

Town of Montville Parks & Recreation Commission  
Wednesday, April 18, 2012  
Special Meeting Minutes  
7:00 p.m. – Town Hall – Room 203

1. Call to order

Chairperson Cicchese called the special meeting to order at 7:00 p.m. after establishing a quorum.

2. Roll Call

Present were Commissioners Berardy, Cicchese, delaCruz, Hillman, LaVallie, Lawton, and. Absent were Commissioners Maffeo, Perkins and Geiler. Also present was Park & Recreation Director, Peter Bushway. Town Council Liaison Laura Tanner was not present due to a conflict with a Town Council meeting.

3. Alterations to the Agenda – none.

4. Remarks from the Public regarding items on the agenda with a three minute limit.

Chairperson Cicchese asked three times if there was anyone from the public who would like to come forward to address the Commission.

5. Approval of the Minutes

- a. To consider and act on a motion to approve the regular meeting minutes of March 21, 2012.

The meeting minutes will be voted on at the next meeting, there are not enough members present to vote this month.

6. To consider and act on a motion to review and approve the Director's Report for April, 2012.

Commissioner delaCruz inquired regarding the meeting held in regards to the farmer's market this year. Mr. Bushway stated he is proposing a farmer's market at the larger events held over the summer months instead of on a regular basis, mostly because the local farmers have already established business at other locations. Most farmer's have a set clientele and they do not want to give up their spots where they currently are in the case the Montville market will not take off or be profitable for them.

Commissioner LaVallie discussed the proposed dog park and the location for the park. Mr. Bushway reviewed a map with the Commission depicting the location the Public Works Director has designated for the dog park. The proposed area will require the purchase of fencing to enclose the dog park if it is approved. A discussion was held regarding adding a water area for the proposed dog park and separating the small dogs from the larger dogs with a fence at the park. The Commission requested the Public Works Director to join them for the facilities walk through scheduled for next month so he can give his input regarding the location of the proposed park.

Commissioner LaVallie discussed the Fair Oaks Capital project and how the change will affect the Parks & Recreation functions.

The following is the report submitted by Mr. Bushway for the month of April;

Both the Flashlight Easter Egg Hunt and the Saturday Easter Egg Hunt went very well. Twenty one kids attended the Flashlight Hunt along with many parents to watch as they took about 35 minutes to find all the hidden eggs. The Montville Masons and Montville Leos donated prizes as did Youth Services and the Department. Each child left with two of the larger prizes and plenty of candy filled eggs. Saturday's Egg Hunt was much more pleasurable than last year's due to the weather being so nice. Again, the Masons and Leos were on hand to volunteer with the games and leading the hunters to their respective fields. Over 200 were there to find the 3,500 candy filled eggs. Youth Services provided a wonderful painted backdrop for pictures with the Easter Bunny.

Commissioner Hillman and I will meet Wednesday, April 11<sup>th</sup> to try and kick start the Farmer's Market. To date no farms have committed to the program.

Monday, April 9<sup>th</sup> I walked the piece of property along Route 163 across from the large pavilion as a possible location for a dog park. Don Bourdeau and I have talked about this location as being a better site than the unused tennis courts. He is far more familiar with the property than I am and believes it will suit the needs of a dog park well.

Interviews for camp counselor positions have begun and I anticipate completing the process in early May. Counselor In Training applications were taken to the high school counseling office for distribution.

Our Fair Oaks Project within the Capital Improvement Program has been moved from our department to Town Properties since the building is utilized by several departments and maintained by Public Works.

I have a meeting Saturday, April 14<sup>th</sup> to discuss joining a basketball league for both the boys and girls programs.

Programs currently running (number of participants in each program - residents and non-residents):

See handout from Carol

Program highlights:

- Very good turnout for the Easter Egg Hunt.
- Not quite as good a turnout for the Flashlight Hunt as I had wanted but everyone there enjoyed themselves and would do it again.

Customer's comments/compliments/inquiries:

- We received very nice comments on both programs on our Facebook page.
- Patch.com also posted some very nice photos of the event.

Camp Oakdale Facility requests (including #of persons and fee)

- Girl Scouts requesting waiving of fee for pavilion use on June 2<sup>nd</sup>.

Notification of program facilitator/hired entertainment contract to review:

- none

Copy of written material for review: (press releases, fliers, brochure)

- none

Final Evaluation of program(s) offered:

Addendum to include:

- detailed revenue and expenditure report from finance
- detailed special revenue account report

Motion made by Commissioner Hillman, seconded by Commissioner Lawton to approve the Director's Report as submitted. Discussion, none, voice vote, 6-0, all in favor, motion carried.

7. Reports from Finance

- a. Funding status year to date for the Special Revenue accounts.

The Commission members did not have anything to discuss regarding the special revenue account.

8. Unfinished Business

- a. Discussion regarding a Community Tag Sale

Commissioner Lawton stated the tag sale will be included in the brochure and will be held on June 9<sup>th</sup> from 9:00 a.m. to 1:00 p.m. with set up at 8:00 a.m. A discussion was held regarding the availability of food and drinks for the people who are volunteering for

the event. The Youth Services Center will help with preparing posters and signs to help advertise for the event at little cost. The event will be posted on Facebook and on billboards throughout the town and the event will be open to the public. Commissioner delaCruz volunteered to write a notice and send the notice in to the newspaper to get the word out for the event. Mr. Bushway measured the parking area and determined there is more space than he originally thought there would be and he suggested allotting three parking spaces for the participants and this will allow for up to fifty vendors. The Commission discussed a cutoff date for registration for the event.

b. Discussion regarding Town of Montville Trails Day.

Commissioner Lawton stated there is a meeting with the Boy Scouts this week to discuss the event and there will be twelve letterboxes on the site that day. She discussed the letterboxing technique used at the event and how to participate. The event is scheduled for June 3, 2012 at the Camp Oakdale trails. There is a map available at the Parks & Recreation office for review for anyone who wishes to familiarize themselves with the trails before the event.

c. Discussion regarding the Spring Parks & Recreation brochure

Mr. Bushway stated the proof will be back to the office and after it is reviewed and authorized the brochure will be published and out to the public by May 1<sup>st</sup>. He stated the brochure is larger this year, there are more programs and the registration for summer camp is included in this brochure. He discussed the Zumba program and stated they have moved the program to Tyl Middle School to accommodate the larger classes. The brochure is on schedule and includes more advertisements this time to offset costs. The postage to send the brochure to every household in town is approximately twelve hundred dollars.

9. New Business

a. Discussion regarding the Councilor in Training program.

Mr. Bushway stated he is accepting applications through May. The program is advertised on the webpage and on the Facebook page. To date there are three applications for the program. He has interviewed many high school students for summer jobs this year and he is considering high school students for the jobs. This item can be removed from the agenda next month.

b. New program proposals.

There are no new programs to discuss and this item can be removed from the agenda.

c. Vendors at summer concerts.

Mr. Bushway discussed potential vendors for the food sales at the summer concerts. The vendor must have a vendor's permit and permission from Uncas Health prior to any food sales at the events. A discussion was held regarding allowing more than one non-profit group to sell food at the concerts to be fair to all groups interested in doing so. If there is enough interest from local non-profit groups a rotation of organizations may have to be established.

d. Fall basketball program.

Ms. Tania Bonner was present to discuss a proposed fall basketball program at the basketball courts at Camp Oakdale. She suggested offering the program to the kids that are not involved in football and softball during the fall season. She stated there is interest in the program and she feels that there would be enough to justify a fall basketball program. She is not suggesting a league, but an organized sport that holds clinics where the kids can go and learn the sport. A discussion was held regarding the best place to hold the clinics. Mr. Bushway will look into the availability of space to hold the clinics during the fall months and get back to Ms. Bonner with his findings and include it in his report next month.

e. Discussion regarding implementing a policy for program receipts.

Commissioner delaCruz stated the town can save money if they email the program registration receipts or automatically issue a receipt if the individual comes into the Town Hall to register for a program. Mr. Bushway stated his office is collecting email addresses from people who are registering and is currently sending receipts to people who leave a payment or send in a payment to the office.

f. Trick or Trunk 2012.

Commissioner Lawton discussed the program and stated the date is Saturday October 27, 2012 with a rain date of Sunday, October 28, 2012. She discussed the location of the event, stating the Tyl Middle School is a great spot to hold the event and there is additional parking space in the areas in the upper area of the facility. A discussion was held regarding moving the event to Fair Oaks and the Commission expressed concern regarding the intersection at the Fair Oaks, monitoring people inside the building and difficult parking. It was the consensus of the Commission to host the event at the Tyl Middle School again this year, stating it was easy clean up, easy to control the incoming and outgoing traffic and to stick with what works.

g. Discussion regarding potential dog park.

This item was discussed under the Director's Report.

10. Correspondence – none.

11. Facilities Requests

Mr. Bushway discussed two requests, one for a dance recital program at the large pavilion on July 14<sup>th</sup> and 15<sup>th</sup> and one for the Girl Scouts who are requesting a fee waiver for a fundraiser at the large pavilion on June 2, 2012 between 12:00 p.m. and 4:00 p.m. The Girl Scouts are a non-profit and therefore qualify for a waiver of the fees and do not require a vote from the Commission.

12. Remarks from the Public

Chairperson Cicchese asked three times if there was anyone from the public who would like to come forward to address the Commission.

Ms. Ellen Abutin was present to discuss the dog park and is in favor of a dog park in Montville. She suggested individual areas for large dogs and small dog and discussed liability issues that may come with constructing a dog park.

13. Remarks from the Commissioners

Commissioner delaCruz stated there are many events coming up and suggested working on them early to get a head start on them.

Mr. Bushway suggested a Swap til You Drop event after the Community Tag Sale.

14. Remarks from Town Council Liaison, Laura Tanner

Councilor Tanner was not present for discussion.

15. Adjournment

Motion made by Commissioner delaCruz, seconded by Commissioner Lawton to adjourn the meeting at 8:10 p.m., discussion, none, voice vote, 6-0, all in favor, motion carried.

Respectfully Submitted by:

Audrey Ulmer, Recording Secretary for the Town of Montville.