

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, July 20, 2011
7:00 p.m. – Council Chambers
Town Hall

1. Call to order

Chairman Gwudz called the meeting to order at 7:00 p.m. after establishing a quorum.

2. Roll Call

Present were Commissioners Berardy, Cicchese, delaCruz, Gwudz, LaVallie, Lawton and Maffeo. Absent were Commissioners Clark and Tanner. Also present was Parks & Recreation Director, Peter Bushway and Town Council Liaison, Candy Buebendorf.

3. Alterations to the Agenda

Motion made by Commissioner delaCruz, seconded by Commissioner Cicchese to add agenda items 9 (c) a discussion/recap regarding this year's Rotary Masters Road Race and 9 (d) a discussion regarding a proposal from the High School Head Football Coach, Tanner Grove for a new youth football camp program sponsored by Parks & Recreation. Discussion, none, voice vote, 7-0, all in favor, motion carried.

4. Remarks from the Public regarding items on the agenda with a three minute limit.

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

5. Approval of the Minutes

- a. To consider and act on a motion to approve the regular meeting minutes of June 15, 2011.

Motion made by Commissioner Cicchese, seconded by Commissioner Lawton to approve the June 15, 2011 meeting minutes as submitted. Discussion, none, voice vote, 6-0-1 (Chairperson Gwudz abstained because he was not in attendance at the meeting).

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

Director's Report –July 2011

Follow up from Director from previous commission meeting:

- The new bathrooms are up and operating at Camp Oakdale.
- Training for the summer staff went well this summer. Seven new staff members. The Town Council did approve the seven week program for this summer. Parents are happy!
- Construction at Fair Oaks is still not complete. Surprises during construction have led to additional work to be done. Specifically a two hour fire wall needs to be put up between the Library room, gym and hallway for us to be able to use the facility. Discussions with the contractor and architect are on-going.
- The Board of Education has been very helpful in allowing us to use the high school for summer camp. What began as a two week stay has turned into at least four. Pam Aubin, Brian Levesque and the High School Staff have been wonderful to work with this summer.
- I met with Councilor Hillman and two representatives from the New London group about community gardens here at Town Hall. The space is sufficient for about 40 plots of 8 feet by 4 feet. I'll keep you posted to the progress we are making.
- Our first movie night was rained out. Our first concert is July 12th and for the next three Tuesday following.
- The deadline for our next booklet is July 22 and out on the street the second week of August. I will be sending a proof to Commissioners de la Cruz and Cicchese.
- Commissioner Tanner has emailed the Coed Softball schedule to the four teams signed up. Games began July 10th.
- The fields have been sliced and seeded as well as an application of broad leaf weed control. It is evident that the application is working as it is beginning to take over the clover on the soccer fields especially. Watering will be the priority as the days get hot and humid.

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

See handout from Carol

Program highlights:

- The summer camp is going well. Parents seem to like the changes very much.

Customer's comments/compliments/inquiries:

- Parents are excited about the seven week summer camp and the new trip locations.

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

Notification of program facilitator/hired entertainment contract to review:

- none

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

Final Evaluation of program(s) offered:

Upcoming trainings:

- none

Addendum to include:

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

A discussion was held regarding summer camp trips and how to handle the overflow of children who are put on a waiting list to go on the trips. Commissioner Cicchese stated she does not want to see Parks & Recreation turn kids away as the trips are a big part of the summer camp program. Mr. Bushway stated there are only so many kids you can put on a bus and it would not be cost effective to the town to get an additional bus for a small amount of kids and the program would not generate enough revenue to cover the cost of the additional bus. Discussions were held regarding looking into the use of the Senior Center bus and to look into alternatives for bussing kids to the special trips for next year. It was the consensus of the Commission to plan and manage the transportation issues next year and possibly charge more for trips to cover the costs of an additional bus so that everyone who wants to go on a trip has the opportunity to do so.

Motion made by Commissioner delaCruz, seconded by Commissioner LaVallie, to approve the Director's Report as submitted and discussed. Discussion, none, voice vote, 7-0, all in favor, motion carried.

7. Reports from Finance

a. 2011-2012 operating budget status (final budget)

The budgets for the town have all been approved by the Town Council. This year the Parks & Recreation Commission will begin adding items to a special revenue account for certain programs.

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

Mr. Bushway stated this is the first month money will be added to the special revenue account and he will put together a format for the Commission to review for next month.

The programs included in the special revenue account include karate, gymnastics, zumba and yoga. Commissioner Cicchese discussed the CPR class and asked why it is one thousand dollars for summer camp. Mr. Bushway stated everyone working at the camp this year had to be certified at a cost of forty five dollars per person as there are new techniques applied this year. He stated he likes everyone to be certified for CPR in case of emergency there is someone there to help out. A discussion was held regarding overtime costs for the secretary of the Parks & Recreation Department. Mr. Bushway stated it was about an hour a day to catch up with the registrations that came in for the summer camp.

- c. Capital Plan – resurfacing of basketball courts (\$16,000) and tennis courts. (\$18,500). (FY 2012-2013) – no discussion.
 - d. Revenue from Facilities Request, special revenue/general fund – no discussion.
8. Unfinished Business
- a. Discussions regarding status of Summer Camp, 2011

Mr. Bushway stated there were ten special needs students who signed up and one was removed for inappropriate behavior. He stated the program is doing well and the students are integrated into the camp. An average of one hundred and eighty kids per day attend camp, this number is up by forty kids from last year. The use of the high school is working well for camp this year while construction is underway at Fair Oaks. The staff is doing well and all is going well with the program. A discussion was held regarding special preparations for the high heat this upcoming week.

- b. Discussions regarding the Fair Oaks building upgrades and timetable for completion of Fair Oaks building renovations. (Schedule start May 2nd, need completion date)

Mr. Bushway stated most of the original contracted job is finished, including the fire wall in the northern part of the building and the air exchangers are in place above the gymnasium and the library and the contractor needs to complete the clean up of the building. Some of the heating pipes in the gym have been cut and need to be reattached and put through the wall they built and put additional grates near the stage. There is a huge mess left in the building and he would like to see that cleaned up. The contractor breached the roof to put in the air exchangers and then it rained and water came into the building. He provided pictures of the damage and water in the building in case the town needs to make a claim against the contractor. The contractor was notified of the water coming into the building and he stated he would not come to the site as it was after hours. He stated the contractor used Public Works supplies and equipment to clean up after the fact, such as mops and buckets, an eight foot ladder and cleaning supplies that are now missing at a cost of approximately eight or nine hundred dollars that the town is asking

the contractor to reimburse Public Works for. The wall from the library to the gym where the double doors begin has to be a two hour wall and on the plans the architect had drawn signified the wall was a two hour fire wall and it turns out to be an hour and one half fire wall, requiring an additional half an inch on each side of the wall. The double doors need to come out and the proposed work is approximately sixty seven hundred dollars to do the work. He is not sure if the architect will pay for the additional costs as it was their mistake by not verifying this fact in the field prior to the construction. Fair Oaks will not be available for use of summer camp this season. The estimated completion date is still not available as of today and he is disappointed in the lack of effort in completing the job. Currently the contractor is three weeks behind schedule and he has not seen anyone on the job site in over a week. He hopes the contractor will contact him to determine a completion date.

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

Commissioner's delaCruz and Tanner are working on the project and will update the Commission month to month with their progress.

- d. STEAP grant submittal by June 23, 2011 in the amount of two hundred ninety eight thousand dollars.

Mr. Bushway submitted the STEAP grant in the amount of four hundred seventy one thousand two hundred and fifty dollars. There is no timetable for receiving the grant and he stated the town has submitted two additional STEAP grant applications for Public Works and Mayor Jaskiewicz has submitted one for the bridge repairs.

- e. Trick or Trunk event for Halloween. (tentatively scheduled for October 29, 2011 6:00 p.m. – 8:00 p.m. rain date October 30, 2011 5-7:00 p.m.)

Commissioner Lawton stated everything is going well, the dates and times are secured and she is waiting on written approval from the Tyl School prior to printing flyers and making signs. She is promoting the event as a community event for the town. Mr. Bushway stated he has verbal confirmation from the Assistant Superintendent of the school. A discussion was held regarding a registration form to be filled out by participants who park and decorate their vehicles for the event.

- f. Marketing the outdoor facilities. (photos for Town website)

Commissioner Cicchese will forward the pictures of the facilities to Mr. Bushway.

- g. Status of Camp Oakdale restroom facility

Mr. Bushway stated the building is in place and ready to go as soon as the town receives the water tests from the State in the second week of August. The facility locks are on

timers. The Commission requested a final cost analysis from Mr. Bushway for the next meeting.

h. Farmer's Market/Community Tag Sale

Commissioner Lawton stated she has not received any response to the tag sales or farmer's market to date. The Commission hopes to incorporate the farmers market with the summer concerts and movie nights.

i. Cost of Lighting for Softball and Football fields (potential added fee for organizations using lights).

Mr. Bushway stated the lighting costs are approximately fifteen hundred dollars per month but he will get an actual printout of the actual costs for the next meeting. He stated the football program has concerns regarding the lights on the fields occasionally shutting off, taking twenty minutes to re-set. The Commission members suggested looking into getting cost estimates to make the football fields more cost effective with energy saving lighting and separating the meters for the lights to allow for a meter for each field to better track the costs of each field for billing purposes.

9. New Business

a. Procedure and protocol for Eagle Scout projects.

Chairman Gwudz stated he would like to see the proposal of the Eagle Scouts presented one month prior to the start of the project and have the Scout present his proposal the next month to the Commission. A procedure for projects must be established and presented to the Scout leaders for projects.

b. Town of Montville Code of Ethics.

Chairman Gwudz stated the Town Clerk has asked that all Commission members receive a copy of the Code of Ethics and acknowledge they have read it and understand it. He asked each Commission member if they have received and read the document and they all answered yes.

c. Masters Road Race

Mr. Bushway stated the race was held last Sunday and there were forty four paid participants and six hundred and ten dollars was collected for the event. The shirts cost the Rotary two hundred and eighty dollars and one hundred dollars was handed out in cash prizes. He met with the event coordinators and discussed ways to improve the race next year, including bottles of water for the runners and starting the walking portion of the race prior to the running portion to get all the participants back in at the same time. The Polish Club hosted the post race event festivities. A discussion was held regarding

the Town purchasing the trophies and if they should continue to do so. The race went well and had many compliments this year. The times of the runners are posted on the town's website.

d. Discussion regarding a proposal from the High School Head Football Coach, Tanner Grove for a new youth football camp program sponsored by Parks & Recreation.

Mr. Bushway stated Mr. Grove approached him last week and requested the Parks & Recreation Commission run a football camp because State regulations state he can not run the program through the school. He stated the Parks & Recreation Commission has run the camp in the past. The program teaches non contact football skills and will teach basic running, catching, and throwing skills while teaching and demonstrating safe and effective speed and conditioning drills. The dates are July 27, 28, and 29th from 5:30 to 7:00 p.m. at the high school football field. The Town must collect the money and pay the coach so not to violate recruiting and out of season playing rules. A discussion was held regarding this program not being directly available to the public because they will not know about it because of the short notice of the program.

Motion made by Commissioner Berardy to approve the football camp request as discussed. There was no second to the motion. Motion failed to pass.

10. Correspondence

Mr. Bushway discussed the community gardens, stating he was in contact with a group from New London and they came out to look at the site. There is a lot of interest in planning the community garden and Councilor Hillman has expressed interest in participating as well. Four raised beds have been donated for use and there are one hundred and fifty plants that have been donated to start the project. Donations from the gardens will help out the Senior Center, the local food banks and Social Services.

11. Facilities Requests

Chairman Gwudz discussed the Montville Little League request for waiver of the fee for their facilities request because they have non profit status. The Commission did not have an issue with Mr. Bushway waiving the fee for the organization.

Mr. Bushway discussed the Cub Scouts Pack #67 request for the Fair Oaks facilities on Saturday and their request for a fee waiver. He asked if the organization should come before the Commission each year or if they would consider a permanent standing fee waiver. Chairman Gwudz stated he would like them to come back each year for review of the request. This goes for any organization who requests a fee waiver. The Commission does not have an issue with the fee waiver.

12. Remarks from the Public

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

13. Remarks from the Commissioners

Motion made by Commissioner Cicchese, seconded by Commissioner Berardy to cancel the August Parks & Recreation Commission meeting. Discussion, none, voice vote, 7-0, all in favor, motion carried.

14. Remarks from Town Council Liaison, Candy Buebendorf

Councilor Buebendorf did not have anything to report to the Commission.

15. Adjournment

Motion made by Commissioner Lawton, seconded by Commissioner Maffeo to adjourn the meeting at 8:40 p.m. Discussion, none, voice vote, 7-0, all in favor, motion carried.

Respectfully Submitted by:

Audrey Ulmer, Recording Secretary for the Town of Montville.