

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

**Town of Montville Parks and Recreation Commission
Regular Meeting Minutes for Wednesday, September 15, 2010
6:00 p.m. Camp Oakdale – Site Walk/Meeting**

1. Call to Order

Chairman Gwudz called the regular meeting of the Parks & Recreation Commission to order at 6:00 p.m.

2. Roll Call

Present were Commissioners Berardy, Cicchese (6:20 p.m.), delaCruz, Gwudz, LaVallie, Tanner and Desjardins (7:30 p.m.). Absent were Commissioners DeMitte and Clark. Also present was Town Council liaison, Candy Buebendorf and Parks & Recreation Director, Peter Bushway.

3. Site Walk

Motion made by Commissioner Gwudz, seconded by Commissioner Berardy to amend the agenda and move the Site Walk to the bottom of the agenda. Discussion, none. Voice vote, 5-0. Motion carried.

4. Approval of the August 18, 2010 Meeting Minutes

Motion made by Commissioner Tanner, seconded by Commissioner Berardy to approve the meeting minutes of August 18, 2010 as submitted. Discussion, none, voice vote, 5-0, all in favor, motion carried.

5. Remarks from the Public Regarding Items on the Agenda – none.

6. Public Works Report – Parks & Recreation Director

a. Field Management Plan and Schedule

Mr. Bourdeau submitted a copy of his field management plan at the last meeting and Chairman Gwudz asked the Commission members to look it over and to submit questions and comments at the next regularly scheduled meeting. He will leave this item on the agenda for discussion at the next regularly scheduled meeting.

b. Discussion Regarding Construction of Camp Oakdale Restroom Facilities (timeline for bid process)

The bid went out on September 13, 2010 and are due back by September 15, 2010 for the modular building. The Commission stated they would like the option to bid for a stick built building in addition to the pre-cast concrete building.

c. Installation of sand volleyball courts to be completed by November 1, 2010 – this project has not been started and it does not look like the November 1, 2010 completion date is accurate.

d. Potential Use of Palmertown field – Chairman Gwudz stated he will leave this item on the agenda for discussion at the next regularly scheduled meeting.

7. Finance

a. Year to Date Expense Report – next month.

b. Evaluation of all programs to be transferred to the Special Revenues Account – next month.

c. Town Council approval of Special Revenue Account – update next month.

d. Fiscal Year 2009/2010 budget breakdown – next month.

8. Town Brochure

a. Discussion regarding a Town Brochure by splitting the costs with Youth Services and the Senior Center.

Mr. Bushway stated the brochure is out to the residents and was printed and distributed by Horizon Media at no cost to the town.

b. Discussion regarding feedback from the Mayor regarding town web page for advertisement of programs and potential online brochure.

Mr. Bushway stated the town is looking into the possibility of advertising on the web page, policies and pricing. Chairman Gwudz stated this item can be removed from the agenda.

c. Discussion regarding a Parks & Recreation Facebook page.

Mr. Bushway stated Commissioner Tanner will be discussing the format and types of information to post on Facebook and he has established an account for himself to determine if he should proceed with a department site.

9. Summer Camp

a. Written evaluation with recommended changes for 2011 – next month.

b. Discussion regarding survey results.

Mr. Bushway stated two hundred fifty four surveys were sent out and there were only twenty nine surveys returned. He asked the Commission members to look over the returned surveys for discussion next month.

c. Final financial results for Summer Camp 2010 – Mr. Bushway will get the numbers from the Finance Department for discussion next month.

d. Bus costs for year 2011

Mr. Bushway will get a breakdown of costs for discussion next month.

e. Hiring policy (resident/non-resident)

Chairman Gwudz stated he would like to see the town hire residents before non-residents if they are qualified for the job as a good will gesture. This item will stay on the agenda for discussion next month.

10. Fall/Winter Programs

a. Update on Existing/Future Classes and Programs

b. Dance Class – 42 students enrolled.

c. Dog Obedience Training Class Schedule – to date one person has enrolled.

d. Judo – 42 students enrolled.

e. Gymnastics – 24 students enrolled.

f. Jewelry Class – no enrollment.

- g. Lacrosse – fall league.
- h. Men's Softball League (Church league cost breakdown) – take off the agenda until spring, only two teams interested in participating so it will not run this season.
- i. Zumba Instruction – scheduled for Mondays and Wednesdays.
- j. Kayak Lessons – no enrollment to date.

11. Recreational Basketball

- a. Improvements and New Initiative for the 2010/2011 Season – next month.
- b. Update regarding referee training program for the 2010/2011 Season – next month.
- c. Cost of referees for 2010-2011 season – next month.
- d. Coaches clinic (need to establish date)

Commissioner LaVallie will work with Commissioner Clark to establish a date for the coaches clinic this season. Mr. Bushway stated he is looking into team pictures, costs of team shirts and the availability of gyms for this season and will report back to the Commission when he has more information.

12. Unfinished Business

- a. Update on Regional Meetings with Surrounding Towns (September 10, 2010 meeting).

Mr. Bushway gave a summary of the topics discussed at the regional meeting and stated the next meeting is scheduled for October 15, 2010.

- b. Program Fee Re-evaluation (list of past and current programs and fee recommendations by Recreation Director) – next month.
- c. Update of Fair Oaks Building and STEAP grant money – a meeting is scheduled with Mr. Bushway, Ms. Vlaun and Chairman Gwudz next week to discuss this topic.
- d. Christmas Parade

Chairman Gwudz stated the Lions Club will be helping out with the parade this year. Mr. Bushway stated the mailing list has been completed and letters have been sent out. The Christmas Parade will be held on Sunday, December 5, 2010 at 5:00 p.m. along the same route as last year. Mayor Jaskiewicz will send a letter requesting the road closure and the Commission will set up a meeting with Lt. Bunnell to

discuss any concerns that will need to be addressed prior to the parade date. A discussion was held regarding improvements to the lighting along the parade route. The spotlights have been installed on the Town Hall.

e. Trips Update

Mr. Bushway discussed various trips planned for this year, including a trip in conjunction with the Senior Center to the Christmas Craft Fair at the Eastern State Expedition fairgrounds. The trip costs \$45 and this price includes a ticket into the event, transportation and gratuity.

f. Status of tickets to the amusement parks

Mr. Bushway stated they sold a total of twenty nine tickets at a profit of fifty cents each and all unsold tickets were returned for a full refund.

g. Discussion regarding a proposed "smoke free" ordinance.

Town Council Liaison, Candy Buebendorf indicated she has not been able to locate an ordinance regarding smoke free facilities but will continue to look into it and report back to the Commission with her findings.

h. Update regarding Eagle Scout planting project at the large pavilion at Camp Oakdale.

Chairman Gwudz stated this project has not been started and he has had no contact with the Eagle Scouts for a status update.

13. New Business

a. Montville Day celebration status.

Mr. Bushway stated he met with the organizers of the event on Monday and it is a proposed two day event consisting of a motorcycle run/rally with a carnival/fun day planned. There is another meeting scheduled in two weeks for further discussions.

b. Process of adding new programs and the role of the Commission – next month.

c. Continuation of a discussion regarding authorizing the Parks & Recreation Director to approve Facilities Requests – next month.

d. Director's report (template) – the Commission requested a more detailed report.

e. Use of RecTrac, ie, basketball registration – next month.

14. Correspondence – none.
 15. Facilities Requests – none.
 16. Other Items not on the Agenda – none.
-
3. Site Walk.

The Commission began the facilities site walk at 6:45 p.m. Discussions were held regarding lights, maintenance of the ball fields, reduction of crabgrass on the fields, fertilizing and maintaining the fields and the option of using organic materials for weed control and fertilizer. Mr. Bushway will get a cost breakdown for organic materials for comparison. The Commission toured the area where the proposed restroom facilities will be located, the basketball courts, ball fields, concession area, and parking areas.

Mr. William Clark, President of the Montville Youth Football League spoke with the Commission and discussed recent improvements and fundraisers as well as the progress of the teams this year.

17. Adjournment

Motion made by Commissioner Berardy, seconded by Commissioner Tanner to adjourn the meeting at 7:45 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