

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

(860) 848-3030

Special Meeting Minutes
Town of Montville Parks and Recreation Commission
Wednesday, January 13, 2010
6:00 p.m. – Room 203 – Town Hall

1. Call to Order

Chairman Gwudz called the Special Meeting to order at 6:20 p.m.

2. Roll Call

Present were Commissioners Berardy, Cicchese, Clark, DelaCruz, DeMitte, Desjardins, Gwudz, and Lavallo. Absent was Commissioner Murtha. Also present was Mayor Jaskiewicz, Finance Director, Terry Fafard and Town Council Liaison, Candy Buebendorf.

Motion made by Chairman Gwudz, seconded by Commissioner Cicchese to move agenda items #5 and #6 to the top of the agenda for discussion to accommodate the Finance Director. Discussion: none. Voice vote: 8-0, all in favor, motion carried.

5. Discuss with Finance Director the Criteria and Pros and Cons of Establishing Special Revenue Accounts for the Various Recreation Programs

The Commission members asked the Finance Director for direction regarding the Special Revenue accounts for the Town of Montville Parks & Recreation programs. Ms. Fafard stated it would be feasible to establish a Special Revenues/Revolving account if there was one account established for all of the various Park & Recreation programs. Currently there are so many line items that need to be audited and they are time consuming for the Finance Department to deal with. The Commission inquired if there would be any accounting downfalls to the implementation of this proposed fund and Ms. Fafard stated she did not anticipate any.

Commissioner Cicchese distributed a document regarding rationale for special revenue account or revolving account. She stated the revolving account would provide a mechanism to offer programs that generate enough revenue to cover direct costs in a way that do not impact the Town's General Fund budget. The fund would decrease the budget and allow programs to pay for themselves. Using this fund allows the town to offer programs to the community based on the needs and interests of the residents rather

than the budget. The proceeds generated from the programs can be reinvested in equipment for programs as needed and will not need to come out of the General Fund. The account would provide accountability for the programs offered by the town. It would give the Recreation Department the ability to offer programs within a fiscal year if there is enough public interest to do so without waiting for the new fiscal year for funding. She stated the new Director will need to commit to full utilization and reporting as well as tracking programs and reporting back regarding their success or failure.

A discussion was held regarding the pros and cons of establishing a Special Revenue account for the various recreation programs and it was the consensus of the Commission and the Finance Director that one fund specifically for programs would be feasible. Ms. Fafard stated she will speak with the auditors to inquire if they have issues with establishing this line item for special revenue. It would essentially be a third fund and may need to go before the Town Council for the addition of the line item to the budget. She will report back to the Commission with her findings prior to the next regularly scheduled meeting.

A discussion was held regarding which of the programs should be incorporated into the Special Revenues/Revolving Fund and which ones will stay in the regular budget. A discussion was held regarding adding a line item for refunds.

6. Consider and Act on a Motion to Approve or Disapprove the Implementation of Special Revenue Accounts for Recreation Programs that Meet Criteria as Discussed

Motion made by Commissioner Cicchese, seconded by Commissioner DelaCruz to approve the implementation of a Special Revenue/Revolving Account for the Recreation programs of the Town of Montville. Discussion: none. Voice vote: 8-0, all in favor, motion carried.

3. Consider and Act on a Motion to Develop and Discuss the Parks & Recreation 2010/2011 Operating Budget

Motion made by Commissioner Gwudz, seconded by Commissioner Berardy. Voice vote: 8-0, all in favor. Discussion: Commissioner Gwudz read through and discussed each line item for the Recreation budget with the Commission members and the Finance Director. Discussions were held regarding expenditures and revenues to date. It was the consensus of the Commission to look into the Judo program revenues and make a determination if an increase is warranted to make ends meet. Discussions included budgeting for an extra week of summer camp this year; re-appropriating funds to areas better utilized, adding, changing or deleting certain line items as deemed necessary by the Commission and Finance Director and changing the name of certain line items to make them clearer.

4. Consider and Act on Approval of the 2010/2011 Proposed Operating Budget

Motion made by Commissioner Berardy, seconded by Commissioner Clark to approve the 2010/2011 operating budget as discussed by the Commission and amended with the Finance Director. Discussion: none. Voice vote: 8-0, all in favor, motion carried.

7. Consider and Act on a Motion to Discuss the 2009/2010 Budget Status and Develop a Plan of Action for the Remaining Fiscal Year with Available Funds

Motion made by Commissioner Cicchese, seconded by Commissioner Berardy. Voice vote: 8-0, all in favor. Discussion: A discussion was held regarding remaining fund balances, costs of school busses for trips, Judo costs to the Town, purchase of equipment for classes, adding new programs, and the success of current programs.

8. Consider and Act on a Motion to Discuss Current Fee Structure for all Programs and Determine Potential Candidates for Increases

Chairman Gwudz made a motion, seconded by Commissioner Clark to move this discussion to the January 20, 2010 regular meeting. Discussion: Commissioner Cicchese inquired if the Commission could get copies of current rates for all programs for this discussion. Mayor Jaskiewicz indicated he would help out obtaining this information for the Commission. Voice vote: 8-0, all in favor, motion carried.

9. Consider and Act on a Motion to Approve or Disapprove Fee Increases for Programs as Discussed

Motion made by Chairman Gwudz, seconded by Commissioner Cicchese to move this discussion to the January 20, 2010 regular meeting agenda for discussion. Discussion: none. Voice vote: 8-0, all in favor, motion carried.

10. Adjournment

Motion made by Commissioner Clark, seconded by Commissioner Berardy to adjourn the special meeting at 7:40 p.m. Discussion: none. Voice vote: 8-0, all in favor, motion carried.

Respectfully Submitted by:

Audrey Ulmer, Recording Secretary for the Town of Montville