

**Town of Montville Parks & Recreation Commission
310 Norwich New London Turnpike
Uncasville, Connecticut 06382**

(860) 848-3030

**Meeting Minutes
Town of Montville Parks and Recreation Commission
Regular Meeting – Wednesday, August 19, 2009
7:00 p.m. – Room 203 – Town Hall**

1. **Call to Order** – Chairman Gwudz called the meeting to order at 7:00 p.m.

Roll Call:

Present were Commissioners Berardy, Cicchese, Clark, Desjardins (7:10 p.m.), DelaCruz, Gwudz and Hillman. Absent were Commissioners DeMitte and Murtha. Also present were Town Council Liaison, Candy Buebendorf and Public Works Director, Don Bourdeau.

2. Motion made by Commissioner Cicchese, seconded by Commissioner Clark to approve the **July 15, 2009 Regular Meeting Minutes** as submitted. Discussion: none. Voice vote: 6-0.

Remarks from the Public

Chairman Gwudz inquired if there was anyone from the public who would like to address the Commission.

Derik Wainwright, a coach for the girls' basketball team at Montville High School discussed a proposal to hold a Fall Basketball League at the High School, with games on Sunday mornings between the dates of September 27 through November 15, 2009. He requested the program be insured and run under the Parks & Recreation name. He stated the teams will provide their own uniforms, coaches and score keepers for each game. Mr. Wainwright also stated he will be the program coordinator.

Chairman Gwudz expressed concern, stating the High School coach may be in direct violation of CIAC rules and he does not want Parks & Recreation involvement if this proves to be true. He indicated a parent may come forward with a detailed proposal and the Commission will hear them. He stated he will get with Finance and find out how the money collected would be turned back over to Mr. Wainwright and would get back to Mr. Wainwright with his findings.

Chairman Gwudz announced to the Commission Mr. Butler will be retiring from his position as Director of Parks & Recreation as of January 4, 2010. He stated his last day on the job will be on September 4, 2009. He stated Mr. Butler has indicated he will coordinate the Fall and Winter programs and brochure before he retires. A discussion

Town of Montville Parks & Recreation
Meeting Minutes
August 19, 2009

was held regarding the Town Charter and the involvement of the Commission in the hiring of a new director. Chairman Gwudz indicated the Commission members are required to submit a minimum of three candidates for hire and forward these candidates to the Mayor for final approval of one. He discussed holding a Special Meeting in order to discuss the best way for the Commission to move forward from this point, regarding any changes the commission would like to make to the job description, such as hours, whether this should be a full or part time position, etc. He stated this is an opportunity to do this right as a commission and to move forward on the right foot. He urged the Commissioners to think about some of these things prior to the Special Meeting and to bring forth any questions or concerns at that time. Chairman Gwudz would like the Commission to be ready when the time comes to hire a director and would like to be proactive during the process.

It was the consensus of the Commissioners to tentatively schedule a Special Meeting for discussions on Monday, August 31, 2009 at 7:00 p.m.

3. **Director's Report** – none.
4. **Public Works Report – Public Works Director, Don Bourdeau**

- a. Camp Oakdale, Soccer Field Lighting (economic stimulus plan)

Don Bourdeau indicated this project is still ongoing, waiting on stimulus money.

- b. Field Management Plan and Schedule – nothing to report.
- c. Camp Oakdale Volleyball Court – Status of Inland/Wetland Approval

Don Bourdeau indicated this has been approved by the Wetlands Commission and the costs for construction are holding up the start date. He indicated it will cost \$15,000 and he does not have it in his budget at this time. He discussed possible transfers of funds from the field lighting line item to cover the costs of construction.

Motion made by Commissioner Gwudz, seconded by Commissioner Hillman to recommend the transfer of funds in the amount of \$10,600 from Field Lighting to the Camp Oakdale Volleyball Court. Discussion: none. Voice vote: 7-0, all in favor, motion carried.

- d. Repair/Fill Cracks in Tennis/Basketball Courts

Don Bourdeau discussed the costs of repairing the courts and indicated he does not have it in the budget at this time. He indicated the costs to repair the courts are approximately \$21,400 and he hopes to put this in the 2010 Capital Plan. Chairman Gwudz stated he will leave this item on the agenda for discussion.

Town of Montville Parks & Recreation
Meeting Minutes
August 19, 2009

e. Update on Potential Purchase of Property Adjacent to Camp Oakdale

1. Appraisal of 29 Acre Parcel

Don Bourdeau indicated the parcel is not listed for sale at this time but the appraisal came in at \$265,000. He indicated he will speak with the property owner and report back to the Commission with updates.

2. Status of Open Space Funding

3. Submit Conservation and Development Plan

f. Update on Camp Oakdale Multi-purpose Development Plan/Explore Potential Grant Money

Don Bourdeau discussed a meeting scheduled for Friday to discuss a grant for use on the multi-purpose trail. A discussion was held regarding updating the bathrooms in order to meet ADA requirements. He indicated all engineering has been completed and is ready to begin if there is a developer or persons interested in donating money for the path. The grant money will be applied to the trail with or without money donated by other parties.

Motion made by Chairman Gwudz, seconded by Commissioner Hillman to recommend the transfer of \$20,000 from the Field Lighting line item for use on the multi-purpose path construction. Discussion: none. Voice vote, 7-0, all in favor, motion carried.

g. Completion of Eagle Scout Bat House Project

Don Bourdeau discussed the progress to date and indicated the student has two more years to complete this project. Chairman Gwudz indicated he will leave this on the agenda for future discussion.

h. Conservation Trail Development Utilizing Boy/Girl Scouts for Troop Projects

It was the consensus of the Commission to appoint Commissioner Cicchese to contact the Girl Scouts and Chairman Gwudz will contact the Boy Scouts and report back to the Commission with their findings.

i. Installation of Fence at Horseshoe Pits

Don Bourdeau indicated this project is ongoing but not yet completed.

j. Cost Estimate for Pickle Ball Courts

Town of Montville Parks & Recreation
Meeting Minutes
August 19, 2009

Don Bourdeau stated he will get estimates for this proposal and report back to the Commission with his findings.

k. Construction of Camp Oakdale Restroom Facilities (cost estimate)

Don Bourdeau stated the costs for construction of the restroom facilities is approximately \$218,000. The women's restroom will contain four stalls and two sinks and the men's will contain two stalls and two sinks. A discussion was held regarding whether or not to start the construction even though there is not enough funding at this time to finish the project. It was the consensus of the Commission to move forward with the project and request additional funding as it is needed.

l. Clarification by Building Inspector for Fair Oaks Facility Usage

Don Bourdeau indicated the Building Inspector has been on vacation and he will sit down to discuss this when he returns.

5. Director's Report – Mr. Butler

Chairman Gwudz indicated he will do his best to discuss the agenda items in Mr. Butler's absence.

a. Written Monthly Director's Report

Chairman Gwudz indicated he met with the Mayor and Mr. Butler did agree to give the Commission a written monthly report to send out in the packet.

b. Update on Regional Meetings with Surrounding Towns

Commissioner Cicchese indicated she attended the meeting and gave an update to the Commission. She indicated the girls basketball league is starting soon and she will get information for the next meeting.

c. Cost Estimate for Use of New London Pool

A discussion was held regarding fees for the use of the pool. It is the hope of the Commission to add this item for the winter session.

d. Cost Estimate for Use of East Lyme Pool

A discussion was held regarding the fees associated with using the pool.

e. Woman's Basketball League with Surrounding Towns

Nothing was discussed regarding this issue.

Town of Montville Parks & Recreation
Meeting Minutes
August 19, 2009

- f. Status of Trips with East Lyme
- g. Schedule of Facility Use and approximate number of participants at Fair Oaks School

Chairman Gwudz indicated he will leave this item on the agenda and he will speak with Carol and get additional information for the next meeting.

6. Finance

- a. Year to Date Expense Status – This information is in the packet for review.
- b. Special Revenue Account Report – Chairman Gwudz indicated he did not receive information regarding the report because of the new fiscal year, but he indicated he will get the information and report back with his findings at the next meeting.
- c. New York City Rockettes Trip (establish special revenues fund)

A discussion was held regarding the best way for the Town to establish the fund and the ticket and bus costs of the trip.

7. Summer Concerts

- a. Wrap up and Summary

Commissioner DelaCruz indicated she was disappointed with the low turn out for this years concerts. She discussed the poor publicity and stated the concerts were not posted on the Towns' website. It was the consensus of the Commission to allot money next year for advertising for better turnout at the events.

- b. Potential for Cruise Night in Conjunction with Concert Night

A discussion was held regarding activities that would bring in more residents such as a community picnic, beach volleyball games and fun family games.

- c. Suggested Improvements for Next Year

Suggested improvements for next year included better advertising and more activities for family fun.

8. Memorandum of Understanding for Use of Camp Oakdale Facilities

- a. Soccer Status
- b. Football Status

Chairman Gwudz discussed soccer and football status. He discussed maintenance of the fields and the costs to the Town.

9. Publications Sub-Committee

- a. Fall/Winter Norwich Bulletin Brochure Information

Chairman Gwudz stated Mayor Jaskiewicz indicated Mr. Butler will continue working on the brochure.

- b. Deadline for Fall Publication

The deadline for submission is September 2, 2009.

10. Summer Camp

- a. Status and Discussion

- b. Summer Camp Evaluation Form for Parents

Chairman Gwudz indicated the evaluation form was sent out the Commissioners and is in their packet. A discussion was held regarding whether or not to add a question regarding transportation to the evaluation form. It was determined they will add "Did your child use bus transportation with a yes, no box and a comment line. Motion made by Commissioner Hillman, seconded by Commissioner DelaCruz to approve the evaluation form as amended. Discussion: none. Voice vote, 7-0, all in favor, motion carried.

- c. Cost Breakdown from Bus Company (reference July 17, 2009 letter to Board of Education requesting bus cost breakdown)

Chairman Gwudz indicated he will leave this on the agenda and recommended the Commissioners look it over.

- d. Lessons Learned and Potential Changes for 2010 Summer Camp

11. Summer/Fall Programs

- a. Update on Existing/Future Classes and Programs

- b. Dance Class

A memo from Carol Bunnell stated Parks & Recreation will need to increase the fee for the Dance Program by \$5.00 per registration to cover insurance liability for the instructor. The new fees will be \$30 per resident and \$35 for non-residents and the recreation department will retain \$2 for each enrollment and the instructor will retain the balance. Motion made by Chairman Gwudz, seconded by Commissioner Hillman to deny the

Town of Montville Parks & Recreation
Meeting Minutes
August 19, 2009

request to increase costs as requested and to maintain the original fees with the instructor to absorb any additional costs. Discussion: Commissioner Cicchese inquired why prior students are allowed to sign up for classes before new students, suggesting discrimination. Voice vote: 7-0, all in favor, motion carried.

- c. Judo Camp (August 3-7, 2009 wrap-up)
- d. Potential Horseshoe League
- e. Dog Obedience Training
- f. Pilates Update
- g. Co-Ed Softball Update
- h. Indoor Volleyball (start/completion dates)
- i. Road Race Wrap-up and Status

Chairman Gwudz indicated he did not have information regarding items (c – i) to discuss with the Commission.

12. Recreational Basketball

- a. Improvements and New Initiative for the 2009/2010 Season

Commissioner Cicchese requested the brochure contain registration forms this year to make it easier to register for classes.

- b. Coaches Clinic – September/October Timeframe – Scheduled Dates for Coaches Clinic

Chairman Gwudz stated the dates will be out soon and will be available for the brochure.

13. New Business

- a. Parks & Recreation Commission Annual Report

Chairman Gwudz stated Commissioners Cicchese and DelaCruz submitted the Annual Report to the Mayor and is included in the Commissioners packets.

- b. Method to Streamline Facilities Request Prior to Monthly Meetings

A discussion was held regarding whether or not the Commission can empower Chairman Gwudz to approve regular requests for use of the facilities. Chairman Gwutz indicated he will call the Commissioners if there is a request out of the ordinary, such as requests for a fee waiver. A request was made to add the request for to the website in order to save a resident a trip to the office to get one.

- c. Christmas Parade

Chairman Gwudz indicated he will check with Mr. Butler to get the status of the letters and how many responses were returned.

d. Re-evaluate Program Fees

Chairman Gwudz indicated he will get the list of fees for re-evaluation.

14. Old Business

a. Memorial Day Parade (organized by Commission)

Commissioner DelaCruz expressed interest in the continuation of the parade and indicated she is willing to help out with the preparation.

b. Development of Farmer's Market at Camp Oakdale

Commissioner Murtha has been in contact with Collins Farm regarding the farmer's market. Chairman Gwudz indicated there are no issues with Uncas Health because each individual vendor must obtain their own health certificates. It was the consensus of the Commission to hold a farmers market each Sunday from 12:00 p.m. til 3:00 p.m. during the month of October. Commissioner Hillman indicated she will contact other local farms to see if they would like to participate.

15. Correspondence

Two correspondence were submitted to the Commissioners regarding the exercise class and one regarding the pilates class.

16. Facilities Requests

Two facilities requests were submitted for approval, one was withdrawn.

17. Other Items Not on the Agenda (Open Floor)

Commissioner DelaCruz requested Mr. Butler get the Commission all of the information he has been promising over the past months prior to his leaving. Chairman Gwudz indicated he will be in touch with Mr. Butler and report back to the Commission.

18. Adjournment

Motion made by Commissioner Hillman, seconded by Commissioner Clark to adjourn the meeting at 9:00 p.m. Discussion: none. Voice vote; 7-0, all in favor, motion carried.

Respectfully Submitted by:

Town of Montville Parks & Recreation
Meeting Minutes
August 19, 2009

Audrey Ulmer, Recording Secretary for the Town of Montville