

Town of Montville Parks & Recreation Commission  
Special Meeting Minutes  
Wednesday, September 19, 2012  
6:00 p.m. – Town Hall - Town Council Chambers

1. Call to order

Chairman Cicchese called the special meeting to order at 6:00 p.m. after establishing quorum.

2. Roll Call

Present were Commissioners Berardy, Cicchese, Geiler, Hillman (6:03 p.m.), Lawton, LaVallie, Maffeo and Perkins. Absent was Commissioner delaCruz. Also present was Town Council Liaison, Laure Tanner and Parks and Recreation Director, Peter Bushway.

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

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

4. To consider and act on a motion to approve the regular meeting minutes of August 15, 2012.

Motion made by Commissioner Lawton, seconded by Commissioner LaVallie, discussion, none, voice vote, 7-0, all in favor, motion carried.

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

Mr. Bushway reviewed the following report with the Commission.

Working with Commissioner Lawton I have been researching a sound system and a pop up tent for us to use at events such as concerts, Trick or Trunk, Tag Sale, etc. Ocean State Job Lot had pop ups at a very reasonable price at about \$130 and BJ's has one with removable sides for \$270. I think the one with sides would be a better purchase should we need shelter from the weather. Without sides provides nothing more than a little shade. The sound system is much more expensive since we are looking at one that can work with or without electricity and is mobile enough that one person can handle it.

As programs begin to start, we have fielded many calls about signing up online. I would like to see between 40-50% register online for this season.

The fields at Camp Oakdale have continued to receive rave reviews from the football and soccer presidents. The crew has worked hard all year to maintain the turf and strengthen the root system. We are preparing for field the Football Super Bowl to be held here on November 11<sup>th</sup>. Even the Waterford football program commented on how nice the facility looks.

I have also been working with glass companies to install mirrors for our dance program at Fair Oaks. I haven't received any estimates just yet. Lana Davidson our dance instructor is very excited about the upgrade.

Zumba has returned to Tyl for the next session. They women are very happy to be in a location that has enough room for everyone to be in. Neither the gym at Fair Oaks nor the community room at Oakdale Fire is large enough for everyone to participate.

The Community Booklet has been out for a couple of weeks now.

I was at Fair Oaks Saturday morning with Zumba and Dance classes when a woman working the Tag Sale asked if we could do something about all the cars in the parking lot. She seemed to think it was having an adverse effect on the Tag Sale. I let her know that at 9 am Zumba is leaving and Dance is arriving so that is really the only time when there is limited parking on site.

Rickie Geiler completed his internship last week. We met to go over the rating form supplied by his advisor. He enjoyed his time with us and has just one more semester of school before graduation this winter.

Commissioners Lawton, delaCruz and I have been working on the advertising signs for the Trick or Trunk event. Camaro Signs have designed them and will be making three for us at \$40 per sign. They are the corrugated type similar to the political signs we see everywhere. Orange paper will be ordered for the flyers that will be sent home through the schools.

I have been asked to speak to the students at Montville High School to discuss the recreational opportunities here in town now and in the future. It is a 90 minute class on September 19<sup>th</sup>. If there are specific things you would like me to touch on or emphasize please let me know.

Eagle Scout candidate Dennis May presented his completed project to a group consisting of the Mayor, Counselor Tanner, Troop Leaders, me and other interested parties at Camp Oakdale on Sept. 6<sup>th</sup>. He made 12 markers along the yellow trail to identify the trees along the path. He explained in detail the project, donations, help from other troop

members and the research of the tree species that went into the final product. He thanks all who had a hand in making the project happen. I strongly suggest that the Commissioners take a look at what Dennis has done. It is a nice addition to the trails.

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

See handout from Carol

Program highlights:

To date, here is a sample of online registrations as of Monday, Sept. 10<sup>th</sup>.

- Gymnastics has 23 of 45 registrations done online
- Dance has 25 of 64 registrations done online
- Judo has 35 of 64 registrations done online
- Karate has 6 of 17 registrations done online

Customer's comments/compliments/inquiries:

- I have received a few negative responses to increasing our fees by \$5. Some by instructors and some by participants. After explaining why most understand but still don't like it.

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

- The Boy Scouts will be requesting to use the Small Pavilion for a sleep over on October 19<sup>th</sup>. The next day they will be assisting with the Letterboxing Event at Camp Oakdale.

Notification of program facilitator/hired entertainment contract to review:

- none

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

- Trick or Trunk signs

Final Evaluation of program(s) offered:

Addendum to include:

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

Discussions were held regarding the increase in online registrations, stating the service has been advertised on the town's webpage as well as on the signs out front of the Town Hall and Youth Services building. The Commission stated they would like to establish a policy that does not allow instructors to collect money for individual classes directly, instead they should direct participants to the Parks and Recreation office with payments.

Motion made by Commissioner Hillman, seconded by Commissioner LaVallie to approve the Director's Report as submitted, discussion, none, voice vote, 8-0, all in favor, motion carried.

6. Reports from Finance

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

Mr. Bushway discussed page 6, stating there is an error under the golf line item and the karate line item revenues. He clarified the mistake for the Commission and gave them the actual totals. Chairman Cicchese once again requested the reports be generated from the RecTrack program stating the program has the capability to supply the information she is requesting. Mr. Bushway reviewed the revenues and expenses under the special revenue accounts.

7. Unfinished Business

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

Mr. Bushway stated that there are now approximately forty nine percent of participants registering online as of this time.

b. Lacrosse update

Councilor Tanner stated the program will become a program offered by the Board of Education in the spring. She discussed the non-profit status and fundraising that is ongoing for the upcoming season.

c. Trick or Trunk update.

Commissioner Lawton discussed the event and stated the signs have been made by Camaro Signs. There have been many items donated already for the prizes for the best trunk and costume at the event and she is looking for participants to decorate their trunks and participate. She stated several Town Councilors have already volunteered to judge the event. Registration is available online for the event. The event is scheduled for Saturday, October 27, 2012 between 6:00 p.m. and 8:00 p.m. with a rain date of Sunday, October 28<sup>th</sup>. A discussion was held regarding holding a food drive at the event and to ask participants to donate a non perishable food item for the food bank.

d. Family Letterboxing event

Commissioner Lawton discussed the event, stating the boy scouts will help out with the event. They are camping out the night before and have offered to stay and clean up after the event as well. Holmberg's donated a basket of apples for the healthy snack for the event and donations are still being accepted for pumpkins and prizes at the event as well.

e. Follow up regarding the purchase of a sound system for Park & Recreation functions.

Mr. Bushway stated he has been looking for a battery operated sound system for the Parks & Recreation department. He explained he found one that runs for six hours and is transported in a suit case with one microphone. This item is approximately three thousand dollars. He stated he would like to have a system in use for the holiday parade and the Trick or Trunk events.

9. New Business

a. Discussion regarding dogs on municipal fields.

Councilor Tanner stated there was someone with two dogs at the high school and several dogs at Camp Oakdale on soccer day and a resident called in and complained about the dogs. She suggested putting up signs stating there are no dogs allowed at the high school and at Camp Oakdale. She read a letter from a resident regarding dogs at municipal fields and suggested enforcement should be in place. Currently there is a policy in place regarding no dogs on municipal fields but there is not adequate signage to let residents know there are no dogs allowed in these areas. A discussion was held regarding enforcement and policing of the no smoking and no dogs allowed policies. The Commission suggested Mr. Bushway get the word out to the leagues that there are no dogs or smoking allowed on municipal fields. The Commission made a recommendation to the Mayor to install a sign at the entrance of Camp Oakdale stating the rules of the fields and to suggest Police Officer and Dog Warden presence at the municipal fields during activities to enforce the rules. Mr. Bushway will contact the Patch.com and let them know that the town will be cracking down on people violating the no smoking and no dogs allowed policies as well as the parking issues experienced at crowded events.

b. Holiday Parade discussion.

Mr. Bushway stated he has begun the preparations for the event, he has requested the closure of Rt. 32 from the State, and he has contacted people regarding the lights and a chorus from the Senior Center. The event is scheduled for December 2<sup>nd</sup>. Councilor Tanner stated she has reminded the Town Council that they have volunteered to sing at the event.

10. Correspondence – none.

11. Facilities Requests – none.

12. Remarks from the Public

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

13. Remarks from the Commissioners

Commissioner LaVallie stated he has heard complaints from people regarding the lack of toilet paper at Camp Oakdale facilities during busy events. He discussed cleaning up the trails so that they remain useable and they should be maintained. Chairman Cicchese will add this item to the agenda for discussion next month.

Commissioner Maffeo stated he will not be at next month's meeting.

14. Remarks from Town Council Liaison, Laura Tanner

Councilor Tanner stated the Boy Scouts are going to ask for the small pavilion to be named after them so they always have access for use of the building. She thanked the Commission secretary for all her years of service to the Town of Montville and stated she will be missed.

15. Adjournment

Motion made by Commissioner Berardy, seconded by Commissioner LaVallie to adjourn the meeting at 7:25 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.