

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

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**(860) 848-3030**

**Town of Montville Parks and Recreation Commission  
Regular Meeting Minutes for Wednesday, May 19, 2010  
7:00 p.m. – Town Hall – Room 202**

**1. Call to Order**

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

**2. Roll Call**

Present were Commissioners Gwudz, Lavallie, Berardy, Clark, Desjardins, DeMitte and DelaCruz. Absent were Commissioners Tanner and Cicchese. Also present was Recreation Director, Peter Bushway, Public Works Director Donald Bourdeau and Town Council Liaison, Candy Buebendorf.

**3. a. Approval of the April 21, 2010 Regular Meeting Minutes**

Motion made by Commissioner Berardy, seconded by Commissioner DelaCruz.  
Discussion: none. Voice vote: 7-0, all in favor, motion carried.

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

Kathleen Carish was present to discuss a Facilities Request for the Montville Youth Football League with the Commission. She is proposing a talent show at the pavilion at Camp Oakdale in order to raise money to purchase new uniforms and equipment. She stated some of the uniforms and equipment are over thirty years old and are in need of replacement. She will open the talent show to children ages 6 – 18 years of age. She indicated the Mayor has offered to be a judge at the event scheduled for July 31<sup>st</sup> between the hours of 3:00 p.m. and 10:00 p.m. The event will be open to the whole town, not just the football league with the hopes of raising enough funds to replace the uniforms and equipment needed. A discussion was held regarding policy that requires police protection if the event generates more than one hundred people and if it would be possible to waive the requirement. Ms. Carish submitted the Facilities Request with proof of insurance and Chairman Gwudz indicated he will put this item on the agenda for a vote at the next regularly scheduled meeting.

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

**a. Field Management Plan and Schedule**

Mr. Bushway and Mr. Bourdeau will get together to discuss the field management plan and schedule and report back to the Commission.

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

Mr. Bourdeau indicated he has been very busy with road repairs and has not had the time or personnel available to start work on the volleyball courts. He explained he is approximately one month behind schedule and hopes to complete the courts after the repairs are completed. A discussion was held regarding the funding freeze implemented by the Mayor until the end of the fiscal year due to a shortfall of money. Mr. Bourdeau stated he may not have the money available to him to complete the volleyball courts until the freeze is lifted.

**c. Completion of Eagle Scout Bat House Project (estimated completion spring 2010 by Ian Knott)**

Dave Troillette, Eagle Scout Troop #93 discussed the bat house project implemented by Ian Knott, and stated he will provide a map depicting the exact locations of the bat boxes to the Commission for review. The bat boxes are constructed and are in need of painting. He discussed plaques that will be mounted under the boxes to let people know what they are and the species of bats that will use the house. Mr. Troillette indicated he will provide the Commission and Public Works Director with a completion date for the installation of the bat boxes.

**d. Construction of Camp Oakdale Restroom Facilities (cost estimate \$218,000), may need to re-estimate costs pending final budget approval.**

Mr. Bourdeau indicated there are a series of budget meetings next week that will possibly determine if and when the money for this proposal will be available. He suggested this item stay on the agenda until there is a resolution regarding the money for the project.

**e. Evaluate possibility of new entrance to Camp Oakdale to resolve traffic issues -estimate to complete April 30<sup>th</sup>.**

Mr. Bourdeau stated there is a one million dollar shortfall of money available to the Town until the next fiscal year and because of this the Mayor has implemented a spending freeze, allowing only necessary and urgent spending. The Mayor must approve all spending until there is a resolution to the budget issue and this project is not on the list of projects that need to be addressed at this time. The budget shortfall is impacting all budgetary spending until the beginning the next fiscal year.

**f. Conservation Trail Eagle Scout Project**

Mr. Matt Troillette, Eagle Scout was present to discuss progress to date regarding the clean up at Camp Oakdale Conservation Trail. He stated the Eagle Scouts have repaired the frame for the map of the trails and are waiting for the copy of the repaired and enlarged map of the trails before it is permanently mounted at the site. They removed a large boulder on the trail, graveled areas in need of fixing and painted all the fences and benches. The bat box has been constructed and will be stained and mounted on the poles provided. Chairman Gwudz inquired regarding the estimated completion date of the project. Mr. Troillette stated he hopes to have everything completed by the middle of June. Commissioner Desjardins inquired if the Eagle Scouts will attend Trails Day on June 5<sup>th</sup>.

**g. Cost of additional lighting for Christmas Parade (\$596 left in account).**

Mr. Bourdeau stated he will accommodate the needs of the Commission for the spot lighting at the Town Hall to light up the entrance and purchase additional decorative lighting for the trees and shrubs prior to the Christmas Parade. Commissioner Desjardins and Commissioner DelaCruz stated they will go to the local tag sales at Fair Oaks to get the decorative lighting to save the Commission money. Chairman Gwudz requested Mr. Bourdeau provide the Commission with an exact cost of the spotlights for the next meeting.

**h. Procurement of new open space preservation money from State of CT (grant money deadline 5-1-2010)**

Mr. Bourdeau stated the property owner is asking five hundred thousand dollars more than the property is appraised for and therefore the Town will not be requesting a grant to purchase the property. He explained the State will not grant the excessive amount of money once they see the appraisal and it is a waste of time to submit the grant at this point. He suggested the Commission remove this item from the agenda.

Commissioner DelaCruz discussed vehicles parking on the lawn area at Camp Oakdale and in the handicapped spaces. She inquired if Mr. Bourdeau could put up signs or use boulders to deter people from parking on the lawn and potentially ruining it by doing so. She suggested a "no dogs allowed" sign be posted at the field to let people know that they can not allow their dogs on the field. Chairman Gwudz stated this would not be an enforceable violation because there is not an ordinance in place that states there are no dogs allowed in this area and dogs are allowed on the trails on leashes.

Commissioner DelaCruz inquired if the lights at the basketball courts have been fixed and Mr. Bourdeau indicated they have been fixed as requested. A discussion was held regarding maintenance of the fields in light of the spending freeze and Chairman Gwudz expressed concern regarding funding and personnel available to do so.

**6. Finance**

a. **Year to Date Expense Report**

Chairman Gwudz stated he will contact the Finance Department to discuss the expense report.

b. **Programs under Special Revenue Account**

Mr. Bushway submitted documentation regarding programs currently under the Special Revenues Account. These include program sign ups, Camp Oakdale facility rental, Fair Oaks facility rental, golf, gymnastics, tennis, wrestling, soda/water, summer concerts, bank fees, trips, other and miscellaneous. Chairman Gwudz requested Mr. Bushway look into scheduling the trips for the upcoming year. A discussion was held regarding Summer Camp and why it is not in the Special Revenue account but the trips for Summer Camp are. Dance, judo and Summer Camp trips are not included in the Special Revenues account. Chairman Gwudz suggested Mr. Bushway fine tune the list with the Finance Department.

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

a. **Soccer Status MOU – signature circuit**

Mr. Bushway indicated the MOU for soccer has not been signed.

b. **Football Status – signature circuit**

Mr. Bushway indicated the MOU for football was signed by the Mayor.

8. **Publications Sub-Committee**

a. **Norwich Bulletin Brochure**

Mr. Bushway distributed copies of the Montville Youth Services Parks & Recreation Senior & Social Services Community Booklet to the Commission to review. He stated it will go out in the Norwich Bulletin next week. Chairman Gwudz stated in the future he would appreciate the opportunity to have Commissioners DelaCruz and Cicchese look over the content at least one week prior to publication for corrections and additions. He hopes they can work together with Mr. Bushway on future publications.

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

Mr. Bushway indicated the brochure is due out by May 27<sup>th</sup>. He was able to submit items for Montville in the brochure this year at no cost. In the future the costs will be divided among those who participate in the brochure.

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

9. **Summer Camp**

a. **Status and Discussion**

Mr. Bushway indicated he is toward the end of the hiring process for camp staff. He discussed the scheduled trips that include bowling, roller skating, trips to the beach and the Connecticut Sun games.

b. **Bus costs**

Mr. Bushway stated he solicited bids from six companies and one was returned from First Student bus lines. He stated they charge two hundred and fifty dollars per bus per day for pick up and drop off and two hundred and thirty five dollars per bus per day for trips. A total of three busses are required for each trip taken. He hopes to get in contact with the transportation company from Montville for comparison prices this week. He will forward this information to the Commission when he gets it.

c. **Training for Councilors**

Mr. Bushway discussed training designed specifically for camp councilors presented by the Connecticut Recreation and Parks Association Playground/Camp College held in Groton on June 5, 2010. He stated this training will be in addition to in house training.

d. **Length of Camp**

Camp is scheduled for June 28 through July 30, 2010 for a total of five weeks

e. **EMT responses during 2009 Summer Camp**

Mr. Bushway stated he was asked to inquire regarding the number of times the EMT was needed at camp last year and he determined 911 was called one time for an asthma attack and the remainder of the incidents were minor cuts and bruises and a child not feeling well. He stated eliminating the EMT position this year would free up money that can be used for staff training.

f. **Changes to 2010 Summer Camp**

Mr. Bushway discussed the possibility of eliminating the cancellation of camp due to rain this year, stating he is looking into alternatives. He discussed staff evaluations to be implemented this year that would determine if they are eligible for re-hire the following year. He discussed the implementation of supervision by a councilor at the drop off sites for safety.

Commissioner DelaCruz indicated she will forward the results of the survey returned from the parents at the end of last year for Mr. Bushway to review.

10. **Spring/Summer Programs**

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

Mr. Bushway submitted a document titled Montville Parks & Recreation Program Ideas for 2010 for the Commission to review. The document contains a list of twenty potential programs and events for consideration.

A discussion was held regarding possible use of Palmer Academy fields for activities. Mr. Bushway will look into any restrictions for its use and report back to the Commission with his findings.

Councilor Buebendorf discussed policy for fund raising and stated she will forward the policy to the Commission for review.

Commissioner Lavallie inquired regarding the implementation of a basketball clinic during the months of June and July.

A discussion was held regarding a Festival for Children as a possibility for next year.

b. **Dance Class**

Mr. Bushway stated the dance class is a success and already has twenty nine students signed up for the next session.

c. **Dog Obedience Training Class Schedule June/July**

Mr. Bushway stated the instructor for the obedience class will not be available to teach during the months of June or July and suggested a class beginning in September. Chairman Gwudz stated he does not have a problem with moving the class to September and asked Mr. Bushway to make the arrangements.

d. **Judo**

Mr. Bushway discussed the Judo class and stated each of the twenty four kids who enrolled in the class participated in a tournament and no one in the class placed lower than third place. He stated there is a five week session scheduled for the summer.

e. **Gymnastics**

Mr. Bushway stated the gymnastics class is a success.

f. **Jewelry class (September)**

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

g. **Masters Run (July 18<sup>th</sup>)**

Mr. Bushway indicated the Polish Club has obtained authorization to move forward with the Masters Run. Runners must be forty years or older to enter the race.

Chairman Gwudz stated he will add the Christmas Parade to the agenda for next month.

11. **Recreational Basketball**

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

Chairman Gwudz explained Commissioner Clark was very active in last year's season and because of his participation the program was a great success with improvement over the past years. He suggested Mr. Bushway meet with Commissioner Clark prior to the upcoming season to work on strategies to make the season successful. Commissioner Lavallie offered to help out this year with coaching.

b. **Referee training program for 2010-2011 Season**

12. **Unfinished Business**

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

Mr. Bushway indicated the brochure is going out at the end of the month. He discussed planned trips with surrounding towns and the process for selling tickets.

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

Commissioner Desjardins discussed Trails Day scheduled for June 5<sup>th</sup>. She stated there is a group of Girl Scouts who have offered to walk the trails prior to June 5<sup>th</sup> to remove debris and garbage. Mr. Bushway indicated the event is published on the local TV channel.

c. **Beautifying camp Oakdale with donated gazebo**

Councilor Buebendorf indicated she has not heard anything further from Councilor McFee regarding the gazebo and will inquire regarding his intentions for the gazebo and report back to the Commission.

d. **Program Fee Re-evaluation**

Mr. Bushway stated he has been looking into the program fees and indicated there is no consistency regarding the fees. He hopes to re-negotiate the fees as the programs are requested to correct this problem.

e. **Men's Softball League**

Mr. Bushway stated he will advertise for a men's league and stated currently there is a church team playing on Mondays and Tuesdays and a practice team one night per week.

f. **Co-ed softball league (Sundays)**

Mr. Bushway discussed the fee for the league is one hundred dollars per team per season to help offset the costs of maintaining the fields and the costs of lighting.

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

Mr. Bushway indicated the offer to rent the facilities at Camp Oakdale is in the brochure and he hopes this will bring in revenues for the Town. He submitted a document titled Camp Oakdale Large Pavilion Marketing Strategy for the Commission to review. Discussions were held regarding portable grills.

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

Chairman Gwudz stated the information requested from the architect came back in with a price of \$199,525 including a five percent contingency. He stated all of the paperwork has been submitted to the State and he hopes to schedule a meeting with the Planning Department in the near future.

i. **Summer Concerts Status**

Mr. Bushway submitted a copy of the flyer advertising the summer concerts. Four dates have been confirmed on Tuesdays from July 13 – August 3, 2010. The money for these concerts was donated by local businesses. Mr. Bushway discussed a Saturday Night at the Movies during the summer months to be held at Camp Oakdale large pavilion.

13. **New Business**

a. **Tennis Clinics at Montville High School Courts**

A discussion was held regarding lessons at the high school courts vs. the tennis courts at Camp Oakdale. Commissioner Berardy stated there could be a conflict with some of the dates if they were all scheduled at Camp Oakdale. He indicated the high school courts are better for beginners to learn because they have walls to practice on.

b. **Facility Usage Forms – Update and consistency (one standard form)**



Chairman Gwudz requested the Commission look over the form submitted by Mr. Bushway and to report back next month with any suggestions or changes to the form.

**14. Correspondence**

There were no correspondence submitted for the Commission to review.

**15. Facilities Requests**

The Commission reviewed a request submitted by Michael Pyatt dated April 22, 2010 requesting use of a field for the purpose of conducting soccer games from May 2010 onwards on Thursday evenings for approximately 2-3 hours. It was the consensus of the Commission to authorize Mr. Bushway to request additional information from Mr. Pyatt regarding the exact dates, which field he is requesting, how many children will be playing and if they are Montville residents or from out of town. This item will remain on the agenda for discussion next month in order to obtain additional information.

The Commission reviewed a request submitted by Jacqueline Komosky, Co-owner of the Growing Garden Nursery School requesting the use of the Camp Oakdale Pavilion for the purpose of a graduation for the Growing Garden Nursery School on Thursday, June 17, 2010 from 9:00 a.m. to 2:00 p.m. Motion made by Commissioner DelaCruz, seconded by Commissioner Clark to approve the Facilities Request as submitted. Discussion: none Voice vote: 7-0, all in favor, motion carried, request approved.

The Commission reviewed a request submitted by Claire Silva for use of the Camp Oakdale Pavilion for the purpose of a birthday party on June 12, 2010 between the hours of 1:00 p.m. and 6:00 p.m. The request does not depict the number of people who will attend. The Commission agreed to vote on the approval of the request contingent upon Mr. Bushway making contact with the applicants to determine the number of people attending the birthday party and verification the event meets all policies and procedures for rental. Motion made by Commissioner DelaCruz, seconded by Commissioner Berardy to approve the Facilities Request contingent upon additional information submitted to the office of Mr. Bushway prior to the event. Voice vote: 7-0, all in favor, motion carried, request approved with conditions.

The Commission reviewed a request submitted by Toni Johnson on May 9, 2010 requesting the use of the mall pavilion at Camp Oakdale on June 19, 2010 for the purpose of a graduation party. Motion made by Commissioner Desjardins, seconded by Commissioner DeMitte to approve the Facilities Request as submitted. Discussion: none. Voice vote: 7-0, all in favor, motion carried.

The Commission reviewed a request submitted by Brandi Martell dated April 22, 2010 for the use of the Camp Oakdale Pavilion on July 10, 2010 between the hours of 5:00 p.m. and 8:00 p.m. for the purpose of a rehearsal dinner picnic. Motion made by

Commissioner DelaCruz, seconded by Commissioner DeMitte to approve the Facilities Request as requested. Discussion: none. Voice vote: 7-0, all in favor, motion carried, request approved.

The Commission reviewed a request submitted by the Montville Youth Football League dated March 22, 2010 for the use of the practice field, game field, concession area and field house at Camp Oakdale for the 2010 season. The season will run from August 1, 2010 through November 18, 2010 and practices will be held Monday through Friday from 6:00 p.m. until 8:00 p.m. with an occasional Saturday practice. Motion made by Commissioner Clark, seconded by Commissioner Gwudz to approve the request as submitted. Discussion: none. Voice vote: 7-0, all in favor, motion carried, request approved.

The Commission reviewed a request submitted by Andre Danford from Lyme Shores Tennis Club requesting the use of the Montville High School for a tennis clinic. Chairman Gwudz indicated the Commission does not have the authority to approve a request for activities at the high school. Mr. Bushway will forward the information to the high school for approval. A discussion was held regarding the increase in fees for the tennis camp this year. Motion made by Commissioner Lavallie, seconded by Commissioner Clark to approve the rate increase of \$5 for residents and \$15 for non-residents. Discussion: none. Voice vote: 7-0, all in favor, motion carried.

Mr. Bushway submitted two additional Facilities Requests for the Commission to review.

Motion made by Commissioner Desjardins, seconded by Commissioner DeMitte to add a Facilities Request submitted by the U.S. Census Bureau to the agenda. Discussion: none. Voice vote: 7-0, all in favor, motion carried.

The Commission reviewed a request submitted by the U.S. Census Bureau for use of the Library area at the Fair Oaks School for the purpose of meeting with approximately ten staff members from 5:00 p.m. until 7:00 p.m. Monday through Friday. Motion made by Commissioner Desjardins, seconded by Commissioner Berardy to approve the Facilities Request as submitted. Discussion: Commissioner Desjardins suggested Mr. Bushway determine if there is a conflict with any other organization already using the room. Voice vote: 7-0, all in favor, motion carried, request approved.

Motion made by Commissioner Berardy, seconded by Commissioner DeMitte to add a Facilities Request submitted by the St. Bernard's Lacrosse team for a banquet scheduled for June 20, 2010. Discussion: none. Voice vote: 7-0, all in favor, item added to the agenda.

The Commission reviewed a request submitted by the St. Bernard's Lacrosse team for a banquet to be held on June 20, 2010. Motion made by Commissioner Berardy, seconded by Commissioner DeMitte to approve the Facilities Request as submitted. Discussion: none. Voice vote: 7-0, all in favor, motion carried, request approved.

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

17. **Adjournment**

Motion made by Commissioner Clark, seconded by Commissioner Berardy to adjourn the meeting at 9:00 p.m. Discussion: none. Voice vote: 7-0, all in favor, motion carried.

Respectfully Submitted by:

Audrey Ulmer, Recording Secretary for the Town of Montville