

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

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Town of Montville Parks & Recreation Commission  
Special Meeting Minutes for Wednesday, April 20, 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 Berardy, delaCruz, LaVallie, Lawton, Tanner and Gwudz. Absent were Commissioners Cicchese and Clark. Also present was Parks & Recreation Director, Peter Bushway and Town Council Liaison, Candy Buebendorf.

3. Alterations to the Agenda

Motion made by Commissioner Tanner, seconded by Commissioner Berardy to move agenda item 9 (c) to the top of the agenda. Discussion, none, voice vote, 6-0, all in favor, motion carried.

9. New Business

- c. Potential training area for Camp Oakdale in the swimming area parking lot.

Mr. Ed Schaefer, Montville Fire Department was present to discuss the potential training area for Camp Oakdale. Chairman Gwudz stated the information regarding this proposal was included in the March meeting packet. Mr. Schaefer stated he is present to answer any questions the Commission may have regarding this proposal. He stated the facility will be called a training center that will allow the firemen and the town employees to train off of the road in a safe place, it will be gated at both ends. He explained there will be pumper and tanker training, OSHA has required that all municipal employees have fire extinguisher training yearly. If the town does not have the proper place to conduct the training they will have to go out and spend five to seven hundred dollars to obtain a facility to train. The fire departments are required to conduct testing annually and the facility could potentially be used two to three times per month. He has contacted the insurance company and discovered all volunteer and paid firefighters are covered under the town's insurance because they are agents of the

town. This means all firefighters, paid or volunteer have insurance coverage under the town's policy when they are conducting town business and while on town property. Mr. Schaefer has been in contact with the owners of the property, Mr. Coggeshall, and he gave the fire departments permission to use the water from the lake for two dry hydrants. This water will supply the fire trucks by drawing water from the pond. The only stipulation the property owner has is he does not want anyone in the water. If there is water training or boat rescue training a separate rider from the insurance company will be necessary because the Coggeshall's own the rights to the water as well as the property. A discussion was held regarding the property owners request to put up signs indicating there is no swimming, fishing or trespassing allowed on the property at any time. The fire department does not have a problem having the signs made and installed. To send firefighters out for training is costly and this proposal will save the fire departments money. Chairman Gwudz inquired if the insurance coverage will cover damage to the property. Mr. Schaefer stated the insurance company has indicated there are no issues as long as the people on the site are agents of the town. The public is not allowed to utilize the property and will not be covered under the insurance. Chairman Gwudz stated he would like the property owner to sign an MOU with the town and to have this document reviewed by the Town Attorney prior to implementing use of the property. He does not want to have any issues and in the best interest of the town there should be a written agreement between both parties. No fire equipment will be left on the site and this will not be a storage area. Mr. Schaefer indicated he received a permit from Planning & Zoning to use the facility with a stipulation there will be no permanent structures on the property. Chairman Gwudz is not in favor of hanging a sign stating no fishing allowed, because it is not up to the town to enforce a no fishing clause. Commissioner Berardy expressed concern regarding limiting the public access to recreational areas. Mr. Schaefer indicated Public Works has stated they can have the materials currently stored on the site moved within a two week period. DEP requires the materials be stored on a paved area and Public Works is looking for an area to store the material. Chairman Gwudz has concerns regarding where the materials will be moved to and discussed the MOU, stating it should be negotiated and signed yearly in case the town decides to return the area to a recreational facility. Mr. Bushway inquired how much time the fire department will require if the Parks & Recreation department needed to use the area. Mr. Schaefer indicated he would need at least one month to move the props and clear out the area.

Motion made by Commissioner Tanner, seconded by Commissioner delaCruz to authorize Mr. Bushway to draft an MOU for use of the property by the firefighters for training purposes and to forward the document to the Town Attorney for review and approval. The Commission is not in favor of posting the signs as requested by the property owner. Discussion; none, voice vote, 6-0, all in favor, motion carried.

4. Approval of the Minutes
  - a. To consider and act on a motion to approve the regular meeting minutes of March 16, 2011.

Motion made by Commissioner Tanner, seconded by Commissioner Lawton to approve the meeting minutes as submitted, discussion, none, voice vote, 5-0-1 (Commissioner delaCruz abstained, she was not at the meeting)

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

Chairman Gwudz discussed the closure of one of the soccer fields, stating the field will not be used at all this year. Mr. Bushway stated the weather has been very wet and the sod is ahead of schedule on both fields and is coming along really well. He discussed the use of the high school fields and potentially Palmertown field as well. A discussion was held regarding the well and if the water pressure will be adequate enough to support the building. Mr. Bushway indicated the well was tested and the quality of the water passed. Chairman Gwudz discussed the brochure and Mr. Bushway distributed copies to everyone to review and comment. He explained the brochure should have gone out last Wednesday but there were setbacks with a couple of the program dates. Mr. Bushway stated the deadline for comments and changes is on Tuesday. Chairman Gwudz discussed charging a nominal fee for volleyball to cover costs relating to the program. Mr. Bushway indicated the Easter egg hunt went very well, he organized games for the children to play as well as the Easter egg hunt itself. There were one hundred and fifty one children registered that day, the event included a face painter, the Easter bunny and many games for the participants. Between the Leo's and the Mason's there was plenty of help on that day and there was press coverage at the event. There will be no softball for the spring session because only one team signed up. Mr. Bushway stated he will start advertising in June for a fall league. A discussion was held regarding the cheerleading clinic scheduled. Mr. Bushway discussed the project timeline for the Fair Oaks building, stating permits are not yet in place, but the contract has been signed and the application for the permits was submitted on Monday and as soon as the Building Department and the Fire Marshal look at the plans the project should be ready to move forward. Mr. Bushway stated the project should start in approximately two weeks.

### **Director's Report – April 2011**

Follow up from Director from previous commission meeting:

- Memorandum of Agreement documents for soccer and football have been signed by all parties and filed.
- I have met with Public Works and soccer representatives about field use for the spring and summer. Field two will not be used at all and there will be no games or practices until the second week of May to give time for the spring work to be done. Our meeting with Youth Football has yet to take place due to schedule conflicts.
- Site work has started at Camp Oakdale for the restrooms near field two and the Little League Field.

- United Concrete was the low bidder for the pre-fabricated restrooms for Camp Oakdale. The bid was \$58,665 with an alternate for a crane to set the building at \$2,645. The total of \$61,310 is within the budgeted amount for the building and we are proceeding forward.
- Don Bourdeau is working with Uncas Health to use an existing not used well at Camp Oakdale as the water source to the restrooms that are under construction. He is confident that the water flow and pressure will be more than adequate for our purposes.
- April 18 is the projected day the renovations at Fair Oaks are scheduled to commence. The construction schedule sent to us has a completion date of June 11<sup>th</sup>. We will be doing our best to relocate all of the programs and groups meeting in the rooms and areas being worked on. Zumba class has been relocated to Tyl Middle School.
- The construction in the gym will result in a loss of about seven feet of gym space and we will lose the storage space on the stage as that is also being walled off to meet code.
- The STEAP Grant application is still being completed for the next round of awards. I spoke with the architect about the next phase of the project and the projected costs associated with the work. So far, the State has not cut funding to the STEAP Grant program.
- We have decided to use our local East/West Publishing Company here in Uncasville for our brochure. The quality of the work and personal attention has been great. The brochure is due out the early part of May.
- Proof reading for our next brochure is in progress.
- I met with all of the Girl Scout representatives to discuss the construction at Fair Oaks and potential locations for their meetings. The Mayor has suggested the use of the Old Town Hall. We toured the rooms and it is a definite possibility to use that location.
- Contractor vs Employee: There are twenty questions that need to be answered to help determine if a person is a contractor or employee. I will have the list of questions from the Bureau of Labor for you at our meeting.
- A clarification about the volleyball program reported last month. The program does not charge a fee to participate and the site supervisor is already budgeted through the Part-Time Recreation Account so there is no need to transfer any funds. The point to be made was that the program's only cost is what the supervisor makes over the course of the winter.
- It is possible to use the special revenue account to deposit facility rentals for use on the fields/buildings. I have spoken to the Mayor about this and he feels it is a good idea. He and I will discuss with the Finance Director about the impact to the General Fund vs the Special Revenue Account.
- The Finance Director and I are working on the accounts and numbers to include in the special revenue account. In short, only the Summer Day Camp, Basketball and Judo will remain in the General Fund while all others including new

- programs will go into the Special Revenue Account as of July 1, 2011. A decision on the facility rentals will be made at a later date.
- I have not heard any update from the MYFL cheerleaders on their insurance issue for their end of June event.
  - Refund policy revised: Full refunds will be given for any program canceled by the Recreation Department. Participants withdrawing from a program are entitled to a one hundred percent (100%) refund if canceled prior to the first meeting of each program. A refund of fifty percent (50%) of the program fee will be given after the first meeting of the program. Thereafter, the Parks & Recreation Director at his discretion may arrange for other refund options on a case by case basis.

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

See handout from Carol

Program highlights:

- The Easter Egg Hunt will take place on April 16<sup>th</sup> at 1 pm. A rain date of the following day at the same time is planned. The Masons and Leos have joined forces with us this year to make it a larger event. Youth Services will also be on hand to help out as they have done in past years. There will be face painting and games to add to the traditional hunt on the grounds.
- There won't be an adult softball league this spring as the teams have all committed to staying in their current leagues. It was suggested that we advertise for a fall league beginning in June for a post Labor Day start. We will continue to host the Church League that we attracted last year and of course the CoEd League on Sundays.

Customer's comments/compliments/inquiries:

- We have received many compliments about the Zumba class from the participants.
- Patch.com would like to do a story on our Zumba classes and their success.
- We had enough interest in gymnastics at the 18 month to 3 year old time slot that we added another class.

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

- Montville High School have requested and been granted use of the tennis courts at Camp Oakdale on May 26-27 for the Eastern Conn. Conference Championships.
- Birthday party on May 8<sup>th</sup> for an individual
- Graduation party/family reunion on June 18<sup>th</sup>
- Growing Garden Nursery graduation picnic June 16<sup>th</sup>

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

- Adult Dodgeball, Smart Start, Babysitting with CPR, Kayaking and a week-long Mad Science program are being offered for this session above and beyond our traditional programs.
- Working with Youth Services, the Friday night movies have been schedule for the summer.
- All of the bands have been booked for the summer concert series.

Notification of program facilitator/hired entertainment contract to review:

- none

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

- Bureau of Labor employer – employee vs contractor information.

Final Evaluation of program(s) offered:

- A disappointing six responses from the survey sent out about basketball have been received. The comments were constructive about the program and will help us to improve upon the program for next year.
- I met with representatives from Norwich, Groton, New London and the Dolphin program from the Sub Base to discuss the girl basketball program. Their girl basketball programs have low numbers. They play each other on weekends traveling to each other's communities. They have offered to accept our girl teams into the fold. It would require our teams to travel to those communities to play and for us to host them too. They have much stricter playing rules than we currently have implemented. This would be a big step and a larger commitment for our players, coaches and parents for next year.

Upcoming trainings:

- none

Addendum to include:

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

Motion made by Commissioner Lawton, seconded by Commissioner LaVallie to approve the Director's Report as discussed, discussion, none, voice vote, 6-0, all in favor, motion carried.

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 regarding items on the agenda and there were none.

7. Reports from Finance

a. 2011-2012 operating budget status (Mayor's proposal)

Mr. Bushway indicated the Mayor sent the budget back with a five hundred dollar reduction in office supplies and he recommends a definitive number for the revenue, requesting a flat fee for summer camp fees instead of a reduction in the fee for paying upfront. The Mayor's budget presentation to the Town Council last Wednesday included changing the Park & Recreation secretary from full time to part time at twenty hours per week. Chairman Gwudz inquired how this would effect the department and Mr. Bushway stated he spoke with the Mayor and indicated the Parks & Recreation Department has twice as many programs as they did last year generating twice as much traffic in the office, he does not feel it makes sense to reduce the hours of the person who handles the programs. The public hearing to discuss the budget is scheduled for next Thursday and Chairman Gwudz urged the Commission members to speak at the public hearing in favor of keeping the secretary position a full time position.

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

Chairman Gwudz inquired if there was anything in the special revenue account and what if anything is included in this line item. Mr. Bushway stated the account is set up to end up with a zero balance. The line item will start generating money on July 1<sup>st</sup> when the new fiscal year begins and the special revenue is collected. .

c. Capital Plan – resurfacing of basketball courts (\$16,000) and tennis courts. (\$18,500). (FY 2012-2013)

Chairman Gwudz indicated there has been no change to the Capital Plan and he has kept this item on the agenda as a reminder.

c. Revenue from Facilities Request, special revenue/general fund.

Mr. Bushway indicated the money generated from facilities requests will be deposited into the special revenue account at the beginning of the fiscal year. Chairman Gwudz requested the reports submitted to the Commission be combined onto one document in order to generate less paper for future meetings.

8. Unfinished Business

a. Discussions regarding Summer Camp, 2011 (Mayor's proposed fee change)

Mr. Bushway discussed summer camp, stating he is in the process of interviewing the applicants for the four open positions available for summer camp this year.

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

Mr. Bushway stated the renovations should start on May 2, 2011, he explained the Building Department and Fire Marshal require two to three days to review the plans, he has met with the project manager and subcontractors and everyone is ready to move forward once all the permits are in place.

c. Update regarding tobacco free ordinance (April 11, 2011 ordinance approved by the Town Council)

Chairman Gwudz indicated the Town Council voted to approve the tobacco free ordinance seven to zero at its last meeting. He thanked Councilor Buebendorf for all her support and work in getting the ordinance in place. The ordinance will be in effect thirty days after approval from the Town Council and Chairman Gwudz indicated the next step in the process is to install proper signage in the recreational areas at the entrance to the facilities and playing fields. A discussion was held regarding adding wording to the MOU's for soccer and football stating the designated smoking areas are no longer available. Discussions were held regarding educating the public by utilizing local television channels, the town's website and Patch.com and local newspapers to get the word out that smoking is no longer allowed in recreational areas. Commissioner Tanner suggested speaking with the presidents of each recreational league and letting them know it will be their responsibility to inform the individual teams of the tobacco free ordinance.

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

Commissioner Tanner requested a meeting with the Commission members who would like to be involved with creating the float.

e. STEAP grant submittal for 2011 (Phase II).

Mr. Bushway stated the grant has a four page application and he has completed the narrative, however there are no plans drawn up for specific Phase II nor are there any cost estimates, he has requested this information from the architect. If money is received for Phase II, the remaining rooms and bathrooms are in need of upgrades for handicap accessibility. Chairman Gwudz stated one hundred and twenty two thousand eight hundred dollars is required to completely upgrade the ventilation and hot water piping for the entire Fair Oaks building.

f. Memorandum of agreement with soccer and football for facility usage. (May need to be revised to incorporate tobacco free ordinance)

Mr. Bushway will work on installing the smoke free signage on the fields and adding the wording that states the fields are a non smoking area on the MOU's from both soccer and football.

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

Mr. Bushway will contact Matt Troillette to determine if he is available on Trails Day to help out with the event.

h. Trick or Trunk event for Halloween.

Commissioner Lawton inquired regarding the best place to hold the event with the most parking area. Next month is the Commission's Facility Walk Through and Chairman Gwudz stated the Commission can look at the feasibility of the parking lots for use of the event while they are there.

i. Pre-School programs

Mr. Bushway discussed the Smart Start program and the gymnastics program for children between the ages of eighteen months and three years old. The Mad Science class will start in mid August in the old Town Hall building.

j. Marketing the outdoor facilities. (photos for Town website)

Commissioner Cicchese is not present to update the Commission and Chairman Gwudz stated he will leave this item on the agenda for discussion next month.

k. Grounds Maintenance plan for Camp Oakdale.

Mr. Bushway stated the finalized plan was in the Commission packet last month. Chairman Gwudz reviewed the timeline for completion of field maintenance and inquired if the maintenance is being completed as indicated on the plan. Mr. Bushway indicated the fields have not yet been over seeded but they have been aerated in three directions. Chairman Gwudz requested a finalized copy of the grounds maintenance plan that indicates what will get done between now and the end of the year. Commissioner delaCruz inquired if the volleyball courts have been completed and Mr. Bushway stated the ground has been too wet to start the project.

l. Discussion regarding Parks & Recreation program refund policies

Mr. Bushway indicated the language is on the front page of the brochure, it indicates that full refunds will be given to anyone who withdraws from a program prior to the start of

the program and fifty percent of the program fee will be returned after the first class and thereafter at the discretion of the Parks & Recreation department on a case by case basis. Chairman Gwudz requested Mr. Bushway add language stating anyone has the right to appeal to the Parks & Recreation Commission if they are not satisfied with the decision of the Parks & Recreation director. Appeals may be submitted to the Parks & Recreation Commission in writing for consideration of a refund.

m. Credit card payment update.

Chairman Gwudz stated he will leave this item on the agenda for discussion when Commissioner Cicchese is available. Mr. Bushway stated he spoke with the Town's IT professional and he showed him a purchase order that was filled out and signed but never purchased for the town. The price for the purchase of the software to implement credit card payments is approximately nine thousand dollars.

9. New Business

- a. Costs to install well at the Camp Oakdale restroom facility (budget \$25,000, estimate, \$40,000)

Chairman Gwudz stated there is more work to be done regarding this subject and he will leave it on the agenda for future discussions and updates.

- b. Definition of contracts, employee vs. Town employee.

Chairman Gwudz inquired as to why the Commission can not get a straight answer regarding this issue regarding a definition of the town's policy. Mr. Bushway indicated he called the Bureau of Labor and distributed copies of the policy to the Commission members. He stated the Finance Department would like everyone to be an independent contractor so that they do not have to pay for Worker's Compensation and Social Security, but the town must abide by the State rules as well. Chairman Gwudz stated he does not want to make up the rules as they go, he would like a clear cut definition of who is what. He asked Councilor Buebendorf to address this issue with the Town Council to determine how to best determine the difference between a town employee and a contract employee. He has concerns regarding liability to the town and would like clarification and guidelines so it does not become a liability issue.

10. Correspondence

Mr. Bushway submitted two correspondences, a performance contract for one of the bands for the summer music series at Camp Oakdale and an email from Rachel Edgar who is a contributor to Patch.com regarding walking trails in Montville for the Friday edition. Commissioner Berardy offered to help Mr. Bushway fill out the questionnaire for submission to Patch.com.

11. Facilities Requests – none.
12. Remarks from the Public – none.
13. Remarks from the Commissioners

Chairman Gwudz introduced Mr. Gilbert Maffeo who will be sitting on the Commission if he is appointed by the Town Council at its next regularly scheduled meeting. He reminded the Commission members the next Parks & Recreation Commission meeting is scheduled for 6:00 p.m. at the Camp Oakdale site for a facility walk through. Commissioners meet at the lower Camp Oakdale parking area.

14. Remarks from Town Council Liaison, Candy Buebendorf

Councilor Buebendorf stated the smoking ordinance goes into effect thirty days after approval of the Town Council. She discussed letter boxing on the conservation trail and the possibility of a farmer's market at Camp Oakdale the same day of the summer concerts. Chairman Gwudz stated he will put this item on the agenda for next month for discussion. Discussions were held regarding permits and Health Department regulations for selling prepared foods.

Commissioner Lawton discussed the possibility of holding a community tag sale at the Pavilion. Chairman Gwudz stated the town hosts a tag sale at Fair Oaks and he does not want conflict with the sales. He will add this to the agenda for next month for discussion.

Chairman Gwudz encouraged Commission members to attend the upcoming budget hearing to speak in opposition of cutting the Parks & Recreation department secretary position to twenty hours per week, as it is going to have an adverse impact and a burden to the department.

Commissioner LaVallie discussed the possibility of basketball inter-town play with the older girl's teams.

15. Adjournment

Motion made by Commissioner Tanner, seconded by Commissioner Berardy to adjourn the meeting at 8:30 p.m. Discussion, none, voice vote, 6-0, all in favor, motion carried.

Respectfully Submitted by:

Audrey Ulmer, Recording Secretary for the Town of Montville.