

Town of Montville Parks & Recreation Commission
Regular Meeting Minutes
March 16, 2016
6:30 p.m. - Montville Town Hall -Town Council Chambers

1. Call to order---Chairman LaVallie called the meeting to order at 6:35
2. Roll Call---Councilor Tanner took roll and all members of the Commission were present
3. Adjustments to the agenda---Commissioner Perkins inquired about item 10b and why it was under new business and not new business. Commissioner Cicchese explained since it was never new business on an agenda it could not be moved to old business. No alterations were made to the agenda.
4. Remarks from the Public regarding items on the agenda with a three-minute limit---None
5. To consider and act on motion to approve:
 - a. the Regular Meeting Minutes of February 17, 2016---Commissioner Hartman moved to accept the meeting minutes, Commissioner Cicchese 2nd. During discussion the following changes were recommended;

Item 6, Commissioner Dela Cruz recommended the words "recycling room" be changed to recycling program

Item 7, Commissioner Dela Cruz stated it's not clear which "Commissioner concurred". Commissioner Lawton stated it should read Commissioner Lawton not Commissioner Ventresca

Item 10a, Commissioner Dela Cruz stated it should read May 28, 2016

Item 10b, Commissioner Ventresca, it should read May 7th not May 8th

Item 9a, Commissioner Lawton, 1/2 of the context of Commissioners should be switched. 1st sentence of of #1 should be moved to #2 and complete text of #2 should go to #1.

Item 9b, Commissioner Ventresca, last sentence should be removed unless it can be verified through the recording.

Commissioner Delacruz made a motion to accept the minutes as amended, Commissioner Hartman 2nd the motion and the motion carried 8-0-1 with Commissioner LaVallie abstaining.

6. Director's Report for February 2016--Commissioner Lawton inquired about the parking lot stripping being done, wondering if it will affect the summer concerts.

She also asked about where Summer Camp will be held. Chairman LaVallie stated he spoke with Mr. Bushway about it being held at Tyl Middle School, Mr. Bushway will follow up with Tyl. Commissioner Perkins asked about it being held at Fair Oaks and not advertising it as Tyl until we know for sure. Chairman LaVallie stated until the location is confirmed, it will be advertised as Tyl. Commissioners Lawton and Cicchese both agreed and suggested it being advertised as "location to be determined". There was discussion around air

conditioning at Fair Oaks and when Youth Services moving would be moving into the building. Chairman LaVallie will email Mr. Bushway to confirm location.

7. P&R Newsletter for April 2016---Commissioner Lawton addressed the Mother's Day event and the need to change the date to April 30th. Discussion was held regarding changing the times for the event. Commissioner Lawton suggested the language in the newsletter read starts promptly at noon with no end time. Commissioner Dela Cruz would like to add that it's a free event but a donation of pet supplies would be accepted. Chairman LaVallie suggested Commissioner Dela Cruz type up language and submit it to Mr. Bushway.

8. Reports from Finance---Commissioner Hartman inquired about the damage done to the gymnasium at Fair Oaks to warrant the renters to not get their deposit retirement. Mr. Bushway was not at the meeting and the inquiry wasn't able to be answered. Chairman LaVallie noted the Judo fee was incorrect. Commissioner Lawton inquired about wrestling mats.

9. Unfinished Business

a. 2016 Summer Concert

1) Build/Purchase Stage (Chairman LaVallie) ---Chairman LaVallie reported he emailed the Superintendent of schools regarding sharing the cost of the purchase of a stage and received a response they are not interested in sharing the cost. He reported the commission needs to move ahead with this purchase and the estimate should include stairs and not a ramp. Commissioner Ventresca inquired about the possible need to have a handicap ramp since it is technically town property. Commissioner Cicchese reported that is not mandated at this time. Commissioner Lawton agreed to move forward but expressed the need to be sure to have the Fire Marshall's approval. Chairman LaVallie will communicate with Mr. Bushway regarding quotes. He will get all the specs together and have ready for next meeting.

2) Potential Bands/Acts---Commissioner Lawton thinks Wicked Peach is confirmed but not sure if 2nd band is confirmed. Commissioner Beaupre read to the commission an email from Mr. Bushway. Chairman LaVallie will follow up with Mr. Bushway.

b. Future of Fair Oaks Community Center---Chairman LaVallie reported he met with the Town Planner regarding the parking lot renovations for \$143,000.00. Commissioner Ventresca asked if the paving would interfere with the carnival. Commissioner Lawton stated she spoke with Mr. Bushway and specifically asked if they could work around dates. Commissioner Perkins inquired about the tag sale. Commissioner Lawton will contact Mr. Don Bourdeau of Public Works, since Mr. Bushway will be on vacation. Commissioner Ventresca inquired if this was a set in stone project, Commissioner Beaupre expressed concern about doing it before renovations, and Commissioner Cicchese inquired about more spaces. Chairman LaVallie reported this will meet the needs of the new building.

c. Camp Oakdale---Chairman LaVallie reported the bathrooms are at Camp Oakdale

but not yet installed. Commissioner Ventresca reported she spoke with Mr. Bushway and the holes were not drilled properly and the building pieces do not fit together.

- d. Carnival (Commissioner Lawton) ---Commissioner Lawton reported she received approval to use Fair Oaks. She is still unsure as to who is responsible for executing the contract and whether the Town Attorney also needs to sign it. She reported Rockwell will collect a flat fee of \$700.00 for concessions. She has questions regarding the appropriate insurance coverage and has been in contact with Terry Hart, Finance Director. She is working with the company to ensure the appropriate insurance coverage is in place. On a side note many towns have used this company in the past. Commissioner Lawton asked that the carnival not be advertised until everything is in place.
- e. P&R Website (Commissioner Lawton) ---Commissioner Lawton reported that she is not associated with the changes made to the website. Mr. Bushway has met with Mrs. Donna Geary and together they have made changes. Commissioner Cicchese asked if this item could be removed. Commissioner Ventresca suggested it not be removed just yet as the website is still not what was discussed. Commissioner Beaupre asked if the movie date be added as previously discussed. Commissioner Cicchese recommended commissioners take a look at other websites and determine what exactly the Commission would like on the website. She also asked if the commission wants to hire a web designer, someone who can design a "splash page" which may be outside what Pete and Donna can do. Commissioner Lawton expressed that maybe what the commission wants isn't being relayed to Mrs. Geary. Discussion on who to send information isn't clear. Chairman LaVallie stated all information should go through Pete.
- f. 2016 Summer Movie Series (Commissioner Hartman) ---Commissioner Hartman reported he has not received much activity on the Facebook page, no one wants to choose a movie. Chairman LaVallie suggested coming up with a list and putting it out to a vote. Commissioner Hartman will compile a list and have it available at the next meeting.
- g. Grades 1 & 2 Basketball---Commissioner Hartman reported there is one weekend left, the program received a lot of positive reaction. Everyone had fun and many parent volunteers were involved.
- h. Community Tag Sale (Commissioner Dela Cruz) ---Commissioner Lawton expressed concerns that the fee for a spot is advertised in two different places as two different fees. She also reported from the feedback of last year's event, attendees would pay more if there was advertising of the event in the "yard sale" section of the local newspapers, she recommended increasing the fee \$5.00 more than what it was last year. Chairman LaVallie agreed to set the price to \$15.00 with paid advertisement in the New London Day and Norwich Bulletin.
- i. Mother's Day Craft Event (Commissioner Dela Cruz) ---Commissioner Dela Cruz reported the date is April 30th and will begin promptly at 12:00 p.m. She will forward a typed up blurb to Mr. Bushway.

10. New Business

- a. Providing "First Dibs" to residents for events---Commissioner LaVallie reported this has already been done but concerns have been brought forward from out of town residents who have been in programs for years and are afraid they will. to get into the programs. Commissioner Hartman reported he spoke with Mr. Bushway regarding the concerns brought forward from dance program participants who practice together for the end of year recital. He suggested grandfathering those who have been in the program in but moving forward Montville residents will take priority on newcomers. Discussion continued on how to handle programs with end events. It was decided to allow Mr. Bushway to make exception to the policy as needed to grandfather participants in.

11. Communications---Chairman LaVallie reported the commission received a letter from Mr. Robert Clark regarding statements made by Mr. Bushway about spending time at Fair Oaks and directing individuals, the comments didn't come out as he said them at the last meeting. Chairman LaVallie stated he read the letter and doesn't understand the point. Mr. Clark feels Mr. Bushway should be exact and Mr. LaVallie just doesn't understand the point of the letter.

12. Remarks from the Public---No remarks made

13. Remarks from the Commissioners---No remarks made

14. Remarks from Town Council Liaison, Laura Tanner---Councilor Tanner stated she understood why Mr. Clark, who she has never met, wrote the letter to the Commission. She stated the Commission had asked for complaints to be put in writing which is what Mr. Clark did. Mr. Clark wrote his letter out of frustration of Mr. Bushway misrepresenting what happened at Fair Oaks. This is something Councilor Tanner feels happens often and she's surprised more letters haven't come forward. She also feels the Recreation Department is currently a mess, especially with the communication. (If anyone can recall what councilor Tanner stated, please add to the record as she was taking notes and did not write what she said).

15. Adjournment---a Motion to adjourn was made at 7:49 by, 2nd by Motion carried unanimously.