

**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, June 16, 2010**  
**7:00 p.m. – Town Hall – Room 202**

1. **Call to Order**

Chairman Gwudz called the regular meeting of the Parks & Recreation Commission to order at 7:00 p.m.

2. **Roll Call**

Present were Commissioners Berardy, DelaCruz, MeMitte, Gwudz, LaVallie and Tanner. Absent were Commissioners Clark, Desjardins and Cicchese. Also present was Parks & Recreation Director, Peter Bushway.

3. Motion made by Commissioner Berardy, seconded by Commissioner DelaCruz to approve the May 19, 2010 regular meeting minutes. Discussion: none, voice vote, 6-0, all in favor, motion carried.

4. **Remarks from the Public Relating to Items on the Agenda** – none.

5. **Public Works Report**

Chairman Gwudz stated he spoke with the Mayor and they decided Mr. Bourdeau does not have to attend the meetings now that there is a Parks & Recreation Director in place. If there is a special project or subject the Commission feels they need to speak to him regarding they will request he attend a meeting, but in the meantime Mr. Bushway will meet with Mr. Bourdeau prior to the meeting and report to the Commission directly.

a. **Field Management Plan and Schedule**

Mr. Bushway stated the schedule has been completed and will forward copies to the Commission for review, followed by discussion at the July meeting.

b. **Camp Oakdale Volleyball Court**

Mr. Bushway stated there is a budget freeze and the money is not available at this time.

c. **Completion of Eagle Scout Bat House Project**

Mr. Bushway stated Mr. Ian Knott completed the project and will submit a write up to Public Works and the Parks & Recreation Director.

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

Chairman Gwudz expressed concern regarding the possibility the money will not be available to start this project. He stated if this happens he will be very disappointed because Camp Oakdale desperately needs a restroom facility and the Commission spent many hours discussing and planning this project. He stated he will leave this item on the agenda until there is official confirmation regarding the budget cut for the construction of this project. He discussed the 1.3 million dollar deficit the Town is struggling with this year.

e. Evaluate possibility of new entrance to Camp Oakdale to resolve traffic

Mr. Bushway stated this project is currently on hold because of the budget freeze.

f. Conservation Trail Eagle Scout Project

Mr. Bushway indicated this project has been completed by the Eagle Scouts.

g. Cost of additional lighting for Christmas Parade

Mr. Bushway stated Mr. Bourdeau purchased two spot lights for the front of the building and Public Works will install them prior to the Christmas festivities.

h. Grill refurbishment

Chairman Gwudz inquired if all of the grills at Camp Oakdale have been cleaned and returned. Mr. Bushway stated he will look into it and report back with his findings.

## 6. **Finance**

a. Year to Date Expense Report

Mr. Bushway reviewed the report with the Commissioners and stated tickets for local amusement parks were purchased for sale at the office. He stated Parks & Recreation will sell tickets throughout the season and the unsold tickets will be sent back for a full refund.

b. Programs under Special Revenue Account

Mr. Bushway stated he has been in contact with the Finance Department regarding this account. There will be one Special Revenue account with many line items under that

account so the Department will be able to determine exactly how much revenue and profit is generated by each individual program. He stated he would like to present a proposal to the Commission next month that depicts exactly how this account will work along with a list of programs that will be using this account next month.

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

- a. Soccer Status MOU – signature circuit
- b. Football Status – signature circuit

Mr. Bushway indicated both of the MOA's are signed and will forward copies to the Commission members for review. Chairman Gwudz stated Mr. Bushway will manage the MOU process in the future.

8. **Publications Sub-Committee**

- a. Norwich Bulletin Brochure

Mr. Bushway discussed a correspondence from the Associate Advertising Director at the Norwich Bulletin indicating they will no longer provide custom publishing services.

Discussions were held regarding future publication costs and incorporating the brochure into the Town's website making an online brochure with a registration page. A discussion was held regarding advertising on the website to generate revenue for Parks & Recreation.

- b. Combined brochure with surrounding towns

Mr. Bushway stated the surrounding towns received the same letter and are scrambling for alternative options for their brochures.

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

A discussion was held regarding splitting the cost of the brochure between Parks & Recreation, the Senior Center and Youth Services.

9. **Summer Camp**

- a. Status and Discussion

Mr. Bushway stated registration for camp is taking place and camp is schedule to begin on June 28<sup>th</sup>.

- b. Bus costs

Mr. Bushway stated he was in contact with the bus company and they are willing to provide transportation for summer camp pick up and drop off as well as provide services for trip this year at the same cost as last year but they have indicated the price will go up to cover the actual cost to them next year. Their estimated increase is almost twice the amount they are paying this year. The Commission will have to keep this in mind when budgeting for camp in the upcoming year. The Commission requested Mr. Bushway provide them with actual hourly rate costs for bus transportation and discussed cutting back on bus trips or raising the prices of trips/and or camp to reflect the transportation increase.

c. Training for Councilors

Camp Councilor training took place on June 5<sup>th</sup> with approximately twenty students participating in the program. He explained CPR training begins next week.

d. Length of Camp

Summer camp will run for five weeks beginning on June 28, 2010 and ending on July 30, 2010.

e. Changes to 2010 Summer Camp

Mr. Bushway stated he changed the bus trips to the roller skating rink and the bowling alley later in the day to accommodate students attending summer school who want to participate.

f. Staff evaluation

Mr. Bushway stated the staff will be evaluated two times during the course of summer camp, the first time about two weeks in and the second time at the end of the program. The staff will be evaluated by senior staff members.

g. Survey at Camp completion

Mr. Bushway stated he will send a survey home with students on the last day of camp. He stated it is important to get feedback regarding program to see where improvements can be made.

h. Talent Show

Mr. Bushway stated the talent show may not go forward this year due to lack of participation and interest in the program. Chairman Gwudz stated he hopes this does not happen because overall it is a great program.

10. **Spring/Summer Programs**

a. Update on Existing/Future Classes and Programs

A discussion was held regarding options for making the calendar easier to read, the best way to confirm events taking place have obtained permission to do so and protocol for using Fair Oaks facility. The Commission requested Mr. Bushway contact the building official to determine rules for occupying the building.

b. Dance Class

Dance class ran from March 27<sup>th</sup> until May 22<sup>nd</sup> with a total of forty six residents and twelve non residents signing up for the eight week class at Fair Oaks School. The program continues to be a success.

c. Dog Obedience Training Class Schedule

Dog Obedience class is scheduled for late summer/early fall. Mr. Bushway will forward a copy of the proposed schedule to the Commission.

d. Judo

Judo ran from March 2<sup>nd</sup> through May 28<sup>th</sup> at the Town Hall Gym and fifty three residents and fifty non residents registered for the ten week program. This is a successful program that is doing well.

e. Gymnastics

Gymnastics has already registered twenty students and continues to enroll. This is a successful program with no issue reported.

f. Jewelry class

Jewelry class will start in September.

g. Masters Run

The Masters Run draws a large crowd for the event. Mr. Bushway inquired if the Commission is responsible for purchasing the trophies for the event and if so what account the money should be taken from. It was the suggestion of the Commission to instruct Mr. Bushway to check with Finance to determine where the money has come from in past years and report back to the Commission with his findings.

h. Review of Recreation Director list of potential programs submitted May 19th

Mr. Bushway discussed various programs he hopes to implement into the curriculum this year. He discussed fall softball leagues and a discussion he had with the Mohegan Sun regarding the use of their arena for special Parks & Recreation program events. He inquired regarding a Zumba instructor. Chairman Gwudz suggested Mr. Bushway compile a list of programs to be implemented this year to submit to the Commission for review.

**11. Recreational Basketball**

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

Chairman Gwudz stated Commissioner Clark is not present for this discussion and stated the Commission should start working on suggestions for the upcoming year.

b. Referee training program for 2010-2011 Season

Mr. Bushway stated he is certified to train referees and will do so for the upcoming season. He stated he will contact Commissioner Clark to get up to speed regarding his plan for the upcoming season and will work with the high school coaches to implement a training program.

**12. Unfinished Business**

a. Update on Regional Meetings with Surrounding Towns

Mr. Bushway attended the regional meeting last week and the main topic of discussion was the termination of the Norwich Bulletin brochure.

b. Trails Day Summary

Chairman Gwudz thanked Commissioner Desjardins for all her help and effort in organizing the Trails Day. He stated he was disappointed with the low turnout for the event but overall it was a great day and the Boy Scouts did a great job cleaning up the trails.

c. Beautifying camp Oakdale with donated gazebo

Chairman Gwudz stated Councilor McFee is not present to discuss this proposal and he will keep it on the agenda for next month.

d. Program Fee Re-evaluation

Chairman Gwudz stated any new programs must be evaluated and fees adjusted on an individual basis to ensure the program is not losing the Town money. He stated the

Town is looking to increase revenues. Mr. Bushway stated he will bring any new fee proposals for new programs to the Commission for review and approval.

e. Men's Softball League

Mr. Bushway stated there are eight teams interested in using the fields to play this year. A discussion was held regarding the light curfew on the fields and Mr. Bushway stated he will contact Mr. Bourdeau to determine what time the lights go out on the fields.

f. Co-ed softball league

Commissioner Tanner indicated the program is up and running and there are nine teams scheduled to play. She will submit the roster for the games as soon as it is available. She hopes to start play on June 27<sup>th</sup> and will be present on the first day of play to collect fees and waivers from each team.

g. Marketing ideas to promote Camp Oakdale facilities

Mr. Bushway stated this year has seen an increase in facilities usage over last year.

h. Update of Fair Oaks Building and STEAP grant money

Chairman Gwudz explained this proposal may not move forward this year. He explained he will contact the Mayor and get more details for next months meeting.

i. Summer Concerts Status

Mr. Bushway stated the concerts are booked for four Tuesdays throughout the summer. Commissioner Delacruz stated the flyers sent out to advertise the events are a great idea and they are professionally done.

13. **New Business**

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

Chairman Gwudz encouraged the Commission members to look over the form proposed by Mr. Bushway and to submit any changes or additions they would like incorporated onto the form prior to a formal vote on the document at next months meeting.

b. Christmas Parade

Chairman Gwudz stated it is time to start working on the parade. Discussions were held regarding the location of the parade, the best date to hold the parade and when to send out the letters to the organizations this year. Mr. Bushway will set up a meeting with Lt. Bunnell and Chairman Gwudz to discuss the parade.

- c. Volunteer Appreciation Day to be held at the last concert

Chairman Gwudz stated he would like letters to go out to all the volunteer organizations indicating the town would like to formally recognize their dedication and hard work in the Town of Montville immediately following the final summer concert.

- d. Discussion of intent of free registration winner

Chairman Gwudz discussed the dilemma regarding the intent of the free registration winner. He stated the winner is requesting a transfer of the free registration to her sister as she is not interested in participating in any of the programs offered this semester. The contest winner would like clarification regarding what programs this entitles her to. It was the consensus of the Commission the winner can transfer the free registration to her sister as it is within the same family and is good for any recreational program offered by Parks & Recreation, one week of summer camp or one summer camp field trip. Motion made by Commissioner Gwudz, seconded by Commissioner Delacruz. Voice vote, 6-0, all in favor, motion carried.

- e. Authorization of fund raising policy by Town Council

Councilor Buebendorf was not present to discuss the policy with the Commission. Mr. Bushway will check with the Mayor regarding the policy.

- f. Montville MYLF request for a fund raiser at Camp Oakdale

Motion made by Commissioner Tanner, seconded by Commissioner DelaCruz to approve the request of Kathleen Calish for use of Camp Oakdale Pavilion for the purpose of hosting a talent show to raise money for football uniforms and equipment. Discussion: none. Voice vote: 6-0, all in favor, motion carried.

- g. Trips

Mr. Bushway discussed ten options for trips this year, including a trip to a butterfly conservatory in conjunction with the Senior Center. Commission members offered suggestions for various day trips.

#### 14. **Correspondence**

Chairman Gwudz stated there were no correspondence submitted for discussion.

#### 15. **Facilities Requests**

Motion made by Commissioner DelaCruz, seconded by Commissioner Tanner to approve a request for the use of Camp Oakdale Pavilion from Tammy L. Kinney for the purpose



of a baby shower on Sunday, July 18, 2010 from 1:00 p.m. until 5:00 p.m. Discussion: none. Voice vote, 6-0, all in favor, motion carried. Request approved.

Motion made by Commissioner DeMitte, seconded by Commissioner Berardy to approve a request from Michael Jones for use of the large pavilion at Camp Oakdale for the purpose of teen activities on July 26, 27, 28 and 29, 2010 between the hours of 7:00 p.m. and 9:00 p.m. at a flat rate fee of \$100 for all four days. Discussion: Chairman Gwudz stated this event is held every year and there were no problems reported last year. Voice vote, 6-0, all in favor, motion carried. Request approved.

Motion made by Commissioner DeMitte, seconded by Commissioner DelaCruz to approve a request from Nancy Ziegler for use of the pavilion at Camp Oakdale for the purpose of a meeting/picnic lunch for Montville Paraprofessional between the hours of 12:00 p.m. and 3:00 p.m. for approximately sixty people. Discussion: none. Voice vote, 6-0, all in favor, motion carried. Request approved.

Motion made by Commissioner LaVallie, seconded by Commissioner Gwudz to approve a walk in request from the Eastern Connecticut Football officials for training purposes with a charge of \$100 for the seven nights requested. Discussion: Chairman Gwudz stated they will receive a refund of \$50 if the room is left in good condition. Voice vote, 6-0, all in favor, motion carried. Request approved.

Motion made by Commissioner Gwudz, seconded by Commissioner Tanner to approve a walk in request from Scott Cowen for the use of the Fair Oaks facility for the purpose of hosting a Little League party for twenty five people on June 19, 2010. Discussion: Chairman Gwudz stated he would rather approve the request for one of the outdoor facilities to avoid any problems or conflict with the Fair Oaks facility. It was the consensus of the Commission to deny the request for use of the Fair Oaks facility.

Motion made by Commissioner Gwudz, seconded by Commissioner Tanner to approve a walk in request from Scott Cowen for the use of a pavilion at Camp Oakdale for the purpose of hosting a Little League party for twenty five people on June 19, 2010. Discussion: none. Voice vote, 6-0, all in favor, motion carried. Request approved as amended.

Motion made by Commissioner DelaCruz, seconded by Commissioner Tanner to deny the request of for a baby shower at the Fair Oaks library for sixty people on August 7, 2010. Discussion: Chairman Gwudz stated he would encourage the group to request one of the outdoor facilities. Voice vote, 6-0, request denied.

Motion made by Commissioner DelaCruz, seconded by Commisisoner Tanner to approve a request for the use of the pavilion at Camp Oakdale on July 17, 2010 from Gail Pflugbeil for the purpose of a graduation party. Discussion: none. Voice vote, 6-0, all in favor, motion carried.

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

Mr. Bushway discussed a request from Youth Football to upgrade the concession stand and it was the consensus of the Commission to request additional information and to come before the Commission to discuss the proposal and answer questions from the Commission.

Commissioner LaVallie discussed discrepancies regarding Commission meeting dates and times on the Town website.

**17. Adjournment**

Motion made by Commissioner Berardy, seconded by Commissioner DeMitte to adjourn the meeting at 9:05 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