

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, September 21, 2011
6:00 p.m. – Council Chambers
Town Hall

1. Call to Order

Chairman Gwudz called the regular meeting of the Parks & Recreation Commission to order at 7:00 p.m. after establishing a quorum.

2. Roll Call

Present were Commissioners Berardy (6:02 p.m.), Cicchese (6:30 p.m.), delaCruz, Gwudz, LaVallie, Lawton, and Tanner. Absent were Commissioners Clark and Maffeo. Also present was Parks & Recreation Director, Peter Bushway and Town Council Liaison, Candy Buebendorf.

3. Alterations to the Agenda – none.

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 July 20, 2011.

Motion made by Commissioner delaCruz, seconded by Commissioner Lawton, discussion, none, voice vote, 5-0-1 (Commissioner Tanner abstained, she was not at the July meeting). Motion carried, meeting minutes approved.

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

Follow up from Director from previous commission meeting:

- The summer camp summary is included in your packets.

- The Freedom of Information Act seminar has been rescheduled for October 17th at 7 pm in the Council Chambers.
- I have included a draft of the Eagle Scout Project Procedure in your packets for review and discussion.
- I have also included a New Program Proposal and Program Proposal Form for review and discussion. There is also a draft of the Special Revenue Account Activity report. If this is the way the Commission would like to see the information shown we will begin using it next month.
- Fair Oaks construction has resumed. The major sticking issue is with the roof. The contractor needs to work with the roofing company that installed the roof in 2003-04 in order to maintain the 20 year warrantee. There have been leaks in the building due to the penetrations the contractor did to install the duct work and used temporary sealant to keep the water out. However, it did not last and there are several leaks occurring in the building.
- Football and soccer have started their seasons and are very happy with the condition of the fields. The broad leaf weed control applied to the soccer fields combined with the over seeding made a huge difference in the number of weeds and clover on the field.
- I am working with Public Works and the Senior Center to discuss the additional buses for our day camp next summer.
- The Community Gardens project is up and running next to the Senior Center. Councilor Hillman has taken over the job of the day to day operations and oversight of the project.
- I have yet to approve any requests to use Fair Oaks by groups or individuals until the completion of the project is known. I anticipate it being the second week of Sept. However, I still don't know for sure. It is causing the groups to panic slightly as they try to find space to meet.
- I have met with administrative staff members of our summer day camp to begin planning for next year. Once we have the suggestions for the camp determined I will present it to the Commission.
- The concerts went well this summer considering the weather. Concert one was 95 degrees and humid and 48 people attended. Concert two was the best weather at 83 degrees and not as humid with 177 people attending. Concert three forecasted rain and it did right at 6 pm and it was torrential for 30 minutes then it stopped. We have 89 people attend. The fourth and final concert was canceled due to an injury to one of the band members.
- The movies went as follows: first one rained out, second one no one attended (90+ degrees and humid, thunderstorms predicted but didn't happen), third movie had 19 people attend and the fourth had to be postponed again due to weather.
- The fall booklet is out and on time. Thanks to all who participated in getting programs and proof reading. There are more advertisers in this one compared to the spring booklet so there was no out of pocket money any of our department's had to kick in.

- Planning for basketball has begun. I have spoken to Palmer Academy about shirts, we received information from the radio stations about cancelations and I've been speaking with Groton, New London and the Sub Base about playing against their girl teams.

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

See handout from Carol

Program highlights:

- The summer camp went well. See attached report.

Customer's comments/compliments/inquiries:

- Parents were very pleased about the seven week summer camp and the new trip locations. Several posted on our Facebook page their positive comments.
- Zumba continues to be a strong program for us. A new session began August 15 and 17.
- Growing frustration from group leaders about the inability to use Fair Oaks.

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

- none

Notification of program facilitator/hired entertainment contract to review:

- none

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

- Eagle Scout Project Procedure
- New Program Proposal Form

Final Evaluation of program(s) offered:

- Summer Camp Summary

Upcoming trainings:

- none

Addendum to include:

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

Chairman Gwudz asked Mr. Bushway to discuss an incident that occurred over the summer at camp where a camper bit an employee. Discussions were held regarding how to handle situations differently next year. Chairman Gwudz asked Mr. Bushway to

discuss the details of the two staff members that were terminated and to re-evaluate the policy regarding camper's interaction with Town employees that are not camp staff based on the various incidents that occurred this year.

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

7. Reports from Finance

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

Mr. Bushway stated he has included a chart he manually entered into the computer for the Commission to review. A discussion was held regarding why the Finance Department can not produce a print out for the Commission on a monthly basis and how money is tracked through the Special Revenue account.

b. Parks & Recreation overtime expenditures.

Mr. Bushway stated he has asked the Parks & Recreation secretary to come in to work an hour earlier on occasion to catch up with registrations for summer camp and ongoing programs with above average participation. A discussion was held regarding the option of "flex" time to accommodate special events and Mr. Bushway stated the Unions do not allow for this. A discussion was held regarding the Master's Race and ways to make it more beneficial to the town to continue to participate in the function. Currently the town pays for trophies and overtime expenses for registration but does not receive any money for the event in return. It was the consensus of the Commission to only sponsor classes and programs that at least break even for the town, it is not beneficial to sponsor events that cost money. Mr. Bushway will look into options for the Master's Race in the future, including the possibility of using volunteers for registrations and asking the sponsor of the event to provide trophies.

c. Final costs of Camp Oakdale restroom facility

Mr. Bushway stated the cost of the building was sixty three thousand two hundred and thirty three dollars. He explained the area must be paved to be in compliance with ADA standards and there will be costs associated with this. Overall the project will come in under budget due to utilizing an onsite well as opposed to drilling a new one. Mr. Bushway will investigate to determine how much money is left over in the fund to construction the restroom facility and report back to the Commission.

d. Capital Plan/future projects (lighting upgrades at Camp Oakdale, metering electricity for each of the fields).

Chairman Gwudz encouraged the Commission members to write down any ideas they have for Capital projects for discussion at a future meeting. Mr. Bushway produced a printout of costs from Public Works for lighting on the fields for the month of August. Chairman Gwudz requested a monthly printout of costs and discussed separate meters for each of the fields to better determine more accurate costs should the town decide to charge teams for use of the field lighting. A discussion was held regarding resurrecting the walking trail project and the alternative entrance/exit at Camp Oakdale and adding the projects to the Capital Plan in the future. Chairman Gwudz encouraged Mr. Bushway to look into grants for the trails. He stated he will leave this item on the agenda for further discussion and Mr. Bushway will get a more detailed month to month report of lighting costs.

- e. CPR training and associated costs for summer camp.

Mr. Bushway explained how each of the staff of summer camp was certified for CPR at a cost of forty five dollars per employee. Each certification is good for two years and should the staff from this year return next year they will not need to be certified again, at a savings to the town. The Commission discussed certifying fewer staff each year and stated one hundred percent of them do not need certification as long as there is adequate coverage. Chairman Gwudz requested Mr. Bushway determine the number of councilors requiring certification and to report back with his findings. It was the consensus of the Commission that one hundred percent of the councilors do not need to be certified for CPR.

- f. Discussion regarding revenue/donations for summer concerts

Mr. Bushway stated all but one donation as been received and once this donation is made the costs of the concerts to the town will be covered with a little money left over due to a cancellation of one of the concerts. A discussion was held regarding why the leftover money is not put in the special revenue account as this is what they have designated the fund for and Chairman Gwudz asked Town Council Liaison Candy Buebendorf to look into the situation for the Commission and to take the Commission's concerns to the Town Council for clarification and a recommendation as to how to proceed with the disconnect from the Finance Department. He suggested she request something in writing regarding why the Parks & Recreation Commission can not receive reports as requested and to get a clear definition of how much money is in the Special Revenue account and from where the money came from as well as a clear definition of their accounting procedures. Chairman Gwudz stated he will leave this item on the agenda for further discussion.

8. Unfinished Business

- a. Discussions regarding Summer Camp, 2012 improvements, programs. Process and policy for CPR certification, method to allocate trips to ensure no campers are turned away.

Mr. Bushway stated he will look into new policies and procedures for next year based on experiences this year.

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

Commissioners delaCruz and Lawton stated they did not have anything new to report but they continue to meet and brainstorm ideas. Chairman Gwudz stated he will add the Christmas Parade to the agenda for discussion next month.

- c. Update regarding the STEAP grant submittal in the amount of two hundred ninety eight thousand dollars.

Mr. Bushway did not give an update regarding the STEAP grant submittal.

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

Commissioner Lawton stated she has been working on getting local businesses to donate four gift cards for the prizes for the best trunks and she discussed the need for more trunks at the event. She asked for clarification regarding information required of participants at the event who wish to decorate their trunks. She discussed all of the local vendors who have signed up to participate and asked if each of the Commission members would donate a bag of candy at the next meeting to give out at the Parks & Recreation booth at the event. She explained the Parks & Recreation budget does not have a line item for this event and she has been using her own money to purchase supplies for signs, flyers and various miscellaneous expenses. A discussion was held regarding the need for a generator for the Halloween music and microphones.

- e. Marketing the outdoor facilities for 2012 season.

Commissioner Cicchese stated she has submitted the photographs to the Parks & Recreation Director and this item can be removed from the agenda.

- f. Farmer's Market/Community Tag Sale for the 2012 season.

Mr. Bushway discussed the farmer's market and tag sale proposal for next year with the Commission. He stated he has great ideas from other towns that offer the service and he hopes to implement it next year.

- g. Cost of Lighting at Camp Oakdale. (printout from Director)

Mr. Bushway will ask the Public Works Director for a printout from January to December for a cost comparison month to month on each field and present it to the Commission next month.

h. Procedure and protocol for Eagle Scout projects

Mr. Bushway included the procedure in the Commission packets for review and stated it is a good thing to have a policy in place that he can give to Scout leaders. Commissioner Tanner suggested Mr. Bushway put the policy on the town website so it is accessible to anyone who needs it.

Motion made by Commissioner Tanner, seconded by Commissioner LaVallie to accept the procedure and protocol document for Eagle Scout projects as presented by Mr. Bushway. Discussion, none, voice vote, 7-0, all in favor, motion carried.

9. New Business

a. Assessment of storm damage to Camp Oakdale by Hurricane Irene.

Mr. Bushway reviewed the damage caused by Hurricane Irene and stated overall the town was lucky not to have any severe damage to fields or parks.

b. Cancellation of Freedom of Information seminar, rescheduled for October 17, 2011 at 7:00 p.m.

Chairman Gwudz stated the seminar has been rescheduled due to Hurricane Irene and encouraged anyone who can attend to do so.

c. Fair Oaks Community Center status of contractor's failure to fulfill the obligations for the contract for construction.

Mr. Bushway distributed a letter dated September 6, 2011 from TLB Architecture regarding Fair Oaks Community Center. He explained the programs have been unable to use the Fair Oaks building due to the construction and this has caused him to find alternative locations to hold the programs. There are approximately fifteen groups per week that utilize the building and this has been a burden to the other facilities in town. He explained the Mayor has met with the owner of the company in charge of the renovations and they have worked out a deal to complete the job by Friday. He explained the smoke detectors have been fixed and installed and he hopes to get back to normal after Friday. He stated the roof is in the process of being repaired. Chairman Gwudz stated he will leave this item on the agenda for an update next month.

d. Commission's Annual Report.

Chairman Gwudz thanked everyone who worked on preparing the Annual Report and stated Mr. Bushway will prepare a separate report for the Parks & Recreation office.

e. Discussion regarding Gardner Lake/Hope Meade State Park swimming area.

Chairman Gwudz stated he has no interest in pursuing this issue at this time and asked if any of the Commission members had anything they would like to say in favor or against the proposal.

- f. Discussion regarding possible October facilities walk through.

Chairman Gwudz suggested the Commission members walk through the facilities at their own leisure before the next meeting and to write down any questions or concerns they have for discussion at the October meeting.

- g. Approval/review of the 2012 Parks & Recreation regular meeting schedule.

Motion made by Commissioner delaCruz, seconded by Commissioner Berardy to approve the 2012 meeting schedule as presented and to file it with the Town Clerk. Discussion, none, voice vote, 7-0, all in favor, motion carried.

- 10. Correspondence – none.

- 11. Facilities Requests

Mr. Bushway discussed two facilities requests that are on the same date and time and asked for guidance from the Commission as to who to give the request to. Both parties have non profit status and both would like to hold their function at the large pavilion. Chairman Gwudz asked Mr. Bushway to work it out between the two organizations and offer an alternative location to one of them.

- 12. Remarks from the Public

Councilor Ellen Hillman was present to discuss the Community Garden program established this year by the town. She stated there will be forty beds in the spring and she is looking for donations for park benches to place by the beds for people who utilize the area. She discussed a canning program and the impact the gardens have had on the community and various organizations with a need for food.

- 13. Remarks from the Commissioners

Commissioner Tanner discussed a new program she would like to add to the next brochure.

- 14. Remarks from Town Council Liaison, Candy Buebendorf

Councilor Buebendorf thanked Councilor Hillman for all the time and hard work she has dedicated to the Community Gardens and stated she will contact the Finance Department to get clarification regarding the Special Revenues account.

15. Adjournment

Motion made by Commissioner LaVallie, seconded by Commissioner Berardy to adjourn the meeting at 8:00 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