

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

Town of Montville Parks & Recreation Commission
Special Meeting Minutes
Wednesday, November 9, 2011
6:30 p.m. – Fair Oaks Community Center Building

1. Call to order

Chairman Gwudz called the special meeting to order at 6:30 p.m. after establishing a quorum.

2. Roll Call

Present were Commissioners Cicchese, delaCruz, Tanner, Lawton, Berardy, LaVallie and Gwudz. Absent were Commissioners Maffeo and Clark. 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.

Nola Waite from Brookside Hair Design was present to discuss having Santa Claus on their business float at the Christmas parade and Mr. Bushway stated he would request they have Ms. Claus on the float for the hair design and stated he has a suit available to use that evening if they need one.

5. Approval of the Minutes

a. To consider and act on a motion to approve the regular meeting minutes of October 19, 2011.

Motion made by Commissioner Lawton, seconded by Commissioner Tanner to approve the October 19, 2011 meeting minutes as submitted. Discussion, none, voice vote, 7-0, all in favor, motion carried.

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

The Commission reviewed the Director's Report for the month of November and discussed the Master's Race, stating Mr. Bushway's proposal to keep the race as it is and if the Rotary would like to host a walk that day it can be held before or after the race so

the original race can continue as it has for years. The Commission discussed the Trick or Trunk turnout and stated there were between three and five hundred participants this year. They discussed ideas to make next year's event even more successful and the need for a sound system on the site. Mr. Bushway discussed the shirts donated by the Mohegan Sun for the basketball programs, stating they donated shirts for the participants. To date the basketball program has one hundred and fifty participants registered, this number is down from last year by fifty participants but they are still enrolling. Mr. Bushway discussed options to save money during the games, including having only one referee at a time and utilizing volunteers and Mr. Bushway as referees. Mr. Bushway discussed the proposal for a farmer's market for next year and whether or not to have the farmer's market State recognized and the guidelines to become State recognized. Mr. Bushway stated he has a list of operational farms in the Town of Montville and he will contact them over the winter months to determine if they are interested in establishing a farmer's market next season. Chairman Gwudz stated he will leave this item on the agenda for discussion next month. Commissioner Cicchese discussed a correspondence submitted to the Commission from Ms. Bunnell, Administrative Assistant for the Montville Parks & Recreation Commission, and stated it is inappropriate and the document should have been screened by the Director before it went out to the Commission members. Mr. Bushway stated he trusted his assistant to send out appropriate materials and will check them before they go out in the future. He discussed a proposal from Zumba class to extend the existing class by fifteen minutes and he discussed the co-ed softball program and stated the teams that have not paid for this season will not be allowed to participate next season until they are up to date. Commissioner Berardy suggested billing the teams that did not pay for this past season. A discussion was held regarding wrestling programs and the liability of the town for traveling teams. Chairman Gwudz suggested Mr. Bushway get a determination of the direction of the program and if restructuring the program is an option and indicated he will keep this item on the agenda for discussion next month. A discussion was held regarding the Drop and Shop program for the holiday season and he Mr. Bushway distributed a copy of the flyer he prepared for the event. A discussion was held regarding holding the program several times throughout the year and what to name it. It was the consensus of the Commission members to move forward with the program. A discussion was held regarding a request from town's United Way Campaign representative for the Parks & Recreation Commission to donate a twenty five dollar credit toward a program of the winner's choice of programs offered by the Parks & Recreation Commission. Motion made by Commissioner delaCruz, seconded by Commissioner Cicchese to approve the donation request of a twenty five dollar gift certificate from the Parks & Recreation Commission to be used toward a program offered by Parks & Recreation. The gift certificate will be given to a randomly selected person who donates to the United Way. Discussion, Commissioner delaCruz stated the Commission has done this before and she does not have a problem with it. Voice vote, 7-0, all in favor, motion carried.

The following is the November Director's Report submitted by Mr. Bushway.

Director's Report –November 2011

Follow up from Director from previous commission meeting:

- I met with Ron Dombrowski regarding the Rotary's request to expand upon the Master's Race. It is our recommendation to continue the Master's Race as has been done the previous 24 years. If the Rotary and Montville Education Foundation would like to host a walk on that day, it will be done either an hour before or after the Master's Race begins. The route can remain the same and the volunteers can also be used to work the walk/run, but the traditional race will be unaffected.
- Trick or Trunk was a great success despite the weather. Kerri did a fabulous job of getting the donations and Trunkers organized. Nancy and Scott handled the registrations and greetings the day of the event as Kerri and I arranged the parking of the Trunkers. There were an estimated 250 people at the event (estimated by Lt. Bunnell). There are great pictures on our Facebook page of the Trick or Trunkers.
- Registrations for basketball are going slower than anticipated. I have sent another flyer home through the schools to bolster the numbers.
- The deadline for our next booklet is December 1st. The release date is the first of January.
- There is a pretty elaborate process to get officially designated as a Farmer's Market. Included in this process is a board of directors, market master and other State mandated policies in their 164 page reference tool.

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

See handout from Carol – it will be sent via email Monday or Tuesday of next week since she is on vacation this week.

Program highlights:

- Trick or Trunk as I mentioned above went very well. There were some small things Kerri, Nancy, Scott and me noticed we would do differently and will incorporate that into next year's program. Suggestions such as trash barrels, although there was surprisingly very little trash after the event, a shorter event by one-half hour, larger space, better sound system (radio station broadcast perhaps). In all everyone participating seemed to have a good time as did the kids and their families.
- 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. 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.
- The Town's annual United Way Campaign is underway. The Town's representative, Tina Muniz-Jones has asked for the Commission to donate a gift certificate for a randomly selected person who donates to the United Way. She was thinking in the \$25-\$30 range.

Customer's comments/compliments/inquiries:

- People responded on our Facebook page their pleasure with how well the Trick or Trunk event went.
- A woman made a comment this week about how inconvenient it was to have to come to the office to register for a program. She wanted to do it over the phone or on line.

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)

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Final Evaluation of program(s) offered:

- Trick or Trunk: trash barrels, an hour and one-half in length, better sound system.

Upcoming trainings:

- State Parks and Recreation Conference in Dec.

Addendum to include:

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

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

7. Reports from Finance

a. Funding status year to date for the Special Revenue accounts (new format)

Mr. Bushway indicated he has been in contact with the Finance Director who has indicated to him that she will print a printout similar to the regular budget information submitted to the Commission that is easy to follow. He stated he will get a sample for review at next month's meeting.

b. Final costs of Camp Oakdale restroom facility (\$27,891 remaining on project)

Mr. Bushway stated the water to the facilities has been shut off for the season. He has not been in contact with the Public Works Director regarding the remaining money from the project. A discussion was held regarding an odor detected at Camp Oakdale that could be from sewage runoff from the heavy rains over the past months. A discussion was held regarding lighting on the field and the need to readjust the timer for the tennis courts. Mr. Bushway stated he will get a quote for the upgrades from the Public Works Director for the next meeting.

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).

Mr. Bushway stated he received an email from a resident who is in favor of the upgrades to the entrance and exits of the Camp Oakdale facility because of the dangerous cross walks at the site. Commissioner LaVallie requested adding to the next agenda a discussion regarding future development of the Community Center building across from the Camp Oakdale site.

8. Unfinished Business

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

Mr. Bushway stated he has secured a trip for summer camp next year to the Tigers baseball game. The cost will be six dollars per person and this includes a ticket to the game, and lunch while there.

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

Commissioner delaCruz stated the Commission needs to obtain a utility trailer for the float and the Commission discussed contacting local contractors to determine if they can borrow one for the parade.

c. Discussion regarding the Montville Christmas Parade.

Mr. Bushway stated he has had seventeen organizations interested in marching in the parade this year and this number does not include the fire departments. He has ordered

the plaques for the prizes and stated the Lions Club will be assisting with the parade again this year. The parade is scheduled for December 4, 2011 at 5:00 p.m.

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

Mr. Bushway stated the grant is pending and he does not have anything new to report.

e. Update/wrap-up regarding the Trick or Trunk event for Halloween.

Mr. Bushway stated the event was a success with between three and five hundred participants. There are several things learned at the first event and there are several things he will work on for next year including a better PA system and trash receptacles for garbage, but overall the event was a huge success.

f. Discussion regarding online software for program registrations (renewal fees).

Mr. Bushway stated he has been in discussion with the credit card company to negotiate fees charged when using credit cards for registrations. He anticipates thirty percent of the registrations will be done on line the first year in operation. Chairman Gwudz stated he will leave this item on the agenda for discussion next month.

g. Masters Race expansion discussion.

Mr. Bushway stated he discussed this item under the Director's Report.

h. Drop and Shop program

This item was discussed under the Director's Report.

i. Discussion/comments from the Commissioners regarding their independent walk through of Camp Oakdale.

The Commission members did not have anything to discuss regarding their independent walks of the facility.

9. New Business

a. Fair Oaks Community Center site walk.

Mr. Bushway took the Commission members on a tour of the facility and pointed out the upgrades that have been completed.

b. Expansion of wrestling programs

c. Upgrade of restroom facilities at Camp Oakdale/Pavilion areas.

- d. Evaluate/implementation of lights at Camp Oakdale.

Mr. Bushway stated he will get the costs of the football light usage for the next meeting.

10. Correspondence

Mr. Bushway discussed a correspondence he received regarding waiving a fee for a late registration and the Commission agreed the decision to do this would be at the discretion of the Director.

11. Facilities Requests

A discussion was held regarding the proposal of the Boy Scout Troop #60 to use the large pavilion for the purpose of a spring district Camp-o-Ree on emergency preparedness and natural disasters. The proposal states there will be three hundred plus participants on the site camping out for a period of three days between May 18th and 20th of next year. It was the consensus of the Commission to request Mr. Bushway obtain additional information regarding the event and to report back to the Commission with his findings next month.

12. Remarks from the Public – none.

13. Remarks from the Commissioners

Chairman Gwudz congratulated Commissioner Tanner on her appointment to the Town Council and Councilor Buebendorf on her re-appointment to the Town Council. He stated next month the Commission will appoint its officers and he stated he does not wish to seek the nomination of Chairman this term, stating he may be resigning from his position on the Commission. He urged the Commission members to think about who they would like to Chair, Vice-Chair and Secretary for the Commission prior to next months' meeting.

Commissioner Tanner suggested someone contact Patch.com to do a story on the renovations of the Community Center that bring it up to code for General Assembly purposes. She suggested a video of the renovations so residents can see the final product.

14. Remarks from Town Council Liaison, Candy Buebendorf

Councilor Buebendorf stated it has been a pleasure working with Chairman Gwudz over the years. She stated she researched re-naming a public facility at the request of the Commission at the previous meeting and she found there is no formal written policy but would suggest if the Commission moves forward with the proposal to bring it to the Town Council as a courtesy.

15. Adjournment

Motion made by Commissioner Berardy, seconded by Commissioner LaVallie to adjourn the meeting at 8:30 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