

Town of Montville Parks & Recreation Commission  
Wednesday, August 15, 2012  
Regular Meeting Minutes - 7:00 p.m. – Town Council Chambers

1. Call to order

Chairperson Cicchese called the regular meeting of the Town of Montville Parks & Recreation Commission to order at 7:00 p.m. after establishing a quorum.

2. Roll Call

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

3. Alterations to the Agenda – none.

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

Chairperson Cicchese asked three times if there was anyone present 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 June 20, 2012.

Motion made by Commissioner Lawton, seconded by Commissioner Maffeo, to approve the meeting minutes of June 20, 2012. Discussion, none, voice vote, 9-0, all in favor, motion carried.

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

Mr. Bushway gave the Commission an overview of the Summer Camp program for this year, he discussed the number of participants and discussed the talent show, stating the program was a success.

Director's Report –August 2012

Follow up from Director from previous commission meeting:

Summer Camp is now over for the summer. I will be sending out the final report in a couple of weeks to the Commissioners.

I will be working with our senior staff to determine changes for next year's trip schedule and improvements to the program in the next two weeks.

The Summer Concert Series went well this year. The last one was cancelled due to an emergency surgery to one of the band members. They were unsure of a date when the band member would be fully recovered so I just cancelled it all together. I made an effort to get a replacement band but there just wasn't enough time. The Borrowed Toys concert drew 186, the Just Cuz concert drew 84 and the Steve Elci & Friends concert drew 176.

The Community Booklet is complete and is at the printers. We anticipate a delivery date of the first week of September.

The fields at Camp Oakdale continue to get wonderful comments from the users. The maintenance crew has done a fantastic job of taking care of them and sticking as close to the maintenance plan as possible.

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

No handouts this meeting

Program highlights:

We added a inflatable slip and slide to the Carnival Day at camp this summer in leau of a DJ. We also purchased a Karaoke machine that the kids have been having a great time with. The Talent Show was attended by many more parents and relatives this year than last. It lasted about 40 minutes and all seemed to enjoy it.

Customer's comments/compliments/inquiries:

Many positive comments about the summer camp from parents as Ed Lunt and me greet them each morning. It also gives them time to pull us aside and talk about any concerns they may have with their child.

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)

Final Evaluation of program(s) offered:

Addendum to include:

- a. detailed revenue and expenditure report from finance
- b. detailed special revenue account report

Motion made by Commissioner delaCruz, seconded by Commissioner LaVallie to approve the Director's Report as reviewed. Discussion, none, voice vote, 9-0, all in favor, motion carried.

7. Reports from Finance

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

Mr. Bushway stated there is approximately fifteen thousand dollars in the Special Revenue account at this time and he stated that this money is program related and designated for instructors programs. A discussion was held regarding purchasing a sound system and mirrors for the Parks & Recreation programs in the future and they discussed options for what line item the money for the equipment should be purchased with when the time comes to make the purchases. It was the consensus of the Commission to authorize Mr. Bushway to get prices for the mirrors and sound system and report back to the Commission with his findings.

8. Unfinished Business

- a. Rec Trac online registrations and reporting using the Rec Trac program.

Mr. Bushway stated there were eighty eight people who registered for programs online over the summer months and he anticipates the registrations will increase as the option is advertised as available. At this time there is only a four percent participation of overall registrations online. He distributed a copy of the number of participants that registered for programs over the summer months.

- b. Lacrosse update

Councilor Tanner stated there were one hundred and ten participants participating in the program and she thanked the Commission for all their help. She stated the program is moving forward, going very well and she discussed future play. Commissioner Berardy suggested passing out flyers at other programs held by Park & Recreation to advertise the fund raising efforts. Councilor Tanner stated the Lacrosse team is looking into fund raising for the team and she stated they are looking into a golf tournament. She stated the fund raising car wash was a great success. A discussion was held regarding the pros and cons of soliciting emails to residents. The Commission discussed alternative options for getting the word out, including advertising on the town's website.

It was the consensus of the Commission to add to the agenda a discussion regarding advertising tools for Parks & Recreation programs and fundraisers for programs at the next regularly scheduled meeting.

- c. Discussion regarding progress/meetings of the dog park sub-committee.

Chairperson Cicchese stated the Parks & Recreation Commission has not officially formed a sub-committee to discuss the dog park proposal for the town. She stated she spoke with the Town Clerk who informed her that there was "intent" on the behalf of the Commission to form a dog park sub-committee and it was determined minutes should be kept for these meetings. She reviewed a letter distributed to the Commission from Mr. Chris Lawton regarding the dog park. He stated he would like to continue to meet with a group of citizens who are interested in a dog park on an informal basis. Commissioner Lawton stated the meetings are exploratory and do not have the intent to ask the town for money or a space for the dog park. Commissioner LaVallie stated the Commission needs to make a determination as to whether or not they want to explore the dog park option and gather and define the pros and cons of having a dog park in the town. Discussions were held regarding suggesting the citizens of the Town of Montville who are interested in the dog park to gather the information they need and to take the proposal with their facts to the Town Council to determine if they are interested in forming a dog park for the town.

9. New Business

- a. Special needs summer camp.

Chairperson Cicchese asked Mr. Bushway to look into the special needs camp requirements for next year. She stated he is working with the Board of Education to gather the needs of the students so they are properly staffed and prepared for next year.

10. Correspondence - none.

11. Facilities Requests

Mr. Bushway reviewed the various requests he has received over the past months and stated there are no unusual requests to discuss with the Commission.

12. Remarks from the Public

Ms. Carol Bunnell, stated her hours being cut to a part time basis have been a burden to the office. She stated the office duties are getting behind because of the lack of time to do them. She stated there was a day when someone was in her office answering the telephone when she was not there and she has filed a grievance with her Union for this action. She stated her records show approximately forty five people who registered online and the report distributed to the Commission tonight states there is eighty eight

people. She discussed with the Commission the office duties that are not being kept up on because she is now a part time employee and does not have the time to keep up with everything she did as a full time employee. She stated there is a need for a full time person in the Parks and Recreation office. A discussion was held regarding Mr. Bushway giving Ms. Bunnell a list of items that are a priority in the office. Chairman Cicchese stated the Parks & Recreation Commission does not get involved in personnel issues and does not have the authority to authorize Ms. Bunnell to work extra hours.

It was the consensus of the Commission to request the monthly financial and program reports from Mr. Bushway for this month.

13. Remarks from the Commissioners

Commissioner Geiler inquired if the Parks & Recreation office would be willing to accept donated equipment from residents such as sets of golf clubs and sporting equipment.

Commissioner Lawton discussed the Trick or Trunk event, stating the date has been set for Saturday, October 27, 2012 from 6:00 until 8:00 p.m. at the Tyl Middle School.

Commissioner delaCruz suggested discussing and advertising winter programs and events on the town's website and with flyers and posters to let the public know what is available.

Commissioner LaVallie suggested advertising the online registrations in the Parks & Recreation brochure.

Commissioner Hillman discussed the Community Garden, stating there are forty beds this year and the gardens are flourishing. She discussed canning and donating items from the beds to soup kitchens and the Senior Center.

14. Remarks from Town Council Liaison, Laura Tanner

Councilor Tanner did not have anything additional to report.

15. Adjournment

Motion made by Commissioner Berardy, seconded by Commissioner Perkins to adjourn the meeting at 8:40 p.m., discussion, none, voice vote, 9-0, all in favor, motion carried.

Respectfully Submitted by:

Audrey Ulmer, Recording Secretary for the Town of Montville.