

Town of Montville Parks & Recreation Commission  
Wednesday, January 18, 2012  
Regular Meeting Minutes  
7:00 p.m. – Town Council Chambers

1. Call to order

Vice Chairperson Cicchese called the regular meeting to order at 7:30 p.m. after establishing a quorum.

2. Roll Call

Present were Commissioners Cicchese, delaCruz, Geiler, LaVallie, Lawton and Perkins. Absent were Commissioners Hillman and Berardy. Also present was Parks & Recreation Director, Peter Bushway and Town Council liaison, Laura Tanner.

3. Election of Officers

Motion made by Commissioner delaCruz, seconded by Commissioner Lawton to appoint Commissioner Cicchese as Chairman of the Commission, Commissioner LaVallie as Vice Chairman of the Commission and Commissioner delaCruz as the Secretary of the Commission, discussion, none, voice vote, 7-0, all in favor, motion carried, appointments made.

Chairperson Cicchese congratulated the members on their appointments.

4. Alterations to the Agenda – none.

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

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

6. Approval of the Minutes

- a. To consider and act on a motion to approve the regular meeting minutes of December 14, 2011.

Motion made by Commissioner Lawton, seconded by Commissioner LaVallie to approve the December 14, 2011 meeting minutes with the following correction; page 5, agenda item 8(b) change Bunnel's to Pennel's. Discussion, none, voice vote, 6-0-1 (Commissioner Geiler abstained, he was not at the meeting) to approve the meeting minutes as amended.

7. To consider and act on a motion to review and approve the Director's Report for January, 2012.

Follow up from Director from previous commission meeting:

- The booklet is out to the public and the programs have been on the web page for about three weeks. The cost of the postage for the booklet is \$1,095.
- The Holiday Parade wrap up is proving difficult to get everyone together with their schedules. Therefore, I will send out an email with some open ended questions to help stir the mind with pros and cons.
- Information Systems director Bill O'Neil scheduled early February training for the WebTrac component of software to allow people to register for programs on line.
- The Commission will have to prioritize the CIP projects for submission to the Finance Dept. I have provided what I believe to be a conservative approach to the CIP in your packets that also included the budget.
- I have completed the MOUs for soccer and football and they are reviewing the document at this time. Once complete I will have them ready for the Chair's signature.
- We had a slight break in the sewer line at Fair Oaks on January 5<sup>th</sup> that forced us to close the building down for that Wed and Thu. The repairs were complete Thu afternoon but I kept the building closed that night to be safe. It was up and operating again Fri morning.
- Our Drop and Shop program had ten kids ages 3 to 11 register. We had 7 girls from Youth Services help out along with myself, Ed Lunt from our summer program, and Tiffany Williams from the Leos who did arts and crafts. The parents were very happy with the program and have asked when we are doing it again.
- Adult Volleyball has started at Tyl Middle School. It was delayed from the beginning of December until the beginning of January due to Tyl's schedule. We will extend the program until March to get in about the same amount of Thursday nights (weather permitting).
- The new basketball program for the 7-9<sup>th</sup> grade girls is going well. We are playing other communities as you recall and the coaches (Scott LaVallie and Jasen Clark) are doing a great job with the girls and the other communities when they play at Tyl.

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

See handout from Carol

Program highlights:

- Basketball has started its games portion of the season. We are also beginning to play St. Bernard's on Sundays.

- Drop and Shop although low numbers was a success and parents have asked for again.

Customer's comments/compliments/inquiries:

- We have had some comments about the inconsistency of the instructors for gymnastics. ABC Gymnastics has been contacted about this issue.
- Great comments from parents about the Drop and Shop program.

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)

- none

Final Evaluation of program(s) offered:

- Drop and Shop went well, however more lead time for the parents is needed. We also need to meet with the "sitters" prior to the event to give them specific duties during the event.

Upcoming trainings:

- AED Training for Town Hall staff in the gym. This is in response to the new AED we have in the Town Hall gym and there hasn't been any training/update in a couple of years. I will be scheduling this with the Fire Marshal in the coming weeks.

Addendum to include:

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

Motion made by Commissioner Lawton, seconded by Commissioner LaVallie to approve the January, 2012 Director's Report as reviewed and discussed, discussion, none, voice vote, 7-0, all in favor, motion carried.

8. Reports from Finance

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

Mr. Bushway stated the numbers to date for the special revenue is in the Commission packet and stated to date twenty seven thousand nine hundred and seventy four dollars has been collected by the Department and placed in the special revenue fund.

- b. To consider and act on a motion to approve and forward the proposed 2012-2017 Capital Plan due January 13, 2012 to the Mayor, Town Council and Finance Director.

Mr. Bushway discussed Form B included in the Commission packet and reviewed the recommended schedule of item costs by fiscal year. Items included are Fair Oaks Community Center, Fair Oaks playground, Camp Oakdale multi use trail Phase I and Phase 2, renovations of the Camp Oakdale restrooms and energy efficient lighting for the fields at Camp Oakdale. A discussion was held regarding adding a dog park at Camp Oakdale's unused tennis courts as a future Capital project in the year 2013-2014 as priority #4.

Motion made by Commissioner delaCruz, seconded by Commissioner Maffeo to approve the Capital Plan as amended. Discussion, none, voice vote, 7-0, all in favor, motion carried.

9. Unfinished Business

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

Mr. Bushway stated he is working on scheduling the summer camp trips and he has made a few reservations for the summer. He discussed one improvement he proposed will be to add the themes of the week listed in advance so everyone is aware of the program.

Town Council liaison Tanner suggested eliminating bus transportation for summer camp to save money. The Commission discussed the transportation, and it was the consensus of the Commission bus transportation is a luxury and parents would drive their children to a daycare or sitter if summer camp was not available. Commissioner LaVallie requested a transportation cost for trips alone and a comparison for trips and transportation combined. Chairperson Cicchese suggested adding this item under new business next month for further discussion, stating it is worth looking into as a policy in the future. A discussion was held regarding holding the summer camp at the high school again this year as opposed to Fair Oaks.

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

Mr. Bushway stated the town received a five hundred thousand dollar grant for the bridge but did not get the grant for the upgrades as requested.

- c. Expansion of wrestling programs

Mr. Bushway stated he did not have anything new to report on wrestling.

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

Mr. Bushway stated he has included this item in the Capital Plan.

- e. Discussion regarding potential new mid-winter programs.

Commissioner delaCruz submitted a request for a Swap until you Drop program at the Fair Oaks gymnasium. She explained the program and how it will work and stated it is a fun way to spend a couple of hours during the winter months. She is suggesting Sunday, March 11th from 1-3:00 p.m.

- f. Discussion regarding the Winter Parks & Recreation brochure.

Mr. Bushway stated the brochure went out a week later than anticipated but it did get out. In the future the deadline will be moved up a week to give a cushion for delivery of the brochure in case of unforeseen circumstances.

10. New Business

- a. Discussion regarding youth sports.

Chairperson Cicchese discussed a proposed lacrosse team at the high school and stated someone had approached her regarding starting a lacrosse team at the high school and expressed the need to get a youth program started. Councilor Tanner stated she has a meeting scheduled in the near future with several sets of parents regarding establishing a lacrosse team for the town.

11. Correspondence

Chairperson Cicchese reviewed three correspondences from the Town Council regarding the two new appointments and the resignation of Commissioner Clark from the Commission.

12. Facilities Requests

Mr. Bushway discussed a request from the Montville Historical Society to reserve the large pavilion on Thursday, July 26, 2012 for their annual picnic.

Motion made by Commissioner Lawton, seconded by Commissioner Maffeo to authorize the fee waiver for the Montville Historical Society on July 26, 2012. Discussion, Commissioner Perkins read a section from the bylaws of the Commission that states non-profits are not required to ask permission of the Commission for user fees and suggested

Mr. Bushway report back to the Commission regarding fees waived and not to vote on it. Voice vote, 7-0, all in favor, motion carried.

13. Remarks from the Public

Chairperson Cicchese 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

Commissioner Tanner inquired regarding an email from the CFPA she received and inquired if the information for Montville Trails Day will be included in the brochure this coming year. The deadline for the brochure is January 31, 2012 and she stated her husband is willing to help out if needed. It was the consensus of the Commission to instruct Mr. Lawton to contact Mr. Bushway with the best way to proceed. The event is scheduled for June 2<sup>nd</sup> and 3<sup>rd</sup> and she suggested Mr. Bushway determine if there is a conflict with the event at the pavilion if it is held on these dates.

Commissioner delaCruz inquired regarding upgrading the lighting along the route for the Polish Parade and requested Mr. Bushway speak with Mr. Bourdeu regarding this subject. Mr. Bushway explained he spoke with Mr. Bourdeau and he stated he will upgrade the lighting once a set route is established for the parade.

Commissioner Perkins discussed a fund raiser to raise money for breast cancer, and t-shirts will be sold for ten dollars a piece with all proceeds going directly to breast cancer and she asked if the Commission would be willing to donate one hundred dollars toward the cause. Mr. Bushway will inquire if there is money available to donate to the cause.

Commissioner LaVallie suggested directing Mr. Bushway to contact the Public Works Director regarding removal of the debris at Camp Oakdale and to determine a date for its removal. Mr. Bushway stated he spoke with the Public Works Director and was told the materials will be removed by no later than March, 2012.

Chairperson Cicchese asked that any Commission member that is unable to attend the meetings contact her prior to the night of the meeting so the other members know if there will be a quorum. She also asked that any information a Commission member would like to add to the agenda be forwarded to the Commission secretary one week prior to the meeting.

15. Remarks from Town Council Liaison, Laura Tanner

Councilor Tanner requested her contact information be amended as it is incorrect on the contact list and Mr. Bushway stated he would amend the contact list to reflect all changes submitted by the Commission and redistribute the list.

16. Adjournment

Motion made by Commissioner delaCruz, seconded by Commissioner LaVallie to adjourn the meeting at 9:00 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