## Town of Montville Parks & Recreation Commission Wednesday, December 19, 2012

## Meeting Agenda - 7:00 p.m. – Town Hall - Town Council Chambers

- 1. Call to order
- 2. Roll Call
- 3. Remarks from the Public regarding items on the agenda with a three minute limit.
- 4. To consider and act on a motion to approve the regular meeting minutes of September 19, 2012 and October 17, 2012.
- 5. To consider and act on a motion to review and approve the Director's Report for November and December, 2012.
- 6. Reports from Finance
- 7. Unfinished Business
  - a. Trick or Trunk review.
  - b. Family Letterboxing review.
  - c. Next year's meeting dates
  - d. Next Booklet due out Jan 1<sup>st</sup> time frame
- 9. New Business
  - a. Budget and CIP needs
  - b. Holiday Parade wrap up discussion.
  - c. Youth Basketball update
  - d. Town-wide special event Kerri/Pete
  - e. Easter Egg Hunt day/rain date
- 10. Correspondence
- 11. Facilities Requests
- 12. Remarks from the Public
- 13. Remarks from the Commissioners
- 14. Remarks from Town Council Liaison, Laura Tanner
- 15. Adjournment

# Parks and Recreation Department 2013-2014 Proposed Budget

Description Expenditures	2012 Expended		2013 Adopted		2014 Dept Request		2014 Commission Request
Secretaries Salary	\$	41,734.00	\$	21,000.00	\$	21,000.00	
Recreation Director	\$	63,345.00	\$	63,345.00	\$	69,455.00	
PT Recreation Programs \$ 10,170.00 \$ 12,470.00 \$ 12,600.00  Basketball site supervisors: 4 locations X 3 hours/day X 50 days X \$10/hr = \$6,000.  Volleyball: 1 night X 3hours/night X 13 days X \$11.5/hour = \$448.50 Basketball Camp: 6 days X 2 hour/day X \$10 = 120  Judo Instructors: 10 week program/five times a year; approximately \$5,850 in expenses and \$9,450 in revenue  Part-time staff to assist with the many free community programs we offer such as Trick or Trunk, Easter Egg Hunt, concerts, parade, etc.							
PT Camp Oakdale \$ 47,815.00 \$ 71,368.00 \$ 71,368.00  Account funds the Summer Day Camp Staff for a seven week program plus one week of training. Approximately \$9,100/wk for staff  The registration fee will be \$50/week. Participants receive 40 hours of camp per week.  The Special Needs Camp runs for 4 weeks at Fair Oaks School. The staff cost are \$4,370 for the camp with revenue of \$1,040							
Overtime Overtime is for the Administrative	<b>\$</b> ve Sec	<b>428.00</b> retary is not i	-	<b>300.00</b> led as the po	•	only 20 hours	per week.
<b>Rec Holiday Parade</b> Awards for the parade, re-letter	\$ ing of	<b>154.00</b> the banner a	-	<b>500.00</b> ghts for deco	•	500.00	
Fees (Membership) Membership to NRPA of \$155, C	<b>\$</b> onnec	- ticut Recreat	<b>\$</b> ion a	<b>275.00</b> and Parks of	•	<b>300.00</b> d New England	Parks Assoc. of \$45
Office & Misc. Supplies Office & Misc. Supplies are now	<b>\$</b> locate	<b>1,699.00</b> d within the	-	- ral Town Ha	<b>\$</b> II budget	- t.	\$ -
Training & Conferences	\$	-	\$	600.00	\$	600.00	

ľ	t takes	a minimum o	of 12	2.5 hours of t	rainii	ng every year to mai	intain certification	
Advertising	\$	-	\$	250.00	\$	250.00		
<b>Printing</b> covers the cost of mailing our b	<b>\$</b> rochur	<b>99.00</b> e three times	•	<b>725.00</b> ear in conjun	•	<b>725.00</b> In with Youth Services	s and Senior Center, posters for special events	
Programs Masters Race awards \$450, East	\$	15,575.00	\$	4,000.00	\$	4,000.00		
Safety Equipment first aid supplies for various pro	<b>\$</b> grams	189.00	\$	500.00	\$	500.00		
Summer Camp Program staff training \$900, supplies \$1,	<b>\$</b> 500, te	•	•	<b>10,260.00</b> \$200, trip ent		<b>11,000.00</b> se fees \$7,500 and th	ne camp carnival \$900	
Summer Program Trans. \$ 181.00 \$ 6,000.00 \$ 6,000.00  Transportation for summer camp consists of pick up and drop off each day plus trips to local attractions within one hour of Montville. Duration of each trip and roundtrip mileage is provided to the BOE for this line item. The proposed budget is for 19 trips in seven weeks; the same as last year.								
Basketball Referees IAABO officials are used to office	<b>\$</b> iate th	<b>4,860.00</b> e games at th		•	-	<b>4,000.00</b> above.		
<b>Equipment</b> Cost of the department cell pho	<b>\$</b> one and	<b>59.00</b> d other comm	•	<b>600.00</b> cation supplic		400.00		
Totals	\$	185,390.00	\$	197,218.00	\$	202,723.00		
Revenues General Fund			20 \$	-		4 Dept Request 74,400.00	2013 Commission Request	

Training opportunities to remain updated on current trends and issues and to maintain certification for the Director

Summer Camp Program	\$ 45,000.00	Registrations at \$50 per week
Summer Camp Trips	\$ 10,000.00	Camp trips
Special Needs Camp	\$ 900.00	9 campers @ \$25/wk/4 wks
Basketball Program	\$ 7,000.00	\$40 registration or \$90 max per family
Judo Program	\$ 9,460.00	average yearly income for this program
Rentals	\$ 2,000.00	Rentals of facilities
TOTAL	\$ 74,360.00	

### **Director's Report - December 2012**

Follow up from Director from previous commission meetings:

- The Holiday Light Parade was very successful in terms of number of units involved and the number of people attending. Thanks go out to the Montville Lions Club for their help in organizing the event with us and for volunteering the judges and line up crew. The weather cooperated and the addition of a sing-along added to the festivities.
- Basketball has started up with practices at all four gyms. Currently, we are at capacity for
  players. Commissioner LaVallie has been very generous by putting together a practice
  schedule for all levels and is coaching a team of 17 girls in the 7-9 grade division.
  Commissioner Geiler is also coaching two teams with his daughter Heather even though they
  have no children in the program. Kudos to the both of you.
- Adult Volleyball has started and as of December 5<sup>th</sup> we now meet on Wednesdays instead of our traditional Thursday night. This is to accommodate the High School Winter Guard practices.
- Shirts for the basketball program have been ordered through Palmer Academy at \$5.00 per shirt versus \$6.50 at other sporting goods stores.
- The Oxoboxo Mason are on board again for the Easter Egg Hunt and the Flashlight Hunt that takes place at night. We are looking at a different supplier for the candy filled eggs as we were a bit disappointed with the variety of candy from last year's supplier.

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

See handout from Carol

#### Program highlights:

• Great turnout for the Holiday Parade this year. Check out our pictures on Facebook.

Customer's comments/compliments/inquiries:

• There were very nice comments on our Facebook page about the parade

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)

Final Evaluation of program(s) offered:

Addendum to include:

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