

Town of Montville Parks & Recreation Commission
Meeting Minutes of Wednesday, November 17, 2010
7:00 p.m. – Town Hall – Room 203

1. Call to Order

Vice Chairperson Cicchese called the regular meeting of the Town of Montville Parks & Recreation Commission to order at 7:00 p.m.

2. Roll Call

Present were Commissioners Berardy, Cicchese, delaCruz, LaVallie and Lawton. Absent were Commissioners Clark, Gwudz and Tanner. Also present was Town Council Liaison, Candy Buebendorf.

3. Approval of the October 20, 2010 regular meeting minutes.

Motion made by Commissioner Berardy, seconded by Commissioner LaVallie.
Discussion: Commissioner delaCruz stated she will abstain from the vote because although she attended the last meeting she had not formally been re-appointed and could not participate in the meeting. Voice vote, 4-0-1 (Commissioner delaCruz), motion carried, meeting minutes approved.

4. Remarks from the Public Regarding Items on the Agenda

Mr. William Clark, President of the Montville Youth Football League spoke regarding the proposed smoke/tobacco free ordinance. He stated he is in favor of the proposed ordinance and inquired who will be responsible for enforcing it if it is implemented. He stated the smoke/tobacco free ordinance would be a great thing for the safety and well being of the children who play at the fields but has concerns regarding compliance from the adults who smoke and chew tobacco. Vice Chairperson Cicchese stated a representative from the Uncas Health District is scheduled to speak at the next regularly scheduled meeting of the Parks & Recreation Commission regarding the proposed ordinance and the health benefits of becoming a tobacco free zone. It is scheduled to be an informational meeting with the opportunity for the Commission to ask questions. She recommended inviting the various sports team coaches to participate and give input regarding the proposed ordinance. She stated the police would be in charge of enforcing the ordinance if it is adopted.

A member of the Lions Club was present to discuss progress with the Montville Christmas Parade and inquired if there have been any formal plans for the parade route and schedule. Mr. Peter Bushway stated he has been in contact with Carol from the Lions Club regarding the parade this year and he would be happy to attend a Lions Club meeting to discuss any issues or concerns they may have prior to the parade.

Motion made by Commissioner Berardy, seconded by Commissioner delaCruz to move agenda item 8 to the top of the agenda for discussion. Discussion, none, voice vote, 5-0, all in favor, motion carried.

8. To Consider and Act on a Motion to Review and Approve the Director's Report.

Mr. Peter Bushway reviewed and discussed the Director's Report with the Commission. Vice Chairperson Cicchese suggested the Director's Report be attached to the meeting minutes as Schedule A, attached. The Commission requested a year end finance report, discussed issues, lack of coordination and time constraints with the proposed Montville Day fair and rally and stated the founder of the proposed event has yet to come before the Parks & Recreation Commission for approval of the proposed fair, progress to date regarding the Fair Oaks facility and the STEAP grant improvements and issues with the Special Revenue accounts.

Motion made by Commissioner LaVallie, seconded by Commissioner Berardy to accept the Director's Report as submitted. Discussion, none, voice vote, 5-0, all in favor, motion carried.

Motion made by Commissioner delaCruz, seconded by Commissioner Cicchese to approve Mad Science for two four week sessions beginning January 29, 2011, ending March 21, 2011 as proposed \$50 per student to the Mad Science staff and a cost of \$60 for Montville residents and \$65 for non-residents. Discussion, Commission members discussed making classes more affordable by asking instructors to reduce the amount of money they charge per student, passing the lower costs on to the public. Mr. Bushway stated he has tries to coordinate the costs to reflect the costs of the same programs in surrounding towns. Voice vote, 5-0, all in favor, motion carried.

5. Public Works Report

Vice Chairperson Cicchese indicated Mr. Bushway has incorporated the Public Works Report into his Director's Report.

- a. Field Management Plan and Schedule – already discussed.
- b. Discussion regarding construction of thee Camp Oakdale restroom facilities

Mr. Bushway stated the site work for this project has been awarded and the bid for the building has been amended to include a quote for a stick built building as suggested by the Commission and a pre-fab building as originally proposed.

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

Mr. Bushway stated he has been out to the site and it has been staked out and work will start soon.

6. Finance

a. Year to Date Expense Report

The Commission has requested Mr. Bushway provide them with a year to date report.

b. Fiscal Year 2009/2010 budget breakdown

Vice Chairperson Cicchese discussed the Special Revenue account and requested clarification regarding which of the programs will be included in this account. She requested the Commission get copies of all classes currently running under the Parks & Recreation department and suggested use of an Excel spreadsheet for easier record keeping.

c. 2011-2012 Capital Plan

Vice Chairperson Cicchese stated Chairman Gwudz is in receipt of the request from Finance for the Capital Plan and she suggested if the Commission has any ideas for submission this year to write them down for discussion at the next meeting. She stated the Commission needs to express their goals and long term plan and to include items they would like to request such as the walking path at Camp Oakdale, resurfacing the basketball courts, and any other items on the "wish list" that may be considered for approval under this years Capital Plan. Councilor Buebendorf encouraged the Commission to draft a budget that reflects their goals, giving them a basis for moving forward.

7. Summer Camp

Vice Chairperson Cicchese indicated Summer Camp was included in the discussion regarding the Director's Report.

Mr. Bushway reviewed his proposal to lengthen camp next year, stating returned surveys have indicated parents would like to have the Parks & Recreation department implement longer days and add an additional week to the existing program. He discussed requesting payment for camp upfront to determine how much staff to hire, a possible increase in fees and summer camp programs. Commissioner Lawton inquired regarding pre-school programs for the smaller children during the summer months and inquired if it would be possible to incorporate a half day summer camp program. Mr. Bushway discussed space issues and stated they could look into a possible playgroup outside at Camp Oakdale for the smaller children during the summer months. Councilor Buebendorf suggested the Commission form a sub-committee to discuss and brainstorm regarding options for summer camp next year. Commissioners Berardy and delaCruz volunteered to meet with Mr. Bushway to discuss summer camp.

9. Recreational Basketball

a. Update regarding referee training program for the 2010-2011 season – this item was discussed in the Director’s Report.

b. Cost of referees for the 2010-2011 season – this item was discussed under the Director’s Report.

c. Coaches Clinic

Mr. Bushway indicated the Coaches Clinic is scheduled to take place on November 18, 2010 at 6:00 p.m. at the Murphy School.

d. Basketball sign up status

Mr. Bushway discussed the number of students currently signed up for basketball in each age group and stated there are more than enough girls coaches but there is a need for coaches for the boys teams.

e. Availability of the gyms – this was discussed in the Director’s Report.

f. Team pictures – a photographer has been contacted to take pictures of the teams.

g. Youth basketball day at the Montville High School game – nothing was discussed.

10. Unfinished Business

a. Program fee re-evaluation

Mr. Bushway discussed programs and the best way to make a program succeed. The Commission suggested he incorporate a narrative into the packet for the Commission to review prior to each meeting. Discussions were held regarding options for making programs affordable and successful.

b. Update of Fair Oaks building and the STEAP grant money

Mr. Bushway stated he met with the engineers at the Fair Oaks building and they are moving forward.

c. Christmas Parade

Mr. Bushway indicated the parade is scheduled for December 5th at 5:00 p.m. He has obtained plaques for the participants, eighteen organizations have signed up to march in the parade and he is working in conjunction with the Lions Club to assign judges and parade organization.

1. Additional lighting

The areas on the parade route that have had lighting issues have been addressed.

d. Discussion regarding the “smoke/tobacco free ordinance” will take place with the Uncas Health District at the next regularly scheduled meeting.

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

Mr. Bushway indicated the Eagle Scout project has been completed. Vice Chairperson Cicchese stated this item can be removed from the agenda for future discussion and suggested Mr. Bushway send a thank you note to the Eagle Scouts for their help with the improvements.

f. Use of RecTrack for basketball registration

Mr. Bushway stated he has met with the Parks & Recreation director in the Town of Groton and after discussions regarding the best way to handle the schedules it was determined the best way to keep track of the basketball schedule is to do it by hand as the groups are not consistent and there are too many variables to work with.

11. New Business

a. Dodge Ball – Commissioner Tanner was not in attendance for discussion.

b. Co-ed softball discussion/update.

Mr. Bushway discussed the problems with the payments from the teams this year and stated next year the participants must pre-register in the office prior to any games. There were several teams that did not pay at all despite repeated requests to do so. He discussed purchasing bases for the fields with the money collected from the teams that did pay.

c. Agenda format discussion

Vice Chairperson Cicchese discussed the need to reformat the agenda to reflect items that need discussion and to remove items that have been on the agenda for a long period of time with no action taken. The commission discussed amending the agenda format as follows:

1. Call to order
2. Roll Call
3. Alterations to the Agenda
4. Approval of the Minutes
5. Remarks from the Public regarding items on the agenda
6. Consider and act on a motion to review and approve the Director’s Report
7. Reports from Finance
8. Unfinished Business

9. New Business
10. Correspondence
11. Remarks from the Public
12. Remarks from the Commissioners
13. Remarks from Town Council Liaison
14. Adjournment

A discussion was held regarding the timeline for submission of items the Commission members would like to add to the agenda and discussions/involvement of the Parks & Recreation director prior to filing the agenda.

12. Correspondence

Mr. Bushway discussed a correspondence he received from the Town Clerk regarding a law suit that names the Parks & Recreation Director and the Town as liable for a child receiving six stitches on a playground at Camp Oakdale. A discussion was held regarding liability and Commissioner delaCruz stated if the child was not participating in a program sponsored or supervised by the Town of Montville the Town should not be responsible for any damages or accidents that happen while the child is playing there.

13. Facilities Requests

Mr. Bushway discussed a Facilities Request from the Montville Youth Football League for use of the outdoor facilities at the Fair Oaks School for the purpose of the sale of holiday wreaths. The hosts plan to sell food and drinks and may require permits from the Uncas Health District. Commissioner Berardy suggested the Commission not be involved in the approval of Facilities Requests because they have turned this task over to the Recreation Director to approve or deny at his discretion. Motion made by Commissioner LaVallie, seconded by Commissioner delaCruz to approve the request of the Montville Youth Football League for use of the Fair Oaks outdoor facilities on December 19, 2010 for the purpose of fund raising by selling holiday wreaths pending all requirements and permits are met and obtained. Voice vote, 4-1 (Commissioner Berardy opposed).

14. Other Items not on the Agenda – Open Forum

Commissioner Lawton proposed various programs for the 3-5 age group, stating there are not many programs available to children of this age. Vice Chairperson Cicchese suggested she put her ideas in writing and to discuss them with Mr. Bushway.

15. Adjournment

Motion made by Commissioner Berardy, seconded by Commissioner delaCruz to adjourn the meeting at 9:00 p.m. Discussion, none, voice vote, 5-0, all in favor, motion carried.

Respectfully Submitted by:

Audrey Ulmer, Recording Secretary for the Town of Montville

Schedule A

Director's Report template – November 2010

Follow up from Director from previous commission meeting:

- Maintenance Plan - we have walked the fields at Camp Oakdale individually to score the condition of each one. Our next step is to provide a maintenance plan for each individual field. Other than the normal worn areas such as goal mouths and bench areas the fields held up pretty well. Weeds such as clover, crabgrass and broad leaf weeds are the major maintenance problem to attack. The fields have all been aerated for the last time this year.
Don Bourdeau and I will devise a plan for each field and submit it to the Commission for consideration during our next budget process.
- Organic vs. chemical materials on fields: Our best estimate at this time is that the organic material will cost between \$1,500 - \$2,000 more than the materials we currently are using.
- Volleyball Courts: They have not been started yet.
- The State will be on site toward the end of November to see where we will locate the well for the new restroom facility. Don and I will be on hand when they visit.
- Camp Oakdale portable booths: The Mayor spoke with Pastor Jones who said he had received permission from the Recreation Dept. to use the booths. They have finished using them and will be returned.
- I mistakenly gave you the wrong brochure deadline. It is December 13th not November 13 as I previously sent out to you. I will forward copies of the brochure to you for review, editing and comments once we have completed it.
- Referee costs for the winter program will be \$31 per official per game. We currently have no one interested in refereeing games, but we will continue to ask parents for assistance. The IAABO Board 8 will assign all of the other games. I will give instruction to those wanting to assist in refereeing the younger games before the season begins.
- All schools have replied to our requests to use their gyms. Each location has some dates not available as anticipated. Oakdale School is very concerned about any food or beverage being brought into the gym. They would prefer none at all and want our supervisor to enforce that policy.
- STEAP grant. I met the mechanical and electrical engineers at Fair Oaks on 11/5 so they could verify some of the work to be done this winter. They looked at the roof, basement, mechanical spaces, and storage rooms including those around the stage and ceiling spaces, particularly above the 'far north' wing.
- We have been using our Facebook page to augment our program information and to make announcements that are timely. This has been especially helpful when there is

- a deadline approaching to encourage people to register. People are also using the page to ask us questions about specific programs.
- The Holiday Parade has received 12 registrations for participation so far. Salvation Army, 5-6-7-8 Dance, Bit by Bit Stables, Charter Oak, YSB kids, Quaker Hill FD, Dana McFee, Montville Republican Town Comm., NL Motorcycle Club, Pack 21, Shop Rite, Soft Rock 106.6. I am calling those who participated last year but they have yet to respond for this year. The Montville Chamber Choir is confirmed.
 - 4 walkie talkies will be provided by the Fire Marshall's office and he is looking into getting the additional lighting to be used in front of the church. The Lions Club has been asked to provide a Santa for the event, but there has been no response yet from Carol Guiler. The Girl Scout troop will be handing out cookies at the end of the parade and may also march.
 - The Finance Dept. has provided a year end report for FY 09-10 for your reference to begin budget preparations in the packet of material.
 - Carol and I will be getting additional training on the RecTrac software for scheduling.

Programs currently running (number of participants in each program - residents and non-residents):

See handout from Carol

Program highlights:

- The Zumba classes are being held at the high school gym and auxiliary gym for our next session.
- Our next Yoga class will remain at the Murphy School Cafeteria.
- Volleyball started with 38 people registered the first night.
- Wrestling for the advanced participants started Nov. 16th and Nov. 29th for beginners
- Basketball: There will be a picture day for all teams this year at a date yet to be determined. The Coaches' Clinic will be Nov. 18th at Murphy School 6-8 pm.
- I have been in contact with Athletic Director Sherwin about the best day to hold the Montville Youth Basketball Day at the High School. He will review the schedule and provide me with several dates to choose from.
- I spoke with our Underwriter Terry Perry about the use of Palmer Field for an ice rink this winter. He will have their Risk Manager call me with things they would like to see done to make it as safe as possible.
- The trip to the holiday craft show has only four people registered and will not run.

Customer's compliments:

We are really enjoying the Zumba class. Football program: "Thanks for all you did for us this year."

What a great turnout for volleyball, I love it.

Customer's complaints/inquire:

Gymnastics classes changed times and now we can't participate due to a conflict in our schedule.

Fire alarm went off at Fair Oaks on Sat., Nov. 6th. Evidently, kids involved in the car wash/cow chip bingo went into the gym and pulled it. Not all people evacuated the building when the alarm sounded.

Commissioner delaCruz had asked about the use of the Senior Center for night classes. After speaking with Kathie Doherty-Peck she explained the center is for senior use only as per the grant application and two resolutions passed by the Town Council specifying the use of the building as being for senior activities only. Kathie also has given me a copy of the grant and resolutions if any Commissioner would like to review it in our offices. The packet also contained a letter by Kathie to the Commission dated December 2, 2008 that outlining the Town's policy for use of the Senior Center.

Camp Oakdale Facility requests (including #of persons and fee)

None - We will in light of the events this past weekend reinforce to those using the Fair Oaks Building that they must follow all rules and regulations especially as it pertains to safety if they are to use the facility. Those that do not comply will not be allowed to use the facility for future meetings or events.

New programs/events to be offered: start/end dates, instructor's name/fee to be charged:

- Mad Science - two 4 week sessions beginning Jan. 29 to Mar 21.
Mad Science staff
\$50/student for 4 weeks to Mad Science: \$60 residents/\$65 non residents
- Adult Open Gym - Josh Posey is willing to head up an adult basketball open gym this winter. With the prospect of having to use school personnel on overtime, the participants would pay each time they came. Pre-registration will determine if we have enough funding to cover the costs. We are looking for a timeframe and location now and pricing per session to cover the \$28/hour for the staff. Once we have more details we will present it to the Commission.
- After speaking with Norwich Rec. Dept. they are willing to partner with us to offer a kayak class using their equipment in the spring. We offered the class at \$85 for the fall and had three registered. The partnership with Norwich should bring the class cost down to about \$50 per person. Norwich Director Depina and I will continue to discuss the program and its cost for a spring class.
- I spoke with the humane society manager Nancy about a Strut Your Mutt day at Camp Oakdale this spring. They are very interested and will discuss it amongst their staff and supporters to determine if they have the volunteers and time to put the event on. The event would be an opportunity to raise awareness about adopting pets, vet services and possibly raising money for their cause. For us it would give us

exposure to the facility and we may share in the fund raising portion if there is one.
More to come when details are available.

Notification of program facilitator/hired entertainment contract to review:

None

Copy of written material for review: (press releases, fliers, brochure)

None

Final Evaluation of program(s) offered:

- I have had discussion with the Town's underwriters regarding the Montville Community Rally. The Rally committee is asking the Town to provide the insurance coverage for the event along with some in-kind services. The underwriters have said that they would only insure the event if the Town actually ran it. Glen Mathieu will not be able to make our Nov. 17th Commission meeting to give a presentation as he has been sent out of town for work.

Upcoming trainings:

- State Conference at Mohegan Sun on Nov. 22-23

Addendum to include:

- detailed revenue and expenditure report from finance
- detailed special revenue account report