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Town of Montville Parks & Recreation Commission  
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2010 JAN 22 PM 1:48

*Lisa Torrey*  
TOWN CLERK

**Meeting Minutes**  
**Town of Montville Parks and Recreation Commission**  
**Regular Meeting – Wednesday, January 20, 2010**  
**7:00 p.m. – Room 203 – Town Hall**

1. **Call to Order**

Chairman Gwudz called the meeting to order at 7:00 p.m.

2. **Roll Call**

Present were Commissioners Berardy, Cicchese, Clark, DelaCruz, DeMitte, Desjardins, Gwudz, and Lavallie. Absent was Commissioner Murtha. Also present were Public Works Director, Don Bourdeau and Town Council Liaison, Candy Buebendorf.

3. **Approval of Minutes**

a. **Approval of the December 16, 2009 Regular Meeting Minutes**

Motion made by Commissioner DelaCruz, seconded by Commissioner Berardy to approve the December 16, 2009 meeting minutes as submitted. Discussion: none. Voice vote: 8-0, all in favor, motion carried.

b. **Approval of the January 13, 2010 Special Meeting Minutes**

Motion made by Commissioner Berardy, seconded by Commissioner DelaCruz to approve the January 13, 2010 meeting minutes as submitted. Voice vote: 8-0, all in favor, motion carried.

4. **Remarks from the Public Relating to Items on the Agenda (3 Minute limit)**

There was no one present who wished to discuss items on the agenda with the Commission.

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

a. Camp Oakdale, Soccer Field Lighting (economic stimulus plan)

Don Bourdeau explained there is currently no funding for this project coming from the State but he is hopeful there may be grant money in the future. It was the consensus of

the Commission to remove this item from the agenda until there is something new to report.

b. Field Management Plan and Schedule- (estimated completion of November 30<sup>th</sup>)

Don Bourdeau indicated this project is seventy five percent completed and he will have a progress report for the Commission next month.

c. Camp Oakdale Volleyball Court – Start March 2010 Complete by May 30, 2010

1. Repair/Fill Cracks in Tennis total cost \$22,000.
2. Basketball Courts – need new estimate for repairs to cracks

Don Bourdeau discussed current estimates for the tennis and basketball courts, stating the newer estimates are lower than the original estimates. A discussion was held regarding splitting the project into two parts over two years. A discussion was held regarding splitting the cost of the repairs between Parks & Recreation and Public Works.

d. Update on Potential Purchase of Property Adjacent to Camp Oakdale (not presently listed for sale)

1. Status of Open Space Funding

Don Bourdeau stated there has been no further discussion regarding the sale of the property and it is not currently listed for sale. It was the consensus of the Commission to remove this item from the agenda until there is something new to report.

f. Camp Oakdale Multi-Purpose Development Plan for trails, expectations for 2010

Don Bourdeau discussed possible avenues for funding this project, including grants and money from developers.

g. Completion of Eagle Scout Bat House Project (estimated completion spring 2010)

Don Bourdeau stated he has not heard anything new regarding the project except that it has an estimated completion date of early spring.

h. Update and development of a project list to be accomplished by Girl Scouts at Conservation Trail

Don Bourdeau indicated he has not been in contact with the Girl Scouts regarding the trail. Commissioner Desjardins stated she will contact them. It was the consensus of the Commission to take this off of the agenda until there is new information to report.

i. Cost Estimate for Pickle Ball Courts – Need revised cost, utilizing existing tennis courts.

Don Bourdeau stated the costs for fixing the court, installing a net and striping the pavement will be approximately four thousand dollars but there is no money available to do so at this time.

j. Construction of Camp Oakdale Restroom Facilities (cost estimate \$218,000), may need to re-estimate costs

Don Bourdeau stated the project is ready to move forward, the plans have been approved and the estimates are in place. A portion of the money is available to get the project started but it is best to hold off and hope the remainder of the funding will be approved from the Capital Plan this year. The Commission members inquired if Mr. Bourdeau would bring a copy of the plan for review to the next meeting.

k.. Monthly lighting cost for softball field, from April through October

Don Bourdeau distributed copies of the field lighting costs for review. The costs reflect the highest usage in the months of September and October due to baseball and football games. The Commission members inquired which line item bills for lighting are paid. Mr. Bourdeau stated it comes out of the Camp Oakdale lighting line item under the Public Works budget. It was the consensus of the Commission members to remove this item from the agenda.

l. Evaluate possibility of new entrance to Camp Oakdale to resolve traffic issues

Don Bourdeau stated he will bring the conceptual plan to the next meeting for the Commission to review.

m. Conservation Trail Eagle Scout Project

This project has not been completed and Mr. Bourdeau has not had any further contact with the Eagle Scouts to discuss the project.

Chairman Gwudz thanked Don Bourdeau for his report and encouraged Commission members to email if they have anything they would like to add to the agenda under the Public Works portion of the agenda for next month.

6. **Finance**

a. Year to Date Expense Status

Commissioner Cicchese requested a copy of the Parks & Recreation programs that will be listed under the Special Revenues Account from the Finance Department for the

Commission to review at next months meeting. She also requested a copy of the final 2009 budget with details included.

b. Discussion of January 13, 2010 Special Meeting of 2010 Operating budget

Commissioner Cicchese discussed the Special Revenues account for the upcoming year and discussed projected figures for various line items.

7. **Memorandum of Understanding for Use of Camp Oakdale Facilities**

- a. Soccer Status (MOA signed), new president
- b. Football Status (MOA signed)

Chairman Gwudz indicated the MOU will be sent out by the end of the month. He stated soccer has a new president.

8. **Publications Sub-Committee**

- a. Spring Norwich Bulletin Brochure

Chairman Gwudz stated the brochure went out without the review and approval of the Commission due to time constraints. A discussion was held regarding the elimination of the horse back riding program and the Commission inquired as to why it is still in the brochure. A suggestion was made regarding the need for a schedule from the Bulletin to avoid future problems.

- b. Combined brochure with surrounding towns

Commissioner Cicchese indicated she thought it would be best to hold off regarding the brochure until there is a Director in place who can help with the details and speak with Directors from surrounding towns.

- c. Discuss cost sharing with other Town Departments for brochure

Chairman Gwudz stated the Mayor is working on this and added it is a great way to save on costs for everyone interested in participating.

9. **Summer Camp**

- a. Status and Discussion

Commissioner DelaCruz inquired regarding the format the Commissioners would like her to put the information. It was the consensus of the Commission to put all the information gathered from the surveys onto a spreadsheet.

b. Survey Results/Discussion

Commissioner DelaCruz asked Town Council Liaison, Candy Buebendorf to randomly pick a survey from the pile of candidates to determine a winner of one free program from the pool of people who chose to sign their names to the survey.

Commissioner Desjardins inquired if the Commission members will be allowed to be present this year when the training for summer camp takes place this year. It was determined it should not be a problem because it is a town sponsored class and is open to the public.

Commissioner Cicchese stated the Commissioners should drop by the programs as they are in session in order to see how they are being run.

10. **Winter Programs**

a. Update on Existing/Future Classes and Programs

b. Dance Class

Commissioner Cicchese inquired why the dance class was not depicted on the January calendar.

c. Dog Obedience Training (March/April, 2 potential candidates)

Chairman Gwudz indicated there are two candidates interested in teaching the class.

d. Indoor Volleyball – no issues to report.

e. Judo – no issues to report.

f. Wrestling – no issues to report.

g. Gymnastics – no issues to report.

h. New Programs

1. Jewelry class

2. Art Class

Chairman Gwudz inquired if anyone is in opposition to adding the jewelry and art class to the Parks & Recreation programs. It was the consensus of the Commission to request the proposals on the new request form and to move forward with a decision at the next regularly scheduled meeting.

A discussion was held regarding the proposed golf lessons. The proposal indicates there will be six sessions during a five week period. The Commission discussed the pros and cons of sponsoring the class and it was determined it would be beneficial for the Town to

do so because it does not cost the town anything to run the program. Motion made by Commissioner Desjardins, seconded by Commissioner Berardy to run the golf program under Parks & Recreation and to charge eighty five dollars for residents and ninety five dollars for non residents. Discussion: The Commission agreed all fees are negotiable with instructors and when a Director for the Town of Montville has been hired it will be the job of that person to negotiate fees in the future. Voice vote: 8-0, all in favor, motion carried.

11. **Recreational Basketball**

a. Improvements and New Initiative for the 2009/2010 Season

Commissioner Clark indicated the season is underway. He discussed scheduling conflicts for use of the gyms and ways to rectify the problem. He discussed scrimmage games vs. regular games, stating a scrimmage game is a great way to teach. He discussed referees, coaches and monitors.

b. Recreational Basketball Hot Shot Contest

Commissioner Clark stated if the hot shot contest was to be implemented there would have to be people who are willing to work the program. At this time there is no one willing to do so and the program has not been implemented.

c. Status of practices and games schedules

Commissioner Clark indicated they are working it out and discussed several issues to date with the games schedules and court times.

d. Hiring of Marlee Clark as alternate monitor

Chairman Gwudz indicated Mayor Jaskiewicz asked him to add this item to the agenda because Ms. Clark is the wife of Commissioner Clark and he wanted everyone to be aware of the situation. A discussion was held regarding responsibilities of hall monitors and the use of the monitors as score keepers. It was the consensus of the Commission members there should be a written policy regarding the responsibilities of the monitors at the games.

e. Open gym at St. Bernard High School

Commissioner Clark stated there were two monitors on staff at Sunday's games. Chairman Gwudz stated he is opposed to having two monitors on at the same time and he will speak to the Mayor regarding this issue. It was the consensus of the Commission there should be a schedule depicting who should be where with contact information for each individual monitor in case it is needed.

12. **Unfinished Business**

a. Memorial Day Parade (Lions)

A discussion was held regarding the Lions working with the town to coordinate future Memorial Day parades. There is a meeting scheduled for January 27, 2010 to discuss the project with the Lions Club. A discussion was held regarding contacting the other veterans groups in the town to determine if they have any interest in coordinating the parade.

b. Update on Regional Meetings with Surrounding Towns

Commissioner Cicchese discussed the trips scheduled with surrounding towns and thought it would be best for Montville if they wait until after the hire of the Director to move forward with the trips.

c. Program Fee Re-evaluation

Chairman Gwudz distributed the program fees to the Commission for review. He suggested they take it home to review the document and return with their suggestions comments for discussion at the next meeting.

d. Men's Softball League

Chairman Gwudz indicated there was nothing to report and will keep this item on the agenda.

e. Marketing ideas to promote Camp Oakdale facilities

Chairman Gwudz asked the Commission members to write down ideas for promoting the Camp Oakdale facility and to bring the comments to the next meeting for discussion.

f. Status of Parks & Recreation Director Job Posting

Chairman Gwudz stated there are approximately twenty applicants for the job. He hopes to hold a meeting regarding interviews as quickly as possible to expedite the process and get someone in the position as soon as possible.

g. Personnel for sub-committee

Chairman Gwudz stated Commissioner Berardy has requested to be the alternate member of the sub-committee and Commissioner DeMitte has agreed to be a regular member.

h. Development of questions for Parks & Recreation Director interview

Chairman Gwudz asked the Commission members to write down questions they would like to ask applicants and to bring them to the next meeting for discussion.

i. Update of Fair Oaks Building and STEAP grant money (meeting scheduled for Feb. 2<sup>nd</sup> @ 5:00 p.m.)

Chairman Gwudz discussed the meeting, stating it will be held in the Planning & Zoning office at the Town Hall and encouraged members of the Commission to attend. The discussion will include reviewing an itemized list of things that need to be done to get the building up to code. A recording secretary will be present to take the minutes of the meeting.

13. **New Business**

- a. Status of Parks & Recreation Director job description and job posting – already discussed.
- b. Select personnel for sub-committee – already discussed.
- c. Develop questions for Parks & Recreation Director interview – already discussed.
- d. Trails day – June 5<sup>th</sup>

Chairman Gwudz discussed the trails day to be held on June 5, 2010.

e. Nomination and election of officers for 2010

Motion made by Commissioner DelaCruz, seconded by Commissioner Berardy to re-appoint Commissioner Gwudz as Chairman of the Commission, Commissioner Cicchese as Vice President of the Commission and Commissioner DelaCruz as Secretary of the Commission. Discussion: none. Voice vote: 7-0, all in favor, motion carried.

f. Purchasing of lights for 2010 Christmas parade

A discussion was held regarding the purchase of standing lights and decorative lights for the trees and town hall for the next Christmas Parade.

g. Summer concerts/dates, times, and format letter

A discussion was held regarding the selection of bands and their costs for the 2010 summer concert series. Suggestions were made regarding hosting local high school bands and the Coast Guard band this year. It was the consensus of the Commission to hold the concerts on Tuesday nights during the month of July. A discussion was held regarding advertising for the concerts for a better turnout.



**14. Correspondence**

The Commission received a correspondence from Commissioner Murtha stated she is resigning from the Commission because she has family obligations that keep her from attending meetings.

The Commission members inquired if there are any applicants willing to serve on the Commission. Ms. Buebendorf indicated she will look into it and get back to the Commission if there is anyone on file.

**15. Facilities Requests**

The Commission discussed a facilities request from the Montville Youth Soccer Club for the following dates: April 4, 2010 to June 26, 2010 and July 18, 2010 to November 14, 2010 for soccer camp. Motion made by Commissioner Berardy, seconded by Commissioner DeMitte. Discussion: none. Voice vote: 8-0, all in favor, motion carried.

The Commission discussed a facilities request from the Montville American Little League for the dates of April 1 to June 30, 2010 Monday through Friday for baseball and softball practice. Chairman Gwudz suggested the Commission hold off on approving this request until the National League is contacted to determine if there will be a conflict in scheduling.

The Commission discussed a facilities request from John Geary requesting use of the pavilion for the Montville Historical Society annual picnic on July 22, 2010 from 5:00 p.m. until 9:00 p.m. Motion made by Commissioner Gwudz seconded by Commissioner Clark to approve the request and to waive the fee for the use of the property because the Historical Society is a non-profit organization. Voice vote: 8-0, all in favor, motion carried.

**16. Other Items Not on the Agenda (Open Floor)**

Commissioner Cicchese suggested the Parks & Recreation secretary submit only the calendar of events and not the entire list and description in order to save money on paper and postage.

Chairman Gwudz made a motion seconded by Commissioner DeMitte to authorize the Finance Department to forward a transfer request to the Town Council to transfer money into the secretarial fee line item to cover payroll. Discussion: none. Voice vote: 8-0, all in favor.

Councilor Buebendorf discussed a training program that would train students to become referees. She indicated this program could generate money for the town if there was a charge for the training. She thanked Commissioner Clark for all of the hard work he has put into the basketball program, his efforts are greatly appreciated.

17. **Adjournment**

Motion made by Commissioner Clark, seconded by Commissioner Berardy to adjourn the meeting at 8:48 p.m. Discussion: none. Voice vote: 8-0, all in favor, motion carried.

Respectfully Submitted by:

Audrey Ulmer, Recording Secretary for the Town of Montville