

DRAFT COPY

TOWN HALL
UNCASVILLE, CONNECTICUT 06382

PARKS AND RECREATION COMMISSION

REGULAR MEETING

MINUTES

Date: Wednesday – February 18, 2009

Time: 7:00 p.m.

Place: Town Hall – Room 203

ATTENDANCE LISTINGS

<u>PARKS & RECREATION COMMISSION MEMBERS</u>	<u>MEETING STATUS</u>
Mr. Joseph Berardy	PRESENT
Ms. Eileen Cicchese	PRESENT
Mr. Jasen Clark	PRESENT
Ms. Beatrice DeMitte	PRESENT
Ms. Ellen Desjardins	PRESENT – <i>Arrived at 7:04 p.m.</i>
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

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.

Mr. Gwudz stated Mr. Butler was on vacation and would not be in attendance at this meeting.
We will skip the items that would require his presence and revisit them at next month's meeting.

For the record, Ms. delaCruz noted her dismay and stated the monthly meeting schedule is compiled one year in advance. We should have had more notice so Mr. Butler could have provided any pertinent information we required; or we could have rescheduled to another day.

Mr. Gwudz agreed and noted he hoped the Town Council would take the same approach in taking action against a town employee; as it does with the volunteers to commissions with regards to the attendance policy. Mr. Gwudz noted he is not singling out Mr. Butler and just making a general statement.

Ms. Desjardins said that is why it is so important to have a written report each month. Mr. Gwudz stated a written report will be submitted by Mr. Butler beginning March 2009.

1.0 (CAM:) APPROVAL OF THE MINUTES FROM:

➤ **JANUARY 21, 2009 – SPECIAL MEETING**

Motion: To approve the January 21, 2009 – Special Meeting minutes.

Motion by: Ms. Hillman

Seconded by: Ms. delaCruz

VOICE VOTE: The vote was unanimous. **Motion Carried.**

➤ **JANUARY 21, 2009 – REGULAR MEETING**

Motion: To approve the January 21, 2009 – Regular Meeting minutes.

Motion by: Ms. Hillman

Seconded by: Ms. Cicchese

VOICE VOTE: The vote was unanimous. **Motion Carried.**

Mr. Gwudz noted our last meeting was four hours (*with no breaks*) and he thanked the commission members for their diligence in tackling the budget task. In the future, he suggested the meeting time not exceed two (2) hours. If needed, a special meeting can be called for a larger agenda or a 2/3rd's vote to go longer than the two (2) hour allotment.

2.0 (CAM-D-I-R:) COMMITTEE / PUBLIC DIRECTOR'REPORTS

2.1 PUBLIC WORKS DIRECTOR'S REPORT

Mr. Bourdeau submitted a written report which was included in the agenda package. Mr. Gwudz explained from now on; the written report should give a detailed synopsis of happenings/updates and should save time at our meetings. We will only be asking for any additional questions. We will place both the Mr. Bourdeau's report and Mr. Butler's report first on the agenda as requested.

○ **CAMP OAKDALE – LIGHTING**

Lighting may be in stimulus package funding.

○ **DEVELOP A FIELD MANAGEMENT PLAN/SCHEDULE**

Mr. Bourdeau should have the Field Management Plan draft ready for April 2009.

○ **DESIGNATED SMOKING SIGNS / AREA – ECD MARCH 2009**

Ms. Cicchese inquired as to whether we need to publicize the **NO SMOKING** area? Mr. Gwudz noted we will incorporate this into the Memorandum of Understanding (*MOU*) and let the leagues know and make sure they understand the guidelines.

○ **PAINTING OF FAIR OAKS SCHOOL**

This was given in the written report. There were no additional questions.

○ **CAMP OAKDALE VOLLEYBALL COURT – STARTING APRIL 2009**

Due to septic issues, we may need to revisit the location. Behind the tennis courts may a spot. We may want to take a walk on the area to see what would be best.

○ **FUTURE DEVELOPMENT OF CAMP OAKDALE /
OPEN SPACE SUB-COMMITTEE MEETING OF 2/3/09**

○ **CAMP OAKDALE RESTROOM FACILITY**

Funds are available for the restroom facility; but may also be in the stimulus package.

A quick summary was given by Mr. Bourdeau regarding the master plan and priorities. Mr. Bourdeau used the Parks and Recreation survey as a tool. Grant monies may be available for a fishing area. Mr. Cogshall is willing to work with us. We are incorporating a five, ten, and twenty year comprehensive facility plan. We also need to discuss purchasing abutting properties. Mr. Bourdeau also handed out the **CONNECTICUT ENVIRONMENTAL REVIEW TEAMS** pamphlet for commission review which details requesting an environmental review.

Ms. Desjardins stated just because we have all this land; we should not make another ball park. What is wrong with leaving it woods?

Mr. Bourdeau also stated the girl scouts would like to plant about 40-60 trees for EARTH DAY. He believes they are spruce trees. A possible location would be around the border and property line of Fair Oaks School.

3.0 FINANCE

○ **CAPITAL PLAN – PENDING COUNCIL APPROVAL**

The Capital Plan is pending approval of Town Council. If it does get approved; we need to think about the possibility of proceeding with the restroom.

○ **OPERATING BUDGET – PENDING COUNCIL APPROVAL**

A handout was given to the commission members by Mr. Gwudz from the finance department. The commission should review both documents carefully.

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

○ **PRESENTATION: JOHN WONG / RE: FACILITY USAGE**

Mr. Wong was not present to give his presentation. We will leave this on the agenda for next month.

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

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

● **SPECIAL REVENUE ACCOUNT / REPORT**

Ms. Cicchese noted that wrestling is not in the special revenue account and should be in the special revenue account. Mr. Gwudz will investigate this.

5.2 SUMMER CAMP UPDATES

- **FORMAL EVALUATIONS – DEVELOP EVALUATIONS FORMS FOR PARENTS/GUARDIANS AND EMPLOYEES**
- **EXPANSION OF FIELD TRIPS (NEW TRIPS)**
 - GILLETTE CASTLE**
 - ROCKY NECK**
 - CHILDRENS MUSEUM**
 - DINOSAUR MUSEUM**
 - ROCK CLIMBING**
 - EASTERN POINT BEACH**
- **TALENT SHOW: DISCUSS POTENTIAL FOR AFTERNOON / NIGHT SHOW**
- **BASKETBALL CLINIC – MOHEGAN SUN - COST \$10.00 PER CHILD**
- **COMMUNITY FOCUS GROUP FOR SUMMER CAMP**
- **SPECIALIZED CAMPS**

We will be discussing all of the above trips at our next meeting with Mr. Butler to get his feedback. Many other towns/districts take part in specialized camps and we should look into this.

Ms. Cicchese did have some transportation ideas related to not having a bus transporting from daily “school to school” routes and using that money for extra busses for special trips. Some commission members felt this would be an impact on the parents. Ms. Cicchese’s objective is to assure all children the ability to go on the special trips. Further discussion and brainstorming will be forthcoming.

The commission agreed to have an open forum to get feedback from the community regarding summer camp hours, affordability, transportation, field trips, camp length, and specialized camps. Mr. Gwudz asked Ms. delaCruz and Ms. Cicchese to make a flyer/advertisement submission to Channel 20.

Ms. Cicchese also had the following Camp questions and would like the answers for next month for the following questions:

- How many trips a week are being taken?
- Why don’t all children go on the trips?
- What is the mission of this camp?
- Should we make a few trips just for the younger children?

Trips:

1st week: 1 trip

2nd weeks 4 trips

3rd week 3 trips

4th week 3 trips

5th week 0 trips

- Should we make the trips inclusive or the child stays home that day?

Ms. Cicchese read and reported on the below chart and numbers:

Trip	Cost	Daily attendance	Trip attendance	Did not go on trip
Roller-skate	\$5	236	159	77
Bowling	\$8	220	161	59
Ocean Beach	\$2	202	142	60
Defender game	\$4	198	160	38
Roller-skate	\$5	193	165	28
Ocean beach	\$2	216	142	74
Mystic aquarium	\$10.75	230	179	51
Roller skate	\$5	187	163	24
Bowling	\$8	210	172	38
Ocean beach	\$2	185	142	43
Roller-skate	\$5	187	158	29
	\$56.75			

- Can we get the estimate of the cost of the bus trips without daily transportation?
- Should we plan on having an open forum at next month's meeting for the purpose to get feedback from our community members? The agenda should have an open forum time listed for all input from the community members. We need to get input on the needs of the community, what is working, what is not working, do we need to make it a longer period of time, transportation issues, affordability, etc. Can we get something in the paper? We may want to have a special meeting at 6:00 p.m. Mr. Berardy felt we should just keep our 7:00 p.m. meeting time and if we need to extend the time; we can do that. We also need to touch base with Mr. Butler and get him involved. We may want to hold a commission discussion next month and have our forum in April. Ms. Desjardins felt we should place this on the March agenda.

5.3 SUMMER CONCERTS - UPDATES / DISCUSSIONS

- **SPONSOR LETTER FOR BANDS**

Mr. Butler will give us the sponsor letter at our next monthly meeting and we will leave this on the agenda.

Ms. Desjardins felt we should think about having an international food festival at Camp Oakdale during the concerts to draw a bigger crowd. Mr. Gwudz noted this is a good idea but we would need food inspectors and permits; it is certainly something to think about. Another idea would be a crafter fair during the concerts.

5.4 MEMORANDUM OF UNDERSTANDING (MOU) – FOOTBALL / SOCCER – CAMP OAKDALE FACILITIES

- **COMMENT BY ATTORNEY**

Some of the comments made by the attorney were:

- Does the Town control all usage?
- Does the Town own all of the buildings? (*such as the storage shed, etc.*)
- Who has liability?
- Do we need all of the listed signatures? We probably do not need a signature from our commission.
- The attorney did agree on one year contract.

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

6.1 REQUESTS FOR FACILITY USAGE – FACILITY REQUESTS

There were no facility usage requests.

6.3 DIRECTORS REPORT

○ **WRITTEN MONTHLY DIRECTOR’S REPORT –TO BEGIN MARCH 2009**

Mr. Butler will submit a written monthly report for our March 2009 meeting. If we do not receive a written report in March, the commission will have to decide what steps it would like to take.

6.4 WINTER / SPRING PROGRAMS – DISCUSSION

○ **EXPANSION OF BUS TRIPS – IE / BOSTON – TALL SHIPS**

○ **PURCHASING POLO SHIRTS – MAX COST \$17.00 / SHIRT SIZES NEEDED**

Everyone was in agreement on the price of the shirt. Most felt we should use the Montville colors. If we use the town logo we may have to get the approval of the Town Clerk. Anyone who would like a shirt should give Mr. Gwudz their size and he will take care of the order. All commission members would be responsible to pay for their own shirt.

6.5 REC BASKETBALL – UPDATES / LETTER OF CONCERN DATED: 1/22/09

A letter of concern from a parent was in the agenda package for review. Mr. Butler will be responding and coming up with an action plan.

Ms. Cicchese feels we need to make sure the coaches and referees know our rules and Mr. Butler should talk to the IA Board to make sure this does not happen again. Mr. Gwudz said that if you have a certain number of technical fouls a seasoned referee should have stopped the game. The problem is we work with volunteers and Montville is not a strong basketball town so we have to manage with the volunteers we have. The basketball program can be built up. Can we give the coaches more training? Yes, we can and we should. The cost would be minimal.

There was an incident at St. Bernard’s and further investigation will take place.

6.6 WRESTLING – UPDATES

The Montville wrestling program is excelling. We have a good high school wrestling program because we have a good fundamental program.

6.7 VOLLEYBALL – UPDATES

If there is still interest on volleyball, it is just a matter of rolling more time.

Motion: To continue volleyball to the end of March pending location availability and interest.

Motion by: Ms. Cicchese

Seconded by: Ms. Murtha

VOICE VOTE: The vote was unanimous. **Motion Carried.**

Mr. Butler will investigate the location availability and if there is enough interest for continuation.

6.8 PROGRAMS / SURVEY REVIEW

Further information will be forthcoming.

7.0 PROGRAMS

○ **K9 TRAINING**

Further discussion will be forthcoming.

○ **PUBLICATION SUB-COMMITTEE**

Ms. Cicchese would like to know the deadline/timeline for the Norwich bulletin.
Ms. DeMitte will no longer be serving on the Publication Sub-Committee. No other commission members were interested; so the sub-committee will comprise of Ms. delaCruz and Ms. Cicchese. A corrected copy of the Parks and Recreation publication was submitted in the agenda package; with corrections and suggestions made by the sub-committee members.

Ms. delaCruz will develop a publication for our upcoming forum for review and for advertising on the public access channel.

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

8.1 OTHER ITEMS NOT ON THE AGENDA – OPEN FLOOR

Mr. Gwudz gave a hand-out to the commission regarding Trail Day. The “push” is for local Parks and Recreation departments to participate, and we should attempt to do something. Maybe a family hike on our Conservation Trail would be an appropriate event. Ms. Desjardins felt we may want to incorporate a dedication ceremony of the new trails for this day. Also, the Connecticut Trails Council might be able to come for this event. We may want to do this June 6th; with June 7th as a rain date. Ms. Desjardins will get a hold of the boy scouts and girl scouts leaders to inform them of this event and try to coordinate activities with them.

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

Motion: To adjourn the meeting at 9:09 p.m.

Motion by: Mr. Berardy

Seconded by: Ms. DeMitte

VOICE VOTE: The vote was unanimous. **Motion Carried.**

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