

Town of Montville Parks & Recreation Commission  
Wednesday, January 16, 2013, 6:30p.m.  
Town Hall - Town Council Chambers

MINUTES

1. Call to order

Commissioner Cicchese called the meeting to order at 6:30 p.m.

2. Roll Call

Present were Commissioners Berardy, Cicchese, delaCruz, Gieler, LaVallie, Lawton, Maffeo and Perkins. Commissioner Hillman joined the meeting at 6:37. Also present was Parks and Recreation Director, Peter Bushway and Town Councilor Liaison, Laura Tanner

3. Commissioner Cicchese made a motion to move Facility Space Use up on the agenda after Remarks from the Public. Commissioner delaCruz 2nd, motion carried unanimously.

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

Marlena Montgomery spoke in regards to the Zumba class and it not having a permanent location. She mentioned Zumba being the most popular class and the only one to moved on regular basis. She encouraged the Commission to look at scheduling the program for one location.

Donna Mansel spoke on behalf of the Zumba program. She expressed her concern of not knowing where class would meet from week to week. She also spoke about the safety of some venues the class has been assigned too. She asked the Commission to consider finding a permanent home for the program.

5. Facility Space Use: There was much dialog regarding the space available to Parks and Recreation and the pros and cons of each venue. Safety is the primary concern of the Commission and they will be reviewing class sizes, the floor type and size of the venues.

Dialog with the public continued regarding the Zumba program and the space they use. They would like the Commission to consider all the "matted" programs being moved to one venue, the Commission will look at this but there are some mats that can not be removed.

There were comments made about Zumba being the program which generates the most revenue to the Parks and Recreation, but once the Commission looked at the numbers they found that not to be true. Commissioner Perkins asked for the break down of the

Zumba program, 1 day the participant pays \$35.00 and Parks and Recreation receives \$15.00, 2 day program the participant pays \$65.00, Parks and Recreation receives \$20.00, 3 day program, the participant pays \$70.00 and the Parks and Recreation receives \$20.00. Commissioner Perkins also asked a break down of all the programs to see which program does generate the most revenue. Zumba generates \$955, and the instructor receives \$3,380 for less than 6 weeks.

Marlena Montgomery spoke again and said she felt the group was being chastised because they were there voicing their concerns. She reiterated the group is happy overall they merely want a permanent place for their program.

Commissioner delaCruz questioned the use of the Senior Center. Commissioner Berardy commented that the economics is a minor issue and the need is to focus on space. He stated the Senior Center has a policy in place that doesn't allow the use of the facility. The main concern of the Commission is to have the right people in the right venue. He also suggested the Commission look into the use of the new Public Safety Building and the Community Room there. He stated the need to pushing people to be more flexible.

Commissioner Cicchese recommended forming a Task Force Committee to review the different venues. She suggests that if the Parks and Recreation isn't doing a program right and if something isn't safe, then it shouldn't be done at all. The Commission will address the needs of the community.

Commissioner Lawton iterated her understanding the frustration of getting moved from place to place but we will have to juggle programs until we have space. She agreed the gyms get an overview and the Commission look at the possibility of moving the mats. Commissioner Hillman recommends maybe delegating a spot at Fair Oaks, maybe a classroom.

The Commission made a list of venues to look into, The Polish Club, Oakdale School Cafeteria, Tyl gymnasium, Fair Oaks classrooms and gymnasium, Oakdale Fire, Mohegan and Murphy schools as well as the Town Hall gymnasium.

Commissioner Cicchese asked Director Bushway to check with the Town's Risk Manager, the Commission will look at all space available and will form a Task Committee and every effort will be made to accommodate the Zumba program as well as all the programs offered by Parks and Recreation. Commissioner Cicchese thanked everyone who came to the meeting and encouraged all to attend the upcoming budget meetings.

6. To consider and act on a motion to approve the regular meeting minutes of December 18, 2012-- Commissioner Perkins made a motion to change item number 7c of the December 18, 2012 minutes to reflect that she was opposed to the time change of the monthly meetings, Commissioner Lawton 2nd, the motion carried unanimously.

Commissioner Hillman made a motion to change under 8a, paragraph 2 the wording to say "full time position", 2nd by Commissioner LaVallie, motion carried unanimously.

Commissioner Cicchese made a motion to change in paragraph 4 that the motion was approved. 2nd by Commissioner LaVallie, motion carried unanimously.

After all changes were recorded, Commissioner Lawton made a motion to accept minutes as amended. Commissioner Hillman 2nd, motion carried unanimously.

7. To consider and act on a motion to review and approve the Director's Report for January 2013--Commissioner Hillman made a motion to accept the Director's Report as presented, Commissioner delaCruz 2nd, motion carried unanimously.

8. Reports from Finance--Director Bushway informed the Commission he will use some money to purchase more decorations for the holiday parade.

#### 9. Unfinished Business

a. Town-wide Special Event--Director Bushway reported he attended and presented the event at the Montville Lion's meeting in hopes of a possible partnership. Commissioner Geiler, who is also an active member of the Lions Club, informed the Commission the main concern of the Club is the workload.

Much dialog surrounded the need to find a partner, the need to set a date, manpower, setting a time line/cost structure to present to Town Council. Commissioner Lawton and Director Bushway will meet with Dreamland to set a site plan. The Commission has agreed to move forward with gathering information.

b. Budget update--no update given as Town Council has not started their budget meetings yet. This item will remain on the agenda.

c. Basketball Program--Director Bushway reported that games are underway at St. Bernard's and are going well. Commissioner Perkins expressed concern regarding a coach not showing up at a girls game, no parent stepping in to cover and 10 year old girls covering for the coach. Mr. Bushwat did state the coach had called him but he was unable to notify the team. Much discussion on how to handle this situation. Commissioner Maffeo suggested if a coach doesn't show and a parent doesn't step up the game should be cancelled. The Commission discussed creating packets for coaches which would include language regarding coach coverage in their absence.

#### 10. New Business

a. Election of Officers--Commissioner delacruz made a motion to re-elect the slate of current officers, Commissioner Cicchese as Chair, Commissioner LaVallie as Vice Chair and Commissioner delacruz as Secretary. Commissioner Geiler 2nd, motion carried unanimously.

b. School use after Newtown: Board of Ed. new rules for Montville schools after hours-- Director Bushway reported he attended a meeting with school administrators where they discussed the possibility of pass keys and the safety of the buildings. Mr Bushway informed them the lack of his ability to monitor the hallways during Parks and Recreation events held at school facilities at night. In the interim a Parks and Recreation staff member will need to let people into the building. Mr. Bushway did address the lack of funds to have someone monitoring the doors long term. Commissioner Maffeo expressed his concerns about the need to be realistic when dealing with the safety procedures, if someone wants to get into the building with an ill intention, they are going to get into the building. Commissioner Cicchese suggested the Commission have a written emergency plan for all Parks and Recreation programs.

c. Facility space use--although this item was moved up on the agenda to accommodate the public attendance, more discussion surrounded the input of the public, the fee structure of the Zumba program and how contractors are paid. The Commission agreed safety is their first concern and discussed solutions on how to proceed with the Zumba participant's concerns. The Commission discussed possibly limiting the class sizes, floor surfaces, and the need for consistency. Mr. Bushway expressed he would like to have Zumba at Tyl Middle School gymnasium but it isn't possible with all the other offered programs in place.

Commissioners Perkins and Geiler together with Director Bushway have volunteered to serve on the Task Force Committee to review the size and safety of all available town facilities.

The Commission also discussed the fee the Zumba instructor is receiving, \$185.00 per hour, and the need to review how contractors are getting paid. The Commission discussed the pros and cons of getting paid per participant versus getting paid by hour. This item will be added to the next agenda and information will be gathered from the Finance Department.

#### 11. Correspondence

Zumba emails were forwarded to all Commission members

#### 12. Facilities Requests

No requests

#### 13. Remarks from the Public--no remarks

#### 14. Remarks from the Commissioners

Commissioner Berardy discussed statistics regarding Zumba.

Commissioner delacruz asked Commissioner Hillman if she knew of anyone else she could contact regarding old parade decorations that may have been stored in the attic. She has contacted Mr. Bordeau with no response.

Commissioner Perkins apologized to Commissioner Berardy for interrupting him while he had the floor.

14. Remarks from Town Council Liaison, Laura Tanner--Councilor Tanner reminded the Commission of the upcoming "budget season" and suggested if there is going to be a fee associated with the Town-wide Event that the Commission should get that to Town Council as soon as possible. She also commended the Commission for adding to their next agenda safety plans to give to contractors or people running programs.

15. Adjournment

Motion to adjourn by Commissioner Perkins at 8:50, 2nd by Commissioner Lawton.  
Motion carried unanimously.

Respectfully submitted,  
Laura Tanner