

Town of Montville Parks & Recreation Commission
Wednesday, June 20, 2012
Regular Meeting Minutes - 7:00 p.m. – Camp Oakdale Pavilion

1. Call to order

Chairperson Cicchese 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, Hillman, Geiler and Lawton. Absent were Commissioners Maffeo and Perkins. Also present was Parks & Recreation Director, Peter Bushway. Absent was Town Council liaison, Laura Tanner.

3. Alterations to the Agenda

Motion made by Commissioner Lawton, seconded by Chairman Cicchese to add to the agenda item 9 (b) a discussion regarding summer meetings. 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 special meeting minutes of May 16, 2012.

Motion made by Commissioner Lawton, seconded by Commissioner delaCruz to approve the meeting minutes of May 16, 2012, discussion, Commissioner delaCruz stated she did not mean to single out Commissioner Hillman during the discussion regarding attendance at the meeting and stated she meant to say she would like a general discussion regarding attendance. Voice vote, 4-0-2 (abstaining from the vote were Commissioners Hillman and Geiler as they were not at the meeting), motion carried.

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

Motion made by Commissioner Hillman, seconded by Commissioner Lawton to approve the following report submitted by Director Bushway;

Director's Report –June 2012

Follow up from Director from previous commission meeting:

Since our last meeting, the budget was voted on by the Town Council and it included a reduction of 20 hours for the Administrative Assistant position and cuts to two other line items and an increase in revenue of \$2,000. The same information I had sent to you in mid May. This will certainly be a huge change for the department as we will need to find a way to serve our customers as well as we have in the past. Certainly the online registration may help, however the many phone calls coming into the office seeking answers to questions will be impacted. More people will have to leave messages or emails for us to return.

I attended an informational planning meeting at the Foxwood's Community Center on June 4th from 6-8:30 pm to discuss putting teams into their league. I will now discuss the program in more detail with others and report back to the Commission a recommendation. The program would start the first of November and end in mid to late March.

June 5th I attended a workshop on determining whether a person is an employee or independent contractor in Portland, CT. It was put on by our state association and used staff from CIRMA to do the presentation. I have shared the information with the Finance Director. Also that day was a workshop on Camp Bullying which was very informative and I'll use for our camp this year.

May 18-20 was the Boy Scout Camp-O-Ree at the Large Pavilion. The Scouts would like to thank all of us for the cooperation we gave them to pull it off.

Camp registrations are going well with 218 registrations being taken the first day and 12 online. So far 348 registrations have been processed for either the seven weeks or the individual weeks. As of this writing there are 123 different kids registered for either one or more weeks.

The fields at Camp Oakdale look great! The crew has been doing fantastic work and the users have noticed. Public Works has stuck to the plan we developed last year and it has paid off. Take some time to go up to the fields and take a look for yourself.

Summer Camp will take place at Fair Oaks this summer. After a discussion with school representatives it was decided that we would return to Fair Oaks.

We had 56 people register for the Trails Day Event on June 3rd. A big thank you to Chris and Kerri Lawton and the 11 scouts from Troop 93 and their leaders for the help. The weather cooperated and everyone had a good time. Refer to attached report from Chris.

Lacrosse held a car wash at Fair Oaks on June 9th to support the program. I will be sending out the Lacrosse Clinic flyer this week or next.

Two of the softball leagues have started play at Camp Oakdale. The Church League began in mid May and the Tribe League begins June 13th. The Co-Ed League will begin the end of June.

The Community Tag Sale was successful. We had 24 spots sold for the event and the space at Camp Oakdale was more than sufficient. Nancy, Kerri and I will make recommendations for next year. Several folks wanted us to do it again this fall. Although this would be more difficult with soccer and football going on, another location is not out of the question.

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

See handout from Carol

Program highlights:

Working with the scouts was perfect for both of us. They received community service for their efforts and Chris was able to use them to staff the trails; win/win.

Customer's comments/compliments/inquiries:

Many positive comments about the summer camp from the people signing up. How wonderful the staff is and their child can't wait for camp to begin.

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)

- Lacrosse Clinic Flyer

Final Evaluation of program(s) offered:

Addendum to include:

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

Discussion, none, voice vote, 6-0, all in favor, motion carried.

7. Reports from Finance

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

The Commission reviewed the special revenue account with Mr. Bushway. Mr. Bushway discussed several line items that are or are going to be over-expended in the near future and suggested the Commission authorize the transfer of funds to cover these expenditures.

Motion made by Commissioner Hillman, seconded by Commissioner LaVallie to authorize the transfer of five hundred dollars (\$500) from line item 10730-53041 (Safety equipment) into line item 10730-54000 (equipment); and to transfer five hundred dollars (\$500) from line item 10730-53008 (advertising) into line item 10730-53038 (Programs). Discussion, none, voice vote, 6-0, all in favor, motion carried.

8. Unfinished Business

a. Update regarding the Community Tag Sale

Commissioner Lawton stated there were a total of twenty four spaces rented for the event and overall there was a good turnout and a successful event. She stated there has been interest from residents who would like to participate in the event again in the future and the Commission discussed hosting a fall Community Tag sale. Discussions were held regarding holding the event in conjunction with the existing sale held on Saturdays at the Fair Oaks building.

b. Discussion regarding Town of Montville Trails Day/letterboxing event.

Commissioner Lawton stated the event was successful and there were a total of fifty six people in attendance at the event. She stated the Boy Scouts received recognition for community service at the event and a discussion was held regarding hosting another event in the fall.

c. Rec Trac online registrations and reporting using the Rec Trac program.

Director Bushway stated the process for reporting using the RecTrac program is moving slowly. He stated twelve people have used the system online to register for summer camp but the majority of the residents come into the office to register because they have to fill out forms relating to summer camp. Commissioner Cicchese suggested Mr. Bushway make the forms available online so residents don't need to come into the office to fill out necessary forms for the summer camp program.

d. Discussion regarding Commission member attendance.

Chairperson Cicchese stated the attendance records for the Commissioners are included in the packet. Discussions were held regarding protocol for Commission's who have members that miss more than three consecutive meetings. Chairperson Cicchese requested that any member who knows in advance that they will not be in attendance at the meeting contact all of the Commission members by email or telephone so that a determination can be made whether or not a quorum is met prior to the meeting. She stated communication between the Commission members in the form of a courtesy email will allow everyone to know whether or not there will be a quorum for a meeting. Commissioner delaCruz stated she used to email everyone prior to the meetings as a reminder and stated she will go back to doing so if it will help. Commissioner Hillman stated she will not be at the next three meetings because she has a very ill family member that she is taking care of.

e. Lacrosse update

Councilor Tanner sent in a correspondence regarding the lacrosse program that stated the lacrosse group is currently fundraising and they held a car wash at Fair Oaks and they were able to raise seventeen hundred dollars. The money raised will be used to gain 501c3 status as well as pay for insurance for next season. The clinics will take place from July 10-13th at Camp Oakdale from 5:00 – 8:30 p.m. and will accommodate all age groups and provide a stick to participants who choose this option. The group is meeting monthly and also has a continuous ongoing fundraiser of MLAX apparel.

Director Bushway discussed a grant available for lacrosse equipment.

f. Discussion regarding progress/meetings of the dog park sub-committee.

Commissioner Lawton stated an email went out on June 14th regarding a date for a meeting to discuss the dog park but there has been no response to date. She indicated another email will go out to follow up. A discussion was held regarding grants for the dog park and alternative locations for the park if it goes forward.

9. New Business

a. Discussion regarding the 2012-2013 Town budget – plans for Park & Recreation office daily operations with secretarial staff cuts.

A discussion was held regarding the current budget and the petition for the budget and a possible referendum. Discussions were held regarding how office duties will be covered in the event the secretarial position in the Parks & Recreation office is cut to part time. Commissioner Hillman discussed the possibility of cross training other departments in the Town Hall to help out answering telephones and helping residents with registrations if needed.

b. Discussion regarding summer meetings.

A discussion was held regarding the Commission members availability during the summer months with vacations and busy schedules.

Motion made by Commissioner Hillman, seconded by Commissioner LaVallie to cancel the July, 2012 regular Parks & Recreation Commission meeting. Discussion, none, voice vote, 6-0, all in favor, motion carried.

10. Correspondence

The two correspondences submitted to the Commission were emails from Councilor Tanner and Commissioner Maffeo regarding their absence from the meeting.

11. Facilities Requests

Director Bushway indicated there are no requests that require Commission approval this month.

12. Remarks from the Public

Chairperson Cicchese asked three times if there was anyone present who would like to come forward to address the Commission.

13. Remarks from the Commissioners

Commissioner Lawton suggested Mr. Bushway provide a list of all the programs available to residents on the Town website, stating there is currently not a complete list.

14. Remarks from Town Council Liaison, Laura Tanner

Councilor Tanner was not present at the meeting.

15. Site Walk

The Commission members and Director Bushway walked the volleyball court, the tennis courts, potential dog park locations around the large pavilion, the horseshoe pits, Camp Oakdale fields, soccer fields, basketball courts and softball fields.

16. Adjournment

Motion made by Commissioner Lawton, seconded by Commissioner Hillman to adjourn the meeting at 8:45 p.m. discussion, none, voice vote, 6-0, all in favor, motion carried.

Respectfully Submitted by:
Audrey Ulmer, Recording Secretary for the Town of Montville.