

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

Town of Montville Parks & Recreation Commission
Regular Meeting Minutes for Wednesday, March 16, 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 7:05 p.m. after establishing a quorum.

2. Roll Call

Present were Commissioners Berardy, Cicchese, Clark, Gwudz and LaVallie. Absent were Commissioners delaCruz, Lawton and Tanner. Also present were Parks & Recreation Director, Peter Bushway and Town Council Liaison, Candy Buebendorf. Present in the audience were Boy Scout Troop #93.

3. Alterations to the Agenda

Chairman Gwudz made a motion, seconded by Commissioner Berardy to add a discussion regarding rescheduling the April, 2011 Parks & Recreation meeting date. Discussion, none, voice vote, 5-0, all in favor, motion carried.

Chairman Gwudz indicated there is a conflict with the Town Council budget meeting on the regularly scheduled Parks & Recreation meeting date of April 27, 2011 and he suggested moving the Parks & Recreation meeting up one week and to schedule a special meeting for Wednesday, April 20, 2011. Motion made by Commissioner Berardy, seconded by Commissioner Cicchese to cancel the regularly scheduled Parks & Recreation meeting of April 27, 2011 and to schedule a special meeting on Wednesday, April 20, 2011 at 7:00 p.m. Discussion, none, voice vote, 5-0, all in favor, motion carried.

4. Approval of the Minutes

Motion made by Commissioner Cicchese, seconded by Commissioner Clark to approve the regular meeting minutes of February 16, 2011. Discussion, none, voice vote, 5-0, all in favor, motion carried.

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

Director's Report – March 2011

Follow up from Director from previous commission meeting:

- The STEAP Grant application has been started for the next round of awards. I will be talking with the Town Engineer about the next phase of the project and the projected costs associated with the work.
- The Town Council will decide Monday, March 14th whether to go forward with the construction at Fair Oaks. If approved, construction would begin immediately. A construction time frame will be sent to our department upon approval of the Town Council.
- The reason only Master Card and Discover Cards are used is that Visa doesn't allow for a convenience fee to be added on with the Town's Point and Pay vendor. The Town Clerk and Tax Collectors also use the same process we use. Also, we do not currently have the software to go on line with Rec Trac. In discussing this with the Information Systems dept. it would cost about \$10,000 for the software to implement on line registration.
- We are in talks with a printing company for our next brochure due out the middle of April that will cover the months of May thru August.
- There is a spending freeze put on all departments by the Mayor and Finance Director. All purchases will be approved by the two of them.
- Commissioner Gwudz and I met with the Finance Director and the Mayor for a preliminary budget review. Most of the discussion centered on the additional two weeks of summer camp and the cost of extending the program from five to seven weeks.
- The Memorandum of Agreements for football and soccer are completed and are awaiting signatures.
- Having met with Commissioner Tanner regarding the new Adult Dodge Ball program, we still don't know when the school gyms will be available for use. My best guess will be the first or middle of May when the spring sports will be outside for good. This also gives us a couple of weeks that the brochure will be out and publicizing the program. We also went through the catalogs to find the appropriate balls to purchase. We will present a program outline to the Commission when it is complete.
- Public Works attended the opening of the well bids for Camp Oakdale last week. The lone bid came in at \$40,247; way over the budgeted amount which is above the \$25,000 budgeted. Don Bourdeau will be speaking with the bidder to consider a lower cost.
- Bids for the modular building are due March 22nd.
- Field maintenance on Camp Oakdale has begun with the crew repairing equipment and fixing guardrails and other non-field tasks until the ground is dry enough to get out on. Still too early to tell if the sod has survived the winter.
- The Sand Volleyball courts will be started again when the ground dries out.

- Plans for Palmer Field are to repair the tire marks and possibly use it for youth soccer if the sod at Camp Oakdale hasn't taken by the time their program begins in mid to late April.
- Don Bourdeau will be taking a Certified Playground Inspection class the end of March. This will enable him to inspect the playground equipment we have in accordance with the newest industry standards.

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

See handout from Carol

Program highlights:

- Basketball has ended as of March 3rd. All teams played at least ten games this season. I'd like to thank Commissioner LaVallie for all the hard work he put in with the scheduling. There were more revisions to the schedule due to weather and school cancellations than anyone can remember. Also, thanks to Commissioner Clark for refereeing the Sunday games with me at St. Bernard's that saved us \$124 per Sunday.
- I have sent out a questionnaire to the coaches asking for comments about the season and potential changes that need to be made.
- The final tally of funds needed to be transferred to the Referee line item is \$495.
- Easter eggs have arrived in the office for our event on April 16th. I have met with the Lions Club and have spoken with the Masons about our new format. Both are on board and are looking forward to seeing the results.
- I have met with the State Director of USSSA softball to get the specifics for running a league here this spring/summer. He was very supportive of getting a program re-started here in Montville. They are willing to use just one umpire for our games where the ASA softball is not. That will save us \$27 per game.
- I met held a meeting about the Montville Masters Race with the Rotary representatives Henie Kurzman and Peter Lacy and long time racer and organizer Ron Dombrowski to formalize each person's responsibilities for the race. We all have a better understanding of the race operations and what we need to do to have another successful road race.
- Karate class has asked to expand upon their current program to four days a week. This will only be possible if we utilize Fair Oaks classrooms for the program. The gym at Fair Oaks will be used by Zumba on Monday and Wednesday nights beginning March 14th and 16th. Karate is currently meeting at Palmer Academy on Tuesday and Wednesday nights. I will continue to work with the instructor in an attempt to find adequate space and time.
- Montville Youth Wrestling also has met with me to request three more months of their program. They would like to meet in April and May and then again in August. I have requested the use of the high school wrestling room so that we don't monopolize the gym at Fair Oaks with one program.

Customer's comments/compliments/inquiries:

- We have received many thanks about the basketball program from coaches and parents.
- I spoke briefly with the owner of a 30 acre lot abutting Camp Oakdale. He called inquiring whether or not the Town had an interest in purchasing his land. I told him that although there is interest there is no current funding available and to keep us apprised as to the availability of the lot.

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

Football Cheerleaders have requested the use of the football game and practice field on June 26 and 27th for a fund raising event. They are not sure of the number of participants yet although they are hoping for more than the 100 person threshold that triggers the use of Public Works staff.

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

- Expansion of current programs of Karate and Wrestling are being considered pending space availability.
- Working with Commissioner Tanner on the Dodge Ball for adults. Gym space and purchase of balls still needs to be finalized.
- Continuing to look for gym space for pre school age children and supervision to run those programs. Have spoken to Josh Posey about supervising a Start Smart program and he is considering it.
- Adult Softball League is being organized for a May start date. I have met with two teams and the Director of USSSA for the State of CT to gather information about starting a league. The biggest challenge will be to lure teams away from their existing leagues.
- A spring babysitting class is also in the pipeline. The possible addition of a first aid/CPR component is being discussed. However, this would almost triple the cost of the program.

Notification of program facilitator/hired entertainment contract to review:

- none

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

- Program information for new programs attached to email.

Final Evaluation of program(s) offered:

- Currently getting feedback about the basketball program.

Upcoming trainings:

- none

Addendum to include:

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

Mr. Peter Bushway reviewed his Director's Report with the Commission. Discussions included STEAP Grant submission, the duration of Summer Camp for the 2011 season, the MOA for football and soccer, publishing the next edition of the Parks & Recreation brochure and who will be publishing the brochure this year, the bid process for the well at the facilities at Camp Oakdale, the need to transfer money into the referee line item to cover overage costs this season, facility usage, and how the construction at Fair Oaks will impact programs.

Motion made by Commissioner Clark, seconded by Commissioner LaVallie to authorize the transfer of four hundred and ninety five dollars (\$495) from line item #10730-54000 (Equipment) into line item 10730-53114 (basketball referees) to cover the overage costs of referees this season. Discussion, none, voice vote, 5-0, all in favor, motion carried.

A discussion was held regarding the special revenue accounts and the definition of contractor vs. Town employee. Mr. Bushway stated he will get the definition and report back to the Commission with his findings.

Mr. Bushway stated the volleyball program ended with a loss that required a three hundred and fifty two dollar (\$352) transfer to cover costs. The money was transferred from Part Time Recreation Programs.

A discussion was held regarding the facilities request from the cheerleading squad who expect over one hundred people at their event. The Commission requested Mr. Bushway look into liability for the event and to check with the town's insurance carrier for potential issues. The Commission is concerned the cheerleading squad does not carry adequate insurance coverage and do not want the town to assume the risk if there are injuries at the event.

Motion made by Commissioner Cicchese, seconded by Commissioner Berardy to accept the Director's Report as submitted by Mr. Bushway and discussed by the Commission with the exception of the facilities request submitted by the Montville Youth Football League for use of the football field for a cheer clinic on June 26 and June 27, 2011. Discussion, none, voice vote, 5-0, all in favor, motion carried.

6. Remarks from the Public regarding items on the agenda

Mr. Timothy May stated he is with Boy Scout Troop #93 who is attending this meeting to get a merit badge.

7. Reports from Finance

- a. 2011-2012 operating budget status
- b. Funding status year to date for the Special Revenue accounts
- c. Capital Plan – resurfacing of basketball courts (\$16,000) and tennis courts. (\$18,500). (FY 2012-2013)

Chairman Gwudz stated the items in the finance report were discussed in the Director's Report.

8. Unfinished Business

- a. Discussions regarding Summer Camp, 2011

Mr. Bushway stated the town is currently accepting applications for employment with the summer camp. He stated ninety percent of the staff from last year has expressed interest in returning. Chairman Gwudz stated he will leave this item on the agenda for future discussion.

- b. Discussions regarding Recreational Basketball (final wrap up)

Mr. Bushway thanked Commissioners Clark and LaVallie for all their help with the basketball program this year. He stated Commissioner Clark did a great job helping out with refereeing games and Commissioner LaVallie helped out tremendously with re-scheduling games due to inclement weather over this past winter. A discussion was held regarding referees and officials for the upcoming season, properly budgeting for them and the quality of referees used at the games.

- c. Discussions regarding the Fair Oaks building upgrades and timetable for completion of Fair Oaks building renovations.

Mr. Bushway stated the Town Council approved the low bid for the project to move forward at its last meeting and he will get an accurate timetable for the Commission and present it at the next meeting.

- d. Update regarding tobacco free ordinance

Chairman Gwudz stated the Town Council has scheduled a Public Hearing on April 11, 2011 at 6:30 p.m. in the Town Hall in Council Chambers to hear comment from the public regarding the implementation of the ordinance. Councilor Buebendorf stated the item will be placed on the regular April Town Council meeting following the Public Hearing for a vote. Chairman Gwudz thanked Councilor Buebendorf for all her help working out the wording for the ordinance and he thanked Mr. Patrick McCormick for supporting the ordinance and coming out to speak with the Commission and the Town

Council. He urged any members of the Commission who are available on April 11, 2011 to attend the public hearing to speak in favor of the ordinance.

e. Discussion regarding Christmas float sponsored by Parks & Recreation Commission.

Chairman Gwudz stated Commissioner delaCruz is working on this project and because she is not present he will leave it on the agenda for discussion next month.

f. STEAP Grant submittal for 2011.

This item was discussed in length under the Director's Report.

g. Memorandum of agreement with soccer and football for facility usage.

Mr. Bushway distributed copies of the MOA for Soccer and Football for the Commission to review. He hopes to get signatures on both documents in the near future.

h. Trails Day, June 4 and 5, 2011. (possible girl/boy scout participation)

Mr. Bushway stated he has been in contact with the boy scouts to discuss participation in the event and although the Montville event was not published in the brochure this year it can still go forward.

i. Trick or Trunk event for Halloween.

Mr. Bushway discussed the program and stated it is a well received event and it is a safe, controlled environment for kids to go trick or treating. He discussed holding it in a parking area at Camp Oakdale. He will get more information to the Commission as the event gets closer.

j. Pre-School programs

Mr. Bushway stated he will be meeting with the Children's Museum to determine if there are affordable programs that the museum can bring to town at an affordable rate. He discussed the use of the old Town Hall for the programs.

9. New Business

a. Discussions regarding new/proposed Parks & Recreation programs

Mr. Bushway discussed the Smart Start Sports Development Program with the Commission, he stated it is a developmentally appropriate introductory sports program for children between the ages of three and five years old. The program prepares the children for organized sports and is a fun, non threatening environment. The program

also prepares the children and their parents for organized sports without the threat of competition or the fear of getting hurt. It is designated as a comprehensive motor skill development program. The program will run on Saturdays from May 14th until June 25th from 9:00 a.m. until 10:00 a.m. and will be instructed by Josh Posey.

Mr. Bushway discussed the Babysitting Course, stating it is the same babysitting class that has been offered in the past but this year the course will offer the first aid and CPR for those who wish to take it. The Heartsaver Pediatric First Aid and CPR course is designed for those involved in child care who have a duty to respond to a first aid emergency because of a job responsibility or regulatory requirements such as child care workers, teachers, foster care providers, camp counselors, etc. The course content includes general principals, medical emergencies and trauma injuries. There is also the ability to add environmental injuries to this program as well as the State of Connecticut child care requirements. The class is open to individuals eleven through seventeen years old and will be held at the Mohegan Fire House on Saturday, May 7th from 9:00 a.m. until 3:30 p.m.

Mr. Bushway discussed Spring Adult Softball, stating the program is open to anyone eighteen years or older as of the first day of the program. Games will take place Monday through Thursday nights at Camp Oakdale beginning at 6:00 p.m. with a second game to follow at 7:15 p.m. or immediately following the conclusion of the first game. Each team will ply twice against the other teams with a double elimination tournament at the conclusion of the regular season. One umpire will be used for all games and site supervisor will be present on all nights to enforce the park rules for all teams and spectators. The program will begin on May 16th. He discussed regulation bats and the need for everyone to use the same type of equipment. The rules will be put in writing for all to see and comply with.

Mr. Bushway discussed the Adult Dodge Ball Program, stating it will be open to anyone eighteen years or older as of the first day of the program. The program will take place in available school gyms and games will be self officiated to keep expenditures down. Teams will plan a match consisting of the best of three games against the other teams. There will be a site supervisor on duty during the games. The program will run at the Tyle Middle School on Tuesday and Thursday evenings at 6:30 p.m. and will run for four weeks. He discussed the use of equipment already in the possession of the Parks & Recreation Department in order to keep costs down and to allow the team time to determine if it will be a successful program before purchasing additional equipment.

b. Marketing the outdoor facilities.

Commissioner Cicchese stated she will take pictures of the facilities for the town's website. A discussion was held regarding where the money for facilities usage currently goes and it was determined it goes into the General Fund and not back into programs or maintenance of the facilities. A discussion was held regarding adding facilities usage

fees to a special revenues account in the future so the money can be used for equipment or field maintenance, etc. Mr. Bushway will look into this to see if it is possible to do so.

- c. Policy for use of on-line credit card payments for enrollment in Park & Recreation programs.

Commissioner Cicchese stated she would like clarification regarding a ten thousand dollar payment made to Vermont Systems for a system that would allow credit card payments in the park and recreation office. Mr. Bushway indicated he was told it was used for an upgrade to the system but he is not aware of an upgrade to the system. He will check with the town's IT professional and call Vermont Systems regarding the upgrade information and report back to the Commission with his findings.

- d. Grounds Maintenance plan for Camp Oakdale.

Mr. Bushway stated everyone received a copy of the grounds maintenance plan for review last month and he will meet with the Public Works Director to review the plan. Chairman Gwudz suggested the Commission walk through the facility at the May meeting scheduled "walk through of the facilities" to look at the fields and determine what shape the fields are in and what type of maintenance they will require prior to use.

- e. Discussion regarding Parks & Recreation program refund policies.

Mr. Bushway discussed the draft refund policy he drafted. It states full refunds will be given for any program canceled by the Recreation Department, participants withdrawing from a program are entitled to one hundred percent refund if they cancel prior to the first meeting of the program; and a fifty percent program fee will be given after the first meeting of the program but prior to the second. He discussed the current policy and indicated he will clarify the wording in the third paragraph prior to finalizing the document. The Commission suggested adding wording that indicates refunds are made at the discretion of the Parks & Recreation Director that would allow Mr. Bushway the ability to make administrative decisions on a case by case basis. Chairman Gwudz indicated he will leave this item on the agenda for future discussion.

10. Correspondence

Chairman Gwudz stated all correspondence were addressed under the Director's Report.

11. Facilities Requests

Chairman Gwudz stated there were two facilities requests included in the Director's Report; one was not granted because of potential insurance liability issues and the other was granted as part of the Director's Report and Mr. Bushway will resolve the issue of the padlocks on the picnic tables at the large pavilion for the facilities request of Mr. Robert MacGregor.

12. Remarks from the Public

Mr. Don Kincasia addressed the Commission, stating the town does a great job with their wrestling program, there are forty one kids in each session and they have a great opportunity to wrestle all year round. He stated the Montville programs are well respected in the community and they give kids an opportunity to competitively compete in competitions all over the state.

Chairman Gwudz asked three times if there was anyone who would like to come forward to address the Commission.

13. Remarks from the Commissioners – none.

14. Remarks from Town Council Liaison, Candy Buebendorf

Councilor Buebendorf discussed a proposal for the fire departments to use the beach area near Camp Oakdale for fire training several times a year. The Fire Chiefs have asked this item be placed on the next agenda for discussion, they have indicated they have grant money for fencing and cleanup of the area. Chairman Gwudz requested Mr. Bushway speak with the town insurance company and town attorney for potential liability and insurance issues if the proposal is granted.

15. Adjournment

Motion made by Commissioner Clark, seconded by Commissioner Berardy to adjourn the meeting at 8:45 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