

**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, November 18, 2009  
7:00 p.m. – Room 203 – Town Hall**

1. **Call to Order** – Vice Chairperson Cicchese called the meeting to order at 7:00 p.m.
2. **Roll Call** – Present were Commissioners Berardy, Cicchese, Clark, Desjardins (7:10 p.m.), DelaCruz, DeMitte. Absent were Commissioners Gwudz and Murtha. (Commissioner Hillman resigned after appointment to the Town Council) Also present were Town Council Liaison, Candy Buebendorf and Public Works Director, Don Bourdeau.

3. a. **Approval of the October 21, 2009 Regular Meeting Minutes**

**Motion** made by Commissioner DelaCruz, seconded by Commissioner Cicchese to approve the meeting minutes of October 21, 2009 as submitted. Discussion: none. Voice vote: 5-0, all in favor, motion carried.

4. **Remarks from the Public**

Lee Rummel, Summer Music Theatre, discussed his proposal for the creation of a Montville Parks and Recreation Department Summer Musical Theatre Camp for 2010. The proposed camp would run from July 12, 2010 through August 15, 2010 with eight public performances. During the camp all of its participants will be exposed to and participate in the development of performance skills and take part in the physical creation of the show to include set construction, costume construction and venue and set decoration. He explained he has had twelve years of success managing, producing and directing youth in theater throughout Eastern and Southeastern Connecticut. He stated he would like to establish this program in Montville. His goal is to establish a quality musical theater experience to the children, youth and young adults of Montville and shed a positive light on the Town.

A discussion was held regarding scholarships for the program. It was the consensus of the Commission to add this item to the December agenda for discussion. The Commission members will review the documents submitted by Mr. Rummel and prepare questions and comments for the December meeting.

Town Council Liaison, Candy Buebendorf encouraged the Commission to get involved in the interview process for the hire of the Recreation Director and to appoint members of

the Commission to the sub-committee in charge of screening applications and in the interview process.

5. **Public Works Report – Public Works Director, Don Bourdeau**

- a. Camp Oakdale, Soccer Field Lighting (economic stimulus plan) – Don Bourdeau indicated this will stay on the agenda for now, nothing new to report.
- b. Field Management Plan and Schedule- (estimated completion of November 30<sup>th</sup>) – Don Bourdeau stated he will have more information regarding this issue at the December meeting.
- c. Camp Oakdale Volleyball Court – Start March 2010 Complete by May 30, 2010 – Don Bourdeau stated if the weather continues to stay as warm as it has been, he may be able to start this project in the next few weeks.
- d.
  1. Repair/Fill Cracks in Tennis total cost \$22,000.
  2. Basketball Courts – need new estimate for repairs to cracks
- e. Update on Potential Purchase of Property Adjacent to Camp Oakdale (not presently listed for sale) – Don Bourdeau indicated he has not heard anything further from the property owners.
  1. Status of Open Space Funding
  2. Submit Conservation and Development Plan
- f. Update on Camp Oakdale Multi-Purpose Development Plan for trails – Don Bourdeau explained the Town did not receive grant money for this project but indicated they hope to re-apply and receive money down the road.
- g. Completion of Eagle Scout Bat House Project – Don Bourdeau indicated the project is moving forward although the student has been busy with other projects he hopes to have the project completed by the Spring.
- h. Develop a project list to be accomplished by Girl Scouts at Conservation Trail – Don Bourdeau explained this is an ongoing work in progress and he will continue to give the Commission updates.
- i. Cost Estimate for Pickle Ball Courts – Need revised cost – Don gave the Commission a revised cost of \$4,000 to re-line the court, fix the asphalt, install pickle ball nets and repaint the lines. He explained this will not move forward until there is money in the budget to do so.
- j. Construction of Camp Oakdale Restroom Facilities (cost estimate \$218,000) – Don Bourdeau explained this project will begin when all if the funding is available.

There is currently \$144,519 designated toward this project. He hopes the remaining balance will be allotted in the next fiscal year.

k. Clarification by Building Inspector for Fair Oaks Facility Usage – A discussion was held regarding progress to date. Don Bourdeau indicated the architect has been to the site. A discussion was held regarding grant money for the project.

l. Monthly lighting cost for softball field – Don Bourdeau inquired how far back the Commission would like him to get expenses for the field lighting. He inquired if the Commission would like him to gather information regarding costs when the field is in play and compare this number to when it is not. A discussion was held regarding procedure for surrounding towns. Some towns charge for lighting and use of the field by the hour.

m. Evaluate possibility of new entrance to Camp Oakdale to resolve traffic issues – Don Bourdeau indicated this is a work in progress and the engineer is looking at the site. He will keep the Commission posted.

n. Conservation Trail Eagle Scout Project – Don Bourdeau stated he has not heard from the student and he will contact him and report back to the Commission with his findings next month.

Don Bourdeau stated to the Commission the water has been shut off at Camp Oakdale. He stated the tennis court lights are still on because the weather has been so mild and there has been use of the court.

Vice Chairperson Cicchese made a motion to move agenda items 11 Recreational Basketball and 12. Unfinished Business to the top of the agenda for discussion. Motion was seconded by Commissioner Clark. Discussion: none. Voice vote: 6-0, all in favor, motion carried.

#### **11. Recreational Basketball**

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

b. Coaches Clinic – November 9<sup>th</sup> at Murphy School - Commissioner Clark stated the clinic went well. He stated fifteen coaches attended the clinic and everyone is doing a great job.

c. Development of a Basketball Sub-Committee

d. Recreational Basketball Hot Shot Contest – Commissioner Cicchese stated she will forward this information to Commissioner Clark.

e. Status of registration/coaches – Commissioner Clark stated there is a need for coaches for 3<sup>rd</sup> and 4<sup>th</sup> grade girls' teams and for 7<sup>th</sup>, 8<sup>th</sup>, and 9<sup>th</sup> grade boys. He has a list of people who have expressed interest and will get back to them. Team selection will take place on December 1<sup>st</sup>, 2<sup>nd</sup> and 8<sup>th</sup>. He explained there will be nine to ten students per team and he is working on a schedule. Commissioner Cicchese indicated there were

only two late registrations this year and credits the twenty dollar late fee penalty with the timely registrations.

**12. Unfinished Business**

a. Christmas Parade – Commissioner DelaCruz discussed the parade progress to date. She stated thirteen programs have registered to walk in the parade. She indicated the Lions Club has expressed an interest in taking over the parade preparations. She stated they would like to be more visible in the community and will help out this year to learn the procedures and then take it over completely next year. A discussion was held regarding portable lighting and viewing areas. Commissioner Cicchese stated the banner is up and looks good. Don Bourdeau stated the Public Works Department will be putting up the Christmas decorations on the tree soon and indicated if anyone would like to help out they are welcome to do so. A discussion was held regarding changing the wording of “best” school to best school musical group, and changing the wording of “best” fire truck to most festive fire truck for judging purposes during the parade.

b. Memorial Day Parade - The Montville Lions Club has expressed interest in taking over the preparations for the Memorial Day Parade.

c. Update on Regional Meetings with Surrounding Towns – Commissioner Cicchese explained the dates for the events are due in March and some of them will have to be published with dates to be determined.

d. Schedule of Facility Use and approximate number of participants at Fair Oaks School – Commissioner Cicchese indicated this information is in the packet. There is a calendar page that indicates what classes are held where and the number of participants in each. It was the consensus of the Commission to request a comprehensive schedule for all facilities and programs run by the Town and to leave this item on the agenda.

e. Co-Ed Softball Update – status of waiver acceptance – Commissioner Cicchese indicated she does not have anything to report.

f. Re-evaluate Program Fees – A discussion was held regarding the need to establish a set rate for out of town fees. The fees currently vary for each program and the Commission feels they should be consistent. Commissioner Desjardins would like to see everyone as an independent contractor who is responsible for their own worker’s compensation and insurance costs. Commissioner Cicchese volunteered to bring in a survey regarding prices charged by other towns for a comparison to Montville. Commissioner Cicchese discussed the class proposal form, stating there is a line on the form that indicates the proposed rate of pay. The Town currently makes two dollars per student. This amount can be adjusted by the Commission to meet other town’s rates. She stated the Montville Finance Department had requested the Park & Recreation Commission raise its rates because some of the programs are losing money. A discussion was held regarding scholarships for students who may not have the means to attend a

program. Commissioner Berardy requested the Town add scholarship notification for those in need to the registration form.

Motion made by Commissioner Berardy, seconded by Commissioner Desjardins to add scholarship notification for those in need to be printed on the registration page and published at least two times in the seasonal program. Discussion: none. Voice vote: 6-0, all in favor, motion carried.

Commissioner Cicchese requested the Commissioners think about how much they think the town should raise the out of town fees and she will gather information regarding the ratio of fees for residents vs. non-resident.

g. Plan of action for replacement of Recreation Director – Commissioner Cicchese inquired if everyone has their copy of the document Commissioner Gwudz passed out of the revised job description at the last meeting. She inquired if everyone has had a chance to look it over and if so if there were any additional corrections anyone would like to make to the document before it is approved by the Commission. She explained once the document is approved by the Commission it is forwarded to the Mayor who can then advertise for potential candidates for the position. Motion made by Commissioner Berardy, seconded by Commissioner Cicchese to approve the job description as amended. Discussion: Commissioner Desjardins requested the Commission hold a Special Meeting for the sole purpose of discussing the job description. She indicated she has not had the opportunity to look over the document and does not feel comfortable voting on it until she does.

Commissioner Berardy withdrew his motion to approve the job description.  
Commissioner Cicchese withdrew her second to the motion.

Motion made by Commissioner Desjardins, seconded by Commissioner Berardy to hold a Special Meeting for the purpose of discussions regarding the plan of action for replacement of Recreation Director; comments and approval of the job description for the Recreation Director and discussions regarding the hiring process on Monday, November 30, 2009 at 7:00 p.m. Discussion: none. Voice vote: 6-0, all in favor, motion carried.

h. Comments and approval of job description for Recreation Director – this item will be discussed further at the Special Meeting scheduled for Monday, November 30<sup>th</sup>.

Motion made by Commissioner Cicchese, seconded by Commissioner DeMitte to go on record to state the Parks & Recreation Commission will be involved in every step of the process for the hiring of the Recreation Director for the Town of Montville, including sitting in on the interviews, review of resumes and the selection of candidates for the position. Discussion: none. Voice vote: 6-0, all in favor, motion carried.

A discussion was held regarding appointing Commission members to various sub-committees for the hiring of the Recreation Director. It was determined no more than

four persons can be on one sub-committee because it would then be determined to be a regular meeting.

- i. Men's Softball League – Commissioner Cicchese indicated there is no proposal of any kind at this time.
- j. Update on \$200,000 STEAP Grant for Community Center – This item was discussed earlier in the meeting by Don Bourdeau.
- k. Girls basketball league with surrounding towns – Commissioner Cicchese indicated this opportunity has been missed for this year, most teams have already started.
- l. Marketing ideas to promote Camp Oakdale facilities – It was the consensus of the Commission to further discuss this once there is a new Recreational Director in place.
- m. Program/class proposal form – Commissioner Cicchese discussed the form and stated it was passed out at the last meeting for review. She inquired if anyone has anything to add or comment regarding the document. Motion made by Commissioner Cicchese, seconded by Commissioner DelaCruz to accept the use of the Program/Class Proposal Form as the formal application for incoming recreational programs. Discussion: none. Voice vote: 6-0, all in favor, motion carried.
- n. Open gym for basketball – Commissioner DelaCruz discussed the open gym at St. Bernard's High School. She stated there is limited use on Sundays. Commissioner Clark discussed the program, its time constraints and need for coaches.

## 6. **Finance**

- a. Year to Date Expense Status – Commissioner Cicchese indicated the corrections have not been made as requested.
- b. Capital Plan for the 2010/2011 – Commissioner Cicchese indicated this is the last opportunity for the commission to make changes and add items.
- c. Discussion Regarding Special Revenue Account - Terry Fafard and Pam Bonnano did not attend the meeting as requested by the Commission to discuss the Special Revenue funds accounts. A letter dated November 16, 2009 addressed to Mr. Stanley J. Gwudz, Chairman of the Parks & Recreation Commission was sent by Terry Fafard, Finance Director for distribution to the Commissioners at the meeting instead. The letter states she has reviewed the information that was sent regarding the special revenue funds and she has decided to close the funds at the end of the fiscal year 2009-2010 Fiscal Year and would like to review other options with the commission when preparing the 2010-2011 budget for Parks & Recreation in January. Commissioner Cicchese expressed concern regarding closing the account. A discussion was held regarding the Radio City Music Hall bus trip and how the money is budgeted through a Special Revenue account.

Commissioner Cicchese asked Town Council Liaison, Candy Buebendorf if she would copy the letter sent by Terry Fafard and distribute a copies to the Council and to the Mayor. A discussion was held regarding procedure for closing an account and whether or not it should be discussed with the Commission prior to doing so and if the Finance Director has the power to close an account without consent of the Commission. Commissioner Cicchese stated she would like to invite Finance Director Terry Fafard to the December meeting so that she can explain the options and explain closing the account prior to the January budget meeting.

7. **Memorandum of Understanding for Use of Camp Oakdale Facilities**

- a. Soccer Status (MOA signed)
- b. Football Status (MOA signed)

8. **Publications Sub-Committee**

- a. Spring Norwich Bulletin Brochure – Commissioner Cicchese indicated there is not date as of yet for submission to the brochure.
- b. Combined brochure with surrounding towns – Commissioner Cicchese indicated she would like the opportunity to have the Commission review anything going out to the public prior to publication. She suggested a sub-committee appointment for the brochure and combined brochures.
- c. Discuss cost sharing with other Town Departments for brochure – Commissioner Cicchese suggested this item stay on the agenda for discussion next month. She would like to discuss mailing the brochure.

9. **Summer Camp**

- a. Status and Discussion
- b. Survey Results/Discussion - Commissioner DelaCruz stated she received two new surveys back since the last meeting. She will compile a final summary for next month to distribute to the Commission.

10. **Fall/Winter Programs**

- a. Update on Existing/Future Classes and Programs
- b. Dance Class – Eighty two students enrolled in the dance program. There are nine classes running at this time.
- c. Dog Obedience Training – There is someone who is interested in teaching the dog obedience class.

- d. Pilates Update – Five classes were originally scheduled and only one is going at this time.
  - e. Indoor Volleyball - approximately 25 people registered for this class and it has met two times.
  - f. Judo – nothing to report.
  - g. Wrestling – nothing to report.
  - h. Gymnastics – nothing to report.
  - i. Radio City Music Hall Trip – Commissioner Cicchese indicated there have been low ticket sales for this trip. She suggested advertising the trip to give it more exposure with the hope there will be more interest.
13. **New Business** – Commissioner Cicchese indicated there is no New Business to discuss.
14. **Correspondence** – none.
15. **Facilities Requests** – none.
16. **Other Items Not on the Agenda (Open Floor)**
17. **Adjournment** – Motion made by Commissioner Clark, seconded by Commissioner Berardy to adjourn the meeting at 9:10 p.m. Discussion: none. Voice vote: 6-0, all in favor, motion carried. Meeting adjourned.

Respectfully Submitted by:

Audrey Ulmer, Recording Secretary for the Town of Montville