

**Town of Montville Parks and Recreation Commission**  
**Regular Meeting Minutes for Wednesday, October 20, 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, Cicchese, Gwudz, LaVallie, Tanner, Clark (7:15 p.m.), delaCruz (7:40 p.m.). Also present were Parks & Recreation Director, Peter Bushway, Town Council liaison, Candy Buebendorf and Town Council Vice Chairperson, Ellen Hillman.

Chairman Gwudz stated Commissioners Desjardins and DeMitte have indicated to the Town Council they do not wish to be reappointed to the Parks & Recreation Commission but that he has not received official notification from the Town Council regarding the resignations. He stated Commissioner delaCruz has indicated to the Town Council she wishes to be reappointed but because her original interview was cancelled and she did not attend the interview rescheduled by the Town Council due to short notice, she has not been reappointed and her term has expired. He has not received official notification from the Town Council regarding Commissioner delaCruz's expired term. Chairman Gwudz asked Councilor Buebendorf if she will address the communication issues with the Council to try to rectify the problem. He offered to attend a meeting if they would like to speak with him regarding the lack of communication between the two agencies and to work out a better avenue of communication. He does not feel calling a person the day prior to a scheduled interview and leaving a message on an answering machine is adequate notice and feels he is not properly informed regarding issues and decision made regarding Parks & Recreation business at the Town Council meetings. He stated in the past he has received documentation regarding appointments and resignations in the form of a letter or memo, but recently he has not and would like this problem rectified. Councilor Buebendorf stated she will pass this information along and she stated she hopes to schedule an interview with Commissioner delaCruz at the next meeting of the Town Council and to expedite her interview for reappointment to the Commission.

**3. Approval of the September 15, 2010 Meeting Minutes**

Motion made by Commissioner Tanner, seconded by Commissioner LaVallie to approve the September 15, 2010 meeting minutes as submitted. Discussion, none, voice vote, 5-0, all in favor, motion carried.

**4. Remarks from the Public Regarding Items on the Agenda**

Councilor Hillman indicated she would like to address the Commission regarding agenda item 12 (f) Town Ordinance for child safety zone for Park & Recreation facilities and events. She stated the proposed ordinance would ban sex offenders and pedifiles from entering areas utilized by children in Montville, including schools, ballfields, Youth Services, Camp Oakdale and any place where children congregate on municipal property. Signs will be posted at these facilities stating it is a child safety zone and sex offenders will be arrested and fined for entering these zones if they are reported for being there. Six towns have implemented the same ordinance and she would like the support of the Commission to implement it in Montville for the safety of the children. Entering the child safety zone could mean a violation of parole and the offender could be sent back to jail. She indicated the Senior Center and Youth Services will be provided with copies of the list of sex offenders in the area and if any of these people are sited at any of the areas depicted on the map that is available on the town's website, they will be arrested. Discussions were held regarding enforcement of the ordinance and Councilor Hillman stated it will be up to residents to report the sex offenders and have them removed from the property by law enforcement. Commissioner Cicchese stated the Legislative Commission for Parks & Recreation is looking into the ordinance as well and hopes it will be a State Law in the future for all areas where there are children congregated for activities and sports. Chairman Gwudz thanked Councilor Hillman for addressing the Commission and for helping to implement the proposed ordinance.

**5. Public Works Report – Parks & Recreation Director, Peter Bushway**

**a. Field Management Plan and Schedule**

Mr. Bushway stated he has attended a field maintenance workshop with Mr. Bourdeau and his staff from the Public Works Department in East Lyme and they worked on a rating system for the conditions of fields as far as wear and tear, weeds, etc. and he will use this system for rating the Montville field conditions. A rating of one through five of each field will be assessed to determine the conditions and needs of each field and if and when it should be shut down for major maintenance. He discussed the use of organic materials on the fields in the future and the additional costs of doing so. Chairman Gwudz asked Mr. Bushway to consider these costs when preparing the upcoming budget and to get the Commission a ball park figure of organic vs traditional fertilizing materials for the next meeting.

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

The bids for Camp Oakdale were opened on October 15, 2010 and the Mayor has signed the contract with Lombardi to do the site work for the proposed building. Mr. Bourdeau is adding an addendum to the bid for the building to add a stick built building as an option to the modular building at the request of the Commission. Mr. Bourdeau hopes to have a contract awarded by March, 2011 for the building with work to be started when the weather allows in the spring. This project is moving forward and will stay on the agenda for future updates.

c. Installation of sand volleyball courts to be completed by November 1, 2010

Mr. Bushway stated Mr. Bourdeau has informed him the ground breaking for this project will be on Monday.

d. Potential Use of Palmertown field.

Mr. Bushway has met with Palmer Academy Principal, Shelia Reagan and he has been given permission to use the field for athletic practices and games and an ice rink during the winter months. The Board of Education has agreed to continue to mow the field. Commissioner Cicchese suggested Mr. Bushway check with the town's insurance carrier for liability issues regarding the ice skating rink prior to implementing its use.

e. Follow up of Church removal of Camp Oakdale portable buildings

Mr. Bushway stated he or the Mayor will give the pastor of the church a call to determine who authorized the church to remove the portable buildings from Camp Oakdale and to request they be returned as soon as possible.

## 6. Finance

a. Year to Date Expense Report

Chairman Gwudz requested Mr. Bushway produce a complete year to date expense report for the fiscal year 2009-2010 for the next meeting. He suggested the Commission start working on the upcoming budget and will need this information to get started. Mr. Bushway discussed the line item that covers the mailing charges for the Town brochure. One third of the one thousand and fifty dollars is the responsibility of the Parks & Recreation Commission and the rest will be paid back to the Commission from Youth Services and the Senior Center for their share of the costs of the shared brochure.

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

Chairman Gwudz inquired if Councilor Buebendorf had reported the plan of the Commission to utilize a Special Revenue account for some of the expenses of the Commission and she indicated that she had and there were no issues raised concerning her report. Chairman Gwudz stated it will reduce the overall budget request from the Commission but less money will be returned to the General Fund as a result. This item will be removed from the agenda.

- c. Town Council approval of Special Revenue Account

This item will be removed from the agenda, there are no issues with the use of a Special Revenue account.

- d. Fiscal Year 2009/2010 budget breakdown.

Chairman Gwudz stated he will start working on the next budget as soon as he has the documentation from Mr. Bushway and the Finance Department.

## 7. **Town Brochure**

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

Mr. Bushway indicated this has already been established and the costs are split evenly between Youth Services, the Senior Center and the Parks and Recreation Commission. The deadline for the next brochure will be November 13, 2010 and the brochure will be mailed out in January for the winter programs.

- b. Discussion/update regarding the Parks & Recreation Facebook page.

Mr. Bushway stated there are currently eighty eight friends on the Montville Parks & Recreation Facebook page. It is up and running and so far has had great response. This item can be removed from the agenda for future discussion.

## 8. **Summer Camp**

- a. Written evaluation with recommended changes for 2011.

Chairman Gwudz stated Mr. Bushway did a great job consolidating the information on his report. The length of the program would extend to seven weeks beginning June 27<sup>th</sup> and continue until August 12<sup>th</sup>. The time of the camp will extend to 4:00 p.m. with busses

transporting the campers to the drop off sites. This change will extend Summer Camp two weeks with an additional hour each day. He is looking into the possibility of extending camp until 5:00 p.m with an addition fee for the additional hour for those who choose to us the service. The fee for the program was suggested by the Commission to be fifty dollars per week. This will cover all additional costs of the program with registrations, trip fees and drink sales. There is a cost savings of paying for the whole summer up front versus paying by the week. The additional hour at the end of the day is proposed to be an additional twenty dollars per student with additional money added if the parents pick their children up after 5:00 p.m. Additional staffing will be required for the late pickups. Clubs will meet two times per week instead of just one time per week. The library program was a great success last year with the exception of thirty seven library books still not returned to the library. Next year the camp will not issue books on the last week of camp to allow enough time to send notes home requesting the return of books. There will be age appropriate trips scheduled next year and there will be two trips scheduled per week. He will look into a solution for lunches when children are sent without lunch or snacks during camp next year.

b. Discussion regarding survey results – none.

c. Final financial results for Summer Camp 2010 – Mr. Bushway included these numbers in the Commission packet for review.

d. Bus costs for year 2011 – Mr. Bushway included these numbers in the packet for review and discussion.

e. Hiring policy (resident/non-resident)

Chairman Gwudz urged Mr. Bushway to consider hiring of Montville residents next year if they are qualified to do the job as a good gesture for the town. Commissioner Berardy stated this is a good idea but would hope the town would hire the most qualified applicant for the job. Commissioner Cicchese urged Mr. Bushway to be careful with the hiring process but is in favor of offering the jobs to local teens and residents as long as the most qualified people are hired, whether they are from Montville or not. Mr. Bushway stated the hires this year were very qualified and stated there were several high school students, a couple of college graduates as well. The economy has helped to fill the positions with well qualified applicants for the job.

## 9. **Fall/Winter Programs**

a. Update on Existing/Future Classes and Programs

Chairman Gwudz stated he would like the Commission to be given the opportunity to review and evaluate fees for any new programs implemented by Mr. Bushway for the Parks & Recreation Commission in the future. He stated the bylaws of the Commission state the Commission should review and vote on each individual proposed class offered by the Parks & Recreation Commission. He stated each class should be discussed, a fee structure set and it should be voted on by all of the Commission members prior to the implementation of the class. Mr. Bushway stated he will comply with the request for future classes.

- b. Dance Class continues to be a successful program.
- c. Dog Obedience Training Class Schedule – dog obedience was cancelled due to a lack of enrollment.
- d. Judo class has received a six week extension due to its popularity and is a continued success.
- e. Gymnastics continues to be a successful program.
- f. Lacrosse will start up in the spring and there has been a lot of interest in the program so far.
- g. Zumba Instruction has forty three participants and is a huge success. The morning classes were cancelled and both instructors decided to teach the evening class. They want to continue for another session when this one is completed.
- h. Kayak Lessons were cancelled due to low enrollment.
- i. Volleyball
- j. Babysitting was cancelled due to low enrollment.
- k. Wrestling begins November 16<sup>th</sup>.

Mr. Bushway stated Yoga class is a success and currently has twenty people enrolled and they have asked to continue for an additional ten weeks at the completion of the first class.

#### 10. **Recreational Basketball**

a. Improvements and New Initiative for the 2010/2011 Season  
Mr. Bushway added his suggestions for improvements in the packet for the Commission to review.

b. Update regarding referee training program for the 2010/2011 Season  
Mr. Bushway will train referees as he is certified to do so, saving the Commission money. Chairman Gwudz asked the Commission to put together ideas for discussion next month.

c. Cost of referees for 2010-2011 season – Mr. Bushway will train referees.

d. Coaches clinic (need to establish date)

Chairman Gwudz stated the dates need to be established as soon as possible. Last year they were held in early November. It was the consensus of the Commission to aim for the week prior to Thanksgiving

and to procure a gym. Chairman Gwudz indicated the Tyl gymnasium is not an official court because it is one foot shorter than regulation requires it to be.

d. Basketball sign ups

Mr. Bushway indicated there are three coaches lined up and forty five kids signed up to date. A discussion was held regarding background checks for coaches.

f. Availability of gyms – Mr. Bushway will continue to contact the principals of the schools to determine the availability of the gyms.

g. Team pictures – Mr. Bushway spoke with a photographer who is willing to work directly with the parents to provide team pictures.

h. Youth basketball day at a Montville High School game.

Chairman Gwudz asked the Commission to consider a youth basketball day at a high school game during the season and to pick a date and time to do so if there are no issues with the proposal.

## 11. **Unfinished Business**

a. Update on Regional Meetings with Surrounding Towns (October 15, 2010 meeting)

Mr. Bushway met with representatives from the City and Town of Groton, New London and East Lyme on October 15, 2010. He reported the City of Groton has purchased and installed nine pieces of fitness equipment at a cost of seventeen thousand dollars for public use. The next meeting is scheduled for the end of November.

b. Program Fee Re-evaluation (list of past and current programs and fee recommendations by Recreation Director)

The Commission discussed program fees and the best way to make them consistent and how to determine a cost for a program. Chairman Gwudz stated twenty percent added to the cost of a program would be sufficient revenue for the town. Commissioner LaVallie stated he is in favor of ten percent with a five dollar minimum to the town. A discussion was held regarding the need to evaluate each program on an individual basis to determine the costs of the program and the revenue it will generate to the town. Commissioner Cicchese stated there should be consistency in the rates charged to both residents and non residents for each program. Some of the programs generate only two dollars per

student and others a much higher amount. Mr. Bushway will provide the Commissioners with the list of programs for discussion at the next meeting.

c. Update of Fair Oaks Building and STEAP grant money

Mr. Bushway stated Marcia Vlaun, Town Planner, has asked the architects to give her an updated cost to have the work completed. Both the Mayor and Finance Director have signed the agreement and it has been sent to the State for processing. A completion date for this project is April, 2011. Bids should be out prior to the Christmas break.

d. Christmas Parade (December 5, 5 p.m.)

Mr. Bushway stated he has received permission for the Christmas parade route from the State. The invitation letters have been sent out and responses are coming back in. The Lions Club will be helping out again this year. Discussions were held regarding lighting, judging and meetings prior to the parade.

1. Additional lighting

Additional lighting has been added to the building and portable lighting is available to be set up as needed along the parade route.

e. Trips Update

Mr. Bushway indicated there are currently six trips scheduled.

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

Councilor Buebendorf indicated there is not a town in the State that currently has a smoke free ordinance in place. South Windsor is currently working on one but it has yet to be adopted. She stated if the Commission is in favor of an ordinance they should propose one and bring it before the Town Council for discussion. Ledge Light Health District is willing to attend a meeting to educate and promote this ordinance. They are pushing for a drug, alcohol and substance free zone ordinance. Chairman Gwudz stated he would like to have Ledge Light Health District attend the next meeting and give a presentation to the Commission.

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



Mr. Bushway stated he has not received an update regarding the Eagle Scout projects that are ongoing but has had a request from an Eagle Scout to work on another project cleaning and marking out the colored trails.

## 12. **New Business**

### a. Montville Day celebration status. (Two day event)

Mr. Bushway stated the name for the celebration may be changed to Montville Days Run and Rally or Montville Community Rally. He stated the founder of the event attended the last Town Council meeting to give a presentation regarding the proposed event. Mr. Bushway stated he has tried to contact ten vendors who rent carnival rides and has only had one company respond they do not have anything available for the June date proposed. The Asian American Lions Club is willing to host the motorcycle rally and they are requesting ten thousand dollars of inkind services for police and fire protection. Chairman Gwucz suggested the founders of the rally attend the next Park & Recreation meeting to present their proposal as they will need authorization from this commission to hold the rally. Councilor Hillman stated the town's insurance will not cover the event and food vendors will require certification from the Uncas Health District, the fire marshal and building inspectors. The town will only distribute money toward a non profit event if it has 501 c 3 status and this organization does not.

b. Process of adding new programs and the role of the Commission – it was determined the Commission will discuss and vote on each new program submitted and determine a fee structure for each on an individual basis.

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

Chairman Gwudz stated he does not have a problem with Mr. Bushway approving standard Facilities Requests but would like to Commission to have the opportunity to review and vote on requests for Fair Oaks, fee waiver requests, and very large gatherings. Motion made by Chairman Gwudz to authorize Mr. Bushway to approve all Facilities Requests with the exception of requests for the Fair Oaks building, fee waivers and large gatherings. Motion was seconded by Commissioner Clark. Discussion, none, voice vote, 6-0, all in favor, motion carried.

### d. Director's report (template)

Chairman Gwudz stated Mr. Bushway has done a great job with the Director's report and hopes he continues to improve on it. He suggested the commission review the Director's report and vote on it at each meeting in order to eliminate a lot of the materials that are on the agenda that may be repetitive, thus shortening the length of the meetings.

- e. Use of RecTrac, ie, basketball registration

Chairman Guwdz suggested training the office staff of the Parks & Recreation Department to use the REcTrac system to cut down of paperwork for the packets and to help with organizing registration materials and classes.

- f. Town ordinance for child safety zone for park & recreation facilities and events. This item was moved to the top of the agenda for discussion.

13. **Correspondence** – none.

14. **Facilities Requests**

Motion made by Commissioner Clark, seconded by Commissioner Cicchese to approve the Facilities Request from Amy Funk, for the Dr. Charles E. Murphy PTO on Saturday, November 6, 2010 from 7:30 a.m. until 4:00 p.m. for the purpose of a cow chip bingo and car wash fundraising event for the 5<sup>th</sup> grade class trip. There will be hot dogs and drinks for sale at the event with a certified food handler on site. Discussion: Chairman Gwudz stated there may have been issues with clean up at last year's event and suggested Mr. Bushway check with Mr. Bourdeau to get clarification. He stated he did not have any issues approving the request with conditions as follows; a deposit will be paid for clean up in the event it does not get done and the town takes responsibility for it, a permit is obtained from Uncas Health for the sale of food and beverages, proof of adequate insurance is provided prior to the event and the water outside is not to be used for watering animals or for consumption by humans as it is not safe to do so. The outside well will be used for car washing purposes only and a sign will be placed on the site depicting the water is not for public drinking or watering animals. Voice vote, 6-0, all in favor of approving the Facilities Request with the stipulations stated above.

Motion made by Commissioner Clark, seconded by Commissioner Cicchese to approve a Facilities Request submitted by the Montville Youth Services Bureau for use of the Town Hall Gymnasium for the purpose of holding karate class from November through March on Saturdays from 9:00 a.m. until 11:00 a.m.. Discussion, none, voice vote, 6-0, all in favor, motion carried.

15. **Other Items not on the Agenda**

Commissioner Tanner would like to start a dodge ball team for adults and is looking for a gym to hold the games. She has forty people interested in playing from December to March.

Discussion were held regarding monitors for the games, specific rules, fees, gym times, etc. The Commission is in favor of it if she can get gym time.

Commissioner delaCruz expressed her frustration regarding her reappointment to the Commission. She stated she was called the night before the interview and was unable to attend. She stated the communication between the Town Council and the Commission is poor and she would like to see it improved.

Commissioner Clark inquired if the flyers have been delivered to the school for the basketball sign up. Mr. Bushway stated he hand delivered them to each of the schools and has approval from the Board of Education to distribute them to the students.

#### 16. **Adjournment**

Motion made by Commissioner Berardy, seconded by Commissioner Clark to adjourn the meeting at 9:10 p.m. Discussion, none, voice vote, 6-0, all in favor, motion carried. Meeting adjourned.

Respectfully Submitted by:

Audrey Ulmer, Recording Secretary for the Town of Montville