

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

Town of Montville Parks & Recreation Commission
Regular Meeting Minutes
Wednesday, December 14, 2011
7:00 p.m. – Town Council Chambers

1. Call to order

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

2. Roll Call

Present were Commissioners Cicchese, delaCruz, LaVallie, Maffeo, Lawton, Perkins and Gwudz. Absent were Commissioners Berardy and Clark. Also present was Town Council Liaison Laura Tanner and Parks & Recreation Director Peter Bushway.

3. Alterations to the Agenda

Motion made by Chairman Gwudz seconded by Commissioner Cicchese to move agenda item 9 (e) to the top of the agenda, discussion, none, voice vote, 7-0, all in favor, motion carried.

9. e. Discussion/vote regarding the facilities request of Boy Scout Troop 60 for a three day event at Camp Oakdale.

Mr. Joe DaLuzzo and Mr. Joe Summers, Scout Leader of Troop #60 in Montville was present to discuss the proposed Camp O Ree event hosted by Troop #60, the event is a three day event with approximately three hundred campers and staff on site to practice emergency preparedness and natural disasters. The troop will provide portable restrooms and trash disposal. He discussed the “leave no trace” policy used by the troop that promotes minimal waste. He stated noise will be to a minimum and lights out will be at ten o’clock in the evening. He discussed cooking on site and stated all cooking will be done above ground and there will be no fire pits or propane use. There will be no bathing on site and the troop will provide proof of insurance prior to the event. The troop is requesting the use of the large pavilion and the ticket booth for the entire weekend of May 18, 19 and 20, 2012. A discussion was held regarding the number of tents on the site for the event and Mr. Summers requested the use of the potable water if possible.

Motion made by Commissioner delaCruz, seconded by Commissioner Lawton to approve the facilities request of Troop #60 at the large pavilion as requested for the week of May 18 – 20, 2012. Discussion, Chairman Gwudz requested the troop visit the area to determine if the facility is adequate for the number of tents and the number of parking required for the event. Voice vote, 7-0, all in favor, motion carried, motion carried and the facilities request was approved.

4. Remarks from the Public regarding items on the agenda with a three minute limit.

Chairman Gwudz asked three times if there was anyone from the public who would like to come forward to address the Commission.

5. Approval of the Minutes
 - a. To consider and act on a motion to approve the special meeting minutes of November 9, 2011.

Motion made by Commissioner Cicchese, seconded by Commissioner LaVallie to approve the meeting minutes as submitted. Discussion, none, voice vote, 6-0-1 (Commissioner Perkins abstained, she was not at the meeting). Meeting minutes approved.

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

Follow up from Director from previous commission meeting:

- Former Councilor Ellen Hillman is interested in becoming the Market Master for the Farmer's Market. I will sit down with her to discuss the responsibilities of the position.
- The Community Gardens program will expand next spring to as many as three times its current size.
- Basketball teams have been put together and practices have begun. We are still looking for a coach for a 7th thru 9th grade team. The total numbers (204) are almost exactly what they were last year.
- Officials for the games will cost either \$53 for one official or \$62 for two officials. Commissioner LaVallie has asked coaches about having one or two officials and the coaches feel one is sufficient at the 5th and 6th grade level and lower.
- The projected print date for the next booklet is December 27th. The date for mailing is December 30th. Proofs will be sent to Commissioners delaCruz and Cicchese before the final go is given.
- The Holiday Parade went extremely well this year. The weather was fabulous and we had great participation. Commissioner delaCruz rallied the gang to put in a

- float for the parade after securing a flatbed trailer. There was great press coverage from The Day, Norwich Bulletin and Patch.com.
- I will be meeting with the wrestling group to organize them into a private youth group similar to soccer, football and baseball. I will also pen a Memorandum of Understanding for use of the Fair Oaks gym during the wrestling season.
 - Information Systems director Bill O'Neil is getting pricing for the WebTrac component of software to allow people to register for programs on line. The only decision remaining is whether or not to show the convenience fee or not to the customer and absorb the fee within the registration.
 - I have started to put together our budget for the next fiscal year. When completed I will forward a copy for review and vote on in January. The Finance Dept. has set a date of January 13th as a date for submittal for our department and the Commission.
 - I will be working on the MOUs for soccer and football this month for January signatures.

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

See handout from Carol

Program highlights:

- We are still receiving compliments on the Trick or Trunk event from those that attended.
- Drop and Shop has been out to the public for a few days. We had some discussion about the day and time of the event due to people's schedules but decided upon Dec. 17th from 5-9 pm.
- The Holiday Parade had 28 entries with 26 actually showing up for the event. Great weather and turnout for the parade. The Montville Choir sang more songs than in the past and has agreed to do more of a sing a long next year getting the public to participate.

Customer's comments/compliments/inquiries:

- Nice comments about the parade and how organized it seemed.

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

- Boy Scouts will attend meeting for use of Large Pavilion

Notification of program facilitator/hired entertainment contract to review:

- none
Copy of written material for review: (press releases, fliers, brochure)
- Final Drop and Shop flyer attached

Final Evaluation of program(s) offered: Portable toilet for the staging area

Upcoming trainings:

- none

Addendum to include:

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

Mr. Bushway discussed costs for coaches and the need for additional coaches this season. The girl's teams have started practice and their t-shirts are in. Games will start after the first of the year. Commissioner Cicchese stated she will forward the name of a coach to Mr. Bushway for review.

Motion made by Commissioner Lawton, seconded by Commissioner Maffeo to approve the Director's Report as submitted and reviewed. Discussion, none, voice vote, 7-0, all in favor, motion carried.

7. Reports from Finance

- a. Funding status year to date for the Special Revenue accounts (new format)

Mr. Bushway stated the auditors have finished their audit and the new format for the budget printout will be available next month. He discussed a five dollar deficit on the first page, fees/membership and he suggested taking the five dollars from the printing line item to cover the deficit.

Motion made by Chairman Gwudz, seconded by Commissioner LaVallie to authorize the transfer of five dollars into Fees/Memberships from the printing line item (52136). Discussion, none, voice vote, 7-0, all in favor, motion carried.

- b. Capital Plan/future projects (lighting upgrades at Camp Oakdale, metering electricity for each of the fields, walking track, additional entrance/exit at Camp Oakdale).

Chairman Gwudz suggested the Commission write down ideas for capital improvements as they come up for implementation in the plan in the future.

- c. Capital Plan 2012-2017 due January 13, 2012.

Chairman Gwudz stated the Finance Department sent out a worksheet for the Commission to work on for the Capital Plan and suggested setting up a special meeting prior to the next regularly scheduled meeting to work on numbers before the deadline. Motion made by Commissioner Lawton, seconded by Commissioner LaVallie to set the

date of January 11, 2012 at 6:30 p.m. for a special meeting of the Parks & Recreation Commission for the purpose of discussions regarding the 2012-2017 Capital Plan. Discussion, Chairman Gwudz suggested inviting the Public Works Director to the meeting for input. Voice vote, 7-0, all in favor, motion carried.

8. Unfinished Business

- a. Discussions regarding Summer Camp, 2012 improvements, programs.

Mr. Bushway indicated he has been in contact with the bus company and has requested prices for bus service for the 2012 summer camp. He anticipates the mileage and the number of trips should be the same as last year.

- b. Discussion regarding wrap up of the Montville Christmas Parade.

Mr. Bushway stated the parade was a success but could use a portable toilet at the staging area and additional lighting along the route. Currently the lights along the route are charged by generators and they are very loud. He is looking into quieter equipment for next year. He discussed decorating the Christmas tree on the corner for next year. He spoke with Bunnell's regarding a food donation site for the food bank next year and they are in favor of the proposal. Commissioner Lawton offered suggestions for next year including a dance group and more interaction from the fire trucks. Chairman Gwudz suggested the Commission write down ideas to implement for next year.

- c. Update regarding the STEAP grant submittal in the amount of two hundred ninety eight thousand dollars.

Mr. Bushway stated the grant has been submitted and he is waiting for a response. A discussion was held regarding re-naming the Fair Oaks facility and a suggestion was made to forward the request to the Town Council as a courtesy. Commissioner Maffeo suggested upgrading the playground at Fair Oaks. Discussions were held regarding fund raising for playground equipment and the problems associated with fund raising. He suggested soliciting groups to determine if they would be willing to plant the area to make it more appealing. A discussion was held regarding the costs of splash pads and new playground equipment.

- d. Discussion regarding online software for program registrations (renewal fees).

Mr. Bushway stated the purchase order for the RecTrack program has been submitted. The cost to purchase the program is twelve thousand dollars, and this money will come out of the town's IT budget. The price includes equipment and training. Mr. Bushway stated he hopes to get thirty percent of registrations from online registration. He inquired if the Commission would prefer absorbing the convenience fees in either the programs or the instructor fees or showing them on the registration form. Chairman Gwudz inquired

if the cost of the program will pay for itself and suggested the Commission look into the pros and cons of purchasing the RecTrack program and to determine if it is financially responsible to move forward with the purchase of the program. He stated he will leave this item on the agenda for further discussion.

- e. Drop and Shop program

This event will be held on December 17, 2011 from 5:00 p.m. until 9:00 p.m.

- f. Expansion of wrestling programs

Mr. Bushway stated the wrestling program is going to continue on its own and he is writing a Memorandum of Understanding for the program for use of the Fair Oaks facility. The program will run for a total of three months. Chairman Gwudz inquired if the program will have use of the gym space and mats during the program. Commissioner Cicchese stated the Parks & Recreation programs should take precedence over use of the space. Chairman Gwudz stated the Commission needs to weigh the pros and cons of the wrestling program going out on its own and whether or not the town should continue to allow the wrestling program to use the town equipment.

- g. Upgrade of restroom facilities at Camp Oakdale/Pavilion areas.

Mr. Bushway stated he did not have anything new to report regarding the restroom facility. Commissioner LaVallie inquired if the area around the facility has been paved and Mr. Bushway stated it has not and at this point the asphalt plant is closed so it will not be done until spring.

- h. Evaluate/implementation of lights at Camp Oakdale

Mr. Bushway discussed the lighting on the fields during the winter months and stated there is approximately ten thousand dollars a month difference during the winter sessions. He stated he is meeting with someone regarding the lighting fixtures to determine if new bulbs and fixtures are needed on the fields.

9. New Business

- a. Nomination of Officers for 2012

Chairman Gwudz stated the by-laws for the Commission state the officers of the Commission must be elected one a year in the month of January and since he is resigning his position from the Commission, a new Chairperson must be appointed.

Commissioner Gwudz nominated Commissioner Cicchese as the Chair, Commissioner delaCruz for vice-chair and Commissioner Lawton as secretary. Commissioner Lawton

nominated Commissioner delaCruz as secretary. Chairman Gwudz stated the nominations for the Commission are as follows;

Commissioner Cicchese for Chairperson, Commissioner LaVallie as Vice-Chairperson and Commissioner delaCruz as Secretary. The Commission will officially vote on the appointments at the next regularly scheduled meeting.

- b. Discussion regarding new ideas for mid-winter events.

Commissioner delaCruz suggested the Commission write down ideas for activities during the winter months. She suggested pizza parties, indoor movie nights, dances, sock hops, bingo and card game nights.

- c. Discussion regarding the Winter Parks & Recreation brochure.

Mr. Bushway stated he is waiting for a proof from the printer of the brochure.

- d. Discussion regarding amending the 2012 meeting schedule due to a conflict with a Town Council meeting (change from Nov. 14 to Tuesday Nov. 13, 2012).

Motion made by Commissioner delaCruz, seconded by Commissioner LaVallie to amend the 2012 meeting dates and to change the November 14, 2012 meeting to November 13, 2012 at 7:00 p.m. in Room 102, discussion, Chairman Gwudz stated the change in meeting dates is a result of a conflict with the Parks & Recreation Commission meeting and a Town Council meeting at the same date and time. Voice vote, 7-0, all in favor, motion carried, meeting schedule amended.

10. Correspondence

Mr. Bushway discussed a correspondence from Tina Jones thanking the Commission for their donation to the Red Cross blood drive.

11. Facilities Requests

Mr. Bushway stated Youth Services no longer rents their facilities to the public for birthday parties and he believes this will result in an increase in facilities requests in the future.

12. Remarks from the Public

Chairman Gwudz asked three times if there was anyone from the public who would like to come forward to address the Commission.

13. Remarks from the Commissioners

Commissioner Cicchese thanked Chairman Gwudz for his service to the Commission over the years and stated she appreciates all he has done and he will be missed.

Chairman Gwudz stated it has been a pleasure serving with the Commission and stated he will be around if anyone needs his assistance.

14. Remarks from Town Council Liaison, Laura Tanner

Councilor Tanner stated the Christmas Parade was a success and the additional lighting helped out along the route. She thanked Chairman Gwudz for all he has done for the Commission over the years and stated he will be missed. She wished everyone a Merry Christmas.

15. Adjournment

Motion made by Commissioner Cicchese, seconded by Commissioner LaVallie to adjourn the meeting at 9:00 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.