

**Town of Montville Parks & Recreation Commission
310 Norwich New London Turnpike
Uncasville, Connecticut 06382**

(860) 848-3030

**Meeting Minutes
Town of Montville Parks and Recreation Commission
Regular Meeting of Wednesday, September 16, 2009
7:00 p.m. – Room 203 – Town Hall**

1. **Call to order** – Chairman Gwudz called the meeting of the Parks & Recreation Commission to order at 7:00 p.m.
2. **Roll Call** – Present were Commissioners Cicchese, Clark, DelaCruz, DeMitte (7:10 p.m.), Gwudz and Hillman. Absent were Commissioners Berardy, Desjardins and Murtha. Also present were Don Bourdeau, Public Works Director and Town Council liaison, Catherine Buebendorf.
3.
 - a. **Approval of the August 19, 2009 Regular Meeting Minutes** – Motion made by Commissioner Gwudz, seconded by Commissioner DelaCruz to approve the meeting minutes. Discussion: Commissioner Hillman requested changes to the wording of teams to team. It was determined it could be read either way and does not warrant a change. Commissioner DelaCruz requested a change to the wording regarding summer concerts to indicate the postponed concert was not updated on the town website. Motion made by Commissioner Gwudz, seconded by Commissioner Hillman. Discussion: none. Voice vote: 6-0, all in favor, minutes amended. Voice vote on original motion as amended: 6-0, all in favor, minutes approved as amended.
 - b. **Approval of the August 31, 2009 Special Meeting Minutes** – Motion made by Commissioner Gwudz, seconded by Commissioner Clark to approve the Special Meeting minutes. Discussion: none. Voice vote: 6-0, all in favor, motion carried.
4. **Remarks from the Public**

Tara Martinez, a co-ed softball league coach spoke with the Commission regarding a proposal to bring a co-ed softball league to Montville at Camp Oakdale and the difficulties she has encountered with lack of response on behalf of the staff of the Parks & Recreation Department to date. She discussed the league, the number of participants, insurance issues, waivers for insurance, and timelines for each league. She indicated she will completely facilitate the entire league providing bats, balls, scheduling of games, and coaches. She requested lighting fees in order to work the costs into the program fees. Chairman Gwudz indicated he will speak with the Finance Department in order to determine if waivers in lieu of an insurance policy is acceptable to the Town and apologized for the actions of the Parks & Recreation Director. He requested Tara Martinez submit a written proposal regarding the co-ed softball team to the Commission with a request for insurance waivers and dates and times of games.

Chairman Gwudz stated Lana Davison, the instructor of the dance class for Park & Recreation will attend the meeting at 8:30 p.m. after she has finished her class in order to discuss her proposed increase in the cost of the class to cover the insurance costs to run the program.

5. Public Works Report – Public Works Director, Don Bourdeau

- a. Camp Oakdale, Soccer Field Lighting (economic stimulus plan) – no changes to report.
- b. Field Management Plan and Schedule- (estimated completion of September 30th) – Mr. Bourdeau will get estimated costs to the Commission.
- c. Camp Oakdale Volleyball Court – Status of Inland/Wetland Approval – Mr. Bourdeau indicated this item is on the agenda of the Finance Commission and September Town Council meetings. If it is approved and there are not problems he hopes to get this project started by October.
- d. Repair/Fill Cracks in Tennis/Basketball Courts –(total cost \$22,000) – nothing to report.
- e. Update on Potential Purchase of Property Adjacent to Camp Oakdale (not presently listed for sale)
 1. Appraisal of 29 Acre Parcel (appraisal \$265,000)
 2. Status of Open Space Funding
 3. Submit Conservation and Development Plan
- f. Update on Camp Oakdale Multi-purpose Development Plan/Explore Potential Grant Money (\$20,000 transferred from Field Lighting) Mr. Bourdeau indicated this item is on the October Town Council agenda for approval.
- g. Completion of Eagle Scout Bat House Project – Mr. Bourdeau indicated this is ongoing and is currently waiting on approval from the Mohegan Tribe for a fall completion date.
- h. Conservation Trail Development Utilizing Boy/Girl Scouts for Troop Projects – Commissioner Gwudz will contact boy scouts.
- i. Installation of Fence at Horseshoe Pits (completion by September 30th) – Mr. Bourdeau indicated the job is complete and this item can be removed from the agenda. A discussion was held regarding a marketing campaign to educate the residents regarding the many uses of Camp Oakdale.

j. Cost Estimate for Pickle Ball Courts – Mr. Bourdeau indicated he does not have an estimate yet and stated there is no money in the budget for this project in the near future.

k. Construction of Camp Oakdale Restroom Facilities (cost estimate \$218,000) – Mr. Bourdeau discussed grant money for this project and distributed a document titled “Camp Oakdale Multi-Use Trails Phase I: Accessible Trails and Upgraded Restrooms” for review.

l. Clarification by Building Inspector for Fair Oaks Facility Usage – a discussion was held regarding a fire wall and whether or not permits have been approved.

6. Administrative Report

a. Update on Regional Meetings with Surrounding Towns – Commissioner Cicchese stated the meeting is scheduled for Friday and she plans to attend. She discussed the deadline for the regional publication in the Norwich Bulletin in mid March for the spring and summer events. She discussed the girls’ basketball league and trips with surrounding towns. She will pass along any information she receives at the regional meeting to the Commissioners to review.

b. Schedule of Facility Use and approximate number of participants at Fair Oaks School – Chairman Gwudz indicated he will speak with Ms. Bunnell in order to get this information for the Commission.

7. Finance

a. Year to Date Expense Status – The Commission members reviewed the year to date expense reports and determined the numbers depicted on the paperwork are inaccurate and need to be corrected.

b. Special Revenue Account Report – The Commission members discussed the various inaccurate reports and inquired as to why money is coming out of Special Revenue for programs that they are not required to and as to why some of the programs that should be taken out of Special Revenue are not.

The Commission inquired as to why the numbers from the Parks & Recreation office spreadsheets do not match those that come from the Finance Department. Chairman Gwudz admitted it is confusing and will set up a meeting with the Finance Department in order to determine the correct figures for each program.

8. Memorandum of Understanding for Use of Camp Oakdale Facilities

a. Soccer Status – Chairman Gwudz indicated soccer has been signed up and there are no issues to report.

- b. Football Status – Chairman Gwudz stated football has not yet signed up but thinks they will soon and there are no issues to report.

9. Publications Sub-Committee

- a. Fall/Winter Norwich Bulletin Brochure Information – Chairman Gwudz stated he spoke with Ms. Bunnell and she told him she had cleaned up and incorporated all of the information for submission as requested with the exception of punctuation and sent it in to the Norwich Bulletin for publication. The Commission members were disappointed they did not receive a proof prior to publication as they requested. Chairman Gwudz thanked Commissioners Cicchese and DelaCruz for helping out with the brochure.

10. Summer Camp

- a. Status and Discussion
- b. Survey Results/Discussion – Commissioner DelaCruz stated she received back sixty three out of the two hundred and ten surveys sent out. A reminder to send the survey back by the end of the month will be sent out with the hopes of receiving additional surveys. She discussed the various concerns depicted on the returned surveys including bullying of the smaller children by the bigger children, lack of discipline, inappropriate dress, foul language, as well as a few positive comments. She stated the negative comments outweighed the positive. The Commissioners requested this information transferred to a spreadsheet for review so they can work on items that need improvement and share this information with the staff of Parks & Recreation for improvement next year.

11. Summer/Fall Programs

- a. Update on Existing/Future Classes and Programs
- b. Dance Class
- c. Judo Camp (August 3-7, 2009 wrap-up)
- d. Dog Obedience Training
- e. Pilates Update
- f. Co-Ed Softball Update
- g. Indoor Volleyball (start/completion dates)

Chairman Gwudz updated the items above with the Commission members.

12. Recreational Basketball

- a. Improvements and New Initiative for the 2009/2010 Season – Commissioner Clark discussed the need for additional coaches to help out with the teams this year. He suggested advertising and word of mouth to get people to volunteer. He stated a schedule needs to be posted for game times and the length of each class. Commissioner Cicchese

stated on the bottom of the registration form there is a question stating “are you willing to help out or coach?” and she requested this information from the Parks & Recreation office.

b. Coaches Clinic – November 9th at Murphy School – Commissioner Clark stated he would encourage anyone interested in coaching this year to attend the clinic.

c. Development of a Basketball Sub-Committee – Chairman Gwudz stated he will help out with the schedule and team selection.

d. Registration Fee Increase – all fees and classes will be reviewed at the next meeting.

13. New Business

a. Re-evaluate Program Fees – Chairman Gwudz hopes to have the list of programs and fees for review next month.

b. Plan of Action (POA) for replacement of Recreation Director – Chairman Gwudz discussed the plan of events to take place on the part of the Commission prior to the hire of a Parks & Recreation Director. He stated it will be the job of the Commissioners to look at all of the resumes submitted and to determine who is qualified for the position and to forward those names to the interview board and Mayor for interviews. Commissioner Cicchese distributed job descriptions from local towns to review. Commissioner Hillman volunteered to type the current job description and to distribute it to the Commission members for suggestions and proposed changes.

c. Approval of First Aid Classes – Chairman Gwudz indicated this item was removed from the brochure. Commissioner Cicchese does not think it is wise to add additional programs at this time as there is already so much going on. In order to run this program an instructor will need to be secured, a monetary fee will need to be established and a place secured to hold the class. Commissioner Hillman spoke in favor of holding the class, stating many people are required to take the class for job purposes and it is a good thing for people to learn.

Motion made by Commissioner Clark, seconded by Commissioner Hillman to establish a CPR class certified with the American Heart Association with a fee structure of \$35 for residents and \$40 for non-residents with \$25 of this fee going to the instructor and the remaining balance to the Town. This class will consist of four two hour classes with the dates, times and minimum number participants to be determined. Discussion: none. Voice vote: 7-0, all in favor, motion carried.

Remarks from the Public (continued)

Lana Davison, Instructor of the dance class for the Montville Parks & Recreation spoke with the Commission regarding her proposed fee increase for the dance class to offset the

costs of insurance required by the Town to cover injuries during her class. She discussed events to date, stating she was originally told by the Director she would not need to get insurance for this program because she was considered an employee and not an independent contractor. Later on, after her class had begun it was determined she did require insurance and it would cost her five hundred dollars to obtain it. She does not feel this was due to any fault of her own and that she was misled and she requesting the Commission to approve an increase of her fee by five dollars, from twenty five dollars per session to thirty dollars. Discussions were held regarding the need to get her the proper equipment to hold the class, such as mirrors, proper flooring and poles. She compared her prices to other local classes and she is currently lower than most. She would like to have the fee increase approved prior to registration of the upcoming class in November. She explained she loves to teach and hopes to expand her program and offer more classes in the future.

The Commission thanked her for her presentation and indicated they will notify her of their decision.

Motion made by Chairman Gwudz, seconded by Commissioner Hillman to approve and increase to the dance class registration fees from \$25 to \$35 for residents and from \$30 to \$40 for non residents paying the instructor \$28 flat fee per student regardless if they are resident or non resident. Discussion: none. Voice vote: 7-0, all in favor, motion carried. Chairman Gwudz will notify the Parks & Recreation office this vote will go into effect for the next dance class starting in November.

14. Old Business

- a. Christmas Parade – Commissioner DelaCruz discussed events to date regarding the parade and inquired if a donation vehicle could participate in the parade collecting toys for the Toys For Tots organization.
- b. Memorial Day Parade (organized by Commission) – Commissioner Hillman volunteered to sent out the letters in January.
- c. Development of Farmer’s Market at Camp Oakdale – Commissioner Hillman discussed criteria for permitting and inspections at farmer’s markets and stated there will not be enough time to organize a farmers market for this year.

15. Correspondence

Chairman Gwudz reviewed a bill and correspondence regarding office supplies.

16. Facilities Requests

Motion made by Commissioner Clark, seconded by Commissioner Hillman to approve the facilities request made by Dorothy Jastremski for use of Camp Oakdale for the

purpose of a multi family tag sale on October 10th from 9 – 4. Discussion: none. Voice vote: 7-0, all in favor, motion carried.

Motion made by Commissioner Hillman, seconded by Commissioner Clark to approve the facilities request made by the Vice President of the Montville Little League Softball team to use the fields at Camp Oakdale for baseball and softball practice on Wednesdays from 5:30 – 7:30 p.m. beginning August 26th. Discussion: Chairman Gwudz indicated Mr. Butler had tentatively approved this and they have been using the field. Voice vote: 7-0, all in favor, motion carried.

Motion made by Commissioner Hillman, seconded by Commissioner Cicchese to approve the facilities request from Karen LaVallie, 5th grade Committee Chair for the purpose of a fundraiser for the end of the year trip. Discussion: none. Voice vote: 7-0, all in favor, motion carried.

17. Other Items Not on the Agenda (Open Floor)

18. Adjournment

Motion made by Commissioner Clark, seconded by Commissioner DeMitte to adjourn the meeting at 9:30 p.m. Discussion: none. Voice vote: 7-0, all in favor, motion carried.

Respectfully submitted by:

Audrey Ulmer, Recording Secretary for the Town of Montville