

Town of Montville Parks & Recreation Commission
Regular Meeting Minutes for Wednesday, July 16, 2014
6:30 p.m. – Town Council Chambers – Town Hall

1. Call to order

Chairman Scott LaVallie called the meeting to order at 6:30 p.m. after establishing a quorum.

2. Roll Call

Present were Commissioners Joseph Berardy, Eileen Cicchese, Nancy Delacruz, Scott LaVallie, Karen Perkins, and Derek Wainwright. Absent were Kerri Lawton, Gilbert Maffeo, and Kristin Ventresca. Also present were Parks & Recreation Director Peter Bushway, Town Council Liaison Laura Tanner, Public Works Director Don Bourdeau, and Mayor Ronald McDaniel.

3. Welcome to new Commission member Derek Wainwright

Chairman LaVallie welcomed Commissioners Wainwright to the Commission.

4. Adjustments to the agenda

Commissioner Perkins requested the following addition to the agenda:

10(g) Presentation of a proposed Eagle Scout project by Scout Austin Concascia.

Chairman LaVallie proposed moving the item, along with item 10(a), up on the agenda.

10(g) Presentation of a proposed Eagle Scout project by Scout Austin Concascia.

Scout Master Don Concascia of Troop 293 introduced himself and his son, Austin, who distributed and presented his proposal to recondition and recoat the stained (grey) areas of the Camp Oakdale Pavilion, excluding the bathroom building. He outlined his plans, necessary materials, and timeline for the project. Without knowledge of the amount or type of stain required for the project, he is requesting that the Town provide the stain, which he estimates will cost approximately \$500.00. After the project's completion, a future dedication with representatives of the Town and the Troop will be held.

In response to Commissioners Perkins, Scout Concascia confirmed that the three walls of the stage will be stained.

Discussion ensued regarding the purchasing of the stain as it is Councilor Tanner's understanding that the Scout is responsible for the funding and acquisition of all of the materials. It was proposed that he meet with Public Works Director Bourdeau to discuss and determine the type and cost of the stain for the project.

The Commissioners thanked Mr. Concascia and his son for their presentation.

Motion made by Commissioner Delacruz, seconded by Commissioner Cicchese, to accept the proposal with Scout Austin Concascia to coordinate with P&R Director Bushway and meet with PW Director Bourdeau regarding the necessary materials. Voice vote, 6-0, all in favor. Motion passed.

10(a) Future Community Center

Mayor McDaniel distributed materials regarding the funding streams that have been used to improve the Community Center to date and the proposed plan for the building. With respect to the recommendations made in a 2002 Facility Study and as part of the re-branding of the Town, discussions have taken place regarding the proposed use of Fair Oaks. Located at the geographic center of the Town and in an effort to utilize the building into one in which the community can use more effectively, they are proposing the relocation of Youth Services, which is currently located on Route 32. The relocation would not only provide a more convenient and safer location, but will also solve the issues of their current building, which is in need of significant and costly repairs and upgrades. The building would be shared by Youth Services and the Parks & Recreation Department and will continue to be used for all of its current functions. While the original intent was to move the Non-profit Tag Sale Room to the old Social Services building, it may not be possible due to the building's asbestos issues. The plan includes rooms allocated to the Police, Multi-purpose Room, Gym, Tag Sale Room, Youth Services, and P&R. For the most part, the programs hosted by Youth Services will be over by the time the P&R programs begin. One outstanding issue is the summer camp program. Approval of the proposal will allow the Town to apply for grants to help fund the project. The goal is to improve the Center by centralizing the Town's functions, which, in turn, will help decrease the Town's overall maintenance costs. It is hoped that Youth Services will be able to move into the building in the next calendar year. In addition, the school is willing to work cooperatively with them in terms of space needs. The Mayor noted his awareness of the Commission's dismay regarding their apparent exclusion from the initial discussions, but stated that it was their intent to introduce a plan to the Commission once their proposal was solidified and was not an attempt to exclude them from any discussions or decisions and apologized for any misunderstandings.

Discussion ensued over who controls the facility. Chairman LaVallie stated that, according to the Charter, "This Commission shall have the responsibility for the management, control and development of the Town's parks and recreation facilities." He added that, in the past, P&R administered the STEAP Grant for improvements to the facility, which is included in their CIP fund, they oversee the scheduling of the facility, and manage the playground and Nature Center. He also stated that he has no opposition with Youth Services moving into the building, but felt that the Commission should have been included in the process to ensure that their needs were being met. The Mayor stated that he has kept Director Bushway apprised of the plans. While Commissioner Perkins expressed her dismay at not being informed of the plan, the Chairman confirmed that the Director had been keeping him informed of the discussions.

The Mayor introduced Barbara Lockhart, Youth Services Coordinator, and Dan Dunn, Chairman of Youth Services. With regards to the scheduling of the programs hosted by

Youth Services and P&R, Director Lockhart distributed their schedule. During the summer, they host a camp for 30 youths, three days a week, with occasional field trips and would be able to co-exist with the Department's current summer camp schedule. The gym and library areas would be used for rainy days. She also introduced the option of moving their summer camp to the school should there be any issues. Her only request would be to keep their rooms locked as they will contain sensitive counseling files. For the after-school program, which has a higher enrollment, they will require the use of the four allotted rooms and the multi-purpose room. Mayor McDaniel added that he may propose the sale of the current Youth Services building and utilize those funds, along with grants and Town funds, to help build a facility at Camp Oakdale to accommodate the summer camp program to the Town Council. The fair market value of the building is unknown at this time. Councilor Tanner expressed her concern regarding the number of rooms allotted to Youth Services and discussion ensued regarding the necessity of locking the rooms. It was clarified that, while the plan notes the rooms as "offices", the rooms will be used for their activities. Director Bushway provided a brief overview of P&R's current room usage. Mayor McDaniel added that the proposed plan takes into account the space, needs, occupancy restrictions, and other requirements. He reiterated the need for everyone to work together and reach a consensus in an effort to do what is best for the Town in the long term. He requested that the Commissioners send any comments, questions, and/or concerns to Chairman LaVallie who will, then, forward them to the Mayor for review. He thanked the Commissioners for their input and is looking forward to working collaboratively with them.

Chairman LaVallie thanked the Mayor, Director Lockhart, and Chairman Dunn for attending to the meeting.

5. Remarks from the Public regarding items on the agenda with a three-minute limit — none.
6. To consider and act on a motion to approve the regular meeting minutes of June 18, 2014. Motion made by Commissioner Cicchese, seconded by Commissioner DelaCruz.

Commissioner DelaCruz corrected the following:

- Item 2: Absent ~~was~~ were Commissioner Derek Wainwright and Town Council Liaison Laura Tanner.
- Item 14: should also note that Councilor Tanner was absent.

Chairman LaVallie corrected the following:

- Item 9(e), third sentence: Director Bushway stated that ~~1,000~~ a total of 6,000 pre-stuffed eggs were purchased for \$136.00 per 1,000 eggs and \$800 is budgeted for the event.
- Item 10(a), eighth sentence: The Commission agreed to invite local vendors as well as vendors that are not based in Montville.

Item 10(c), third sentence: Chairman LaVallie requested that the ~~note on the website stating that their August meeting is canceled be removed~~ calendar on the Town web site stating that there is an August meeting be corrected to show that there will not be an August meeting and that the location/time of the September meeting be revised.

Motion made by Commissioner DelaCruz, seconded by Commissioner Cicchese, to accept the minutes as amended. Voice vote, 6-0, all in favor. Motion carried.

7. To consider and act on a motion to review and approve the Director's Report for July 2014. In response to Commissioner Perkins, Director Bushway stated that over 7,200 magazines are mailed to residents and approximately 300 additional magazines are ordered and placed at various locations. The remaining magazines are kept in the office. With regards to the first summer concert, Commissioner Perkins requested the input of the two vendors who partook in the event. Motion made by Commissioner Cicchese, seconded by Commissioner Wainwright. Discussion: None. Voice vote, 6-0, all in favor. Motion carried.

8. Reports from Finance

Director Bushway stated that they are still in the process of closing out the fiscal year. Because they will not be meeting in August, he requested that the Commission approve the transferring of funds for any deficient line items from the Part-time Recreation Programs line item, if need be. Chairman LaVallie will approve those requests on behalf of the Commission.

Commissioner Perkins requested an additional column noting the date on the Facility Usage report.

9. Unfinished Business

a. Town Hall Sign

Chairman LaVallie proposed the option of placing a sign in front of the Public Safety Building rather than Town Hall. While the process may be more involved and require additional funds, it was agreed that the location would be a better option. Councilor Tanner also proposed the option of utilizing their big digital sign. She will contact the Mayor and Lt. Bunnell. The sign may also be utilized by other Town entities.

b. Dog Ordinance

Chairman LaVallie stated that there appeared to be some confusion between the Dog Ordinance and the Dog Park. Director Bushway has produced the map, which will be provided to the Town Administration/Rules & Procedures Committee. Councilor Tanner will touch base with Councilors Longton and May regarding the status of the Ordinance.

c. Dog Park — not discussed

d. Easter Egg Hunt — not discussed

e. Camp Oakdale projects

New Entrance: Chairman LaVallie reported that the new entrance is now paved and the gate has been installed. PW Director Bourdeau stated that they are currently monitoring the traffic and, while they may look into options to slow it down, they are planning to leave the parking lot as is for the time being to avoid confusion. Gates will also be installed during the next fiscal year. In addition, funds for striping the lot are not included in the current budget and will need to be reviewed by the Town Engineer prior to beginning the project. He confirmed that a reflective sign will be placed on the gate so that visitors will know that the gate is closed.

Pavilion and Fair Oaks Bathrooms: PW Director Bourdeau reported that the project is scheduled to go out to bid in August. Both of the bathrooms will be like for like, i.e., they will be unable to enlarge the footprint of the building. He plans to tear down the facilities in November and be ready to begin building in March. Funds for this project, along with new well tanks and the upgrading of the electrical system for the field lights, have been budgeted.

Utility Field Conversion: Chairman LaVallie stated that, while the fences have been taken down creating two youth lacrosse fields, the goal is to expand the field into a full-size usable soccer/lacrosse field. PW Director Bourdeau stated that some maintenance will be done to the existing section and an engineer will be asked to create a layout for the full-size field. Currently, there is not enough funding to create a full-size field, but he plans to accomplish what he can with the current funds. In response to Commissioner Perkins, he responded that there are no plans to take down the backstop and was unsure as to whether it is currently being used. Chairman LaVallie proposed the possible exploration of utilizing the Commission's special revenue funds to convert the field. PW Director Bourdeau will provide an approximate cost at a later date. Commissioner Cicchese stated that money from programs flows in and out of the fund and is, theoretically, to be used for P&R programs and facilities.

Basketball/Tennis Courts: PW Director Bourdeau reported that the bids are due on July 31 and the project is expected to begin late August/early September. The project includes the four (4) front tennis courts and basketball courts. P&R Director Bushway and Commissioner Berardy confirmed that the community has used the tennis courts extensively in the past, but usage has decreased due to its current condition.

Connex Boxes: The new lacrosse connex box will be located beside the current connex box for soccer. The current box was painted green to blend in with the environment; the new box will be grey upon arrival. Chairman LaVallie requested P&R Director Bushway to inform both soccer and lacrosse that any decorating of the boxes will require the Commission's approval.

Small Pavilion: PW Director Bourdeau reported that the water line is broken and is in the process of being repaired. Like the large pavilion, the small pavilion is in need of revival.

Other projects:

The slide at **Desjardins Playground** has been removed. Under his current budget, he will be able to upgrade the slide and replace the sand with wood chips. In response to Commissioner DelaCruz, he responded that, while it does not get as much use as Camp

Oakdale, the playground is being used and he did receive a recent request for a swing. The basketball court, on the other hand, is used quite often.

He is currently coordinating with the school to determine the best time to re-grade, loom, and seed **Palmer Field**. If the field is being used, he plans to complete the project one-half at a time during the fall. Due to tee ball and inclement weather, they have been unable to begin the project. Due to the grading and run-off areas, the size is not adequate enough for a full-size lacrosse field. The basketball courts, which are often utilized, are also in need of an upgrade.

10(e) Basketball Court Lights

Commissioner Cicchese requested that the lights be on until 11:00 p.m. Councilor Tanner suggested placing the lights on a timer so as to conserve energy when the courts are not in use. Commissioner Berardy confirmed that, even with the timer, an 11:00 p.m. shut-off is possible. PW Director Bourdeau will be investigating the option and stated that they are currently working on repairing some of the lights.

Motion made by Commissioner Perkins, seconded by Commissioner Cicchese, to extend the hours for the lights at Camp Oakdale to 11:00 p.m. Discussion: Commissioner Perkins confirmed that the hours will be extended, but PW Director Bourdeau will be looking into the installation of a timer. Voice vote, 6-0, all in favor. Motion passed.

10(d) Alternative place for a small playground between the soccer fields

Commissioner Perkins proposed the possibility of placing a small playground near the soccer field for those with small children who are attending the soccer games/practices. Chairman LaVallie suggested keeping the item on the agenda for further discussion during the walk-through.

10(b) A pavilion for Camp Oakdale with picnic tables

Commissioner Perkins proposed the possibility of moving the flagpole and installing a pavilion with picnic tables. PW Director Bourdeau agreed and has looked into installing a gazebo, a track for the children, and the like. Chairman LaVallie suggested keeping the item on the agenda for further discussion during the walk-through.

PW Director Bourdeau reported that the old picnic tables have been removed and replacement tables have been purchased.

Chairman LaVallie thanked PW Director Bourdeau for his attendance and input.

f. Farmers' Market

Discussions included hosting a Farmers' Market or coordinating the Farmers' Market with the summer entertainment series and renaming the event. The item will remain on the agenda for future discussion.

g. P&R Newsletter

Commissioner Perkins felt that the sample newsletter sent by Commissioner Cicchese is not as friendly as she had imagined. Chairman LaVallie suggested the Department Secretary create an outline or example for the Commission. The newsletter will contain current happenings and reminders as well as letter from Director and Commission. Commissioner Cicchese stated that the header should be used more as a marketing tool to keep people interested and agreed that the Department Secretary should begin familiarizing herself with Rec Connect.

10. New Business

a. Future Community Center

b. A pavilion for Camp Oakdale with picnic tables

c. Creation of Signage for Concerts, Masters' Race, etc. by the older Camp kids for display on the Fair Oaks property

Commissioner Perkins suggested having the older kids who attend their Summer Camp to create signs for the Commission. (Commissioner Cicchese departed, 8:31 p.m.) Director Bushway was unsure as to how the project would fit into their current schedule. Chairman LaVallie felt that the project should be a more voluntary one and added that he is in favor of the idea of advertising at Camp Oakdale, where many parents are traveling back and forth.

d. Alternative place for a small playground between the soccer fields

e. Basketball Court Lights

11. Communications — none.

12. Remarks from the Public — none.

13. Remarks from the Commissioners

Commissioner DelaCruz hopes that there will be an increase in participation at remaining concerts.

Chairman LaVallie announced that he e-mailed the Freedom of Information Act (FOIA) guidelines to the Commissioners to ensure that, going forward, P&R business not be sent to more than four (4) Commissioners. Otherwise, the e-mail correspondence will be considered a meeting with a quorum and will be open to the public. Sending information, asking questions, or communicating within small groups is acceptable.

14. Remarks from Town Council Liaison, Laura Tanner

Councilor Tanner commended Chairman LaVallie for sending the FOIA guidelines. She welcomed Commissioner Wainwright to the Commission. She congratulated the Commission on a successful dance recital event, noting that it was nice to see the involvement of special needs

children. Softball has started with four (4) teams playing. In response to her question regarding the status of the Dog Ordinance, Councilor May stated that he was unsure of the status, but that the Town Attorney may be waiting to receive the map as an enclosure with the Ordinance. P&R Director Bushway will be sending the map to Councilors Longton and May. She reported that B&D Autobody was awarded the Business Recognition Award and commended PW Director Bourdeau and John Neeley for beautifying Camp Oakdale.

Commissioner Perkins, who commended the entire Public Works Department, questioned whether Mr. Neeley was invited to join them for the walk-through in September. In response to P&R Director Bushway, who stated that PW Director Bourdeau would need to be contacted to approve his attendance, she reported that he has expressed his willingness to attend the meeting.

15. Adjournment

Motion made by Commissioner Berardy, seconded by Commissioner Delacruz, to adjourn the meeting at 8:42 p.m. Discussion: None. Voice vote, 5-0, all in favor. Meeting adjourned.

Respectfully Submitted by:

Agnes Miyuki, Recording Secretary for the Town of Montville

AN AUDIO RECORD OF THE MEETING IS ON FILE IN THE MONTVILLE TOWN CLERK'S OFFICE