

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, October 19, 2011
7:00 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, delaCruz, Gwudz, LaVallie, Lawton, Tanner, Clark and Maffeo. Absent was Commissioner Cicchese. Also present was Parks & Recreation Director, Peter Bushway, Town Council Liaison Candy Buebendorf and Public Works Director Don Bourdeau.

3. Alterations to the Agenda

Chairman Gwudz discussed adding a wrestling discussion to next month's agenda.

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

5. Approval of the Minutes

- a. To consider and act on a motion to approve the regular meeting minutes of September 21, 2011.

Motion made by Commissioner Tanner, seconded by Commissioner Lawton to approve the meeting minutes of September 21, 2011 as submitted. Discussion, Commissioner Tanner stated she has been in contact with Ms. Peck at the Senior Center and she requested a change in the minutes to page 2, bullet #6 to read "I will be" instead of "I am working with" because she stated it makes it sound like she is not cooperating with the Commission. Motion made by Chairman Gwudz, seconded by Commissioner Tanner to amend page #2 of the September 21, 2011 meeting minutes to reflect the change, discussion, none, voice vote, 8-0, all in favor, minutes amended. Voice vote on the original motion as amended, 8-0, all in favor, motion carried.

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

Follow up from Director from previous commission meeting:

- The Certificate of Occupancy for Fair Oaks was given Sept. 30th. There are still a few small items to finish up with such as additional cleaning and a bit of duct work. However, we can now begin to use the building full time again.
- All of the proximity cards that groups and/or individuals have to access the building will not work unless I reactivate them manually. When the building lost power during the hurricane the system went down as well and deactivated the cards. I have activated only about a dozen of the 85-95 cards out in the community. No one with a proximity card will be able to access the building until their card is reactivated giving us a better handle on who has a key card to the building.
- Basketball registrations began October 3rd with a deadline of November 4th as the early registration. After that time a \$20 late fee is applied.
- Request to allow a girl basketball player to play in the boys division has been made.
- Background checks for the basketball and wrestling coaches will be done prior to the season beginning.
- Bill O'Neill and I have touched base with Vermont Systems to discuss the on line registration program possibilities for Rec Trac. We will be meeting with Finance Director Terry Hart to help us determine the integration of the credit/debit cards with the Town's current system.
- Invitations for the Holiday Parade are out to the bands and chorus directors of the respective schools. We have already received permission from the state to close the road for the event.
- I have made contact with the Rotary regarding the Masters Race and any changes to be made to the race. Pam Kinder is part of the Rotary and the Montville Educ. Foundation and would like to expand upon the race to include walkers and runners younger than 40 years old. We will be scheduling a meeting to discuss this option along with our long time runner/organizer Ron Dombrowski. It will be our 25th race next July.
- The Fire Marshal's office will not use our property for training this year. They were unsuccessful in obtaining permission to use the water from the pond from Mr. Cogshell. They will use the property next year by trucking in water in tanker trucks. The other variable in the project is for Public Works to remove the piles of earth from the site. They have not secured a site just yet.

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

See handout from Carol

Program highlights:

- Trick or Trunk is going very well. Kerri has posted the signs the kids at Youth Service made. We are meeting Oct. 12th at Tyl to look over the site and determine where thing will be placed. There are approximately 40 cars registered so far.
- Commissioner Tanner and I have been working on a Drop and Shop program for this holiday season. A copy of the initial program description is included in your packets. The Leos have also been contacted and want to join in. We have yet to determine the total expenses to run the program. However, it will turn a profit or the program will be cancelled. Once we finalize the program we will present it to the Commission for approval. We anticipate operating the program in December. If it goes well we may decide to offer the program at various times during the year. We may change the name to Date Night to accommodate the other times of the year.
- Is the Commission interested in expanding the Masters Race to include younger age groups and walkers with the Rotary and Montville Education Foundation as partners?

Customer's comments/compliments/inquiries:

- People are happy to have the use of Fair Oaks again. The Toddler Group that meets Tuesday and Friday mornings were the first ones back in.

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

- Montville Little League request to waive fees for field and lights for a game.

Notification of program facilitator/hired entertainment contract to review:

- none

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

- CL&P light bills for the three meters at Camp Oakdale.

Final Evaluation of program(s) offered:

Upcoming trainings:

- none

Addendum to include:

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

Chairman Gwudz discussed the Certificate of Occupancy for the Fair Oaks building and the lack of communication and cooperation with the contractor during the construction. A discussion was held regarding moving the materials from the Camp Oakdale parking area and when and where the material will be utilized.

Motion made by Commissioner delaCruz, seconded by Commissioner Lawton to approve the Director's Report as written and discussed, discussion, none, voice vote, 8-0, 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 been in contact with the Finance Department in order to get a report/template from the Department that is satisfactory to the Commission.

b. Final costs of Camp Oakdale restroom facility (\$63,233)

Mr. Bourdeau stated paving still needs to be completed and the existing bathroom needs paving work. He discussed the wells on the site, the old bathroom facility needs upgrades and brought up to code, he discussed adding handicap stalls to upgrade with the money left over from the latest project. The Commission is in favor of upgrading/renovating the two restroom facilities at Camp Oakdale and Mr. Bourdeau will provide a plan to the Commission to review and will check the amount of money in the Capital Plan that can be utilized for the projects. Chairman Gwudz stated he will keep this item on the agenda for future discussion.

c. Capital Plan/future projects (lighting upgrades at Camp Oakdale, metering electricity for each of the fields, walking track, additional entrance/exit at Camp Oakdale).

Chairman Gwudz asked Mr. Bourdeau to look into the metering of the electricity in the fields and he provided the Commission with a printout of costs. The fields cost approximately thirteen thousand dollars per year for lighting. Chairman Gwudz asked how many meters are at Camp Oakdale and Mr. Bourdeau stated there are currently three meters at Camp Oakdale and he discussed installing a meter that records kilowatt hours on the fields to appropriately charge individual programs for their use of the lighting on the fields. The town will have to monitor the usage to bill appropriately. Chairman Gwudz stated the meters will encourage the youth groups to conserve energy.

A discussion was held regarding the walking track at Camp Oakdale and Mr. Bourdeau provided a copy of a plan for the Commission to review and discussed costs and potential usage of the walking trail. He is proposing a quarter of a mile paved track to comply with ADA regulations and to give the town the ability to plow the trail in the winter months. He hopes to eventually extend the trail for a longer distance around the facility. Portions of the trails could be utilized by the cross country teams and he is proposing the trails be connected to one another. A discussion was held regarding stone dust vs. pavement on the trails and the most cost effective route to save money. Mr. Bourdeau

stated the approximate cost of the trail will be one hundred and thirty six thousand dollars.

8. Unfinished Business

- a. Discussions regarding Summer Camp, 2012 improvements, programs.

Mr. Bushway did not have anything to add this month, and mentioned that he has paid the bill for the busses.

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

Commissioner delaCruz stated she has been very busy with the Trick or Trunk program and will start working on the Christmas float after Halloween. Chairman Gwudz will leave this item on for future discussion.

- c. Discussion regarding the Montville Christmas Parade.

Mr. Bushway stated DOT has confirmed the permit for the parade and the Montville band will attend. He has been in contact with Mr. Bourdeau to get help from his staff with set up and take down of props and cleanup after the parade. The Christmas parade is scheduled for December 4, 2011 and he is in the process of securing groups to march in the parade. A discussion was held regarding whether or not the Norwich parade is scheduled for the same day.

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

Mr. Bushway did not have anything new to discuss with the Commission.

- e. 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 there are approximately fifty vehicles registered for the event, she discussed the gift cards that were donated for the prizes and stated there has been a great response with candy donations. She discussed the need for help with parking at the event that evening and Mr. Bushway will contact the Leo's and the Police Department for help with the parking. He indicated he has a parking plan and will be at the event to help with the parking as well. She stated there has been an overwhelming response to the event and expects between three and four hundred participants at the event this year.

Chairman Gwudz thanked Commissioners Lawton and delaCruz for a great job organizing the event.

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

Mr. Bushway stated he does not anticipate any progress on this until next season, but he has contacted Uncas Health to get their requirements for the vendors. There are eighty seven farms listed in the Town of Montville and he will contact them to determine if they would like to participate. He is looking into the best dates and times to hold the event and Councilor Buebendorf suggested holding a farmer's market in conjunction with the concerts at Camp Oakdale. A discussion was held regarding holding the markets on separate dates and times throughout the week.

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

9. New Business

- a. Fair Oaks Community Center discussion/status.

Mr. Bushway stated the contractor is cleaning the facility and the Certificate of Occupancy has been issued by the Town. The building has been in use for several weeks. Mr. Bushway stated eleven and one half feet of the gymnasium space has been reduced due to the installation of the fire wall. Chairman Gwudz asked Mr. Bushway to be selective of who gets a key to the facility to avoid problems in the future and to look into the possibility of charging a fee that will be returned when the key to the facility is returned. Mr. Bushway stated the old keys to the building no longer work and there is now a computerized system that is easier to use. By code this is officially a community center and Chairman Gwudz stated the building could officially be re-named if the Commission would like to do so and he asked Mr. Bushway and Councilor Buebendorf to look into the protocol for changing the name of a town owned building and if it can be done what the process is for doing so. Councilor Buebendorf stated she will look into the procedure for re-naming a town owned building.

- b. Independent walk through at Camp Oakdale.

Chairman Gwudz stated the fields are in good shape and the facility looks good. Mr. Bushway volunteered to show the Commission the upgrades to the Fair Oaks building. Commissioner Gwudz suggested holding the next meeting at the Fair Oaks building to tour the facility at 6:30 p.m. and the Commission is in favor of changing the meeting location in November.

- c. Potential fee waiver for Little League to use lights at Camp Oakdale.

Chairman Gwudz cautioned the Commissioners regarding debates and discussions by email and stated it is a violation per the Freedom of Information Act.

Motion made by Commissioner LaVallie, seconded by Commissioner Tanner, to waive the fee to play on the field and to waive the fee for the Little League to use the lights at Camp Oakdale, discussion, Chairman Gwudz stated he would like to be consistent with fees so if one is waived all should be waived and the Commission needs to look at the fees as a whole and to evaluate the programs as a whole. Voice vote, 7-1 (Chairman Gwudz opposed).

Chairman Gwudz stated he will add this item to the agenda next month for discussion.

d. Discussion regarding online software for program registrations.

Mr. Bushway stated he met with Finance and IT to discuss the RecTrak Program that allows residents to register from home with a credit card. He needs to make a decision whether or not to charge a convenience fee for the transaction or to absorb the fee in the program. Chairman Gwudz stated it will be worthwhile to try the registration process, as it should eliminate the over time required to register for summer camp and it could reduce the number of hours dedicated to registrations in the office. It could be beneficial to Parks & Recreation to use the program.

Motion made by Chairman Gwudz to authorize Mr. Bushway to move forward with the purchase of the RecTrak Program for the Parks & Recreation Commission. Discussion, Mr. Bushway stated there is eight thousand dollars in the town's IT budget for the purchase of this program. Chairman Gwudz stated he would like Mr. Bushway to look into if the money is available to spend on the program before the Commission makes a motion to approve it and retracted his original motion until further notice. He will leave this item on the agenda for future discussion.

e. Recreational basketball (discussion regarding girls playing on boys teams).

Mr. Bushway stated he has approval from the schools for use of the gymnasiums for basketball this year. He discussed a request he received for a girl to play on the boy's league this year. Chairman Gwudz stated there is a girl's league and does not feel it should be allowed, as there are other leagues she can join if she wants to play co-ed.

Motion made by Chairman Gwudz, seconded by Commissioner Tanner not to allow girls to play on boy's teams and not to allow boys to play on girl's teams. Discussion, none, voice vote, 8-0, all in favor, motion carried.

f. Masters Race expansion discussion.

Mr. Bushway discussed the program and inquired if the Commission would like to allow younger individual's to run in the race. A discussion was held regarding holding two separate races for different age groups and to leave the Master's Race as it is.

- g. Drop and Shop program.

Mr. Bushway discussed the program and stated the program offers babysitting for children on Friday or Saturday evenings while the parents go shopping or out to dinner. He is proposing approximately forty children and is going to schedule events such as arts and crafts and board game and movies for the children while the parents are away. A discussion was held regarding structure of the program, security issues and volunteers for the program. Mr. Bushway stated this program could be up and running by December. Chairman Gwudz suggested leaving this item on the agenda for future updates.

- 10. Correspondence

11.

Chairman Gwudz congratulated Commissioners Tanner, Cicchese and Berardy for re-appointment to the Commission.

- 12. Facilities Requests – none.

- 13. Remarks from the Public

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

- 14. Remarks from the Commissioners

Mr. Bushway stated he has a liability waiver from the Risk Management firm used by the Town for volunteers to sign and he will ask the Town Attorney to look at the document prior to its use.

Commissioner Tanner stated she has enjoyed serving on the Parks & Recreation Commission and if she gets elected to the Town Council she will be resigning from her position.

- 15. Remarks from Town Council Liaison, Candy Buebendorf – none.

- 16. Adjournment

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

Respectfully Submitted by:

Audrey Ulmer, Recording Secretary for the Town of Montville