items regarding the Fair Oaks upgrades.

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

The tobacco free zone signs have been installed at Camp Oakdale.

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

This item was tabled for future discussion.

- e. STEAP grant submittal by June 23, 2011 in the amount of two hundred ninety eight thousand dollars.
- f. Trick or Trunk event for Halloween. (tentatively scheduled for October 29, 2011 6:00 p.m. – 8:00 p.m. rain date October 30, 2011 5-7:00 p.m.

The permits for the use of the Tyl Middle School parking lot have not been received yet.

- g. Marketing the outdoor facilities. (photos for Town website)
- h. Status of Camp Oakdale restroom facility

The Camp Oakdale bathroom facility near the soccer field will arrive next week and set in place.

- i. Farmer's Market/Community Tag Sale – this item was tabled.
- j. Cost of Lighting for Softball and Football fields (potential added fee for organizations using lights).

Mr. Bushway submitted the electric bill to the Public Works Director for the electric charges in November. The use for two meters is approximately sixteen to seventeen hundred dollars per month. Public Works received five thousand dollars for field maintenance. A discussion was held regarding week control on the Camp Oakdale fields.

9. New Business
  - a. Procedure and protocol for Eagle Scout projects.

Mr. Bushway is working on a procedure for project protocol and this item was tabled for one month.

10. Correspondence – none.
11. Facilities Requests – none.
12. Remarks from the Public – none.
13. Remarks from the Commissioners – none.
14. Remarks from Town Council Liaison, Candy Buebendorf – none.
15. Adjournment

Motion made by Commissioner Cicchese, seconded by Commissioner delaCruz to adjourn the meeting at 7:50 p.m. Discussion, none, voice vote, 8-0, all in favor, motion carried.

Respectfully Submitted by:

Audrey Ulmer, Recording Secretary for the Town of Montville