

Town of Montville Parks & Recreation Commission
Wednesday, February 15, 2012
Regular Meeting Minutes
7:00 p.m. – Town Council Chambers

1. Call to order

Chairperson Cicchese called the regular meeting of the Town of Montville Parks & Recreation Commission to order at 7:00 p.m. after establishing a quorum.

2. Roll Call

Present were Commissioners Cicchese, delaCruz, Berardy, Hillman, Lawton, LaVallie, Geiler and Perkins. Absent was Commissioner Maffeo. Also present was Parks & Recreation Director, Peter Bushway, Public Works Director, Don Bourdeau and Town Council liaison, Laura Tanner.

3. Alterations to the Agenda

Motion made by Commissioner Berardy, seconded by Commissioner Perkins to add agenda item 9 (e) new programs. Discussion, none, voice vote, 8-0, all in favor, motion carried.

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

5. Approval of the Minutes

a. To consider and act on a motion to approve the regular and special meeting minutes of January 18, 2012.

Motion made by Commissioner delaCruz seconded by Commissioner Lawton, to approve the special meeting minutes of January 18, 2012 as filed. Discussion, none, voice vote, 7-0-1, (Commissioner Hillman abstained, she was not at the meeting), motion carried.

Motion made by Commissioner delaCruz, seconded by Commissioner Lawton to approve the regular meeting minutes of January 18, 2012 with the following corrections; agenda item 14, change Commissioner Tanner to Commissioner Lawton's husband, and second paragraph correctly spell Mr. Bourdeau's name. Voice vote, 7-0-1 (Commissioner Hillman abstained, she was not at the meeting), motion carried.

6. To consider and act on a motion to review and approve the Director's Report for February, 2012.

Motion made by Commissioner Berardy, seconded by Commissioner Perkins.

Follow up from Director from previous commission meeting:

- WebTrac on line training has been scheduled for the week of February 20th here at Town Hall.
- I met with summer staff on Saturday, January 28th and selected the theme weeks and trips for the summer program. We will be adding that information to the Community Booklet allowing parents the chance to select which weeks they want to send their child to camp based upon the particular theme and trip weeks. This will be helpful to the parents as they plan their summer schedules and vacations.
- I spoke with Public Works Director Don Bourdeau regarding the paving of the tennis courts. He will be getting quotes from companies for the work to be done this spring.
- I met with Youth Football President Bill Clark and he informed me that the program has successfully landed the “Super Bowl” for the league that they participate in this area. This is a big feather in their cap as it will draw hundreds of people to the site for the game. Hopefully, Montville will be playing in it. One of the reasons for the selection was the condition of the field which many towns have complimented us for having such a nice field. The staff at Public Works should be proud.
- Dance classes have continued to be very successful as we were able to add an additional class to include those on the waiting list. Thanks to our dance instructor Lana Davidson for agreeing to take on the added class and to Carol Bunnell for making all the calls to those waiting.
- I met with Ron Dombrowski, long time Masters Race organizer, to discuss a possible Connecticut Cup Award Race to be held simultaneously with the Masters Race. It could attract up to 300 additional runners to the field. He was approached by a state race representative for this opportunity. We will discuss the pros and cons with Lt. Bunnell and other race day staff to see if we want or can make this happen in Montville.
- Summer staff letters inquiring about returning for the summer are out to the employees.
- Commissioner delaCruz and I will be meeting with media staff to promote the Swap till you Drop event in March.
- I have received a couple of proposals for new classes to be offered this spring. The person is capable of teaching a multitude of classes and we are in the process of discussing the most likely ones we will offer.
- Liaison Tanner has set up a meeting with those interested Lacrosse for February 22nd and I will be there as well to help in any way I can be of assistance.

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

See handout from Carol

Program highlights:

- Volleyball is going well on Thursday nights at Tyl Middle School.
- Fortunately, the mild winter has been good for the basketball program with only minor schedule adjustments being made. Commissioner LaVallie has done an outstanding job of creating the schedule to accommodate all of the coach's special requests.
- As noted above we have added a dance class for those on the waiting list.
- Judo also has continued with the added class from the last session.

Customer's comments/compliments/inquiries:

- We had some confusion in the Karate classes regarding the fees for testing in order to move up to the next belt. We were able to clarify it with the instructor and pass it along to the parents.

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

- none

Notification of program facilitator/hired entertainment contract to review:

- none

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

- none

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 discussed a proposed dog park and the avenues to take to move forward with the proposal.

Motion made by Commissioner Lawton, seconded by Commissioner Hillman to approve the Director's Report as reviewed, discussion, none, voice vote, 8-0, all in favor, motion carried.

7. Reports from Finance

- a. Funding status year to date for the Special Revenue accounts.

The Commission reviewed the documentation included in the packet and Mr. Bushway clarified the numbers and explained how they are calculated. He stated the Park & Recreation office will be taking in money for new sessions beginning this month, including dance, karate and judo that are being deposited into the special revenue account. Mr. Bushway discussed a request to transfer five hundred dollars from the Summer Camp Transportation line item into the Programs line item to cover expenses to the end of the year. He explained there is one thousand dollars remaining in the Transportation fund, and explained there were more refunds than expected this year and the Easter Egg hunt went over budget by one hundred dollars this past year. Motion made by Commissioner Hillman, seconded by Commissioner delaCruz to authorize Mr. Bushway to request the transfer of the funds with the Finance Director as discussed. Discussion, none, voice vote, 8-0, all in favor, motion carried.

8. Unfinished Business

a. Discussions regarding Summer Camp, 2012 bus transportation.

Mr. Bushway stated he has not received a monetary figure from the bus system because the person he is requesting the information from has been out on sick leave and therefore he does not have a number regarding savings to the Summer Camp program if the bus transportation is eliminated in the future, but he estimates it costs approximately five thousand dollars for this service over the course of the summer. He stated if bus service is eliminated the enrollment of students in the summer camp program may drop. Commissioner Lawton stated she is not opposed to transportation from across town, but it is irresponsible to offer transportation to students who are close to the camp. Chairperson Cicchese requested actual costs for the transportation so the Commission can make a determination as to whether or not there will be significant cost savings by eliminating the transportation to the summer camp program, stating if the Park & Recreation budget is cut by the Town Council this may be a necessity. Discussions were held regarding raising the cost of camp and to use the money toward the bus service to offset costs, potential problems with pick-up and drop off if bus service is eliminated and the problems this may cause, and environmental issues relating to the large number of cars on the road dropping off and picking up students, and the possibility of going out to bid for bus services in order to ensure the best price possible.

Mr. Bushway stated he has had requests for a Councilor in Training program that will provide training for students who wish to gain experience as a councilor at summer camp. He proposes training the individuals interested in the program as if they were paid employees and will offer them all the training and benefits he would give an employee even though they will be volunteers for the summer in exchange for the training. Chairperson Cicchese stated some towns offer the supervised training as a Park & Recreation program instead of asking for volunteers and it is a service provided by the town and limits liability to the town if done in this way. Discussions were held regarding the pros and cons of adopting this program. It was the consensus of the Commission to allow no more than four or five students in training over the course of summer camp.

Mr. Bushway will prepare and present a new program proposal including fees for the proposed training program for the Commission to review and vote on at the next meeting. This will allow time to include the program information in the spring brochure.

b. Expansion of wrestling programs

Mr. Bushway stated the traditional wrestling season ends in March, but last year the program was allowed to expand and the teams have expressed interest in continuing the extended season. He stated he does not have a problem with expanding the wrestling program but they will not have use of the Fair Oaks building as there are other programs scheduled for the building. He discussed preparing a Memorandum of Understanding with the program to clarify where and when the facilities can be used by wrestling the program. He explained the wrestling program is no longer sponsored by the Montville Parks & Recreation program but they will be allowed to utilize the facilities.

c. Update regarding lighting at Camp Oakdale.

Mr. Bourdeau stated he received prices to upgrade the lighting and suggested applying for grants to cover costs if the town goes forward with the proposal. He stated the basketball courts will be approximately sixty thousand dollars to replace and the football fields will be approximately one hundred thousand dollars. A discussion was held regarding replacing only the light fixtures and metering the fields to regulate the usage for each of the fields at a cost of one thousand dollars per meter. He stated if the meters are installed and the information regarding use of the lights on the fields is collected regarding who is using what the groups can be charged individually for their electric use. A discussion was held regarding holding practice an hour earlier to save on lighting costs once the days get longer and there is more natural light. CL&P does not have lighting grants available at this time with the exception of LED lighting.

9. New Business

a. Lacrosse update

Councilor Tanner stated he met with parents regarding starting a lacrosse team in town. The family has access to used equipment and coaches with experience who are currently playing lacrosse in the Town of East Lyme and will continue to do so if a program is not established in Montville. She stated there are enough people interested in the program to play in town if the program is established. Mr. Bourdeau has concerns regarding lacrosse and where it will be played because it is a destructive sport that ruins the turf if it is not maintained properly causing potential safety issues on the field. He stated the sport requires regular maintenance because of the destruction caused during play and he inquired where the Commission is proposing the play so he can prepare the field. Mr. Bourdeau stated a field could be prepared and ready for play in the summer months if the program is approved by the Commission. A discussion was held regarding using the Palmer School field for the lacrosse program if it is approved. A discussion was held

regarding charging for the lacrosse program through the Parks & Recreation office and the costs associated with starting a lacrosse program. Councilor Tanner will continue to meet with the interested parties and report back to the Commission with her findings.

b. Discussion regarding a Community Tag Sale

Commissioner Lawton discussed the tag sale and stated there has been interest in hosting a tag sale in May at the large pavilion at Camp Oakdale. She suggested charging for space and to offer the tag sale to surrounding towns for a larger turn out. It was the consensus of the Commission to move forward with the tag sale and to authorize Mr. Bushway to organize the event and to advertise it in the spring brochure. Commissioner Hillman stated the VFW holds their tag sale the first Sunday of the month and there is a sale at the Fair Oaks building each Saturday. Commissioner Lawton will pick a date for the tag sale and forward the date to Mr. Bushway. A discussion was held regarding where to dispose of items not sold at the tag sale and a suggestion was made regarding donating leftover items to the Fair Oaks sale.

c. Discussion regarding Town of Montville Trails Day

Commissioner Lawton stated the date for the Trails Day is scheduled for Sunday, June 3rd from 9:00 a.m. to 2:00 p.m. and she reviewed the events scheduled for the day including family letterboxing. She requested picnic tables for the event and Mr. Bourdeau expressed concern regarding the tables being stolen if they are not chained together or tethered down.

d. Discussion regarding the Spring Parks & Recreation booklet.

Mr. Bushway stated the booklet will be submitted the last week of April in order to get it out on time this year.

e. New Programs.

Mr. Bushway stated he met with an instructor who gave him a list of fitness programs she is willing to teach as a Park & Recreation program in Montville. He distributed the list to the Commission members to review. He discussed her qualifications for teaching the classes and inquired if the Commission is interested in sponsoring them. He will get prices for the classes once they are determined and gather more information for the Commission for the next meeting. Mr. Bushway stated there is space available to hold the classes and would be willing to add the programs if they are approved by the Commission.

Councilor Tanner suggested offering a parenting class in the future because she has had residents request the service.

Mr. Bushway updated the Commission regarding the Swap til you Drop program and stated it will be held on Sunday, March 11th from 12:00 p.m. until 3:00 p.m. at the Fair Oaks gymnasium and there is no charge for event. Discussions were held regarding the best forms of advertising the event to get the best turnout. Mr. Bushway will distribute a flyer for the event and Councilor Tanner will post it on the blog.

10. Correspondence

Chairperson Cicchese discussed an email she received regarding funding cuts for the Recreational Trails Program whose funding is used for trails, building, maintenance and trail related projects.

11. Facilities Requests

Mr. Bushway discussed a request from the Mohegan Tribe for use of fields for softball games. Commissioner Perkins inquired regarding the days the fields are available for the season, stating there are more teams signed up to play this year and she will put in a facilities request for use of the fields. It was the consensus of the Commission to move forward with establishing a policy to determine what organizations/groups have precedence over use of fields and recreation areas.

12. Remarks from the Public

Mr. Bourdeau requested the Commission prepare an MOU for the Mohegan field to clarify who is responsible for the maintenance of the property. Mr. Bushway will work with Mr. Bourdeau to prepare the MOU. Mr. Bourdeau discussed repairing the tennis courts, stating the courts will be shut down for a period of time while the repairs are underway. He discussed the millings and the sweepings stored at Camp Oakdale, stating he plans to move the materials to the land acquired by the WPCA through a land swap but this has not been finalized and he does not have an area to store the materials at this time. He discussed the softball little league field at Camp Oakdale, stating it is not in use and can be used if it is repaired. He stated he will look into costs to make the field usable for next month.

Chairperson Cicchese 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 Hillman suggested amending the Policies and Procedures for the Commission to determine policy for priority of field usage so that it does not become a problem in the future.

Commissioner Geiler discussed a tree planting program sponsored by the Montville Lions Club and suggested planting the three year seedlings at the proposed dog park and

at the new Public Safety Building. Councilor Tanner suggested Commissioner Geiler speak with Commissioner Maffeo regarding his proposal to landscape Fair Oaks.

14. Remarks from Town Council Liaison, Laura Tanner

Councilor Tanner suggested adding a discussion regarding the co-ed softball fee to the next regular meeting agenda.

15. Adjournment

Motion made by Commissioner Berardy, seconded by Commissioner Lawton to adjourn the meeting at 9:00 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.