

Town of Montville Parks & Recreation Commission
Regular Meeting Minutes for Wednesday, December 16, 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.
2. Roll Call
Present were Commissioners Joseph Berardy, Eileen Cicchese, Nancy delaCruz, Ryan Hartman, Kerri Lawton, Scott LaVallie, and Karen Perkins. Absent were Commissioners Kristin Ventresca and Derek Wainwright. Also present were Parks & Recreation Director Peter Bushway 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, November 18, 2015
Motion made by Commissioner delaCruz, seconded by Commissioner Lawton. The following correction was proposed:

Page 5, Item 10(c), first paragraph, last sentence:
With respect to staffing, the necessity of **PW P&R** Director Bushway’s presence at most, if not all, of the programs/events, outside of the normal working hours, was questioned as well as the necessity of taking into account his time when deciding whether to maintain current and/or propose new events.

Motion made by Commissioner delaCruz, seconded by Commissioner Hartman, to accept the minutes as amended. Voice vote, 7-0, all in favor. Motion carried.
6. Director’s Report for December 2015
Director Bushway stated that Youth Services would be offering the after school art classes to children, grades 4 to 12, to those who partake in the Youth Services Program. Weekend classes, open to all residents as part of the P&R Department, might also be added. While Oakdale Elementary and Tyl Middle School both have Art Clubs, the Club at Oakdale Elementary is not open to all students. Because many children are bused to the Youth Center, it was decided to hold the classes there, rather than at each of the individual schools. Due to new, more stringent insurance requirements, this and other Programs may cease to be offered by the P&R Department, with the exception of Summer Camp, Basketball, and Volleyball. Known as the Waiver of Subrogation, the Department would either incur additional costs for the instructors and/or the cost will be passed on to the participants. Director Bushway will forward to the letter he recently received to the Commissioners. The new requirements will also affect the Social Services, the Senior

Center, and Youth Services — all of whom will be speaking with the Finance Department. Councilor Tanner will also investigate the matter.

7. P&R Newsletter for January ~~2015~~ 2016

Director Bushway will send the Commissioners the January 2016 P&R Newsletter, which includes Holiday Parade photographs, information regarding basketball and volleyball, and a wrap-up of their recent events, for review. Commissioner Cicchese questioned the possibility of sending the newsletter within the body of the e-mail rather than as an attachment, which many people do/will not open. Any additional suggestions/inclusions may be sent to Director Bushway.

8. Reports from Finance

Motion made by Commissioner Cicchese, seconded by Commissioner delaCruz, to transfer \$195.00 from Line Item 10730 52007 Rec Holiday Parade to Line Item 10730 52136 Fees (Membership). Discussion: None. Voice vote, 7-0, all in favor. Motion carried.

9. Unfinished Business

a. 2016 Summer Concert

1) Build / Purchase Stage (Chairman LaVallie) – *no update*

2) Potential Bands/Acts

Commissioner Ryan proposed Frankie Justin Lamprey and Roughstock, a country/classic rock band from Colchester, who recently signed with a Nashville label and is currently doing gigs in the local area as well as the Woodstock Fair, as a potential band for the Summer Concert. The fee for the band is \$1,500.00.

Discussion ensued regarding the band's existing following and, should the Commission feel that their following not be adequate to obtain an audience of 500+, the band may be considered as an opening band. He also proposed Flowers and Kain. Commissioner Lawton felt that Wicked Peach should definitely be invited back and noted the other previously proposed bands – Fusion, Melaena, Sugar. She is also open to Commissioner Ryan's suggestions. The proposed bands will be contacted for prices and availability.

b. Future of Fair Oaks Community Center

Councilor Tanner informed the Commission that the Community Center Building Committee has not yet been formed, but was informed by the Mayor that it will take some time before the funds become available. She added that they are experiencing issues with acquiring a candidate from the Planning & Zoning Commission to serve on the Committee and the Town Council may need to re-formulate the make-up of the Committee and review the charge, accordingly.

She also reported that Youth Services will be moving into Fair Oaks. Director Bushway, along with the other relevant parties, will be meeting on Monday to discuss the particulars of the move. Commissioner Perkins felt that a member from the Commission should also be present at the meeting to provide input, especially with respect to the utilization of the shared spaces, i.e., gymnasium and library.

c. Camp Oakdale

Director Bushway reported that the bathrooms located at the large Pavilion and softball field have been demolished and the electrical system and water have been turned off as in preparation for the new bathrooms. While the parking lot will be closed to the public, there will be adequate space for approximately ten (10) vehicles to park in front of the entrance and pedestrian access to the property will be provided along with a portable toilet.

d. Carnival (Commissioner Lawton)

Commissioner Lawton reported that she has been in contact with Rockwell Amusements and is in the process of scheduling a site visit. She has confirmed that the electricity will be self-contained. The proposed dates of June 23, 24, and 25 are available. The event will be held on Thursday and Friday nights and all day Saturday.

e. P&R Website (Commissioner Lawton)

Director Bushway reported that IT Director Bill O'Oneill will be providing him with access to the website, enabling him to make any necessary updates and/or conduct other tasks. In addition, he is open to providing access to a Webmaster to work with both the Department's and registration webpages. The Webmaster who created/maintains the website for the P&R Department in Groton is open to doing the same for them. The Commission agreed to allocate \$200.00 to start from their Special Revenues Fund for the project. Councilor Tanner informed the Commission that she has spoken with Donna Geary, who works with the website as a volunteer and has agreed to attend one of their meetings to discuss their options. Commissioner Cicchese suggested sending her the links to the P&R Department websites for the towns of Groton, Colchester, and Ledyard. Commissioner Lawton expressed her concern regarding the lack of communication within the P&R office and the importance of having the correct information communicated to the Webmaster. Director Bushway will contact Ms. Geary to discuss the website.

f. 2016 Summer Movie Series (Commissioner Hartman)

Commissioner Hartman reported that the Department of Youth Services has a screen that would be available for use. Discussion ensued regarding the cost of obtaining the licensing and from where those funds would derive. Commissioner Hartman stated that he is hoping to speak with the town of Colchester, who hosts movie night(s). He also suggested the possibility of inviting food trucks to sell and donate funds and/or help sponsor the event. Commissioner Lawton stated that the number of people who participate in the event would dictate the amount of money the vendors will earn and informed him of the other fees,

including the Fire Marshal's and Police Department fees, the latter of which has been, traditionally, waived. Director Bushway will obtain prices for the necessary rentals, licensing costs, etc. The event will be comprised of one or two movie nights to start, as a test.

g. Holiday Parade recap (Commissioner delaCruz)

Commissioner delaCruz thanked Commissioner Hartman and his family for their help and, likewise, Commissioner Hartman thanked Commissioner delaCruz for putting the float together. They were lucky to have nice weather and the participation of more floats than in previous years. Though dismayed by the number of people who came to view the Parade, she stated that it was a fun time. The following suggestions were received by the public:

- the possibility of roping off an area for those who are handicapped
- conducting the judging prior to the start of the parade so that announcements can be made regarding the prize the upcoming float has garnered

The reasoning behind providing so many awards and a previous discussion regarding the distribution of participation certificates were raised. The total cost for the trophies (24) was approximately \$240.00. Chairman LaVallie expressed his appreciation to Commissioner delaCruz for organizing the Parade.

g. Grades 1 & 2 Basketball

Director Bushway reported that the backboard and balls have arrived. There will be six (6) coaches and 37 (thirty-seven) children have registered thus far. The Program will begin on January 9 at 9:00 a.m. and 10:00 a.m. at St. Bernard School. The School has agreed to store the backboards until the program has concluded. They have been assured that the floor will be repaired prior to the start of the Program. Signs have been posted in front of Town Hall and at Fair Oaks. A coach's meeting will be planned and they will begin working on organizing games for the second graders. The registration fee is \$30.00. The backboards cost approximately \$900.00 each. Additional backboards may be purchased should the program prove successful.

10. New Business

a. Presentation of Nominations

The slate is as follows:	Chairman:	Chairman LaVallie
	Vice-Chairman:	Commissioner Hartman
	Secretary:	Commissioner delaCruz

No additional nominations were made and the Commission will elect the officers at the January meeting.

b. P&R Budget

A Budget Meeting was scheduled for Wednesday, January 20, 2016 at 6:00 p.m., prior to the Commission's Regular Meeting. Their budget must be submitted by the end of January. Director Bushway will formulate a preliminary outline for review. Chairman

LaVallie would like the Commission to consider allocating funds for the hiring of a part-time Programmer who can also coordinate the Commission's large special events, alleviating the Commissioners.

c. Basketball Coach's Clinic (Commissioner Lawton)

Commissioner Lawton is hoping that the Department will be able to select the coaches prior to the start of the Clinic. Chairman LaVallie stated that they encountered an organizational error this year and stated that the problem lies with getting the people to make the commitment. He concurred and also felt that the Coach's Clinic should be made mandatory. Commissioner Lawton also noted that one of the dates for the Clinic was incorrect in the Newsletter.

11. Communications

a. Letter of resignation from Derek Wainwright

The appointment for a Dog Park Committee Representative will be added to next month's Agenda under Unfinished Business. Commissioner Cicchese suggested that the Town Council ensure that the candidate does not have a particular agenda or special interest and is able to view the bigger picture.

12. Remarks from the Public – *none*

13. Remarks from the Commissioners

Commissioner delaCruz announced that January 21 and July 2 has been reserved for the Re-Use Room Tag Sales. Being one the avenues the Commission utilizes to disseminate information, she expressed her disgust with *The Montville Times*, which did not include any news or photographs regarding the Parade or a reminder regarding the Holiday Lighting Contest. The *Norwich Bulletin* did provide coverage on the Parade. Commissioner Cicchese suggested the Commissioners write a Letter to the Editor expressing their dismay. She also suggested submitting articles regarding their events on the *Montville Patch*.

Commissioner Hartman thanked Commissioner delaCruz for her work on the Parade and the Float and felt that she is a positive representation of the Commission.

Commissioner Cicchese requested Commissioner Hartman obtain a copy of the band's CD for the Commissioners to review. Commissioner Lawton stated that many bands have music available for review on their website, as well.

Chairman LaVallie also expressed his appreciation to Commissioner delaCruz for her efforts and thanked the Commissioners for a quick meeting and adhering to the Agenda.

14. Remarks from Town Council Liaison, Laura Tanner

Councilor Tanner received a suggestion regarding the possibility of placing luminaries

along the side of the road during the Parade and warned the Commission that the Town Council was discussing conducting a flash mob at the end of the Parade. She also suggested installing a sign similar to that of the sign posted on the Town Green in Colchester and will be sending an image of the sign to the Commissioners for further discussion. She encouraged everyone to attend and provide feedback at the Public Hearing regarding the establishment of an independent police force on Thursday, January 14, 2016 at 6:00 p.m. at Montville High School. She also encouraged everyone to donate to Social Services and Youth Services, the latter of which is hosting a Stocking Drive and is seeking \$5.00/\$10.00 gift cards. She questioned the ability of the Commission to obtain a commitment from the coaches for basketball at the end of the season and/or possibly soliciting for coaches earlier. She noted that she has spoken with Reporter Martha Shanahan, *The Day*, regarding her disappointment with the lack of articles published in *The Montville Times* regarding the Town. Director Bushway stated that he has met with her regarding the Holiday Decorating Contest and that she is hoping to ride with the judges as they judge the homes and take photographs. Councilor Tanner thanked and commended the Commission for their hard work.

15. Adjournment

Motion made by Commissioner Perkins, seconded by Commissioner Lawton, to adjourn the meeting at 7:48 p.m. Discussion: None. Voice vote, 7-0, 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