

Town of Montville Parks & Recreation Commission  
Special Meeting Minutes  
Wednesday, January 18, 2012 – 6:30 p.m. – Town Council Chambers

1. Call to Order

Vice Chairperson Cicchese called the special meeting to order at 6:30 p.m. after establishing a quorum and stated because it is a special meeting discussions will include only items on the agenda. She welcomed new commission member, Rick Geiler to the Commission.

2. Roll Call

Present were Commissioners Cicchese, delaCruz (6:36 p.m.), Geiler, LaVallie, Lawton, Maffeo (6:50 p.m.) and Perkins. Absent were Commissioners Hillman and Berardy. Also present was Parks & Recreation Director, Peter Bushway and Town Council liaison, Laura Tanner (6:55 p.m.).

3. Remarks from the Public regarding items on the agenda.

Vice Chairperson Cicchese asked three times if there was anyone who would like to come forward to address the Commission.

4. New Business

a. To consider and act on a motion to review and discuss the 2012-2013 Parks & Recreation budget.

Motion made by Commissioner Lawton, seconded by Commissioner LaVallie, discussion, none, voice vote, 5-0, all in favor, motion carried.

Vice Chairperson Cicchese stated the Mayor has requested a zero percent increase from all departments this year.

Mr. Bushway reviewed and discussed the proposed Parks & Recreation Department 2012-2013 budget. He stated this is going to be a difficult year for all town departments and he has drafted a conservative budget for the upcoming fiscal year. He reviewed and discussed each line item with the Commission and answered all the questions presented by the Commission members. Discussions were held regarding how to best utilize money in the special revenue account for programs and part time staff, contractual obligations for salaries, programs, summer camp expenditures and staff costs, overtime costs for the department secretary, the holiday parade and purchasing additional holiday decorations in the future, adding a special events line item next year, fees and membership dues, training and conferences for staff certifications, advertising costs for special events, printing costs for the Commission brochure and posters to advertise events, postage costs to send the Commission brochure to residents, programs, summer camp bus

transportation, referee costs, safety supplies, summer camp trips expenditures and staff training, referee costs for basketball games, options to save costs with referees by utilizing staff, interns and volunteers, and summer camp registrations.

Mr. Bushway stated the budget requested this year is lower than last years' request and he hopes the Town Council is happy with his proposal and pass it without cuts.

Commissioner Lawton requested adding a three hundred dollar line item to be used for the Trick or Trunk program next year. She explained she used her own money toward the last event and it would be nice to have money available if it is needed for the upcoming year. A discussion was held regarding transferring funds from other line items if it is possible to do so. Mr. Bushway suggested adding the three hundred dollars requested by Commissioner Lawton to the program line item. Commissioner Lawton inquired if it is possible to purchase a PA system for town events and Mr. Bushway stated he could purchase the system from the special revenue fund if the money is available to do so.

Motion made by Commissioner delaCruz, seconded by Commissioner Lawton to add three hundred dollars to the programs line item to cover unforeseen costs associated with special events. Discussion, none, voice vote, 7-0, all in favor, motion carried.

Motion made by Commissioner Maffeo, seconded by Commissioner Geiler to accept the proposed budget presented by Mr. Bushway as amended. Discussion, none, voice vote, 7-0, all in favor, motion carried.

5. Remarks from the Public

Vice Chairperson Cicchese asked three times if there was anyone from the public who would like to come forward to address the Commission.

6. Remarks from Commissioners – none.

7. Remarks from Town Council liaison, Laura Tanner – none.

8. Adjournment

Motion made by Commissioner delaCruz, seconded by Commissioner Lawton to adjourn the meeting at 7:30 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.