

**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  
Special Meeting – Facility Walk Through - Upper and Lower Camp Oakdale and  
Meeting at the Camp Oakdale Pavilion  
Wednesday, April 21, 2010  
6:00 p.m.**

**1. Call to Order**

Chairman Gwudz called the Special Meeting to order at 6:00 p.m. and introduced the Recreation Director, Mr. Peter Bushway to the Commission members.

**2. Roll Call**

Present were Commissioners Gwudz, Lavallie, Berardy, Tanner, Cicchese, Desjardins, DeMitte and DelaCruz. Absent was Commissioner Clark. Also present was Recreation Director, Peter Bushway.

**3. Approval of the March 17, 2010 Regular Meeting Minutes**

Motion made by Commissioner Cicchese, seconded by Commissioner Tanner.  
Discussion: Commissioner Berardy stated the Commission violated a point of order at the last meeting regarding the Tennis Club. He indicated the Tennis Club did not require approval by the Commission to run the tennis program; it was for scheduling purposes in order to reserve the courts. Therefore, the vote was not necessary. Chairman Gwudz requested the minutes reflect the amendment as discussed.

Voice vote: 8-0, all in favor, motion carried minutes approved as amended.

**4. Remarks from the Public Relating to Items on the Agenda**

There was no one from the public at the meeting to address the Commission.

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

Chairman Gwudz stated Mr. Bourdeau was unable to attend the meeting and stated he will leave the agenda items on for discussion next month.

- a. Field Management Plan and Schedule
- b. Camp Oakdale Volleyball Court – Start March 2010 Complete by May 30, 2010

- c. Completion of Eagle Scout Bat House Project (estimated completion spring 2010 by Ian Knott)
- d. Construction of Camp Oakdale Restroom Facilities (cost estimate \$218,000), may need to re-estimate costs pending final budget approval.
- e. Evaluate possibility of new entrance to Camp Oakdale to resolve traffic issues - estimate to complete April 30<sup>th</sup>.
- f. Conservation Trail Eagle Scout Project
- g. Cost of additional lighting for Christmas Parade (\$596 left in account).
- h. Procurement of new open space preservation money from State of CT (grant money deadline 5-1-2010)

6. **Finance**

- a. Year to Date Expense Report

Chairman Gwudz reviewed the year to date expense report with the Commission and inquired if anyone has issues with any of the line items listed. Chairman Gwudz suggested Mr. Bushway contact the Finance Department regarding protocol for budget transfers. He stated in the past if there was a transfer that required a vote from the Commission it would be added to the agenda for discussion. He discussed procedure for transfers that require immediate attention.

Chairman Gwudz stated the Mayor's proposed budget cuts the Parks & Recreation Commission funding by one percent. The cuts are approximately thirty five hundred dollars and are coming out of line items for Camp Oakdale and office supplies.

- b. Programs under Special Revenue Account

Commissioner Cicchese inquired regarding the programs that will be handled under the Special Revenue account after the new fiscal year begins on July 1<sup>st</sup>. Mr. Bushway will get a list of those programs to the Commission for the next meeting.

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

- a. Soccer Status MOU – signature circuit

Chairman Gwudz stated the MOU has not yet been returned but when it is he will forward the document to Mr. Bushway who in turn can distribute the signed copies to everyone.

- b. Football Status – signature circuit

8. **Publications Sub-Committee**

- a. Norwich Bulletin Brochure

Commissioner Cicchese stated the brochure is sent out to the public at no cost to the Town and is distributed as a flyer in the Norwich Bulletin.

- b. Combined brochure with surrounding towns (out to public mid-May)

Chairman Gwudz suggested this item remain on the agenda for discussion at the next meeting.

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

Chairman Gwudz suggested Mr. Bushway approach Youth Services and the Senior Center to inquire if they are interested in sharing the costs for the brochure with the Parks & Recreation Department.

## 9. **Summer Camp**

- a. Status and Discussion

Chairman Gwudz requested Mr. Bushway provide the Commission with a report for the next meeting regarding the status of summer camp and what direction he plans to go in this year. A suggestion was made to look into the possibility of holding summer camp at one of the schools and ways to cut transportation costs by utilizing the school closest to the largest population of children who attend the camp. Chairman Gwudz inquired if Mr. Bushway has had an opportunity to get quotes from bus companies for summer camp. Mr. Bushway stated he has been in contact with the bus garage in town and has contacted several others for prices. A suggestion was made to instruct Mr. Bushway to get two quotes for the bus companies, one for transportation to and from summer camp and one for bus trips during summer camp.

A discussion was held regarding staffing for summer camp and if there is a need for an on-site EMT. A discussion was held regarding training volunteers. Commissioner DelaCruz inquired regarding how many times an EMT was needed last year at the camp. Mr. Bushway indicated he would get that information for the next meeting in order to determine if it is a requirement to keep one on staff.

Mr. Bushway indicated there will be a three thousand dollar shortfall for the summer camp this year. Commissioner Cicchese inquired if the summer camp money would fall under the Special Revenue account after the new fiscal year begins. Chairman Gwudz stated the Commission has permission to use the Special Revenue account this upcoming year. Chairman Gwudz requested Mr. Bushway contact the Finance Department to work out the details and report back to the Commission with his findings.

Chairman Gwudz requested Mr. Bushway put together a schedule regarding the length of the summer camp this season and to submit any ideas he has for new programs and training staff for review at the next meeting.

10. **Spring/Summer Programs**

a. Update on Existing/Future Classes and Programs

Mr. Bushway indicated the new programs were incorporated into the brochure as requested.

b. Dance Class

Mr. Bushway updated the Commission regarding the dance class.

c. Dog Obedience Training Class Schedule June/July

Mr. Bushway indicated the dog obedience class is scheduled to begin. A discussion was held regarding the best location to hold the classes.

d. Judo

Mr. Bushway indicated the Judo class is going well with no problems to report.

e. Gymnastics

Mr. Bushway stated classes began this week and are scheduled through September. The program is going well with many participants.

f. Jewelry class (September)

Mr. Bushway stated the jewelry class is advertised in the brochure.

g. Masters Run

Mr. Bushway stated the Masters run is scheduled for July 18<sup>th</sup>.

11. **Recreational Basketball**

a. Improvements and New Initiative for the 2010/2011 Season

Chairman Gwudz indicated Mr. Clark was not available to attend the meeting and he will leave this item on the agenda for discussion next month.

b. Referee training program for 2010-2011 Season

Mr. Bushway indicated he is a referee and would be willing to train volunteers to help cut back on costs to the Town.

12. **Unfinished Business**

a. Update on Regional Meetings with Surrounding Towns

Commissioner Cicchese indicated Mr. Bushway attended the regional meeting this month.

b. Trails Day June 5<sup>th</sup>

A discussion was held regarding contact people for the Boy Scouts and Girl Scouts. Chairman Gwudz requested Mr. Bushway advertise the event on Channel 22 and in the regional brochure. The Montville Times has been contacted and will write an article regarding the event.

c. Beautifying Camp Oakdale with donated gazebo

Chairman Gwudz explained that Councilor McFee has offered to solicit building materials for the construction of a gazebo. He feels it will help to draw people to the area and can be used for weddings and celebrations.

d. Program Fee Re-evaluation

Chairman Gwudz requested Mr. Bushway compile a list of current programs and fees for the Commission to review at the next meeting to determine if increases are warranted.

e. Men's Softball League

Chairman Gwudz stated the fields are in great shape and are a great place to play and is encouraging leagues to play on them. He suggested Mr. Bushway inquire at the next regional meeting if there is anyone interested in renting the field for play.

f. Co-ed softball league (Sundays)

Commissioner Tanner explained she has run the co-ed league for the past two years and has two new teams this year. She distributed copies of the rules of play for the Commission to review. She hopes to get the program in the brochure by the deadline on Monday. A discussion was held regarding liability issues and waivers. It was the consensus of the Commission the best way to handle liability forms is to have them faxed or emailed directly to the Parks & Recreation office so they are permanently on file and easy to access if needed.

- g. Marketing ideas to promote Camp Oakdale facilities

Chairman Gwudz suggested Mr. Bushway make a list of ideas for marketing Camp Oakdale and to submit it to the Commission for review at the next meeting.

- h. Update of Fair Oaks Building and STEAP grant money

Chairman Gwudz stated he does not have an update and Mr. Bourdeau is not present for discussion. He suggested Mr. Bushway contact Planning & Zoning for information and to pass this along to the Commission for discussion at the next meeting.

- i. Summer Concerts/Bands/Solicitation Letter (tentative dates Tues July 13<sup>th</sup>, 20<sup>th</sup> and 27<sup>th</sup>).

Mr. Bushway indicated the solicitation letters generated donations for the summer concerts from local businesses. There are three bands booked at this time and there is money left over if the Commission would like to hire a fourth band. It was the consensus of the Commission to keep the costs of the band around four hundred dollars for each performance.

### 13. **New Business**

- a. Introduction and discussion with Recreation Director, Peter Bushway

Chairman Gwudz stated the Commission will hold discussions with Mr. Bushway after the site walk is completed in order to answer any questions or comments.

- b. Facility Usage Forms – Update and consistency

It was the consensus of the Commission to instruct Mr. Bushway to draft one general form for use. The form should include instructions for use, the cost of the facilities and have clear instructions regarding necessary information.

### 14. **Correspondence**

No were no correspondence received for discussion.

### 15. **Facilities Requests**

Motion made by Commissioner DelaCruz, seconded by Commissioner DeMitte to approve the Facilities Request submitted by the Montville Youth Football League for use of the practice field, game field, concession area and filed house at Camp Oakdale for the 2010 season (August 1, 2010 through November 18, 2010) Monday through Friday from 6:00 p.m. until 8:00 p.m. with an occasional Saturday game. Discussion: none. Voice vote: 8-0, all in favor, motion carried, request approved.

Motion made by Commissioner Gwudz, seconded by Commissioner Berardy to approve the Facilities Request submitted by the Chief Ron Turner of the Montville Fire Company No. 1, Inc. for the use of the old fair grounds area and pavilion at Camp Oakdale for the purpose of town wide fire department training on September 26, 2010 from 8:00 a.m. until 5:00 p.m. with a rain date of October 3, 2010 from 8:00 a.m. until 5:00 p.m. Discussion: Chairman Gwudz stated he does not have a problem with renting the facility to the Fire Company with the understanding they do not destroy any property while they are using it and as long as there is no conflict with any other requests for use on the same day. Commissioner Cicchese stated the form is requesting the use of the facility for Saturday to set up and Sunday to hold the training. Voice vote: 8-0, motion carried, the request was approved pending discussion between Chief Turner and Mr. Bushway regarding damage to the property and Mr. Bushway will check to see if the facility is currently reserved for that day.

A discussion was held regarding a Facilities Request from April Riske for the Auditorium at the Fair Oaks School on May 29, 2010 for the purpose of a memorial service. The information submitted to the Commission is incomplete and it was the consensus of the Commission to instruct Mr. Bushway to follow up with the applicant to get more details regarding the number of people expected to attend and to speak with the Building Inspector regarding use of the building.

Motion made by Commissioner Tanner, seconded by Commissioner DelaCruz to approve the Facilities Request submitted by Patrick M. Bogan, Sr. for use of the Camp Oakdale Pavilion for the purpose of hosting a picnic on Sunday, June 13, 2010 from 3:00 p.m. until 8:30 p.m. for approximately sixty people. Discussion: none. Voice vote: 8-0, all in favor, motion carried.

A discussion was held regarding the Facilities Request submitted by Richie Bergman regarding a landscaping Eagle project for a date to be determined in late June or early July. The objective of the project is to beautify the small hill at the Camp Oakdale large pavilion entrance by removing the weeds and replacing them with low maintenance shrubs. It was the consensus of the Commission to invite Mr. Bergman to the next meeting to discuss the project with the Commission and answer questions.

Motion made by Commissioner Cicchese, seconded by Commissioner Lavallie to approve the Facilities Request submitted by David Roselund for use of Camp Oakdale on July 24, 2010 from 1:00 p.m. until 5:00 p.m. for the purpose of a graduation party with approximately sixty people attending. Discussion: none. Voice vote: 8-0, all in favor, motion carried, request granted.

Motion made by Commissioner Berardy, seconded by Commissioner DelaCruz to approve the Facilities Request submitted by Lana Davison, dance instructor, for the use of Camp Oakdale for the purpose of a dance recital. The date of the recital is pending. Discussion: The Commission requested Ms. Davison submit a date to the Commission

for the recital prior to the event. Voice vote: 8-0, all in favor, motion carried pending the Commission receipt of a date for the activity.

Motion made by Commissioner Cicchese, seconded by Commissioner Tanner to approve the Facilities Request submitted by Matthew Heasley for use of a field at Camp Oakdale from Monday, May 10, 2010 through September 6, 2010 and Tuesday May 11, 2010 through September 7, 2010 from 5:00 p.m. until dark for the purpose of holding softball games. Discussion: Chairman Gwudz directed Mr. Bushway to speak with the applicant to discuss the costs of lighting should they need it on the field and to negotiate a price for the rental of the field. Voice vote: 8-0, all in favor, motion carried and the request was granted pending additional information

The Commissioners and Mr. Bushway began a site walk of the facilities at Camp Oakdale at 7:00 p.m. and returned at 8:45 p.m. Some of the items found during the site walk were as follows;

1. the light bulbs are out in the stanchion on the basketball courts;
2. the bank lights nearest the bathrooms were left on by the person using the lower soccer field on Tuesday night, if this continues to happen the pertinent organization may be responsible for part of the utility bill; and
3. the fields look great.

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

17. **Adjournment**

Motion made by Commissioner Cicchese, seconded by Commissioner DelaCruz to adjourn the meeting at 8:45 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