

Town of Montville Parks & Recreation Commission
Regular Meeting Minutes for Wednesday, November 19, 2014
6:30 p.m. – Town Hall – Town Council Chambers

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 (6:33 p.m.) Karen Perkins, Kristin Ventresca, and Derek Wainwright. Also present was Parks & Recreation Director Peter Bushway. Absent was Town Council Liaison Laura Tanner.

3. Adjustments to the agenda

Motion made by Commissioner Perkins, seconded by Commissioner Wainwright, to add the following item to the agenda:

9(g) Presentation by David Gerry regarding the Camp Oakdale football field

Voice vote, 9-0, all in favor. Motion passed.

The following items were moved up on the agenda:

9(g) Presentation by David Gerry regarding the Camp Oakdale football field

9(e) Function of the P&R commission (ground rules for meeting, time limit for meeting, prioritizing, agenda items) (Commissioner Cicchese)

9(f) Brainstorm long term goals for P&R (Commissioner Cicchese)

4. Remarks from the Public regarding items on the agenda with a three-minute limit - none.

9. New Business

g. Presentation by David Gerry regarding the Camp Oakdale football field

Montville Youth Football League President David Gerry and Vice President Kevin Clang spoke regarding field security and the Conference requirement for a partition between the field and spectators. They have been using a rope as a partition, but the rope tends to fall leading to the League almost being fined for not providing proper safety and security for the coaches, players, and spectators at a recent game. The League is requesting the approval and help of the Commission to purchase more stable fencing for the next season, which begins in August 2015. He approximates that they will need 110 x 55 yards in total fencing and added that the League is happy to contribute funds towards the fencing.

Chairman LaVallie requested the submission of a formal written request and proposal including the costs for adequate fencing. He will review the proposal with the Public Works Department who handles the overall maintenance of the facility and whether they have any

adequate fencing in storage that can be used as a partition. He added that the P&R Department currently does not have the budget for the fencing.

5. To consider and act on a motion to approve the regular meeting minutes of October 22, 2014. Motion made by Commissioner Cicchese, seconded by Commissioner DelaCruz. Voice vote, 9-0, all in favor. Motion passed.
6. To consider and act on a motion to review and approve the Director's Report for November 2014. Motion made by Commissioner Lawton, seconded by Commissioner Cicchese. Discussion: There should be no conflict with wrestling regarding the purchasing of the mats for judo, which will be utilized for other events. More discussion will follow. Voice vote, 9-0, all in favor. Motion passed.

7. Reports from Finance

In response to Commissioner Lawton's question, Director Bushway stated that the \$150.00 and \$44.00 donation funds are not reflected in the report. A special line item is created for donations and is removed once it is completed.

Motion made by Commissioner DelaCruz, seconded by Commissioner Lawton, to transfer \$249.00 from item 10730-54000 to 10730-53076 to zero out the line item for Facilities Repair/Improvement. Discussion: None. Voice vote, 9-0, all in favor. Motion passed.

It was clarified that the gift card reimbursement to Commissioner DelaCruz is noted under Gift Card Reimbursement for \$55.00 and the additional \$25.00 was taken out of a different line item.

9 New Business

- e. Function of the P&R commission (ground rules for meeting, time limit for meeting, prioritizing, agenda items) (Commissioner Cicchese)

Due to the growing list of discussion items under Unfinished Business, Commissioner Cicchese introduced the idea of reviving the setting of a time limit for their meetings to keep everyone focused on discussing and completing the items on the agenda. She also suggested prioritizing the items on the agenda so that the pressing matters are discussed more fully and/or completed and a more realistic approach might be taken as to what items can be covered in the meeting. Commissioner Berardy concurred, adding that, in the past, a limit of 1-1/2 hours for the meeting with the possibility of extending the meeting with a 2/3rds majority vote worked very well in keeping people focused, avoiding reiterations, and bringing out the essence of the topics. While Chairman LaVallie is not averse to holding a longer meeting that is constructive, many of the recent discussions have been extended without results and that, perhaps, a time limit will place more focus on their discussions.

Commissioner DelaCruz pointed out that there are many more events and activities being hosted by the Commission than in the past, which, sometimes, warrants additional time for discussion. As such, two hours may be a more realistic timeframe.

Motion made by Commissioner Berardy, seconded by Commissioner Maffeo, to place a 1-1/2 hour time limit on the meetings with a 2/3rds majority vote to extend the meeting, if

necessary. Voice vote, 7-2. Voting in Favor: Commissioners Berardy, Cicchese, DelaCruz, LaVallie, Lawton, Maffeo, and Wainwright. Voting in Opposition: Commissioners Perkins and Ventresca. Motion passed.

f. Brainstorm long-term goals for P&R (Commissioner Cicchese)

Commissioner Cicchese wished to table the item, but pointed out the necessity of determining the vision of the Commission in relation to their day-to-day needs and their long-term vision vs. short-term goals and their implications upon the budget. While the Commission has many great ideas, many never come to fruition. She felt it important for the Commission to determine those goals, see what can be accomplished, and advocate to the Town Council for the approval to budget for these items so that they can work towards achieving those goals.

8. Unfinished Business

a. Town Information Sign at Public Safety Building

Chairman LaVallie reported that he sent an e-mail to both Lt. Bunnell and the Mayor stating the Commission's interest in installing a sign at the Public Safety Building. The Lieutenant, while not averse to the idea, expressed his concern with the possibility of the sign creating a distraction for drivers. He suggested including Town Planner Marcia Vlaun into their discussions regarding her thoughts and vision for the installation of signage along Route 32. Chairman LaVallie expressed his appreciation to Lt. Bunnell for his helpful input and thoughts. A recent Facebook post on *Montville Watch* referring to a recent distraction due to the placement of a sign in front of the Public Safety Building was noted. Commissioner Berardy felt that such signage advertising various things are a standard part of life, noting that various signs are scattered along the road as well as throughout the Town. Commissioner Maffeo suggested installing a sign at Fair Oaks where four of the Town's schools and the Community Center are located and the possibility of requesting the help of the Board of Education to aid in the funding. The area is centrally located and, probably, a safer and less dangerous road for such signage. Commissioner Ventresca agreed that the Town would be more supportive of placing a sign at the Community Center and, as such, it may be easier to obtain funds for the project. Chairman LaVallie agreed that it is a high traffic area and they would also be able to capture those who are travelling to/from the Transfer Station and suggested the possibility of placing the sign at the High School rather than the Community Center as he is aware that the Athletic Boosters may be seeking to replace their current sign. He will speak with the Athletic Boosters regarding the possibility of joining forces to help fund a shared sign that would be electronic/digital.

b. Dog Ordinance

Director Bushway reported that he has re-submitted the maps to the Town Administration/Rules & Procedures Committee. Their next meeting is scheduled for Monday, November 24, 2014 at 5:30 p.m. The agenda will be forwarded to the Commission.

c. Dog Park

Motion made by Commissioner Wainwright, seconded by Commissioner Berardy, to form a Dog Park Committee under the Parks & Recreation Commission. Discussion: Chairman LaVallie reported that a line item will be added for the Dog Park Committee. The Committee will be led by Mr. Chris Lawton and include Commissioners Wainwright and Berardy, who will provide updates to the Commission. Mr. Lawton will speak with the Town Clerk regarding the requirements and process of setting up the meeting dates, time, and place. Voice vote, 9-0, all in favor. Motion passed.

d. Camp Oakdale projects

Commissioner Perkins reported that Public Works Director Don Bourdeau agreed to arrange for the de-installation of the backstop. He also agreed to leave the existing picnic tables out during the winter and the possibility of additional seating areas for the spring. He is also open to receiving a wish list from the Commission and urges they submit it prior to the end of the year for discussion before he begins working on the budget. Chairman LaVallie requested the Commission send him any items they would like to place on the wish list, which he will, then, forward to Public Works Director Bourdeau prior to their next meeting for discussion.

e. P&R Newsletter

Chairman LaVallie reported that the November newsletter was mailed with a few last minute additions of images from their recent events informing their subscribers of past, recent, and future events and, hopefully, further engage them in their future activities. A draft of the December newsletter will be sent to the Commissioners for review and will be mailed during the first week of December. Please forward any comments, suggestions, and/or questions to Chairman LaVallie.

Commissioner Delacruz felt that the November newsletter was very informative.

f. Future Community Center - none

g. A pavilion for Camp Oakdale with picnic tables – *wish list item*

h. Alternative place for a small playground between the soccer fields – *wish list item*

i. New Camp Oakdale entrance

Director Bushway met with Mayor McDaniel, Lt. Bunnell and Public Works Director Bourdeau regarding possible solutions to improve the safety and efficiency of the parking lot at Camp Oakdale. An aerial view of the parking lot was provided for review to help determine the best traffic pattern for both the upper and lower portions. Possible solutions included angled parking, jersey barriers, directional arrows, stop signs and bars as well as striping the new entrance. Discussions are continuing and completion of the project is scheduled for the springtime, prior to its season opening date.

Commissioner Lawton expressed her disappointment as the issue was discussed at their last meeting as being an item of great urgency, yet she discovered that nothing had been done, i.e., no police presence, to help alleviate the situation in the interim. She felt that money should

not be an issue when it comes to the safety of those who attend the park. Commissioner Maffeo stated that the police would not be able to issue certain citations at the park as it is considered private property and falls under the State's Traffic Commission. Commissioner Lawton will contact the Mayor expressing her disappointment. Commissioner Cicchese stated the importance of the Commission dictating to the Mayor and Public Works Department that the issue be resolved by April 1st, when activities will begin. Commissioner Berardy agreed, adding that, in accordance to their Charter, it is not only their responsibility, but also well within their bounds to do so.

j. Finance Department – Contractor's Packet

Chairman LaVallie reported that he spoke with Finance Director Terry Hart regarding their agreement with all of the items with the exception of the insurance requirements for small events and programs. She understood the situation and he is now awaiting additional information from her regarding the matter.

k. Trick or Trunk (Commissioner Lawton)

Commissioner Lawton reported on a smooth event with very few hiccups, some of which were resolved by people working together and helping each other. A total of 45 trunks participated in the event, passing out candy to 1,000 to 1,200 trick or treaters. They were able to supplement those who ran out of candy with candy received from donations. Many were happy with the bathrooms; the only complaint received was heard by Commissioner DelaCruz regarding the sound system, which could not be heard in certain areas.

Chairman LaVallie agreed that the event was very well organized with a few very small hiccups that were not evident to the participants or attendees and felt that 40-45 trunks is an adequate number and reiterated his wish to subsidize the participants with candy. He also suggested scheduling the dance troupe to entertain the guests earlier.

Commissioner Lawton stated that very few attendees brought non-perishable items for donation and suggested requesting them to bring a bag of candy in the future.

Commissioner DelaCruz felt it was a great event.

9. New Business

a. Approval of the 2015 Meeting Dates

The Commission agreed to eliminate the August meeting and schedule their Camp Oakdale walk-through meeting for Wednesday, May 20 at 6:00 p.m.

b. Formation of Nominating Committee

The Nominating Committee will be chaired by Vice Chair Lawton with Commissioners DelaCruz and Maffeo as volunteer members. Interested Commissioners should review the duties of each of the positions in their By-Laws and contact Vice Chair Lawton. Should any of the Commissioners require a copy of the By-Laws, please contact Chairman LaVallie. Election of officers (Chair, Vice Chair, and Secretary) will be held in January 2015.

- c. Walking Track around Camp Oakdale/Fields 1, 2 & 4 (Commissioner Perkins)
Commissioner Perkins stated that this would be an item for the wish list. Commissioner Cicchese stated that the item has been on the CIP for many years, but is continuously cut from the budget. She suggested getting the community involved to support the Walking Track and express their support at the budget meetings. She felt it important that the message come from the people and proposed posting it on their Facebook page to drum up support. Chairman LaVallie added that his original vision for the newsletter is to create a forum in which they can inform those who have participated and/or currently participate in their programs so as to encourage them to support their efforts and, possibly, help them fulfill some of their goals.
- d. Renumbering of Fields at Camp Oakdale (Commissioner Perkins)
Commissioner Perkins inquired as to the possibility of renumbering the fields as 1, 2, and 3 rather than 1, 2, and 4, which leads to some confusion. Director Bushway reported that discussions have taken place regarding the placement of signs indicating the field number. He will send a reduced scan of the map indicating the numbering of the fields to the Commissioners.
- e. Function of the P&R commission (ground rules for meeting, time limit for meeting, prioritizing, agenda items) (Commissioner Cicchese) – *previously discussed*
- f. Brainstorm long term goals for P&R (Commissioner Cicchese) – *previously discussed*

10. Communications - none

11. Remarks from the Public - none

12. Remarks from the Commissioners

Commissioner Perkins wished everyone a Happy Thanksgiving.

Commissioner Ventresca congratulated Commissioner Lawton on a successful Trick or Trunk event and apologized for the tennis balls. She also congratulated Commissioner Maffeo who was awarded a Mothers Against Drunk Driving (MADD) Youth Leadership Community Champions award.

Commissioner Wainwright commented on a nice, quick meeting.

Commissioner DelaCruz reminded everyone that the Holiday Parade will be taking place on Sunday, December 7 at 5:00 p.m. Those who are interested in helping out may meet them at the Funeral Home at 4:00 p.m. She is seeking participants from Montville and neighboring towns to not only take part in, but also watch the parade. She is planning to revise the list of invited businesses to include businesses outside of the Town. They also may be in need of a trailer. There are currently eight participants, but are expecting some last minute participants. Commissioner Cicchese suggested inviting the Montville Chamber of Commerce to participate in the event. Commissioner DelaCruz also announced that they will be hosting a Tag Sale at Fair Oaks on

December 27 to replenish their Special Revenue Funds; donations may be brought to the next P&R meeting or dropped off at the P&R office.

Commissioner Berardy suggested the possibility of placing a police vehicle with a “dummy” officer to help alleviate the issues at the Camp Oakdale parking lot though Commissioner Maffeo noted that civilian complaints had been received regarding a “sleeping officer” in the past when an empty, blacked-out vehicle was strategically placed in a troubled area.

Commissioner Maffeo wished everyone a Happy Thanksgiving.

Chairman LaVallie congratulated Commissioner Lawton on a great job on Trick or Trunk and Commissioner DelaCruz for an equally successful Pumpkin Decorating event. He was happy to see such a high turnout and expressed his appreciation for their efforts.

13. Remarks from Town Council Liaison, Laura Tanner – *absent*.

14. Adjournment

Motion made by Commissioner Cicchese, seconded by Commissioner Maffeo, to adjourn the meeting at 7:50 p.m. Discussion: None. Voice vote, 9-0, all in favor. Meeting adjourned.

Respectfully Submitted by:

Agnes Miyuki, Recording Secretary for the Town of Montville