

Town of Montville Parks & Recreation Commission
Special Meeting Minutes for Wednesday, January 20, 2016
6:00 p.m. – Montville Town Hall – Town Council Chambers

1. Call to Order

Chairman Scott LaVallie called the meeting to order at 6:00 p.m.

2. Roll Call

Present were Commissioners Joseph Berardy, Eileen Cicchese, Nancy delaCruz, Ryan Hartman, Kerri Lawton, Scott LaVallie, Karen Perkins, and Kristin Ventresca. Also present were Parks & Recreation Director Peter Bushway. Absent was Town Council Liaison Laura Tanner.

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

5. New Business

a. P&R Budget Discussion

While no line items have been added to the existing budget, changes have been made to the amounts of existing line items:

Fair Oaks/Camp Oakdale Refund – from \$700.00 to \$1,500.00

These funds are received for rentals and is deposited into the General Fund.

Summer Program Transportation – from \$5,500.00 to \$6,000.00

The increase is due to the need for additional buses this past summer.

The following additions were discussed:

Part-time Special Events Coordinator(s) – Because the responsibility of the planning, organization, and coordination of their larger events, including the summer concerts, community tag sales, Easter Egg Hunt, and Trick or Trunk, has been falling onto the shoulders of the Commissioners, it was felt that additional help is necessary to coordinate these events. Items discussed included:

- the terminology of the position, including calling it a per diem rather than part-time and eliminating the term “special”
- utilization of the current monitors or part-timers was suggested. It was noted that they may not have the specific skill set required.
- increasing the line item for PT Recreation Programs rather than adding an additional line item. In an effort to be open and honest, it was felt that it would be best to add rather than increase an already existing line item.
- need for the position and the possibility of the Director taking on those responsibilities, leading to the question as to whether an event can take place without the presence of the Director at the event, itself. Chairman LaVallie stated that, while vague, in a recent conversation with the Mayor it was noted that a paid employee should be present at their events in case an issue arises.

In addition, should the Commission like to continue to expand their event/program offerings for the residents and do so successfully, they will need to consider hiring additional staffing to help coordinate these events. Thus far, the Director has been involved with the coordination of these events with the help of volunteers and would not come to fruition otherwise. It is unrealistic to continue to add events/programs and expect him to continually expand his role and position without additional help. The question as to whether the Commission would like to continue with the existing programs and not add any new programs was raised.

Motion made by Chairman LaVallie, seconded by Commissioner Hartman, to add a line item for a Part-time Special Events Coordinator for the amount of \$7,500.00. Discussion: It was clarified that the individual(s) would be paid per event, depending upon his/her area(s) of expertise and/or success of the event. The stipend and conditions of the stipend would be determined by the P&R Director. The line item will be added as a separate line item, which the Finance Committee can either agree to include or delete. Voice vote, 7-1. Voting in Favor: Commissioners Berardy, Cicchese, delaCruz, Hartman, Lawton, LaVallie, and Ventresca. Voting in Opposition: Commissioner Perkins. Motion carries.

Insurance Costs – To accommodate the new policy regarding the need for their contractors to obtain a Waiver of Subrogation, which would endanger some of their current programs, it was felt that the Department may need to subsidize the instructors to pay for the additional insurance costs in order to continue these programs. The cost of the programs will, otherwise, be raised to accommodate the insurance requirement, which may lead to a decline in Town participation. It was noted that the Senior Center and Youth Services Bureau are in the same situation. A narrative preceding their proposed budget with an explanation will be included.

Motion made by Chairman LaVallie, seconded by Commissioner Cicchese, to add a line item for additional insurance costs required by new finance guidelines for independent contractors running events for the amount of \$5,000.00. Discussion: Based on the number of current programs and those who may require the additional insurance, it was agreed that requesting \$5,000.00 for the line item as a starting point would be acceptable. Voice vote, 5-0-3. Voting in Favor: Commissioners Berardy, Cicchese, delaCruz, Hartman, and LaVallie. Voting in Opposition: None. Voting in Absention: Commissioners Lawton, Perkins, and Ventresca. Motion carries.

No changes were made to their Capital Improvement Program.

Recording Secretary – to increase the line item for a Recording Secretary to \$1,200.00.

12. Remarks from the Public – *none*
13. Remarks from the Commissioners – *none*
14. Remarks from Town Council Liaison, Laura Tanner – *not present*
15. Adjournment
Motion made by Commissioner Lawton, seconded by Commissioner Ventresca, to adjourn the meeting at 6:48 p.m. Discussion: None. 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