

DRAFT COPY

TOWN HALL
UNCASVILLE, CONNECTICUT 06382

PARKS AND RECREATION COMMISSION

REGULAR MEETING

MINUTES

Date: Wednesday – APRIL 15, 2009

Time: 7:00 p.m.

Place: Town Hall – Room 203

ATTENDANCE LISTINGS

<u>PARKS & RECREATION COMMISSION</u>	<u>MEETING STATUS</u>
<u>MEMBERS</u>	
Mr. Joseph Berardy	PRESENT
Ms. Eileen Cicchese	PRESENT
Mr. Jasen Clark	ABSENT
Ms. Beatrice DeMitte	PRESENT
Ms. Ellen Desjardins	PRESENT
Ms. Nancy delaCruz Commission Secretary	PRESENT
Mr. Stanley Gwudz Commission Chairperson	PRESENT
Ms. Ellen Hillman	PRESENT
Ms. Dorothy Murtha	PRESENT

<u>STAFF / AFFILIATES</u>	<u>MEETING STATUS</u>
Mr. Don Bourdeau, Public Works Director	PRESENT
Mr. Jim Butler, Recreation Director	ABSENT
Councilor Catherine Buebendorf, Town Council Liaison to the Commission	PRESENT
Mayor Joseph Jaskiewicz	PRESENT

CALL TO ORDER - REGULAR MEETING

Mr. Gwudz welcomed everyone and called the meeting to order at 7:01 p.m. A quorum was present and noted for the record.

1.0 (CAM:) APPROVAL OF THE MINUTES FROM: ➤ MARCH 18, 2009

Motion: To approve the minutes from March 18, 2009.

Motion by: Ms. Hillman

Seconded by: Ms. delaCruz

Abstention: Mr. Gwudz

VOICE VOTE: The motion was carried. (7 In Favor – 1 Abstention)

2.0 (CAM-D-I-R:) DIRECTORS' REPORTS

2.0A PUBLIC WORKS – MONTHLY REPORT – MR. BOURDEAU

○ CAMP OAKDALE – SOCCER FIELD LIGHTING

Mr. Bourdeau reported the soccer field lighting will not be part of the stimulus package.

Mayor Jaskiewicz reported that **all** of our stimulus submissions are “still alive” and we have not had any “kick outs” yet.

○ DEVELOP A FIELD MANAGEMENT PLAN/SCHEDULE

Mr. Bourdeau reported he has a “draft” of ideas for the field management plan, but will need to meet with Mr. Butler to go over the schedules before he finalizes the plan.

○ PAINTING OF FAIR OAKS SCHOOL

The painting is in the stimulus package. A suggestion was made to have the prisoners paint. There are some issues related to that suggestion.

○ CAMP OAKDALE VOLLEYBALL COURT /LOWER CAMP OAKDALE – FINALIZE THE LOCATION – SUBMIT TO THE INLAND WETLAND COMMISSION FOR APPROVAL

This issue is scheduled to go before the Inland Wetland Commission tomorrow evening. Both locations will be submitted to save time in case of a location change down the road occurs.

○ CAMP OAKDALE RESTROOM FACILITY

Mr. Bourdeau walked-in plans for the new restroom facility and reviewed the plans with the commissioners. The estimated cost is about \$230,000.00, which includes contingency.

○ GIRL SCOUTS – LOCATION OF TREES

Mr. Bourdeau reported he believed the Girl Scouts found new locations for planting the trees.

○ **BOY SCOUTS – BAT HOUSES**

Mr. Bourdeau addressed the answers to the questions from last month's meeting. He noted the bat houses should be 10-15 feet off the ground. They usually do better if the houses are attached to something like a tree in an isolated area. Bats are a great combater to get rid of mosquitoes and are important to our ecosystem. Since bats are nocturnal, Mr. Bourdeau did not think they would scare people walking in the trails.

Motion: To approve the installation of the bat houses at Camp Oakdale with the stipulation that Mr. Bourdeau will contact the scout leader to discuss/agree/finalize the proper spot.

Motion by: Ms. Cicchese

Seconded by: Ms. Desjardins

VOICE VOTE: The vote was unanimous. Motion Carried. (8 In Favor – 0 Opposed)

○ **EVALUATE THE NEED TO RESTRIPE THE TENNIS AND BASEBALL COURTS**

Mr. Bourdeau felt it is fine for this year, but we will need to revisit this topic in the 2010/2011 year.

Mr. Bourdeau also reported the two horseshoe pits will be placed next the tennis courts at Camp Oakdale.

2.0B PARKS AND RECREATION- MONTHLY REPORT – MR. BUTLER

○ **WRITTEN MONTHLY DIRECTOR'S REPORT**

Mr. Butler was not present at this meeting. It was reported that Mr. Butler is on vacation. No monthly report template was submitted for the agenda package.

Ms. Hillman stated this is the third meeting in a row Mr. Butler has missed. Had he been a voting commission member, he would be "off" the commission. The meeting schedule is compiled one year in advance.

Mr. Gwudz stated a report template was supplied to Mr. Butler for a monthly Directors report. The template was designed to deliver information consistently. In December 2008, the commission made a motion to have this template completed and submitted each month as part of our monthly packages. To date, this task has not been completed.

Motion: To write a formal letter to the Mayor highlighting the commissions concerns with the absenteeism of Mr. Butler at the monthly Parks and Recreation meeting.

Motion by: Ms. Hillman

Seconded by: Ms. delaCruz

VOICE VOTE: The vote was unanimous. Motion Carried. (8 In Favor – 0 Opposed)

Motion: To add and express our concerns in the letter to the Mayor on why the

Directors monthly report template has not been completed.

Motion by: Ms. Hillman

Seconded by: Ms. Murtha

VOICE VOTE: The vote was unanimous. Motion Carried. (8 In Favor – 0 Opposed)

○ **UPDATE ON REGIONAL MEETINGS WITH SURROUNDING TOWNS**

Ms. Cicchese noted Mr. Butler was not at the regional meeting. Ms. Cicchese reported she was at the regional meeting and discussions with surrounding towns revolved around the topics of sharing/regionalization of some costs related to transportation and field trips. Every town is feeling the economic pain.

3.0 FINANCE

○ **CAPITAL PLAN – PENDING COUNCIL APPROVAL**

Mr. Gwudz noted the commission budget is 13% lower than last year. We have set the bar. The programs appropriation and equipment appropriation was lowered. Historical data of these line items were a factor in the reduction to these lines.

Ms. Cicchese felt we still really do not know what is being spent. The budget setup, as well as some of the line, is very deceiving. Mr. Gwudz also had some concerns and questions related to some of the lines and charges. We will revisit this at our next meeting and try to get a detailed line item breakdown for review.

○ **OPERATING BUDGET – PENDING COUNCIL APPROVAL**

○ **ADDITIONAL \$4,000.00 IN BUDGET CUTS BY MAYOR AND FINANCE DIRECTOR**

Mayor Jaskiewicz commended the commission for the great job they did with the budget.

The Mayor stated he will be coming to a meeting each quarter to answer any questions and brainstorm ideas with the commission.

4.0 (CAM-D-I-R:) CORRESPONDENCE

- Attendance Letter from Mr. Butler dated 4-6-09 / Walked-in by Mr. Gwudz
- Letter from Mr. Rich and Kelly Slack – Parents of Alexa Slack dated 4-10-09- Referencing the wonderful summer camp program and request to increase the number of weeks.
- Letter from Frankson Fence Company – Dated 4-7-09 – Letter to serve the Town with fencing needs. Walked-in by Mr. Gwudz
- Summer Camp Package – Questions and answers to questions the commission had related to hours, fees, salaries, and time. Walk-in item from Ms. Cicchese
- Final copy of solicitation letter for the concerts.
- Copy of the summer camp fee letter
- Two proposed budget documents – Walk-in items from Mr. Gwudz

5.0 (CAM-D-I-R:) OLD BUSINESS

5.1 YEAR TO DATE / EXPENSE STATUS / 2008-2009 BUDGET BREAKDOWNS

• SPECIAL REVENUE ACCOUNT / REPORT

The budget breakdowns continue to be an issue of concern. Many commission members had questions related to appropriations, line item charges and allocations of funding. The commission will continue to explore ways to make the budgetary information more cohesive and informative.

5.2 SUMMER CONCERTS - UPDATES / DISCUSSIONS

- **SPONSOR LETTER FOR BANDS**
- **APPROVAL OF SOLICITATION LETTER**

A final review of the sponsor/solicitation letter was completed by the commission. Ms. delaCruz will administer a few minor tweaks to the document before sending out to Chairman and Mayor. It will then be forwarded to the Parks and Recreation office for mailing.

Motion: To approve the sponsor/solicitation letter.

Motion by: Ms. Hillman

Seconded by: Ms. Cicchese

VOICE VOTE: The vote was unanimous. Motion Carried. (8 In Favor – 0 Opposed)

- **POLICY FOR THE COLLECTIONS OF FUNDING**

Some discussion occurred on what the sponsorship dollar amounts should be. Due to the economic times, it was determined that any dollar amount would be greatly appreciated and accepted. By allowing small donations, this may create an accounting dilemma.

All sponsorship funds would funnel through the finance department.

- **DAY/TIME OF THE EVENTS**

Mr. Gwudz reported:

July 14th – 6:00 p.m. – 8:00 p.m. – Sue Menhart Band

July 21st – 6:00 p.m. – 8:00 p.m. – Shoreline Connection

August 11th – 6:00 p.m. – 8:00 p.m. – Borrowed Toys



A huge “thank you” to Rand Whitney for the donation of \$400.00 for concert sponsorship and also to DW Trucking/Dave Waddington for a \$50.00 donation.

Motion: To accept any/all donations in any amounts.

Motion by: Ms. Cicchese

Seconded by: Ms. DeMitte

Opposed: Mr. Gwudz and Ms. Hillman

VOICE VOTE: The motion was carried. (6 In Favor – 2 – Opposed)

Motion: To establish more concert dates as funding becomes available.

Motion by: Ms. Hillman

Seconded by: Ms. Murtha

VOICE VOTE: The vote was unanimous. Motion Carried. (8 In Favor – 0 Opposed)

5.3 MEMORANDUM OF UNDERSTANDING (MOU) – FOOTBALL / SOCCER – CAMP OAKDALE – FORWARD TO THE FOOTBALL AND SOCCER COACHES FOR REVIEW

Mayor Jaskiewicz reported the Memorandum of Understanding has been approved by the town attorney. Mr. Gwudz will get the MOU's out to the coaches next week.

5.4 (CAM-D-I-R:) COMMITTEES / SUB-COMMITTEES

o OPEN SPACE COMMITTEE MULTI-USE PATH AND BOAT LAUNCH

No updates were given on the multi-use path and boat launch.

o PUBLICATION SUB-COMMITTEE TIMELINE FOR THE NEXT PUBLICATION-FLYER/ NORWICH BULLETIN o DEADLINE – MAY 1, 2009

Ms. Bunnell will email the publication to Ms. delaCruz and Ms. Cicchese for review by April 22nd.

6.0 (CAM-D-I-R:) NEW BUSINESS

6.1 REQUESTS FOR FACILITY USAGE – FACILITY REQUESTS

Motion: To approve the facility usage request from Sanford Solomon (*re: the MASONS*) FOR May 9, 2009.

Motion by: Ms. Murtha

Seconded by: Ms. Cicchese

VOICE VOTE: The vote was unanimous. Motion Carried. (8 In Favor – 0 Opposed)

6.2 WINTER / SPRING PROGRAMS – DISCUSSION

o PILATES UPDATES

Mr. Gwudz reported that eight people participated in Pilates classes. In the future, we will require at least ten participants. Our goal is to break even.

o SUMMER CAMP UPDATES – INFORMATION ON SPRING FLYER

Mr. Gwudz reported the summer camp dates will be June 29th to July 31st.

The aquarium trip was the largest and most popular trip. Some questions were raised on whether we should have a third bus for this trip so all of the children can go. Some suggestions were made to eliminate a few skating trips to add an additional bus for the aquarium trip.

Should we raise the summer camp dues? Another question was related to whether or

not we want to eliminate rain dates. Mayor Jaskiewicz will investigate the occupancy capacity at Fair Oaks and the safety factors related to possibly having 200+ children at that site. Again, the question arose regarding whether or not we really need an EMT on duty. Ms. Cicchese felt the cost of the EMT is excessive and we could train the appropriate staff in CPR/First Aide instead of paying for an EMT. Other towns do not employ EMT's. Ms. Buebendorf spoke with Mr. Murphy from the fire department and he has a CPR trainer we could use.

Motion: To eliminate the EMT position and train the appropriate staff in CPR/First Aide.

Motion by: Ms. Desjardins

Seconded by: Mr. Berardy

Opposed: Mr. Gwudz

ROLL CALL VOTE: The motion was carried. (7 In Favor – 1 Opposed)

○ **TRAILS DAY – JUNE 6TH AND JUNE 7TH**

Ms. Desjardins spoke with the scout leader. They are anticipating eighteen troops. Ms. Desjardins will draft a letter seeking refreshment donations for the Trails Day event.

Motion: To authorize Ms. Desjardins to draft a letter and move forward with getting refreshment donations.

Motion by: Mr. Gwudz

Seconded by: Ms. Cicchese

VOICE VOTE: The vote was unanimous. Motion Carried. (8 In Favor – 0 Opposed)

○ **RE-EVALUTION OF PROGRAM FEES**

Motion: To increase the summer camp dues from \$10.00 to \$20.00 per week for all campers.

Motion by: Ms. delaCruz

Seconded by: Ms. Desjardins

VOICE VOTE: The vote was unanimous. Motion Carried. (8 In Favor – 0 Opposed)

It was also noted there are scholarships for summer camp available to those in need. Many community members do not know there are scholarships, so advertising should be addressed.

○ **FACILITY WALKS - June**

A special meeting will be scheduled in June for our annual facility walks. The date will be forthcoming.

6.3 REC BASKETBALL – IMPROVEMENTS AND INITIATIVES FOR 2010

No other updates were given on basketball.

6.4 WRESTLING – UPDATES

No other updates were given on wrestling.

6.5 VOLLEYBALL – UPDATES

A schedule needs to be compiled next year for volleyball with formalized registrations and fees.

7.0 PROGRAMS

o K9 TRAINING

No updates were given on K9 training.

8.0 (CAM-D-I-R :) OTHER ITEMS

8.1 OTHER ITEMS NOT ON THE AGENDA – OPEN FLOOR

Ms. Desjardins suggested we make sure we advertise all Parks and Recreation programs and upcoming events in the Montville Times. She also wants our concerts to be highly publicized this year.

9.0 (CAM-D-I-R:) ADJOURNMENT

Motion: To adjourn the meeting at 9:25 p.m.

Motion by: Mr. Berardy

Seconded by: Ms. Cicchese

VOICE VOTE: The vote was unanimous. Motion Carried. (8 In Favor – 0 Opposed)

RESPECTFULLY SUBMITTED BY:
***MARIE SMITH*, RECORDING / MINUTES SECRETARY**
PARKS AND RECREATION COMMISSION