

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

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Meeting Minutes
Town of Montville Parks and Recreation Commission
Regular Meeting – Wednesday, February 17, 2010
7:00 p.m. – Room 203 – Town Hall

1. Call to Order

Chairman Gwudz called the regular meeting of the Parks & Recreation Commission to order at 7:00 p.m.

2. Roll Call

Present were Commissioners Berardy, Cicchese Clark, DelaCruz, DeMitte, Desjardins, Gwudz and Lavallie. Also present were Don Bourdeau, Public Works Director and Councilor Dana McFee filling in for Candy Buebendorf, Town Council Liaison.

3. Approval of the Minutes

a. Approval of the January 20, 2010 Regular Meeting Minutes

Motion made by Commissioner DelaCruz, seconded by Commissioner Cicchese to approve the meeting minutes of January 20, 2010 as submitted. Discussion: none. Voice vote: 8-0, all in favor, motion carried.

b. Approval of the February 2, 2010 Special Meeting Minutes

Motion made by Commissioner Clark, seconded by Commissioner DeMitte to approve the meeting minutes of February 2, 2010 as submitted. Discussion: none. Voice vote: 8-0, all in favor, motion carried.

4. Remarks from the Public Relating to Items on the Agenda (3 Minute limit)

Chairman Gwudz inquired if anyone was opposed to allowing Kathleen Cicchese, a student at Montville High School to give a presentation regarding a proposal for use of the Fair Oaks facility for a fundraising dance. Motion made by Commissioner Clark, seconded by Commissioner DeMitte. Discussion: none. Voice vote: 8-0.

Kathleen Cicchese discussed her proposal for the use of Fair Oaks School for the purpose of a fundraising dance with proceeds to benefit the New London Salvation Army. She stated there would be up to one hundred people at the event with one chaperone for each

ten attendants. There would be one police officer present. She hopes to schedule the dance on a weekend in May between the hours of 7:00 p.m. and 11:00 p.m. Chairman Gwudz suggested she fill out a facilities request form and he stated he will add this item to the agenda for discussion next month.

Chairman Gwudz made a motion to move agenda item 5 (i) to the top of the agenda for discussion. The motion was seconded by Commissioner Clark. Discussion: none.
Voice vote: 8-0, all in favor, motion carried.

5. i. Conservation Trail Eagle Scout Project

Matt Troillet, Eagle Scout was present to discuss the project with the commission. He stated the Town Council has approved the project and he hopes to get the project started late March and finished by the first week of June. He discussed repairing the frame that holds the map depicting the trails and inquired where he could obtain a new map. Don Bourdeau stated he could get one from his office if he has one on file. Matt gave an overview of the project, stating the Eagle Scouts are planning to clean up around the trails, bridges and parking area and is planning to paint and repair the fences. He inquired if the Public Works Department would be willing to donate gravel for the areas on the trails that need it. Don Bourdeau stated he does not have a problem with donating the materials for the project. He suggested if there is going to be clearing around the pond area that someone check with the wetlands officer for approval.

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

a. Field Management Plan and Schedule

Don Bourdeau handed out a draft document titled Montville Parks & Recreation Field Maintenance Plan with a Field Maintenance Schedule attached. He discussed the document with the Commission. He hopes to get a schedule from the coaches prior to finalizing the document. Commissioner Cicchese requested a set rotation for each field in order to keep the fields in good condition. Chairman Gwudz stated he will leave this item on the agenda for future discussion.

b. Camp Oakdale Volleyball Court –Start March 2010 Complete by May 30, 2010

Don Bourdeau stated this project is ready to start as soon as the weather gets warmer.

c. Repair/Fill Cracks in Tennis total cost \$18,300

Don Bourdeau stated there currently is no money to start this project but it is requested in the 2011 Public Works Capital Plan. Chairman Gwudz suggested this item be moved to the “future reference” category in the event funding becomes available to move forward.

- d. Basketball Courts – need new estimate for repairs to cracks estimated costs – refurbishment costs \$17,000

Don Bourdeau stated the funding request for the basketball courts is in the 2013 Capital Plan. Chairman Gwudz suggested this item be moved to the “future reference” category for discussion when the funding becomes available to move forward with the repairs.

- e. Camp Oakdale Multi-Purpose Development Plan for trails, expectations for 2010

Don Bourdeau stated the grant money was not awarded for this project but he is hoping a developer may want to contribute to the project in the future. Chairman Gwudz suggested this item be moved into the “future reference” category for discussion at a later date when funding is available.

- f. Completion of Eagle Scout Bat House Project (estimated completion spring 2010)

Don Bourdeau stated there is nothing new to report regarding the bat house project and he has not heard anything further from the Eagle Scouts.

- g. Construction of Camp Oakdale Restroom Facilities (cost estimate \$218,000), may need to re-estimate costs

Don Bourdeau stated this item is pending approval of funding from the Capital Improvements budget and it can not move forward until then.

- h. Evaluate possibility of new entrance to Camp Oakdale to resolve traffic issues (conceptual plan)

Don Bourdeau distributed and discussed a conceptual plan for traffic entering through Meetinghouse Lane on the existing driveway to the facility. He discussed Public Works doing the work at a lesser cost. Chairman Gwudz requested a completion date and stated he will leave this item on the agenda for future discussion. He thanked Don Bourdeau for a good job regarding this request.

- j. Cost of additional lighting for Christmas Parade

A discussion was held regarding lighting and the need for portable lighting, spotlighting and decorative lighting prior to the Christmas Parade 2010. Don Bourdeau stated he will look into costs and report back to the Commission.

- k. Procurement of new open space preservation money from State of CT

Don Bourdeau indicated he has the grant application and suggested the Commission vote to authorize him to submit it to the State DEP with the approval of the Commission. He discussed the restrictions attached to the grant and stated the Town would use the money

to purchase twenty nine acres of property abutting Camp Oakdale for the purpose of open space.

Motion made by Commissioner Cicchese, seconded by Commissioner Desjardins to authorize Don Bourdeau to submit the grant application to the CT DEP with the consent of the Parks & Recreation Commission. Discussion: none. Voice vote: 8-0, all in favor. Motion carried.

6. **Finance**

a. Year to Date Expense Report

Chairman Gwudz indicated the year to date report is in the packet for everyone to review.

b. Programs under Special Revenue Account

Commissioner Cicchese requested a more detailed list, stating some of the line items are confusing and not clear. She clarified that the golf, gymnastics, tennis and wrestling programs are listed under the revolving account as well as the soda and water money. She inquired why the New York City trip is still listed under the account. Chairman Gwudz stated he will look into it.

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

a. Soccer Status MOU (Summer Soccer Camp)

Chairman Gwudz stated he has not sent out the MOU yet. Commissioner Cicchese discussed concerns she has regarding soccer programs listed on the website that are not run by the town. A discussion was held regarding the need for a facilities request for each program held at the field and authorization requirements for running programs. Chairman Gwudz indicated he will reinforce the rules with the new president per the MOU. A discussion was held regarding the number of soccer camps scheduled and Chairman Gwudz stated two have been approved by the Commission to date.

b. Football Status

Chairman Gwudz discussed the football status with the Commission members.

8. **Publications Sub-Committee**

a. Norwich Bulletin Brochure

Chairman Gwudz distributed an email with attached letter dated February 17, 2010 from Kathy Doherty Peck regarding concerns she has regarding the Norwich Bulletin brochure. It was the consensus of the Commission to invite Ms. Peck to the next meeting

to address her concerns with the Commission. Chairman Gwudz stated he will contact her and invite her to the March meeting.

- b. Combined brochure with surrounding towns

Commissioner Cicchese summarized a regional meeting she recently attended.

- c. Discuss cost sharing with other Town Departments for brochure
- d. Discussion of re-naming of Montville brochure

9. **Summer Camp**

- a. Status and Discussion
- b. Survey Results/Discussion

Commissioner DelaCruz distributed copies of the summer camp evaluations on a spreadsheet for the Commission to review. She included the responses to the questions asked attached to the spreadsheet.

10. **Winter Programs**

- a. Update on Existing/Future Classes and Programs

Chairman Gwudz indicated there are several requests for new classes for the Commission to consider at this meeting.

- b. Dance Class – no issues.
- c. Dog Obedience Training (March/April, 2 potential candidates)

Chairman Gwudz inquired if the Commission would like to move forward with a basic dog obedience class. A discussion was held regarding a better turnout if the class is moved from March and April until May or June so that it has the opportunity to be placed in the brochure prior to the start of class. Chairman Gwudz stated he does not have a problem with moving the class to June to allow advertising in the brochure for a better turn out. Motion made by Commissioner Cicchese, seconded by Commissioner Berardy to move forward with the basic dog obedience class scheduled anytime after June to allow for advertisement in the brochure. Discussion: none. Voice vote: 8-0, all in favor.

- d. Indoor Volleyball – no problems reported.
- e. Judo – no problems reported.
- f. Wrestling – no problems reported.

- g. Gymnastics – no problems reported.
- h. New Programs
 - 1. Jewelry class

Chairman Gwudz discussed the proposed jewelry class and inquired if the Commission would like to move forward with the class and establish a fee for the class. The class proposal form indicates the class will be held one time on a Tuesday from 7:00 p.m. until 9:00 p.m. with a minimum of ten participants and a maximum of eighteen. The class is titled Learn about Amber and students will make a bracelet as a souvenir from the class.

Motion made by Commissioner DelaCruz, seconded by Commissioner Desjardins to authorize the “Learn about Amber” class and to establish a fee of twenty five dollars for residents and thirty dollars for non-residents to attend the one time class. Discussion: none. Voice vote: 8-0, all in favor, motion carried.

- 2. Art Class

Chairman Gwudz indicated there has been nothing further presented regarding the art class.

- i. Karate Do

A discussion was held regarding the proposed class at the facility of the instructor on Route 32 in Uncasville. Classes run for eight weeks and are held from 6:00 p.m. until 6:45 p.m. on Tuesday evenings. Chairman Gwudz discussed concerns regarding taking on additional programs until the hire of the new director. Motion made by Commissioner Berardy, seconded by Commissioner DeMitte to remove this item from the agenda for approval until the new director has been hired and has had the time to consider new programs. Discussion: none. Voice vote: 8-0, all in favor, motion carried.

- j. Exercise Class

A discussion was held regarding a request for a high energy boot camp to be held on Wednesdays only.

Motion made by Commissioner Gwudz, seconded by Commissioner Cicchese to approve the exercise class titled “High Energy Boot Camp” to run for eight consecutive weeks on Wednesdays with the stipulation there will only be one class with a minimum of ten people at a rate of thirty five dollars for residents and forty five dollars for non-residents with a pay rate of thirty five dollars per hours to the instructor. Discussion: A discussion was held regarding the need for all instructors to fill out a class proposal form for each class held even if it is an ongoing class. Voice vote: 8-0, all in favor, motion carried.

- k. Easter Egg Hunt (March 27th, rain date March 28th)

Motion made by Commissioner Gwudz, seconded by Commissioner Clark to move the Facilities Requests (Correspondence) to the top of the agenda for discussion. Voice vote: 8-0, all in favor, motion carried.

14. **Correspondence**
15. **Facilities Requests**

Chairman Gwudz discussed a request from Sandra Truex regarding a facilities request for permission to hold Girl Scout cookie booths on Fair Oaks property for four Sundays in March, 2010.

Motion made by Commissioner DelaCruz, seconded by Commissioner Desjardins to approve the request of the Girl Scouts for use of Fair Oaks property for the sale of cookies for four Sundays in March. Discussion: none. Voice vote: 8-0, all in favor, motion carried.

Chairman Gwudz reviewed a facilities request from Steve Bratton, Logistics Coordinator for Braking the Cycle, a charity three day bike ride hosting approximately one hundred and twenty riders to raise money in support of the HIV/AIDS service of New York's LGBT Center. They are requesting to set up a rest stop at Fair Oaks Elementary School parking lot as part of the charity bicycle ride and are requesting the space on Saturday, September 25, 2010 from 6:15 a.m. to 9:15 a.m. and will be utilizing the space for the riders to relax, get snacks and receive first aid if necessary.

Motion made by Commissioner Clark, seconded by Commissioner DeMitte to authorize the use of the Fair Oaks parking lot on Saturday, September 25, 2010 by Braking the Cycle for the purpose of a rest stop between the hours of 6:15 a.m. and 9:15 a.m. Discussion: none. Voice vote: 8-0, all in favor, motion carried.

Chairman Gwudz discussed a facilities request for the use of Camp Oakdale for the Montville American Little League for the dates of April 1, 2010 through June 30, 2010 for the purpose of playing ball from 5:30 p.m. until 8:30 p.m. Monday through Friday with approximately fifteen participants. A discussion was held regarding a possible conflict with the use of the fields and Chairman Gwudz suggested this item be left on the agenda for discussion at the next meeting to allow him time to obtain information regarding the possible conflict. Motion made by Commissioner Berardy, seconded by Commissioner Clark to leave this item on the agenda for discussion at the March meeting. Voice vote: 8-0, all in favor, motion carried.

Chairman Gwudz discussed a facilities request from Scott Bassett for use of the back soccer field and lighting on Monday and Wednesday evenings from 6:00 p.m. to 8:30 p.m. beginning March 15, 2010 and ending June 15, 2010 for the Southeast Soccer Club. The Commission discussed concerns regarding liability issues, insurance and lighting and

it was the consensus of the Commission members to invite Mr. Bassett to the next regularly scheduled meeting to give a presentation regarding his request.

Chairman Gwudz discussed a facilities request from Ms. Desjardins for May 22, 2010 for the purpose of a baby shower during the hours of 12:00 p.m. until 8:00 p.m. with approximately forty people attending.

Motion made by Commissioner Berardy, seconded by Commissioner DeMitte to approve the request for the use of the pavilion on May 22, 2010 for the purpose of a baby shower. Discussion: none. Voice vote: 8-0, all in favor, motion carried.

Chairman Gwudz discussed a facilities request from Michael Cottrell for the purpose of Babe Ruth baseball from April 1, 2010 until November 1, 2010 between the hours of 4:00 p.m. and 8:00 p.m. The Commissioners discussed the possibility of a conflict on the field with other teams. Chairman Gwudz stated he does not have an issue with the team playing ball during the regular season but is inquiring why they are requesting the field until November 1, 2010 unless they plan to play fall ball. He would like clarification regarding this. It was the consensus of the commission to approve play for the regular season and to have Mr. Cottrell come before the commission to request additional play time if needed.

Motion made by Commissioner Gwudz, seconded by Commissioner Delacruz to approve the facilities request from Michael Cottrell, Babe Ruth Baseball for the period of time between April 1, 2010 and July 30, 2010. Discussion: none. Voice vote: 8-0, all in favor, motion carried.

11. Recreational Basketball

- a. Improvements and New Initiative for the 2009/2010 Season
- b. Recreational Basketball Hot Shot Contest
- c. Status of practices and games schedules
- d. Open gym at St. Bernard High School
- e. Referee training program for 2010-2011 season

Commissioner Clark stated at the end of next week the basketball programs will come to an end. There was no Hot Shot program initiated this year. Chairman Gwudz requested Commissioner Clark contact the coaches and get feedback from them regarding the programs this year with the hopes for suggestions for improvement next year. A discussion was held regarding monitors at the games. Commissioner Clark indicated some of the players were inquiring regarding the length of open gym at St. Bernards High School and for how much longer they would be allowed to play. Chairman Gwudz thanked Commissioner Clark for all his time and effort in making the basketball program a success.

12. Unfinished Business

a. Memorial Day Parade (Lions)

1. Willing to help but will not take over parade

A discussion was held regarding the Memorial Day parade. Commissioner DelaCruz indicated Carol Lathrop has offered to help supervise the parade this year. Chairman Gwudz stated there needs to be a point person that people can go to if needed and to get answers to questions and organizing the parade. He inquired if anyone on the Commission would be willing to take over the parade. No one offered to do so. Chairman Gwudz stated he will take this item off of future agendas.

b. Trails Day June 5th, Registration Feb. 15th.

Commissioner Desjardins indicated she will contact the Boy Scouts to see if they would like to participate with the Girl Scouts who already have the facility booked on that day.

c. Update on Regional Meetings with Surrounding Towns (pending new recreation director)

Commissioner Cicchese discussed regional meetings with surrounding towns and topics discussed during the meetings.

d. Program Fee Re-evaluation

Chairman Gwudz indicated he will leave this item on the agenda for future discussion as the new programs are requested fees can be determined at that time..

e. Men's Softball League

Chairman Gwudz indicated there is nothing new to report and will leave this item on the agenda for future discussions.

f. Marketing ideas to promote Camp Oakdale facilities

It was the consensus of the Commission to give this item to the new director to work on in the future.

g. Status of Parks & Recreation Director Job Posting

Chairman Gwudz indicated the job posting generated fifty eight applicants for the job. Of those three will be interviewed on February 23rd and three more interviewed on February 24th. The sub-committee will forward at least three of those interviewed to the Mayor.

h. Development of questions for Parks & Recreation Director interview

Chairman Gwudz indicated the sub-committee has met to come up with appropriate questions for the candidates.

i. Update of Fair Oaks Building and STEAP grant money

Chairman Gwudz stated a meeting was held on February 2, 2010 to discuss bringing the building up to code. He summarized the meeting for the Commission members and discussed necessary improvements needed for the building in order to bring it up to code. He stated he will leave this item on the agenda for updates at upcoming meetings.

j. Summer Concerts/Bands/Solicitation Letter (tentative dates Tues July 13th, 20th and 27th).

Chairman Gwudz indicated the letter of solicitation is in the packet for review and requested the Commission take a look at the letter and make changes if necessary. Commissioners Delacruz and Cicchese offered to send the letters out. A discussion was held regarding sponsors for the events.

13. New Business

a. Discussion regarding opening of swim areas at Camp Oakdale

Chairman Gwudz stated the idea of opening the swim areas at Camp Oakdale comes up every now and then but there is a problem with the water samples at the lake in the summertime rendering the water unsafe for swimming. He stated the lake would require an aeration system and these can be very costly.

b. Beautifying camp Oakdale with donated gazebo

Councilor McFee inquired if the Commission would be supportive of the construction of a gazebo located at the lower Camp Oakdale site. He discussed soliciting local business to donate either materials or a pre-made gazebo. He discussed the benefits of having a place for residents to get married and have their receptions, concerts on the lawn and a general area to utilize during summer months. A discussion was held regarding permits and construction costs. Chairman Gwudz encouraged Councilor McFee to bring proposals to the Commission for consideration.

c. Removal of Materials at Town Hall bulletin boards by Commission members

Chairman Gwudz stated the Parks & Recreation Commission members do not have the authority to remove materials from the bulletin boards at the Town Hall. If anyone has a problem with the materials they are to bring them up to the Mayor and he will dispose of them if he feels it is necessary.

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 9:40 p.m. Discussion: none. Voice vote: 8-0, all in favor, motion carried.

Meeting adjourned.

Respectfully Submitted by:

Audrey Ulmer, Recording Secretary for the Town of Montville