

**Town of Montville Parks & Recreation Commission**  
**310 Norwich New London Turnpike**  
**Uncasville, Connecticut 06382**

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**(860) 848-3030**

**Meeting Minutes**  
**Town of Montville Parks and Recreation Commission**  
**Regular Meeting – Wednesday, December 16, 2009**  
**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 (7:10 p.m.), Clark, DelaCruz, DeMitte, Gwudz, Lavallie and Murtha. Absent was Commissioner Desjardins. Also present was Town Council Liaison, Candy Buebendorf.

Chairman Gwudz introduced newly appointed member Scott LaVallie and welcomed him to the meeting. He explained that the Commission has not yet been officially notified by the Town Council of his appointment and therefore he will have to observe this meeting but will not participate in any formal votes taken during the meeting.

**3. a. Approval of the November 18, 2009 Regular Meeting Minutes**

Motion made by Commissioner Murtha, seconded by Commissioner Clark to approve the November 18, 2009 meeting minutes as submitted. Discussion: Chairman Gwudz stated he will abstain from the vote because he was not at the meeting. Voice vote: 5-0-1 (Chairman Gwudz). Motion carried.

**b. Approval of the November 30, 2009 Special Meeting Minutes**

Motion made by Commissioner DelaCruz, seconded by Commissioner Berardy to approve the November 30, 2009 meeting minutes as submitted. Discussion: none. Voice vote: 6-0, all in favor, motion carried.

**4. Remarks from the Public**

Lee Rummel, Summer Music Theatre, inquired regarding his request to hold a Summer Musical Theatre Camp in the 2010 season. Chairman Gwudz indicated he is not in a position at this time to approve or reject the program due to budgetary concerns. He stated he will have the secretary from the Parks & Recreation office contact him if it is required he attend a meeting in the future and the Commission thanked him for his

interest in working in Montville and hopes to discuss the implementation of the program for 2010 as soon as they are in a position to do so.

Scott Minor addressed the Commission regarding the outdoor volleyball program. He discussed the changes made to the outdoor court and discussed the location of the court. He feels the location of the proposed court takes away from an area where children play. Chairman Gwudz stated the project and site have already been approved and there is no sense in revisiting the discussion after the fact. A discussion was held regarding lighting and fencing around the court area. Chairman Gwudz indicated there is no money in the budget at this time for either the fence or additional lighting.

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

Chairman Gwudz stated he was in contact with Mr. Bourdeau but did not receive written correspondence from him regarding the following items on the agenda. These items will remain on the agenda for discussion at the next regularly scheduled meeting.

- a. Camp Oakdale, Soccer Field Lighting (economic stimulus plan)
- b. Field Management Plan and Schedule- (estimated completion of November 30<sup>th</sup>)
- c. Camp Oakdale Volleyball Court – Start March 2010 Complete by May 30, 2010
- d.
  1. Repair/Fill Cracks in Tennis total cost \$22,000.
  2. Basketball Courts – need new estimate for repairs to cracks
- e. Update on Potential Purchase of Property Adjacent to Camp Oakdale (not presently listed for sale)
  1. Status of Open Space Funding
  2. Submit Conservation and Development Plan
- f. Camp Oakdale Multi-Purpose Development Plan for trails, expectations for 2010
- g. Completion of Eagle Scout Bat House Project (estimated completion spring 2010)
- h. Update and development of a project list to be accomplished by Girl Scouts at Conservation Trail
- i. Cost Estimate for Pickle Ball Courts – Need revised cost, utilizing existing tennis courts.
- j. Construction of Camp Oakdale Restroom Facilities (cost estimate \$218,000), may need to re-estimate costs
- k.. Monthly lighting cost for softball field, from April through October
- l. Evaluate possibility of new entrance to Camp Oakdale to resolve traffic issues
- m. Conservation Trail Eagle Scout Project

**6. Finance**

**a. Year to Date Expense Status**

Chairman Gwudz inquired if any of the Commission members had the opportunity to look over the year to date expense status and if anyone would like to discuss anything

regarding the year to date expense status. Commissioner Cicchese discussed discrepancies in the dance program expenses and inquired if there would be enough money to continue the program. A discussion was held regarding over time billed for the Parks & Recreation secretary.

**b. Discussion Regarding Special Revenue Account, letter from Finance reviewed at November meeting.**

The Commission members would like the opportunity to speak directly with the Finance Director to discuss issues regarding the Special Revenue account.

**c. Development of operating budget for 2010 -Special Meeting January 2010**

Chairman Gwudz suggested the Commission hold a special meeting for the purpose of discussions regarding the Special Revenue Account and budget concerns with the Finance Director. It was the consensus of the Commission to hold a special meeting on Wednesday, January 13, 2009 at 6:00 p.m. Chairman Gwudz distributed a memo addressed to the Commission from the Finance Director dated December 9, 2009 regarding the budget worksheet for the upcoming fiscal year. He asked the Commission to look it over and to bring any questions they may have for the Finance Director to the special meeting for discussion.

Motion made by Commissioner Berardy, seconded by Commissioner Cicchese to hold a special meeting of the Parks & Recreation Commission on Wednesday, January 13, 2009 at 6:00 p.m. for the purpose of discussions with the Finance Director regarding budget issues and Special Revenue accounts. Discussion: none. Voice vote: 7-0, all in favor, motion carried.

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

**a. Soccer Status (MOA signed), new president**

Chairman Gwudz stated a new president has been assigned to soccer. A discussion was held regarding holding the program January through December.

**b. Football Status (MOA signed)**

Chairman Gwudz stated there have been no changes to football.

**8. Publications Sub-Committee**

**a. Spring Norwich Bulletin Brochure**

A discussion was held regarding the need for a set time table for submission of information to the brochure. Chairman Gwudz indicated he would contact Mayor

Jaskiewicz and speak with the Finance Director regarding sharing costs with the various department heads.

b. **Combined brochure with surrounding towns**

Commissioner Cicchese stated the information is due by the first week of March, 2010.

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

Chairman Gwudz stated the Commission should check with the Finance Director regarding sharing the costs of the brochure.

9. **Summer Camp**

a. **Status and Discussion**

Chairman Gwudz indicated he did not have anything to discuss at this meeting but he will keep this item on the agenda for future discussion.

b. **Survey Results/Discussion**

Commissioner DelaCruz indicated she did not have time to compile the information from the surveys but will work on it for next month.

10. **Winter Programs**

a. **Update on Existing/Future Classes and Programs**

b. **Dance Class**

Chairman Gwudz discussed the dance class and the instructors plan to expand the program. He indicated he wants to wait to determine the budget issues before adding any new programs.

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

Chairman Gwudz stated one additional person has expressed interest in teaching the dog obedience class and the information is in the packet. This brings the candidates to a total of three for the dog obedience class.

d. **Pilates Update**

Chairman Gwudz stated there has been interest in the addition of a high energy boot camp but he does not feel the Commission should take on any new programs until the budget issues are worked out. A discussion was held regarding the implementation of the

form approved for use by the Commission at the last meeting. A suggestion was made to remind the secretary of the Parks & Recreation office to utilize the form for future class requests.

e. **Indoor Volleyball (approximately 40 people, 2 nets)**

Chairman Gwudz stated this program is going extremely well. It is a great program and has had nothing but positive feedback to date.

f. **Judo**

Chairman Gwudz indicated there have been no issues reported and the program is ongoing.

g. **Wrestling (approx 44 participants)**

This program has had continued increase in participants and is a popular program this year.

h. **Gymnastics** – There have been no issues reported with this program.

i. **Radio City Music Hall Trip (23 of 43 available seats booked)**

Chairman Gwudz stated this trip did not sell all of the tickets and the Town will have to absorb the cost of the trip. He stated the Commission should make a decision regarding the continuation of the trip in the future and if they want to join a regional trip instead of hosting a Montville only bus trip.

11. **Recreational Basketball**

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

Chairman Gwudz thanked Commissioner Clark for all his work with the basketball program.

b. **Recreational Basketball Hot Shot Contest** – Commissioner Clark plans to implement this contest in the future.

c. **Status of practices and games schedules**

A discussion was held regarding a technical problem with the program in the Parks & Recreation office. Chairman Gwudz indicated if the program is unable to be utilized for the purpose of scheduling he will put together a schedule by hand for January 1, 2010. Commissioner Cicchese suggested contacting Groton Parks & Recreation for help with the program.

d. **Update on tryouts and team selections** – No issues reported to date.

e. **Late registration fees**

Commissioner Clark discussed a discrepancy in the late fee registration for the recreational basketball program. He stated late registrations are being charged sixty dollars to join. The Commission voted to approve a twenty dollar late fee in addition to the twenty dollars it costs to participate in the program totaling forty dollars total per registration. Motion made by Commissioner Clark, seconded by Commissioner DeMitte to correct the late fee registration to reflect a total of forty dollars to join and to refund the participants the twenty dollar difference who were charged sixty dollars for late registration. Discussion: none. Voice vote: 7-0, all in favor, motion carried.

f. **Open gym at St. Bernard High School**

A discussion was held regarding a contact person who is available to open the gym on Sundays for practice. Chairman Gwudz indicated there has been increased interest in participation at the gym and hopes the numbers continue to rise.

12. **Unfinished Business**

a. **Memorial Day Parade**

Chairman Gwudz suggested the Commission contact the Lions Club to inquire if they are willing to take over the preparations for the Memorial Day Parade and if so, to get confirmation in writing that they are willing to do so.

b. **Update on Regional Meetings with Surrounding Towns**

Commissioner Cicchese indicated there is nothing to report. Chairman Gwudz stated he will leave this matter on the agenda for future discussion.

c. **Re-evaluate Program Fees**

Chairman Gwudz suggested discussions regarding the program fees at the special meeting on January 13<sup>th</sup>. He stated he will contact the Parks & Recreation office for a printout of the program fees for review at the special meeting. Commissioner Cicchese stated she will get information regarding other towns resident and non-resident fees for comparison at the meeting.

d. **Men's Softball League**

Chairman Gwudz indicated he will keep this item on the agenda because there has been interest in the program.

e. **Girls basketball league with surrounding towns**

Chairman Gwudz stated he has not heard anything further regarding this program and will take it off the agenda.

f. **Marketing ideas to promote Camp Oakdale facilities**

Chairman Gwudz stated he will leave this item on the agenda. A discussion was held regarding setting the date for the summer concerts. The Commission hopes to hold at least four summer concerts at Camp Oakdale during the 2010 summer season.

g. **Program/class proposal form**

Chairman Gwudz stated he will take this item off the agenda because the new form has been voted on and approved for use with future programs.

13. **New Business**

a. **Status of Parks & Recreation Director job description and job posting**

Chairman Gwudz updated the Commission regarding progress to date. He stated the Town Council has approved the job description with one amendment. They changed the wording of the paragraph with the statement “must be able to lift twenty five pounds” to “must be able to lift at least twenty five pounds”. He indicated the job description was re-formatted by the Human Resource Director, but the content was not changed. This was done to keep the document consistent with the other job descriptions throughout the Town. A discussion was held regarding the best places to advertise for the position in order to get the best results.

1. **Select personnel for sub-committee**

Chairman Gwudz suggested the Commission choose three or four Commission members to serve on the sub-committee for the process of the selection of the Parks & Recreation Director. Commissioner Cicchese stated it was determined at the last meeting to appoint three regular members and an alternate member from the Commission. Commissioners Cicchese, Berardy and Gwudz volunteered to be regular members of the sub-committee and Commissioner DeMitte volunteered to be the alternate member of the sub-committee. A discussion was held regarding the selection process of the qualified candidates. Chairman Gwudz indicated he will contact the Human Resource Director to determine the best course of action for the selection and her recommendations for hire.

2. **Develop questions for Parks & Recreation Director interview**

Several Commission members reviewed their questions for potential candidates for the position of Parks & Recreation Director with the Commission for comment. Chairman Gwudz suggested the sub-committee draft no more than ten questions and to set the same format of questioning for each candidate. He suggested the sub-committee members draft their questions and to bring them to their next meeting for review.

**b. Update of Fair Oaks building and use of STEAP Grant monies**

Chairman Gwudz indicated he does not have anything new to report. He stated the money is available to upgrade the building. He discussed the changes to fire code that will determine whether or not a fire wall will be necessary. He hopes to get clarification regarding this issue from the State of Connecticut and from the local Fire Marshal. If it is determined a fire wall is not necessary, that money could be used to upgrade some other portion of the building. He hopes to get a list of updated costs and an itemized list for upgrades in order to determine the best possible way to utilize the grant money for upgrades to the building.

**c. Christmas Parade/post parade critique to be scheduled January 2010**

Chairman Gwudz indicated the Christmas parade this year was the best one yet and he hopes it continues to get better in the future. He indicated there were more participants than in past years. A discussion was held regarding lighting issues and the best way to give notification regarding trophy giveaways. It was the consensus of the Commission members to send letters of thanks to the Lions Club and to Pennell's for all their help with the parade.

**14. Correspondence**

Chairman Gwudz discussed a correspondence with the Commission regarding a request for a yearbook fundraiser.

**15. Facilities Requests**

Chairman Gwudz reviewed a facilities request from Pastor Mike Jones dated December 2, 2009 for the use of the large Camp Oakdale pavilion on Sunday, June 6, 2010 for a church dinner/graduation celebration for approximately one hundred and fifty people. The event will be held from 9:00 a.m. until 4:00 p.m. Chairman Gwudz stated any event over one hundred people requires police presence. Motion made by Commissioner Berardy, seconded by Commissioner Cicchese to approve the facilities request with the understanding it is the responsibility of Pastor Jones to contact the Police Department to request an officer on site for the event. Discussion: none. Voice vote: 7-0, all in favor, motion carried.

A discussion was held regarding establishing a form instead of an email for facilities requests. Commissioner Cicchese suggested the applicants fill out a form and send it to

the Commission for approval. She will draft a form and bring one to the next meeting for the Commission's approval.

Chairman Gwudz discussed a facilities request from the Connecticut Nutmeg Winnies for use of Camp Oakdale during an unspecified weekend in May of 2010. Chairman Gwudz stated the Town Attorney has advised the Commission not to approve the use of Camp Oakdale as a campground because it is not one and there would be liability issues if they do.

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

Chairman Gwudz wished everyone a safe and happy holiday and a happy new year.

**17. Adjournment**

Motion made by Commissioner Clark, seconded by Commissioner DeMitte to adjourn the meeting at 8:45 p.m. Discussion: none. Voice vote: 7-0, all in favor, motion carried. Meeting adjourned.

The next meeting held by the Parks & Recreation Commission is scheduled for Wednesday, January 13, 2010.

Respectfully Submitted by:

Audrey Ulmer, Recording Secretary for the Town of Montville