

Town of Montville Parks & Recreation Commission
Regular Meeting Minutes for Wednesday, October 21, 2015
6:30 p.m. – Montville Town Hall – Town Council Chambers

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 (7:01), Eileen Cicchese, Nancy delaCruz, Ryan Hartman, Kerri Lawton, Scott LaVallie, Kristin Ventresca, and Derek Wainwright. Absent was Commissioner Karen Perkins. Also present were Parks & Recreation Director Peter Bushway, Public Works Director Don Bourdeau, and Town Council Liaison Laura Tanner.

3. Adjustments to the Agenda – *none*

4. Remarks from the Public regarding items on the agenda with a three-minute limit – *none*

5. To Consider and Act on a Motion to Approve:

a. The Regular Meeting Minutes of Wednesday, September 16, 2015

Motion made by Commissioner Lawton, seconded by Commissioner delaCruz.

Discussion: None. Voice vote, 7-0, all in favor. Motion carried.

6. Director's Report for October 2015

Commissioner Lawton reported that she continues to receive complaints regarding the parking lot and visitors still appear to not be heeding the directional arrows. PW Director Bourdeau reported that, while the sealing and painting of the Camp Oakdale parking lot has been completed, the signage and bollards still need to be installed. He is also planning to request that larger arrows be placed in certain areas for better visibility. It is unknown as to whether these additional elements will help slow down the traffic, but, once in place, the Commission will gauge the situation and determine whether additional elements, i.e., speed dips, which were not included in the presented plans, will be necessary. Because the bid came in below the budgeted amount, funds are still available for the project.

7. P&R Newsletter for November 2015

The following items were proposed for inclusion in the newsletter:

- a photograph from Sunday's Pumpkin Decorating event and a note thanking Ukleja's Tree Farm for their generous donation of 50 pumpkins for the second year in a row
- Coach's Training Sessions and Call for Coaches

Also proposed was an announcement for the upcoming Boys' Basketball Travel Teams tryouts. Unfortunately, the newsletter will be distributed following the tryouts. An e-mail blast has been sent to previous participants, flyers were sent out today, and the flyer was also sent to Channel 20.

The P&R office will contact the Superintendent's office for the approval and inclusion of the Commission's newsletter in the students' Digital Backpack for distribution.

8. Reports from Finance

It was unknown as to the whether the fee had been waived for the Historical Society.

9. Unfinished Business

a. 2016 Summer Concert

At the last meeting, the Commission agreed to host two Summer Concerts. One component of the Summer Concert is the stage (see item 9(d)).

b. Future of Fair Oaks Community Center

Councilor Tanner reported that one candidate from the Community was interviewed at the last Town Council Meeting and she expects additional interviews will be conducted in the very near future.

c. Camp Oakdale

The additional benches have been ordered and PW Director Bourdeau will be ordering pre-fabricated slabs for each of the benches. The benches will be placed in the Spring and their placement will be determined at a future date.

Once the Fall Sports season has concluded, the existing bathrooms will be demolished and the water and electricity will be turned off at both the Field and the Large Pavilion. PW Director Bourdeau reported that one of the bathrooms has already been built, while the other is three-quarters built. Weather permitting, the bathrooms will be placed and the power hooked up during the late Fall/Winter and the water will be connected in the Spring. A few of the trees are also slated for removal.

With respect to the expansion of the field, PW Director Bourdeau reported that the Town Engineer felt that a bid encompassing the entire project would be more financially beneficial rather than breaking it up into two phases, as previously planned. Chairman LaVallie expressed his fear that the project may be placed on hold should they not start the project as planned. Commissioner Ventresca felt that, because the field would not be usable while the clearing is taking place, it would be more beneficial if the clearing takes place at one time. PW Director Bourdeau stated that they are committed to the project and will further review the logistics. Should the project go forward as planned, it will not begin until November/December. The existing hiking trails will not be affected by the expansion.

PW Director Bourdeau is hoping to hold weekly meetings with the Summer Camp and P&R Director Bushway to discuss cleaning up the trails and questioned whether the Commission would be interested in creating open areas or inlets along the trails where

people may rest or enjoy a picnic. He also reported that a crosswalk has been painted so that hikers may safely cross the street to/from the pond area.

d. Build / Purchase Stage (Chairman LaVallie)

Estimates from three different companies (StageRight, School Outfitters, and The Stage Depot) were received for a 20' x 24' portable stage with prices ranging from approximately \$7,000.00 to \$15,000.00, depending upon the features and options selected. One of the more expensive stages is from StageRight, which has a z-shaped base, making it sturdier, is easier to fold and assemble, and is height adjustable. Chairman LaVallie stated that, while he did not inquire as to their interest in sharing the cost of the stage, the High School rents a 24" high, 12' x 24' stage for their Graduation event and would require an ADA compliant ramp. PW Director Bourdeau felt that storage space should not be a problem, especially if the old State D.O.T. (Department of Transportation) property is acquired by the Town. Councilor Tanner felt that the stage would benefit not only the P&R Department for use for their other events, e.g. Summer Camp variety shows, but may benefit other departments as well. The possibility of requesting a structural engineer to review the quality of the stage(s) to determine its worthiness was suggested, along with sending out an e-mail through CT Parks and Recreation to investigate other Towns who might own a stage and gather any recommendations they might have and/or contacting a neighboring Town(s) to see if they might be interested in sharing the stage.

Also discussed was the Commission's interest in replacing the current Christmas Tree located in front of Town Hall. The P&R Commission will place a notice in *The Montville Times* and their newsletter soliciting a tree for donation. PW Director Bourdeau is expecting a seven to eight foot tree to start. The cost of cutting down the current tree and digging and placing a new tree will need to be investigated.

Commissioner Wainwright reported that the Dog Park Committee will be hosting a Craft Fair with approximately 30 vendors on November 7, 2015 from 9:00 a.m. to 1:00 p.m. at Fair Oaks. Admission will be free.

10. New Business

a. Carnival (Commissioner Lawton)

Commissioner Lawton reported that she has contacted Rockwell Amusements, who hosts the Oswegatchie Fire Department and City of Norwich Carnivals, and Trufano Amusements, which handles the Colchester Carnival. In speaking with other Towns and it being their first such event, she recommended using Rockwell Amusements, who offers a package deal, handles all of the rides, games, concessions, and financials. The Company will provide the Commission with a check based on ticket sales after the event. The Commission also has the option of manning the booth and selling the tickets at the event. She wished to confer with the Commission to determine the ideal dates for the event.

Motion made by Commissioner Lawton, seconded by Commissioner Hartman, to move forward with hosting a Carnival in Montville. Discussion: The Carnival would be a two-day event at Fair Oaks. Other proposed locations included Camp Oakdale and the Tyl Middle School parking lot. It was agreed that arrangements for the manning of the parking can be arranged through the Fire-Police, Lions Club, and/or Knights of Columbus. Commissioner Lawton will decide the final date of the Carnival based upon the Company's schedule. The Commission's first choice is the end of June. Voice vote, 8-0, all in favor. Motion carried.

b. Scarecrow Village (Commissioner delaCruz)

Though disappointed with the lack of interest, Commissioner delaCruz reported that a fun time was had by those who did participate in the event. She thanked Commissioners LaVallie and Lawton for their participation. Chairman LaVallie suggested engaging local businesses and organizations to help increase involvement while Commissioner Ventresca suggested including a flyer in the Schools' Digital Backpack, creating a contest, as well as placing an advertisement in *The Montville Times*. Both Montville Hardware and the Police Department were asked to participate in this year's event. A nice display of the scarecrows can be viewed in front of the Public Safety Building.

c. P&R Website (Commissioner Lawton)

Commissioner Lawton reported that she has received a number of complaints regarding the look of the P&R Website and lack of user-friendliness to register for their programs. She questioned the process by which the Commission is able to have their various activities posted on the website, including the What's New section on the Town's front page and suggested the inclusion of their various events with a link to images and event details, including registration, be placed in this section as well as on the P&R page. She also wondered whether it would be possible for the Commission to have access to make necessary updates, as needed. It was agreed that P&R's Administrative Assistant should be reviewing and relaying updated information to the Town's webmaster(s). The addition of a How To section was also suggested for those encountering registration issues. P&R Director Bushway stated that he has requested access to the website and has taken registrations by telephone for both paid and free programs. Councilor Tanner suggested the possibility of creating their own website. P&R Director Bushway will investigate ways to improve the website presentation and more user-friendly. The possibility of hiring a web designer to design their page, that they can maintain, was also introduced.

The upcoming Trick or Trunk event was also discussed. Commissioner Lawton reported that a total 200 bags of candy and \$75.18 were collected at Stop & Shop Supermarket in Montville. 31 trunks have been confirmed as well as The Rolling Tomato, Faddy's Donuts, Doggit's, and Rollinred's. The Girl Scouts will be selling cold beverages, the Rotary Club will be selling hot chocolate and coffee, and Cub Scouts will be selling popcorn. The Lions

Club and Fire Police will be helping out and the Democrats have also signed up. *All the Right Moves* will be providing the entertainment opening while trunks are being set up. All trunks should be set up by 5:15 p.m. P&R Director Bushway and Commissioners LaVallie and delaCruz will be volunteering their time. Chairman LaVallie thanked Commissioner Lawton for organizing the event, which is always enjoyable and successful.

Also discussed was the possible inclusion of a Basketball Program for the first and second graders. Many parents in Montville are currently registering their children to take part in the basketball program at Norwich PAL (Police Athletic League), which opens in November. The high cost, primarily for janitorial services, and lack of gym space were blamed for the lack of such a program. P&R Director Bushway will contact the Board of Education and estimate the cost of a basketball program for first and second graders on Saturday mornings for eight (8) weeks at Mohegan Elementary School and confer with Chairman LaVallie. The cost will also include a part-time monitor. P&R Director Bushway will also inquire with the Town of Salem, who has a full basketball court that may be available for use on the weekends.

11. Communications

The Commission agreed to donate two \$50 P&R gift certificates to the local United Way as a raffle prize for their upcoming campaign, which is scheduled to kick-off on November 6.

12. Remarks from the Public – *none*

13. Remarks from the Commissioners

Commissioner Wainwright reminded everyone to attend the Craft Fair on November 7.

Commissioner Ventresca announced that she would be available for the Trick or Trunk event.

Commissioner delaCruz thanked Commissioner Lawton for collecting candy for the upcoming Trick or Trunk event and suggested publishing a little thank you note to those who generously donated candy and funds. The Pumpkin Decorating event will be held on Sunday, October 25 at 1:00 p.m. at Fair Oaks; items for cats will be collected to benefit a local shelter. She looks forward to an event filled with good weather and a good crowd.

Chairman LaVallie thanked Commissioner delaCruz for her hard work in organizing the Scarecrow Village event and Commissioner Lawton for her hard work in organizing the upcoming Trick or Trunk event, among other things.

14. Remarks from Town Council Liaison, Laura Tanner

Councilor Tanner noted that the Commission did not recite the Pledge of Allegiance at the beginning of their meeting. She reported that Montville Road Bridge is now open and a Ceremony dedicating the Bridge to the Montville Veterans will be held in the near future. She recently attended the grand opening of the Wide World of Indoor Sports, where she met the facility's Manager Brett Donoghue, who expressed an interest in meeting and working with

the Commission. She is looking forward to attending the upcoming Trick or Trunk event. She has enjoyed working with the Commission as their Liaison and, if re-elected, hopes to continue to do so. She expressed her appreciation and complimented the Commission, which has accomplished a lot over the past two years, and encouraged them to keep pushing forward.

15. Adjournment

Motion made by Commissioner Lawton, seconded by Commissioner delaCruz, to adjourn the meeting at 8:00 p.m. Voice vote, 8-0, 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