

Town of Montville Parks & Recreation Commission
Wednesday, May 16, 2012
Regular Meeting Minutes - 6:00 p.m. – Town Council Chambers

1. Call to order

Chairperson Cicchese called the regular meeting to order at 6:00 p.m. after establishing a quorum.

2. Roll Call

Present were Commissioners Berardy, Cicchese, delaCruz, LaVallie, Lawton, Maffeo, and Perkins (6:12 p.m.). Absent were Commissioners Geiler and Hillman. 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 Lawton, seconded by Commissioner delaCruz to add the approval of the March 21, 2012 meeting minutes for approval as they were not approved at the previous meeting. Discussion, none, voice vote, 6-0, all in favor, motion carried and the agenda was amended.

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

Chairperson Cicchese 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 regular meeting minutes of March 21, 2012 and the special meeting minutes of April 18, 2012.

Motion made by Commissioner delaCruz, seconded by Commissioner Lawton to approve the March 21, 2012 regular meeting minutes as submitted, discussion, none, voice vote, 6-0, all in favor, motion carried.

Motion made by Commissioner delaCruz, seconded by Commissioner Lawton to approve the April 18, 2012 meeting minutes as submitted, discussion, none, voice vote, 6-0, all in favor, motion carried.

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

I have visited the Dog Park in Norwich to see the set up and what we can adapt to our proposal. Their small dog section is too small in my opinion and could be enlarged. I have passed along some of my ideas to Don Bourdeau at Public Works. I have also received a few calls from people expressing a desire to help with fund raising should we need or like to have their help.

Interviews for summer jobs have concluded and offers sent out to the successful candidates. The Art & Craft Coordinator is the only one I have left to select. I had each candidate submit ideas that would go along with three of our theme weeks and the supplies needed to give me an idea of their creativity.

The Community Booklet was out a couple of days earlier than anticipated, yeah! We have received many compliments on its appearance. Thanks to Nancy and Eileen for their eagle-eye inspection of the booklet.

May 18-20 will be the Boy Scout Camp-O-Ree at the Large Pavilion. Arrangements are being made to accommodate the group with water, electricity and parking.

We will be going live with the web site in about a week or so of this writing if all continues to go well.

We have closed down field three at Camp Oakdale for the summer. It is the small U12 field abutting the football field. Public Works has been aerating, fertilizing and seeding it this spring to bring it back to playing conditions.

I will be meeting with the Director of Facilities Matt Bialowas on May 8th to discuss use of the high school for this summer. I will keep you posted on the results.

We currently have two people and three “spaces” for the Community Tag Sale.

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

See handout from Carol

Program highlights:

- Very nice community booklet and distribution seems to be better this time around too.
- Parents are please that their young teenagers have the opportunity to become Counselors in Training.

Customer's comments/compliments/inquiries:

- Thanks for adding a second week of Judo Camp. The one week fills up very fast.
- Participants love Susan, our Zumba instructor. She treated them to a Cinco de Mayo party Saturday morning after class on May 5th.

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:

Addendum to include:

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

Motion made by Commissioner Lawton, seconded by Commissioner Berardy to approve the Directors Report as 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.

Mr. Bushway stated all the purchase orders must be in for summer camp supplies by June 30th so the Finance Department has an idea of how much money the Commission is going to expend. He discussed purchasing an additional radio for upcoming events and Commissioner LaVallie inquired if the money to purchase the radio can come out of the special revenue account for this type of purchase. The radios are approximately four hundred dollars to purchase, and there are currently five radios and Mr. Bushway indicated he would like to have at least seven high frequency radios. He stated there is approximately seven thousand dollars in the Special Revenue account as of this date.

8. Unfinished Business

- a. Discussion regarding a Community Tag Sale

Commissioner Lawton stated there are currently four registrations for the Community Tag Sale and indicated the flyers were printed and will be handed out throughout the town to encourage anyone interested to register for the event. A discussion was held regarding time limits for registration and possibly allowing participants to register on the day of the event. A discussion was held regarding allowing local business to rent a space to sell their products and Mr. Bushway will look into whether or not a permit is required for the local businesses who want to participate.

b. Discussion regarding Town of Montville Trails Day

Commissioner Lawton stated the Trails Day event is on track and will be ready on time. Eagle Scout Dennis May was present to give the Commission an update regarding signage he designed and will be installing along the Camp Oakdale trails depicting the plants that are found along the trails at Camp Oakdale. He plans to make an additional twelve informational signs for the trails and he collected the information depicted on the signs regarding the plants from an arborist and the materials used for the signs were donated by Montville Hardware. He stated he will be back after the summer to give the Commission an update regarding his project progress. The Commission commended Mr. May on his progress and stated they are pleased he came in to give an update.

c. Discussion regarding the Spring Parks & Recreation brochure

Mr. Bushway stated the brochure went out on time and it was the largest booklet the Commission has printed to date. He explained the Commission is expanding and offering more programs than in the past and this brochure contained thirty two pages.

9. New Business

a. Discussion regarding use of RecTrac

Chairperson Cicchese discussed the RecTrac, stating the office should be generating reports from this program for the Commission. She stated she would like to request the office use the technology that is available and was purchased for the Parks & Recreation office and stated she has been asking for this for two years. Mr. Bushway stated the office is now taking online registrations that offer online receipts when residents pay with their debit or credit cards. Chairperson Cicchese stated the program is capable of generating the reports that are being requested by the Commission and Mr. Bushway stated he will request the RecTrac reports be generated by the office staff as of July 1, 2012 with the start the fiscal year.

b. Vendors at summer concerts.

Mr. Bushway stated he has been in touch with the Youth Wrestling program and they are willing to provide food and drink for purchase at the summer concerts. He stated this will be their major fundraising event for the season. He indicated they will be securing their own permits for the events. A discussion was held regarding allowing other non-profit organizations in town to run the food vending at events next year. A discussion was held regarding asking vendors to apply for space at special events so the Commission has an idea who they will allow to sell food, snacks and drinks during the events to avoid duplication.

c. Fall basketball program.

Councilor Tanner stated she has not heard anything additional regarding implementing the fall basketball program. Mr. Bushway stated he will attend a travel basketball program on June 4th with several towns who are trying to get together to play in the late fall. He stated gym space is available in the fall and stated the program would be better inside than outside during the fall months with the unpredictable weather.

d. Discussion regarding potential dog park.

Mr. Bushway discussed the proposed location for the dog park on Route 163 across from the Pavilion stating it is a 130' x 130' space. He stated he visited the Norwich Dog Park recently to see how they have set up their park and how it is run. He took pictures and measurements while he was there and observed the park activity. He stated there is no money in the Public Works budget to assist with installation of fence and cleaning up the area to transform the space into a dog park and stated fund raising would be required if the dog park goes forward. Ms. Chris Martel, Animal Control Officer discussed concerns she has with the proposed dog park and passed out documentation she found online regarding incidents with dogs killing other dogs at dog parks, diseases spread by unvaccinated dogs and law suits that towns are battling from residents whose animals were maimed or killed at their dog parks. She stated she cannot effectively patrol the dog park and someone will need to make sure the dogs are vaccinated and the owners are cleaning up after their dogs, possibly with an ordinance to do so. She discussed the parcel of land around the new public safety building that could possibly be used for the dog park if the Commission decides to go forward with a dog park. She urged the Commission to consider her concerns. Commissioner Maffeo stated there are many calls to the Police Department in Waterford regarding dog bites and fights at their dog park each week. Ms. Martel stated the dog park if implemented should be at an easily accessible location and near the Public Safety building there are always officers on duty and can get to the location easily if there is an incident. A discussion was held regarding setting up an exploratory committee to determine if a dog park is feasible in the Town of Montville and to gather facts, discuss fund raising and community interest. A discussion was held regarding consulting the Town Attorney to determine liability issues relating to the implementation of the dog park. Commissioners Lawton and Berardy will help to recruit members of the community to serve on and form an exploratory committee to discuss a proposed dog park and assess the situation and gather facts. Ms. Martel volunteered to serve on the committee once it is formed. Councilor Tanner will present the idea to the Town Council to determine their thoughts regarding building the dog park.

e. Discussion and vote regarding pay rates for summer staff.

Chairperson Cicchese stated this item is on the agenda because the increases require approval of the Commission and the pay raises are standard increases and have already been budgeted and therefore will not increase the current budget. Mr. Bushway stated the total increase for the entire summer would be twenty seven hundred dollars. Chairperson Cicchese stated the Town of Montville has one of the lowest pay rates in the State and

she is not opposed to the increase of fifty cents per hour for returning staff to ensure quality employees.

Motion made by Commissioner Berardy, seconded by Commissioner Lawton to approve the 2012 pay scale as submitted. Discussion, none, voice vote, 7-0, all in favor, motion carried.

10. Correspondence – none.

11. Facilities Requests

Mr. Bushway stated the Boy Scouts will have their Camp-O-Ree at Camp Oakdale this weekend.

12. Remarks from the Public

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 delaCruz stated she has concerns regarding the attendance of Commissioner Hillman over the past months. Chairperson Cicchese requested the Commission secretary gather the attendance records of all Commission members for discussion at the next meeting. A discussion was held regarding how many meetings a Commissioner can miss before action is taken by the Commission to remove this individual. Commissioner delaCruz stated it is important for the Commission members to attend meetings and the Commission only meets once a month and would hope the members would plan their schedules accordingly and commit to the meetings once appointed and take an acting role in the Commission. A discussion was held regarding Commission members notifying the Chairman and Vice Chairman in advance that they will not be in attendance at a meeting by telephone as some do not have access to email at the end of the day.

Commissioner Perkins stated she will not be present at the June meeting.

A discussion was held regarding scheduling the June meeting location at Camp Oakdale so the Commission can do a facilities walk through. Motion made by Commissioner Maffeo, seconded by Commissioner LaVallie to schedule the June Parks and Recreation Commission meeting at Camp Oakdale at 7:00 p.m. Discussion, none, voice vote, 7-0, all in favor, motion carried.

14. Remarks from Town Council Liaison, Laura Tanner

Councilor Tanner discussed the fundraising for the lacrosse program and discussed grants the lacrosse team has applied for. She anticipates two hundred students will be playing and discussed the lacrosse clinics and fees. She discussed a possible ultimate Frisbee program in the future. She thanked the Commission for submitting a zero percent increase for their budget this year.

15. Site Walk

Due to the inclement weather the site walk will be held next month.

16. Adjournment

Motion made by Commissioner Perkins, seconded by Commissioner Lawton to adjourn the meeting at 7:30 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.