

Town of Montville Parks & Recreation Commission
Regular Meeting Agenda for Wednesday, June 18, 2014
6:30 p.m. – Town Council Chambers – Town Hall

1. Call to order
Chairman Scott LaVallie called the meeting to order at 6:30 p.m. after establishing a quorum.
2. Roll Call
Present were Commissioners Joseph Berardy, Eileen Cicchese, Nancy Delacruz, Scott LaVallie, Kerri Lawton, Gilbert Maffeo, and Karen Perkins, and Kristin Ventresca. Absent was Commissioner Wainwright. Also present was Parks & Recreation Director Peter Bushway.
3. New Commission Member Derek Wainwright
Chairman LaVallie informed the Commission that they have a new member, Derek Wainwright. Unfortunately, he was unable to attend this evening's meeting due to a previous engagement.
4. Adjustments to the agenda — none.
5. Remarks from the Public regarding items on the agenda with a three-minute limit — none.
6. To consider and act on a motion to approve the regular meeting minutes of April 16, 2014.
Motion made by Commissioner Cicchese, seconded by Commissioner Delacruz. Discussion:
Chairman LaVallie corrected the following lines under item 12:

Last sentence in the first paragraph: Commissioner Cicchese suggested adding such upcoming trends as ~~pick-a-ball~~ pickle ball, ultimate frisbee, and kickball to the program.

Second to last sentence in the last paragraph: ...a Community Center, the construction of which was overseen by the former Parks & Recreation Commission Chairman Stanley Gwudz and Director Bushway thanks to the acceptance of a ~~STP~~ STEAP grant by the Town, and;....

Voice vote, 8-0, all in favor. Motion carried.
7. To consider and act on a motion to review and approve the Director's Report for May and June 2014.
Motion made by Commissioner Lawton, seconded by Commissioner Delacruz. Discussion:
Commissioner Perkins commended John Neeley who has done a great job in beautifying the fields at Camp Oakdale. Director Bushway reported that the gate was installed today. Commissioner Lawton questioned the funding of the Masters Race and why it is no longer included in the budget. Commissioner Cicchese agreed that there should be a cooperative budget between Parks & Recreation and the Rotary as fees are being collected for the event. Currently, the Parks & Recreation Commission purchases the medals some of which is reimbursed by the Rotary Club. While there have been no problems with the lack of prizes in the past, donations are becoming scarcer due to the economy. Commissioner Cicchese felt that the revenue from the Race should be

used to fund the Race. The route for this year's race on Sunday, July 20, which starts on Fellows Road and ends at the Pavilion, may be altered due to road restrictions.

8. Reports from Finance

Motion made by Commissioner Cicchese, seconded by Commissioner Ventresca, to accept the transfer of funds from the parade to the three (3) line items. Discussion: Director Bushway distributed a list of transfers from the parade to balance out three of the line items. Voice vote, 8-0, all in favor. Motion carried.

In response to Commissioner Ventresca, Director Bushway stated that the asterisks on the report indicate the number of individuals and amount of weeks they have signed up for. She noted that, on page 6, lacrosse should not be spelled with a capital "C". It was clarified that the \$50 fee is going to Public Works for water usage and should be noted as such on future reports.

In response to Commissioner Lawton, it was reported that \$290.00 was earned from the tag sale. Commissioner Cicchese noted that the item should be listed under Recreation Programs.

9. Unfinished Business

a. Town Hall Sign

Director Bushway and Public Works Director Don Bourdeau have located two possible locations for the sign. The first option, which poses a maintenance issue, as the bamboo will need to be maintained, is to place the sign on the right side of the driveway. The second option is on the other side of the driveway and would involve the elimination of one of the evergreen trees, pending determination as to whether it is a memorial tree. The issue with placing a sign where the High School advertises their musicals is that it is only visible from one direction. Director Bushway will show the Commissioners the proposed locations following the meeting.

b. Dog Ordinance

Chairman LaVallie reported that the issue is still with the Town Council and that there was some confusion between the Dog Ordinance and the Dog Park. He will contact the Town Council to check on the status of the Ordinance. The map is pending. Commissioner Lawton encouraged everyone to view the signage in Bozrah as an example of the type of signage she has in mind for Camp Oakdale.

c. Allocation of in-season vs. out-of-season field usage

Commissioner Ventresca reported that she is still waiting for the verbiage, but felt that the wording on the MOA is perfect and felt that the three sports worked well together last season. She suggested eliminating the item from the agenda unless the issue is reintroduced.

d. Dog Park

Commissioner Lawton reported that Chris Lawton provided a presentation to the Town Council and is now waiting for the next step. Chairman LaVallie stated that, in speaking with Chairman Jaskiewicz, who was concerned about the noise of barking dogs, there was some confusion as to the proposed location of the Dog Park. Commissioner Berardy noted that, for whatever reason, dogs do not normally bark at dog parks.

e. Easter Egg Hunt

Commissioner Lawton relayed concerns that she received regarding the eggs being filled with hard taffy/candies, which are inappropriate for smaller children. She suggested, rather than purchasing pre-filled eggs, recruiting the help of volunteers, the senior center, and/or youth center to fill the eggs with items purchased from such places as The Oriental Trading Company and/or placing a recycling bin so that the plastic eggs can be re-used. Director Bushway stated that 1,000 pre-stuffed eggs were purchased for \$136.00 and \$800 is budgeted for the event. The cost is shared by the Commission and Masons. Commissioner Cicchese recommended an egg committee be formed. The possibility of upgrading the eggs and reducing the number of eggs was introduced. Commissioner Lawton offered to research the available options. Nevertheless, Chairman LaVallie felt that the Easter Egg Hunt was a successful, well-attended event and they will strive to iron out the kinks and improve the event. The item will remain on the agenda.

f. Camp Oakdale projects

Commissioner Perkins questioned the need for all of the gates at Camp Oakdale and would rather see two barrels of bushes or something similar to block the entrance. Commissioner Lawton felt that the blockage will cause problems in the parking lot in the Fall while Commissioner Ventresca felt that it was a positive change for the children who are traveling from the field to their cars. Chairman LaVallie stated that it is a work-in-progress and will continue to be reviewed. The gate was installed for safety reasons as well as to designate the entrance for emergency vehicles only. Discussion ensued regarding past conversations on the installation of the gate.

Commissioner Lawton wondered if any interested parties have come forward to remove, repair, or construct a picnic table to replace the current one located by the letterbox. Director Bushway was requested to meet with PW Director Bourdeau and look into the removal, replacement, or repair of the table.

Chairman LaVallie reported that the possibility of expanding the new utility field(s) is still in progress. He also stated that he is also looking into the \$15,000.00 that has been allocated in the Public Works budget to work on the fields and has requested a timetable for the resurfacing the basketball and tennis courts, the seal coating of the parking lot, and the possible re-lining of the parking spaces. The Commission will request a plan prior to the re-lining of the parking lot. Chairman LaVallie also reported that Director Bushway and himself met with the owner of the abutting land, who is open to selling 12 acres of his property. He is asking for over \$200,000.00. Commissioner Berardy felt that such a purchase would not be conducive within the current political/economic climate. Chairman LaVallie agreed and felt that their funds would be better served being utilized in developing the property they already own. Discussion ensued regarding available areas within Camp Oakdale that can be developed.

Commissioner Perkins stated her preference for having all of the fields located at one location. A short discussion ensued regarding the history of Fair Oaks; Commissioner Cicchese

suggested sending an e-mail with a survey to their database to gauge their interest in creating a community center. A future Community Center will be added to the next agenda.

10. New Business

a. Farmers' Market

Motion made by Commissioner Lawton, seconded by Commissioner Perkins, to allow food vendors at the Commission's four (4) summer concerts. Discussion: Commissioner Lawton stated that she is willing to contact licensed food vendors for the summer concert series, but, before doing so, will require clarification, in writing, that the vendors will be allowed to vend and be exempt from any fees. Director Bushway confirmed that he has not invited any community organizations to sell food at the concerts. Chairman LaVallie stated that it should be made clear to the vendors that they are in the process of building the event and are unsure as to the attendance. After the event has proven successful, the Commission might opt to ask the vendors to pay a percentage. Commissioner Lawton would also like to increase their promotional efforts for the event. The posters will note that vendors will be on-site, but will not list the vendors. The Commission agreed to invite vendors based outside of Montville. Chairman Bushway stated that the vendors should be located on the concrete pad located to the right of the Pavilion. Commissioner Lawton will take the lead in contacting and inviting at least three to five food vendors and coordinate with Director Bushway. There will be no fees or revenue commission with Parks & Recreation for the participants this year. Voice vote, 8-0, all in favor. Motion carried.

b. P&R Newsletter

Motion made by Commissioner Perkins, seconded by Commissioner Ventresca, to create a monthly newsletter promoting their programs and containing messages from the Director and Commission. Discussion: Chairman LaVallie expressed his desire for the department to build a database and periodically distribute an e-newsletter containing their upcoming events, happenings, messages from the Director and the Commission in an effort to get more people interested and involved. Commissioner Cicchese stated that their RecTrac system includes a database of those who have registered for their programs and has the capability to create and send an html e-newsletter. The system also allows them to direct e-mails to a specific group. In response to the question regarding who would be designing, creating, and maintaining the newsletter, Chairman LaVallie stated that the Department can take on that task as they will have more administrative help in the office from July first. The newsletter would be reviewed and approved by the Commission during their regular meeting. Commissioner Cicchese will send the Commissioners a sample template that Groton is currently using for their newsletters.

c. Rescheduling P&R Meeting at Camp Oakdale with walk-through

Chairman LaVallie proposed re-scheduling the Parks and Recreation meeting at Camp Oakdale for either July or September. Commissioner Perkins proposed the possibility of inviting Mr. Neeley to the meeting. The possibility of touring Fair Oaks was also discussed. Chairman LaVallie requested that the note on the website stating that their August meeting is canceled be

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removed and that the location/time of the September meeting be revised. The September Parks & Recreation Regular Meeting will be held at the Camp Oakdale Pavilion at 6:00 p.m.

11. Communications — none.

12. Remarks from the Public — none.

13. Remarks from the Commissioners

Commissioner Perkins expressed her satisfaction with the reinstatement of the full-time position in the Department as this would avoid the office from being closed during working hours.

Commissioner Ventresca wished Commissioner Perkins a Happy Birthday and was pleased with this evening's meeting, she felt it was a successful meeting with many things being accomplished and is excited about the future.

Commissioner DelaCruz expressed her disappointment with the Finance Committee's actions on the budget, as a whole, and as it applies to the Department, specifically. She felt that they many great ideas and hopes that they will be able to draw in more people to their activities. She felt the newsletter is a great idea and is always open to receiving any ideas for one-day events.

Commissioner Lawton announced that Trick-or-Trunk will be held on October 25. Their CT Trails Day Letterboxing event brought a total of 190 people, with less than 20 from the Town. She expressed the need for more advertising, especially for the upcoming concert series. In response to her question, Commissioner Perkins stated that she believed the start of softball is June 29 and Councilor Tanner would be the contact person.

Director Bushway added that an additional transfer was necessary due to the expenditures for the recording secretary prior to funding.

Motion made by Commissioner Cicchese, seconded by Commissioner Ventresca, to transfer the final balance from the part-time rec program to the Recreation Commission recording secretary.

Discussion: None. Voice vote, 8-0, all in favor. Motion passed.

Chairman LaVallie also expressed his disappointment with the Town Council and their disregard for the Parks & Recreation Commission's recommendations regarding their budget.

14. Remarks from Town Council Liaison, Laura Tanner — none.

15. Adjournment

Motion made by Commissioner Berardy, seconded by Commissioner Lawton, to adjourn the meeting at 8:17 p.m. Discussion: None. Voice vote, 8-0, all in favor. Meeting adjourned.

Respectfully Submitted by:

Agnes Miyuki, Recording Secretary for the Town of Montville

AN AUDIO RECORD OF THE MEETING IS ON FILE IN THE MONTVILLE TOWN CLERK'S OFFICE