

**Town of Montville Parks & Recreation Commission
Special Meeting Minutes
August 31, 2009 – 7:00 p.m.
Town Hall**

1. **Call to Order** – Chairman Gwudz called the Special Meeting to order at 7:00 p.m.
2. **Roll Call** – Present were Commissioners Cicchese, Clark, Desjardins, DelaCruz, Gwudz, Hillman and Murtha. Absent were Commissioners Berardy and DeMitte. Also present were Mayor Jaskiewicz, Town Council Liaison Candy Buebendorf and Assistant Town Planner Tom Sanders.
3. **Remarks from the Public**

Dick Wilson spoke in opposition to the potential hire of a part-time Parks and Recreation Director. He stated the Town of Montville deserves a full-time, well qualified individual to perform this task and urged the Commissioners not to be penny wise and pound foolish when it comes to hiring for this position. He does not believe a part-time position would best suit Montville residents as it is growing larger each year and has more and more recreational activities. He urged the Commissioners to consider the hire a full-time Parks & Recreation Director for the Town of Montville.

Chairman Gwudz asked three times if there were any additional comments from the Public. No one came forward to address the Commission.

Chairman Gwudz stated he does not expect the Commission to come to any solid conclusions this evening, instead he hopes to have a series of working meetings to gather enough information and discussions regarding what is the best plan of action for the Town over the next few months.

5. **Fall/Winter Norwich Bulletin Brochure Update**

Chairman Gwudz indicated he had met with the Mayor regarding the publication of the brochure. He hopes to have a draft brochure by Thursday for review. Once it is reviewed by Commissioners Cicchese, DelaCruz and Gwutz and final changes are made, the final draft will be submitted to the Norwich Bulletin by September 9, 2009 for publication.

6. Execution of October Farmer's Market

Commissioner Murtha stated she has been in contact with local farms and they have indicated they are either too busy or already committed to other farmer's markets and can not participate. Commissioner Desjardins suggested hosting the farmer's market in conjunction with an arts and crafts show. Chairman Gwudz indicated he wants to continue to look for participants for a farmer's market this year and will leave this item on the agenda for future discussion. The Commission hopes to find participants and move forward with the farmer's market for next year even if there is not one this year.

8. Soccer/Football MOA Duration

Chairman Gwudz indicated this is ready to move forward, everything is in place with the exception of a time line for the duration of the program. Motion made by Commissioner Murtha, seconded by Commissioner Delacruz to establish the duration for the program in effect from September 1, 2009 until July 1, 2010. Discussion: Commissioner Cicchese inquired regarding field maintenance and field usage and requested additional information from the Public Works Director for clarification. Voice vote: 7-0, all in favor, motion carried.

9. Update on the High School Girls Basketball Fundraising League

Chairman Gwudz stated he spoke with the Finance Director and she does not want to manage money from other organizations. He indicated he will remove this item from the agenda for future discussions.

7. Update from August 26, 2009 meeting with Mayor Jaskiewicz and the Parks & Recreation Director in regards to the Parks & Recreation Fall and Winter Programs.

Chairman Gwudz stated he met with Mayor Jaskiewicz and Mr. Butler to discuss the Fall and Winter programs. He updated the Commission regarding basketball, stating the Oakdale and Murphy schools have been secured and there has been no response to date from the other schools. Registration for basketball will begin October 5, 2009 and this information will be in the brochure. Mayor Jaskiewicz will be responsible for the hire of monitors and referees. The Coaches Clinic is scheduled for November 9, 2009 at the Murphy School from 6:00 – 7:30 p.m. He indicated this program should be mandatory for coaches. A discussion was held regarding the development of a sub-committee to help manage basketball tryouts. Chairman Gwudz urged the Commission members to think about who would like to volunteer for the committees and report back at the next meeting. A discussion was held regarding a cut off date for basketball registration and penalties for late entries.

A discussion was held regarding the Christmas Parade. Chairman Gwudz stated the letters went out last week. The date for the parade has been scheduled for Sunday, December 6, 2009 at 5:00 p.m. Route 32 will be closed from 4:00 p.m. until 7:00 p.m. on that day. Mayor Jaskiewicz stated he will send a letter to the State for permission to close the road.

Chairman Gwudz discussed the dance program insurance issues, stating the instructor was given misinformation regarding insurance and therefore she did not budget for it. He suggested the Commission discuss this further at the next meeting in order to determine if there should be a fee increase for this program.

A brochure for the CPR, First Aid, Blood Borne Pathogens & Concussion Management class was distributed to the Commissioners. This program information will be included in the brochure. The instructor for this program is the same individual that worked the camp this year and this program is Red Cross certified.

A discussion was held regarding fee status. It was determined all fees for the Fall and Winter programs will remain status quo until the Commission has the opportunity to review and evaluate them.

4. **Plan of Action (POA) for Replacement of Recreation Director**

Chairman Gwudz distributed a copy of the current Parks & Recreation Director job description to the Commissioners. He stated he does not want to rush this process, he wants to get moving so the Commission is prepared when the time comes to choose candidates to forward to the Mayor, but he does not expect there to be any conclusion this evening, he hopes to have a series of meetings over the upcoming months in order to hear Commission opinions and recommendations.

Commissioner Desjardins suggested the Commission get job descriptions from other towns for comparison purposes. She suggested utilizing Parks & Recreation Directors who are willing to sit in on interviews for input and questions.

Commissioner Cicchese recommended the position be a full-time position as opposed to part-time or a combined director's position. She is in favor of keeping the position a Union position and she stated there are many well qualified young professionals that would be willing to do the job for less money than the current Director is making. She discussed the need to have the job description wording indicate flexible hours to reflect the needs of the programs. She discussed the possibility of a one year probationary period for this position just to ensure it is working out for everyone involved. She is in favor of utilizing Directors from other towns to help with the interview process and job description.

Commissioner Clark spoke in favor of a full-time Director and in favor of keeping it a Union position. He spoke in favor of utilizing Parks & Recreation Directors in the interview process.

Commissioner Murtha is in favor of keeping the position full-time. She suggested the use of job descriptions from other towns for reference and suggestion.

Commissioner Hillman is in favor of keeping the position full-time and making amendments to the job description. She would like the new Director to work closely with the Commission.

Commissioner DelaCruz is in favor of keeping the position full-time but not in favor of keeping the position in the Union, stating it is not an advantage.

Commissioner Gwudz stated Montville's size dictates the need for a full-time Parks & Recreation Director. He stated the Commission should respect the Union status of the position and not get hung up on it and should not let it play a roll in the decision making process. He is in favor of flexible hours to reflect the needs of the various programs. He wants the Commission to move forward in a positive direction.

Mayor Jaskiewicz stated the current contract allows for a flexible work schedule and he is confident he can work out any concerns the Commission has. The hours of the new Director should support programs developed. This position is a salary position and hours should not be an issue. He hopes the Commission contacts local towns that compare in size, population and budget with Montville such as Preston and Salem.

Chairman Gwudz urged the Commission members to look over the job description and to make changes for discussion at the next regularly scheduled meeting. He reviewed the process with the Commissioners, stating first a job description must be established and voted on; sent to the Mayor, Union and Town Attorney for review, followed by a job posting, interview process and the recommendation by the Commission of at least three candidates forwarded to the Mayor with the ultimate selection made solely by the Mayor.

Mayor Jaskiewicz suggested if the Commission has suggestions or comments for the Parks & Recreation staff they be forwarded through Chairman Gwudz or Commissioner Cicchese.

A discussion was held regarding forming a sub-committee to help the office out through the interim period when Mr. Butler leaves and there is a new hire. This sub-committee will help out with the organization of try-outs, registrations and programs. Mayor Jaskiewicz stated there is a floating position in the Town Hall that will be available to help out in the Parks & Recreation office when needed in the interim.

10. **Adjournment**

Motion made by Commissioner Clark, seconded by Commissioner Hillman to adjourn the meeting at 8:05 p.m. Voice vote: 7-0, all in favor, motion carried.

Respectfully Submitted by:

Audrey Ulmer, Recording Secretary for the Town of Montville