

Town of Montville Parks & Recreation Commission  
**Regular Meeting Minutes for Wednesday, March 18, 2015**  
6:30 p.m. – Town Hall – Town Council Chambers

1. Call to order  
Chairman Scott LaVallie called the meeting to order at 6:31 p.m.
2. Roll Call  
Present were Commissioners Joseph Berardy, Eileen Cicchese, Scott LaVallie, Kerri Lawton, Karen Perkins, and Derek Wainwright. Absent were Commissioners Nancy delaCruz, Gilbert Maffeo, and Kristin Ventresca. Also present were Parks & Recreation Director Peter Bushway and Town Council Liaison Laura Tanner.
3. Adjustments to the agenda – *none*
4. Remarks from the Public regarding items on the agenda with a three-minute limit – *none*
5. To consider and act on a motion to approve:
  - a. The Regular Meeting Minutes of Wednesday, February 18, 2015  
Motion made by Commissioner Lawton, seconded by Commissioner Cicchese. Discussion: The deletion of the following sentence was proposed:  
Item 9(c), second to the last sentence: ~~All of the Commissioners will be assigned a task.~~  
Voice vote, 6-0, all in favor. Motion passed to accept the minutes as amended.
6. To consider and act on a motion to review and approve the Director's Report for March 2015.  
Motion made by Commissioner Lawton, seconded by Commissioner Cicchese. Discussion: Director Bushway stated that the participating regional departments will be providing staff to help with the Passport Challenge Program and one parent has offered to provide help at the Easter Egg Hunt event. She requested and suggested they recruit additional help for this and following events. Commissioner Cicchese questioned whether there might be any funding in the budget to hire part-time help for their special events. If not, she suggested they consider adding a line item for this purpose. Recruiting the help of high school students, e.g., National Honor Society and Catechism students, was discussed. Depending upon the ground conditions, the event might be relocated to Fair Oaks. The expansion of the 28th Annual Masters Race will increase their costs for the medals to \$230.00. The Rotary, who is hoping to make \$2,000.00 - \$3,000.00 to help support their educational programs, will handle all of the other tasks. A list of businesses and their respective prices was provided so that the duplicate vendors are not requested for prize donations. The Commission was ensured that the Department is doing all they can to help the Rotary with the Masters Race. Voice vote, 6-0, all in favor. Motion passed.
7. Reports from Finance  
Chairman LaVallie stated that they have exceeded the budgeted amount for the Recording Secretary this year and, as the result, will be requesting an additional \$100.00 for this line item.

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8. Unfinished Business

a. Town Information Sign

Chairman LaVallie stated that, having reviewed Commissioner Ventresca's research, conducted additional research, and spoken to the sign companies, he has determined that an 8' x 4' sign with two shrouded posts is estimated to cost close to \$17,000.00, which includes \$8,700.00 for the sign, \$360.00 for wireless capability, \$2,600.00 for the electrical work, and \$4,000.00 - \$5,500.00 to prepare the location for the installation of the sign, i.e., digging of the hole, pouring the concrete, and set the bolts. Due to the cost of the sign, he questioned the willingness of the Commission to invest the funds into the sign since it would cost well beyond the \$3,000.00 they were originally looking to spend. Even with a third partner, the sign will cost the Commission approximately \$6,000.00.

Commissioner Beardy suggested reverting back to their original idea of installing a plain wooden sign with its associated lettering, which would cost approximately \$300.00 - \$400.00, at the very least, as a temporary solution rather than extending the issue with expensive alternatives. Discussion ensued as to recruiting volunteers to change the lettering on the signs, for which Commissioner Berardy readily volunteered. Commissioner Lawton felt that the sign might be better situated at a location other than the high school and, perhaps, a sign with a higher line of sight.

Motion made by Commissioner Berardy for the Department to install a basic wooden sign with the accompanying lettering to promote Parks & Recreation events at the Fair Oaks Community Center. There was no second to the motion.

Discussion ensued regarding revisiting their original plan to install a sign constructed by the Public Works Department. The minutes to previous P&R Meetings will be reviewed in which Public Works Director Bourdeau presented a plan and the costs of a wooden, Plexiglas-covered sign with interchangeable letters to the Commission.

b. Dog Ordinance

Director Bushway stated that the Town Council approved the map and is now waiting to hear back from the Town Attorney. Following the Town Attorney's approval, the Ordinance will go to a Public Hearing and then back to the Town Council for a final vote.

c. Dog Park

Director Bushway stated that the Committee's next meeting is scheduled for Tuesday, March 24, 2015 at 2:30 p.m.

Commissioner Berardy reported that, upon further discussion, the Committee is seeking to relocate the Dog Park to a flat area located approximately 150' from the tennis courts. Already graded with grass, fenced on one side with an existing dog-approved path, and easy access to the parking lot and bathroom facilities makes this area more ideal in terms of the safety, its vicinity, and cost. Measurements will need to be made of the revised proposed area due to the existing wetlands and the location of the pavement will need to be reviewed.

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d. Camp Oakdale Wish List

Commissioner Perkins presented printouts of possible benches for Camp Oakdale to the Commission. The benches, which are flat, wooden benches that can be cemented into the ground, cost less than \$500.00. Commissioners will be e-mailed the printouts for review.

e. P&R Newsletter

A draft of the P&R April newsletter was distributed to the Commission. The Commission message will be changed and, because of the number of telephone calls the office has been receiving, the Summer Camp message remains the same as that which was included in the March Newsletter. The photograph of the Judo students will be lightened and, hopefully, placed on the upcoming cover of the Montville magazine, which will be published in April. It was noted that May 9, the scheduled date for the Mother's Day Craft, is the date of the First Communion for St. John the Evangelist Catholic Church.

f. Future Community Center

Because it is not possible to hold a meeting during an Executive Session to discuss the status of the Community Center, Councilor Tanner will be checking with the Town Councilors regarding their availability for a meeting with the Commission during their Regular Meeting on Wednesday, April 15 at 6:30 p.m. It will be requested that the Town Council walk through the Community Center prior to their joint meeting.

g. New Camp Oakdale entrance

Director Bushway met with the Town Engineer, Public Works Director Bourdeau, and Mayor McDaniel regarding the layout of the parking lot. According to the standards, the parking lot should be parallel, rather than, perpendicular, to the field. Unfortunately, this would result in the loss of 50 (fifty) parking spaces (less than 300 (three-hundred) total spaces). As such, an alternative option is to stay with their original plan, but add an island (or similar) at the entrance, squaring off the area and forcing visitors to travel into the second or third rows. In addition, the last row, towards the football field, and the middle row would be two-way and the aisle closest to the fields would be designated as exit-only. The installation of raised yellow crosswalks or speed dips between the second and third rows and at the last rows to provide safety for those crossing to/from the parking lot was also discussed. An entrance/exit only would not solve the speeding issue within the parking lot, which is rarely full. Director Bushway stated that no final plans have been made and he will speak with the Town Engineer who is onsite on Tuesdays regarding the parking lot.

h. Finance Department – Contractor's Packet – *none*

i. Renumbering of Fields at Camp Oakdale (Commissioner Perkins)

The item will be deleted from agenda.

9. New Business

a. 2015 Budget

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Director Bushway reported that he has spoken with Finance Director Terry Hart, who stated that the budget looked good and thanked him for keeping their budget reasonable. There is no schedule yet for their presentation to the Committee.

b. Ideas for the Concert Series

Commissioner Lawton reported that she has contacted Wicked Peach, Fusion, and Sugar as possible options to provide entertainment at their Summer Concert. While not available on the tentatively scheduled date of July 31, Wicked Peach is available on July 5, July 25, and July 26 for \$1,600.00 (same price for weekdays and weekends). The band would provide their own lighting and sound system and suggested they play for 1-1/2 hours, without any break(s). Wicked Peach is a well-known local band, which has performed at such venues as Maragritaville, Mohegan Sun, and the Bulkeley House.

Discussion ensued regarding changing the possible location of the Concert. Suggestions included the Community Center, High School, and Camp Oakdale football field. The football field at Camp Oakdale is already equipped with bleachers, would provide a park atmosphere where the public may bring their own lawn chairs or blankets, ample parking, and an adequate area for the vendors. In addition, the Youth Football League may be considered as an additional vendor. Concern for the traffic on and its resulting damage to the field(s) as well as the accessibility and adequacy of power was raised. The importance of creating an event with a band with a following that would draw a number of people and help build a strong following to the event, itself, was noted.

Director Bushway reported that he recently attended a showing of bands available for concerts. A rock and roll band known as the Larry Stevens Band from New Jersey, who performs both cover songs and original music, is another possibility. The band charges approximately \$1,500.00 - \$1,600.00 and has shared the stage with such well-known bands as Huey Lewis and the News, The Doobie Brothers, The Marshall Tucker Band, and Gin Blossoms.

The Commission agreed to reserve Wicked Peach for July 25, 2015, 6:00-7:30 p.m. for \$1,600.00. Commissioner Lawton will contact the band regarding their power and staging needs and consult with Public Works Director Bourdeau and Director Bushway, who will finalize the details.

c. Basketball Program (Commissioner Lawton)

Commissioner Lawton received feedback for this year's Basketball Program. Concerns were raised regarding the lack of adequate communication, timeliness of receiving scheduling updates, number of practices, and the lack of a P&R person for one of their games resulting in a 30-minute game delay. She also received feedback on the Basketball Program from Danielle Ladia, which she will forward to the Commission. Ms. Ladia reported on the lack of basketballs provided for their practices, two of which were flat and, though brought to the Monitor's attention, was never remedied and led to the purchasing of additional basketballs, herself. She also suggested having two weeks of practice prior to their first game followed by one practice and one game during the same week. In addition, an Alpha Basketball training session for those

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parents/volunteers who are interested in coaching a team was also suggested as a way to provide new coaches with various coaching strategies.

Commissioner Cicchese suggested using their Special Revenue Funds to purchase the necessary balls if funding is not available in their budget. Ideally, the Coach should be provided with six (6) marked balls at the beginning of the season for which they are responsible and returned at the end of the season. She also recommended that Director Bushway send out a survey to the Coaches so as to obtain additional feedback.

10. Communications

Motion made by Commission Cicchese, seconded by Commissioner Lawton, to approve a Track & Field Program. Discussion: Director Bushway reported that High School Coach Erica Marks has agreed to run a Track & Field Program. He created a Flyer, which he distributed to the Commission, stating the pertinent information. She will also recruit the help of members from her track & field team. The revenue received from the Program would be split 75-25. Director Bushway will be obtaining a permit for the Program. Voice vote, 6-0, all in favor. Motion passed. Program approved.

11. Remarks from the Public – *none*

12. Remarks from the Commissioners

Commissioner Cicchese questioned whether there were any resident basketball coaches who may be available to conduct training sessions for coaching. Commissioner Wainwright stated his openness to hosting both a boys and girls coaching clinic.

13. Remarks from Town Council Liaison, Laura Tanner

Councilor Tanner noted that the P&R Administrative Assistant does not receive the P&R newsletter and thought that hiring Wicked Peach for their Summer Concert is a great idea. She expressed her concern regarding the members of the Commission physically running the Parks & Recreation programs, noting that their role is to recommend programs to be run by the Department rather than running the programs themselves. She stated that the Town Council approved the funding of the electrical updates for both the Public Works buildings and Camp Oakdale.

14. Adjournment

Motion made by Commissioner Perkins, seconded by Commissioner Berardy, to adjourn the meeting at 8:01 p.m. Voice vote, 6-0, 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**