

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

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Town of Montville Parks & Recreation Commission  
Regular Meeting Minutes for Wednesday, January 19, 2011  
7:00 p.m. – Town Council Chambers

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 Cicchese, Clark (7:15 p.m.), delaCruz, Gwudz, LaVallie, and Lawton. Absent were Commissioners Berardy and Tanner. Also present was Town Council Liaison, Candy Buebendorf and Parks & Recreation Director, Peter Bushway.

3. Alterations to the Agenda

Motion made by Chairman Gwudz, seconded by Commissioner LaVallie to add agenda item 7 (d) To consider and act on a motion to discuss and forward the Parks & Recreation Commission 2011-2012 budget request. Discussion, Chairman Gwudz indicated the Commission held a special meeting to discuss the Parks & Recreation Department budget but did not discuss the Commission budget and they are due to the Finance Department this month. Voice vote, 5-0, all in favor, motion carried.

4. Approval of the Minutes

- a. To consider and act on a motion to approve the special meeting minutes of January 4, 2011.

Motion made by Commissioner Cicchese, seconded by Commissioner Lawton to approve the January 4, 2011 special meeting minutes as submitted. Discussion, none, voice vote, 4-0-1 (Commissioner delaCruz abstained because she was not at the special meeting). Motion carried and meeting minutes were approved.

- b. To consider and act on a motion to approve the regular meeting minutes of December 15, 2010.

Motion made by Commissioner delaCruz, seconded by Commissioner LaVallie to approve the regular meeting minutes of December 15, 2010 as submitted. Discussion, none, voice vote, 5-0, all in favor, motion carried and meeting minutes were approved.

5. To consider and act on a motion to review and approve the Director's Report for January, 2011.

Motion made by Commissioner Lawton, seconded by Commissioner delaCruz to approve the Director's Report as follows;

#### Director's Report – January 2011

Follow up from Director from previous commission meeting:

- Field Maintenance Plan – Don Bourdeau and I have been working on a written plan for the Commission to review. It should be completed by the February meeting.
- The department budget was submitted to the Finance Director on January 10<sup>th</sup> with the revisions noted at our last meeting on January 4<sup>th</sup>. I will be meeting with the Finance Director and Mayor to discuss the budget at a date yet to be set. I will send out updates to the Commission as they occur.
- Basketball has been going well to date. Games began on January 10<sup>th</sup> in all divisions. We had our first games with St. Bernard's on Sunday, January 9<sup>th</sup> and they too went well.
- Adult Open Gym on Sundays at St. Bernard's has seen as many as 29 participants despite or because of the holidays.
- Volleyball also continues with strong numbers each Thursday night at Tyl.
- The Holiday Parade has not had a post event meeting as the participants have had vacation time and budget deadlines to work around.
- January 19<sup>th</sup> at 5pm there will be a meeting of the Building Committee to look over the plans for the Fair Oaks renovations prior to the plans going out to bid. Commissioners Gwudz and Berady will be there along with Director Bushway.
- At the Regional P & R meeting held in Waterford, January 7th each town discussed their budget situation and how they are being directed to prepare it. There was a representative from Patch.com on hand to tell us about the fairly new service and how we can use it. Montville has been up and running with the service for two months while other communities have yet to get started. Patch.com is looking to become the electronic newspaper for each town they service.
- The Dodgeball program information was forwarded by Commissioner Tanner to the department for review. We will look for a suitable location for the program once basketball is over and gyms begin to open up for use.

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

See handout from Carol

Program highlights:

- Pictures schedules have been distributed to the teams and will take place at their practice/game site. The photographer has agreed to come to town as many times as it takes to facilitate getting all the teams photographed. He will also deliver the pictures to each families home so our staff doesn't have to take the time to hand them out to the players.
- The program brochure will be done in house this time. It appears that Horizons Media has gone out of business without notice. Kim Grant from Youth Services Bureau has put the brochure together electronically and we have posted it on our web site, distribute an announcement on our Facebook page, Channel 22 and all other ways possible to distribute the information. We have been in contact with Norwich Tech for pricing to print the brochure going forward. I will keep you posted.
- Dance, Gymnastics, Judo and Zumba are all beginning to take registrations for classes that begin the last week of January.
- Yoga is in the middle of its session with the next one to start March 2<sup>nd</sup>.
- Palmer Academy has time available for the Karate class the Commission heard from at our last regularly scheduled meeting. Tuesday and Wednesdays from 5-6:50 pm.
- We continue to deal with last minute changes by the schools for gym time; twice already at Mohegan School forcing rescheduling of games.

Customer's compliments:

Parent and players like the new design for the basketball shirts.

Players were given individual schedule from us for their team which the parents appreciate. We also posted the schedule on the web page.

Customer's complaints/inquire:

Gym is too cold for Judo. (The heating system shut down in the gym during a high wind event last week that tripped the system. It has been reset).

Several parents are complaining their tee shirts are not the right size or they did not get one for basketball. For all but two the player's shirt was the size they ordered but still too small. Those not receiving shirts had signed up after the original order was placed. A second order of 15 shirts has been ordered and due here mid next week at the latest. Parents paid for the additional shirt except for the two that were our or Palmer's fault.

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

None

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

- Mad Science – four 4 week sessions.  
Mad Science staff  
\$50/student for 4 weeks to Mad Science: \$60 residents/\$65 non residents
- Karate Class – eight weeks session  
Andrew Bakoledis instructor  
\$60/student to instructor: Resident \$65/Non-Resident \$70

Notification of program facilitator/hired entertainment contract to review:  
Karate Instructor – Andrew Bakoledis. Montville School Teacher

Copy of written material for review: (press releases, fliers, brochure)  
None

Final Evaluation of program(s) offered:

- I will be arranging an evaluation meeting of the Holiday Parade to discuss overall program.
- I adjusted the gymnastics program payment to match all of our other program contractor payment policy. The instructor receives \$45 per student whether resident or non-resident while we charge \$50 and \$65.

Upcoming trainings:

- None

Addendum to include:

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

Discussions were held regarding approving the fees for new programs and it was determined that fees for new programs should be discussed and reviewed by the Commission prior to implementation. The proposed fees for the karate program will be officially approved by the Commission with the vote to approve the Director's Report.

The Commission reviewed and discussed the Director's Report with Mr. Bushway.

Voice vote, 6-0, all in favor, motion carried, the January, 2011 Director's Report was approved by the Commission.

6. Remarks from the Public regarding items on the agenda (with a three minute limit)

Chairman Gwudz inquired three times if there was anyone from the public who would like to come forward to address the Commission and there was none.

7. Reports from Finance

- a. Discussion regarding the 2011-2012 operating budget status

Chairman Gwudz indicated the budget has been submitted and it will be reviewed and discussed in the upcoming months.

- b. Funding status year to date for the Special Revenue accounts

Mr. Bushway indicated he had met with Finance and discussed the special revenue accounts, how they are handled now and how the Commission would like to establish the accounts in the future. He distributed a memo he drafted dated January 13, 2011 to the Finance Director that discusses the special Revenue accounts and asked for the Commissions approval to send the memo depicting his requests.

Motion made by Commissioner delaCruz, seconded by Commissioner Lawton to approve and forward the memo as written. Discussion, Town Council Liaison, Candy Buebendorf indicated she has been relaying information regarding the special revenue account to the Town Council and they are well aware of it and have not expressed any opposition. Voice vote, 6-0, all in favor, motion carried. (see attached Schedule A)

- c. Capital Plan – resurfacing of basketball courts and tennis courts.

Mr. Bushway stated Mr. Bourdeau has included both of these items in his Capital Plan for this year and it is up to the Town Council to ultimately approve it. Chairman Gwudz stated he will keep this item on the agenda for discussion.

- d. To consider and act on a motion to discuss and approve the 2011-2012 Parks & Recreation Commission budget and to forward the budget to the Finance Department, Mayor and Town Council for review and approval.

Motion made by Chairman Gwudz, seconded by Commissioner Cicchese. Discussion, Chairman Gwudz indicated the Commission has a separate budget from the Parks and Recreation Department and therefore needs to submit a budget to the Finance Department, Mayor and Town Council for review and approval. After review of the budget line items the Commission will request one thousand five hundred and fifty dollars for secretarial support and one hundred and fifty dollars in miscellaneous supplies for a total of seventeen hundred dollars total. Voice vote, 6-0, all in favor, motion carried.

## 8. Unfinished Business

- a. Discussions regarding Summer Camp, 2011

Mr. Bushway indicated it will cost approximately ninety one hundred dollars per week for summer camp staff and he has budgeted camp for a total of seven weeks during the summer months. A discussion was held regarding bus costs.

b. Discussions regarding Recreational Basketball

Mr. Bushway stated Commissioner LaVallie and himself have been working hard to reschedule games that were cancelled due to bad weather. He discussed the new shirts this year, stating he was able to obtain shirts with a bigger logo on the front and back at a savings over last year. He discussed the open gym, stating it is going well and has no issues. He and Commissioner Clark have been coaching the Sunday games at a savings of one hundred and twenty eight dollars per day.

c. Discussions regarding the Fair Oaks building upgrades/STEAP grant

Chairman Gwudz stated the Community Center Building Committee met right before this meeting to review the plans and discuss the proposals for upgrading and re-coding the Fair Oaks building from E, education status to G, general assembly status. The plans and paperwork required to get the project started are still in the hands of the State and as soon as they are sent back with approval the bids for the project can go out and construction can begin. He discussed the seating capacity for each area and the work that is required to bring the building up to code. The STEAP grant will cover costs to install ventilation upgrades, installation of fire protections walls and paint. He predicts it will take approximately ninety days to complete the renovations. A discussion was held regarding how the construction will interfere with summer camp.

d. Discussion regarding tobacco free ordinance

Town Council Liaison Candy Buebendorf submitted Schedule B, a tobacco free ordinance she drafted for the Commission to review.

**Schedule B - ORDINANCE TO ESTABLISH TOBACCO-FREE COMMUNITY RECREATION**

**THE TOWN OF MONTVILLE HEREBY ORDAINS** that all Parks and Recreation athletic facilities, playgrounds, trails and assembly areas shall be designated as tobacco-free zones.

**Purpose:**

Whereas the Town of Montville cares deeply about promoting the good health and quality of life for its citizens and visitors; and

Whereas tobacco use is the single most preventable cause of death and disease in the United States; and

Whereas secondhand smoke contains many harmful chemicals and cancer-causing agents and is a serious health risk to humans, especially to infants, children and pregnant women; and increases a nonsmoker's risk for asthma, heart disease and lung cancer; and

Whereas chewing tobacco contains many harmful chemicals and cancer-causing agents, and its use is associated with cancers of the mouth, gums, tongue, and throat; and

Whereas the use of chewing tobacco is associated with saliva or spit being cast upon the ground, seating areas, and other surfaces in recreational areas, resulting in increased risk of nonusers being exposed to bacteria and viruses of a variety of respiratory illnesses; and

Whereas tobacco use in and around these recreational facilities creates the contradictory message of young people being encouraged and coached by adults to engage in healthy activities, while at

the same time being exposed to adults and older youth using tobacco products which cause adverse health effects as the result of exposure to secondhand smoke and/or spit saliva; and Whereas the mission of the Montville Parks and Recreation Department is to provide recreational and leisure opportunities that enhance the quality of life for its citizens and provide safe environments, the Parks and Recreation Department has an obligation to prohibit those activities which it deems contrary to this mission; and Whereas the Town of Montville hosts many recreational programs on fields and other facilities owned by the Town; and Whereas tobacco use, exposure to secondhand smoke, and exposure to tobacco saliva are clearly contrary to enhancing the quality of life and providing safe environments.

**Enforcement**

Any person in violation of this Ordinance shall be fined in the amount of ninety-nine dollars (\$99.00) for each violation or the maximum imposed by State Statute.

**Severability**

Any provision of this Ordinance held to be unconstitutional or superseded by State law or regulation shall not serve to invalidate the remaining unaffected provisions hereof. No provision of this Ordinance shall serve to validate any activity otherwise prohibited by State or local law or lawfully enacted zoning regulations.

This ordinance shall become effective thirty (30) days from the date of its adoption.

She suggested the Commission members review the draft ordinance to determine if it includes all of the language they want to incorporate into it prior to sending it to the Town Council for adoption. She discussed the time table for adoption if the Commission decided to proceed with the ordinance. Chairman Gwudz suggested the Town Attorney take a look at the document and if he does not have concerns and the wording is appropriate he is in favor of forwarding the document to the Town Council for approval. A discussion was held regarding enforcement and fines.

Motion made by Commissioner Clark, seconded by Commissioner LaVallie to approve the draft ordinance as submitted and to authorize Councilor Buebendorf to forward the draft ordinance to the Town Attorney and Town Council for review. Discussion, none, voice vote, 6-0, all in favor, motion carried.

e. Status of Camp Oakdale restroom facility

Mr. Bushway distributed a memo dated January 12, 2011 to Tom Fenton from Mike Fortuna regarding an opinion of probable construction cost for a stick built structure as opposed to the “pre-fab” modular structure and it was determined it would be more costly to build a stick built building. The pre-manufactured building will allow for faster construction and single source responsibility for the building itself in addition to the cost savings to the town. Construction of the building can begin when the weather breaks. Commissioner LaVallie suggested putting the building out to bid, stating the economy could work to the advantage of the town and there may be lower bids than expected to stick build the building. Chairman Gwudz requested Mr. Bushway provide the

Commission with an actual price comparison for review at the next meeting, and he will keep this item on the agenda for future discussion.

- f. Discussion regarding guidelines for background checks.

Mr. Bushway indicated he had distributed the guidelines for the Commission to review at the last meeting and if there is nothing further to add to the document he would like to forward it for approval. He has been in contact with Human Resources and the Police Department and they do not have any issues with the document.

Motion made by Commissioner delaCruz, seconded by Commissioner Lawton to accept the guidelines as written regarding background checks for referees and coaches. Discussion, none, voice vote, 6-0, all in favor, motion carried.

- g. Status of potential use of Palmertown fields for Park & Recreation use

Mr. Bushway discussed the fields and reported there was damage done to one of the fields by a dual wheeled vehicle during the last snow storm that will require mitigation prior to use in the spring.

- h. Discussion regarding Christmas float sponsored by Parks & Recreation Commission.

Chairman Gwudz asked the Commission members to write down their ideas for a holiday float next year for discussion at the next regularly scheduled meeting. He suggested forming a committee to discuss specifics as the date approaches.

## 9. New Business

- a. Discussions regarding new/proposed Parks & Recreation programs – Dodge ball.

Commissioner Tanner was not present to discuss the proposed program and Chairman Gwudz indicated he will leave it on the agenda for discussion at the next meeting. He inquired regarding costs to support the program and the need for referees as it is an adult program.

- a. Election of officers for 2011

Motion made by Commissioner LaVallie, seconded by Commissioner Lawton to appoint Mr. Stan Gwudz as Chairman of the Commission, Ms. Eileen Cicchese and Vice Chairperson and Ms. Nancy Delacruz as the Secretary. Discussion, none, voice vote, 6-0, all in favor, motion carried.

## 10. Correspondence

Mr. Bushway distributed a copy of the letter of thanks that went out to all that were involved in the 2010 holiday parade.

11. Facilities Requests

The Commission discussed three facilities requests for the Fair Oaks building and determined they did not require a vote from the Commission and left it up to Mr. Bushway to authorize the use.

12. Remarks from the Public

Chairman Gwudz inquired three times if there were any remarks from the public and there were none.

13. Remarks from the Commissioners

Commissioner Cicchese stated to Mr. Bushway that if he would like to change the template for the director's report he is welcome to do so, stating she compiled information from various agencies to come up with the template and he does not have to stick to it if he finds it repetitive or not user friendly.

A discussion was held regarding the need for additional space for new programs. Commissioner Cicchese expressed concern regarding certain programs having exclusive use of certain space for an entire season and stated the space may be better utilized if the space was shared.

14. Remarks from Town Council Liaison, Candy Buebendorf

Councilor Buebendorf suggested the Commission inquire regarding space for programs with the Mayor to determine if the old town hall can be utilized to alleviate some of the space restrictions.

15. Adjournment

Motion made by Commissioner Clark, seconded by Commissioner Cicchese to adjourn the meeting at 8:05 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

## **Schedule A**

RE: Special Revenue Programs

It was the intention of the Recreation Commission to have the revenue generated by the programs, with the exception of Judo and the Summer Day Camp, to remain within the Special Revenue Account. Currently the surplus revenue is being deposited into the Town's General Fund. I would like to reorganize the Special Revenue Account so that the funds remain with the account as was the original intention. All revenues and direct expenses for each program will be accounted for through the Special Revenue Account.

This will be accomplished by setting up one Special Revenue Account where all revenue and expenses for the programs will be reported. Our Judo and the Summer Day Camp will remain in the General Fund budget at this time. The Special Revenue Account will track the financial activity of the programs. At the end of each fiscal year, the balance of funds remaining in the Special Revenue Account will be carried forward into the next fiscal year. The account fund will be included in the Town's account. The funds accrued will remain with the Special Revenue Account and roll over each year building a balance. Any balance of funds may be used by the Parks and Recreation Department for improvements to the programs including capital expenses.

While the goal for each program within the Special Revenue Account is to at the very least break even, there may be a time when a program will not cover costs due to several factors such as an unforeseen or expected expense. Another circumstance could be the Recreation Commission's decision to operate the program at a loss to encourage a start up program or for a large up front purchase of equipment for a program to get it started. An example would be a lacrosse program where the equipment to start the program would show that program operating in a deficit the first year or so. However, the overall Special Revenue Account will still maintain a positive balance overall.

The Parks and Recreation Department together working with the Finance Department will set up sub accounts within the Special Revenue Account to track and monitor the income and expenses of each program within the account to insure the program is financially viable.