

**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, March 17, 2010
7:00 p.m. – Room 203 – Town Hall**

1. Call to Order

Chairman Gwudz called the meeting to order at 7:00 p.m. and introduced Laura Tanner, a new member recently appointed to sit on the Parks & Recreation Commission.

2. Roll Call

Present were Commissioners Cicchese, DelaCruz, Desjardins, Gwudz, Lavallie and Tanner. Absent were Commissioners Berardy, Clark and DeMitte. Also present was Public Works Director, Don Bourdeau and Town Council Liaison, Candy Buebendorf.

3. a. Approval of the February 17, 2010 Regular Meeting Minutes

Motion made by Commissioner DelaCruz, seconded by Commissioner Lavallie.
Discussion: none. Voice vote: 6-0, all in favor, motion carried.

4. Remarks from the Public Relating to Items on the Agenda

Scott Bassett was present to discuss a proposal for use of the back fields at Camp Oakdale for the purpose of a youth soccer club during the hours from 6:30 p.m. to 8:30 p.m. on Mondays and Thursdays for a ten week period between March 22, 2010 and June 15, 2010. Mr. Bassett stated he will take responsibility for keeping the fields clean and will also resume the responsibility for turning the lights on and off as needed. He indicated the league consists of sixteen kids and he is willing to provide proof of insurance coverage and is willing to pay for the cost of the field lighting if it is required to do so. A discussion was held regarding lighting costs and Mr. Bourdeau will provide the Commission with costs per hour for lighting on the fields. A discussion was held regarding lining the field and it was determined it would be best if the soccer team lines their own field.

Motion made by Commissioner Cicchese, seconded by Commissioner Desjardins to approve the facilities request of Mr. Scott Bassett for the back fields during the time period between March 22, 2010 and June 15, 2010 on Monday and Thursday evenings between the hours of 6:30 p.m. and 8:30 p.m., for the purpose of conducting soccer games, pending proof of insurance, the names, addresses and telephone numbers of the

players and coaches, the game schedule as well as the payment for the lighting on the field during playing hours. This information is to be submitted either to the Parks & Recreation office or to the Mayor. Voice vote: 6-0, all in favor, motion carried.

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

a. Field Management Plan and Schedule

Don Bourdeau indicated he is still working on the field management plan and schedule and will continue to report on it.

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

Don Bourdeau indicated the court has been staked out but because of the rain it had to be re-staked and work will begin as soon as the area dries out. The funds for the are available and work can begin as soon as possible.

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

Chairman Gwudz indicated there has been no communication with Mr. Ian Nott regarding the Eagle Scout bat house project. He indicated he would encourage civic groups to update the Commission once a project has been approved and to keep the lines of communication open. Commissioner DelaCruz indicated she would try to make contact with the Eagle Scouts for an update on this project.

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

Don Bourdeau indicated this project is contingent on approval of funds from this years budget. He indicated the Town Council is looking for ways to cut the budget and it is not a definite this project will receive the funding it needs to complete the project. A discussion was held regarding costs relating to this project and the possibility the costs may be lower at this time, requiring less money to construct the facilities. Don Bourdeau stated he may have to partially bid the project in stages and consider doing some of the work themselves to finish it.

e. Evaluate possibility of new entrance to Camp Oakdale to resolve traffic issues - estimate to complete

Don Bourdeau indicated he hopes to have this completed by the end of April.

f. Conservation Trail Eagle Scout Project

Don Bourdeau stated he has not heard anything further from the Eagle Scouts regarding this project.

g. Cost of additional lighting for Christmas Parade

Don Bourdeau reviewed costs to wire spotlights to the Town Hall for additional lighting during the parade. A discussion was held regarding the purchase of portable and decorative lighting prior to this year's parade.

h. Procurement of new open space preservation money from State of CT

Don Bourdeau updated the Commission regarding progress to date with the purchase of the twenty nine acres for open space. He stated the grant application is due by May 1, 2010 and he hopes to submit it prior to the deadline. He has been in contact with the owner of the property and at this time he is requesting more money than expected but if he gets another offer the Town will get first right for refusal. He will keep the Commission updated.

Don Bourdeau discussed repairs planned for the softball field. He indicated the sand backup could potentially be a safety hazard. He stated the repairs and re-sod will return the field to its original regulation size.

Don Bourdeau discussed the soccer fields, stating they were re-seeded in the fall but the grass failed to grow and will have to be done again. He indicated the fields can resume use one week after the work is completed. Chairman Gwudz indicated the leagues will require notification of the closure.

6. **Finance**

a. Year to Date Expense Report

Chairman Gwudz reviewed each of the proposed transfer requests with the Commission members and gave an explanation for each one. He indicated there is not a need for a motion to approve the requests because they were already signed by the Mayor. Chairman Gwudz stated he will contact the Mayor for an explanation regarding his approval of the transfers without prior approval from the Commission.

b. Programs under Special Revenue Account

A discussion was held regarding placing the dance class under the special revenues line item and Chairman Gwudz indicated he will speak with the Finance Department regarding this issue. It was the consensus of the commission this program may have to be discontinued for the time being until this issue is worked out.

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

a. Soccer Status MOU (Summer Soccer Camp)

Chairman Gwudz indicated he will correct wording for the MOU as requested by Don Bourdeau..

b. Football Status

8. **Publications Sub-Committee**

a. Norwich Bulletin Brochure

Commissioner Cicchese discussed the brochure and distributed copies of the cover to the Commissioners to review. She indicated the brochure will contain information not published in the regular program such as concerts, hikes and the Masters Run. She stated this will go out to the public mid May. .

b. Combined brochure with surrounding towns

Commissioner Cicchese discussed regional group trips and stated she has indicated to other towns Montville would like to hold off scheduling trips until there is a Recreation Director in place

c. Discuss cost sharing with other Town Departments for brochure

9. **Summer Camp**

a. Status and Discussion

A discussion was held regarding getting estimates for bus transportation for summer camp and trips. A suggestion was made to ask for two bids from each contractor, one for pickup and drop off of students and one price for trips only.

10. **Winter/Spring Programs**

a. Update on Existing/Future Classes and Programs

b. Dance Class

A discussion was held regarding putting this class in the Special Revenues Account because it is eating up all the money for programs.

c. Dog Obedience Training Class Schedule June/July

Chairman Gwudz stated this program will begin in June or July when the instructor is available to conduct the class.

d. Judo

Chairman Gwudz stated this is an ongoing program with no issues to report.

e. Gymnastics

Chairman Gwudz indicated this is an ongoing program with no issues to report.

f. Jewelry class

Chairman Gwudz stated this class will begin in September when the instructor is available.

g. Exercise Class

Chairman Gwudz stated this program is under review and will request the instructor come in to discuss the program with the Commission.

h. Easter Egg Hunt

Chairman Gwudz stated the Easter Egg Hunt is scheduled for March 27th with a rain date scheduled for March 28th.

A discussion was held regarding the need for representation from the Parks & Recreation office for discussions at Parks & Recreation meetings, either by Carol or the Mayor as there are many unfinished items left hanging.

11. Recreational Basketball

a. Improvements and New Initiative for the 2010/2011 Season

Chairman Gwudz stated he saw an e-mail from Commissioner Clark requesting feedback from the basketball program this year and to date there has been little response.

Commissioner DelaCruz stated someone needs to take responsibility for returning the key to St. Bernard High School. Chairman Gwudz stated he would do so.

b. Referee training program for 2010-2011 Season

Nothing was discussed regarding the training program.

12. Unfinished Business

a. Update on Regional Meetings with Surrounding Towns

b. Trails Day June 5th

Commissioner Desjardins stated she has been in contact with the girls scout troops and has contacted the local newspaper for publicity for the event.

c. Beautifying camp Oakdale with donated gazebo

Councilor Buebendorf stated Councilor McFee has been in contact with local businesses for a gazebo donation. Chairman Gwudz suggested inviting Councilor McFee to the walk thru of the facility on April 21, 2010 at 6:00 p.m.

d. Program Fee Re-evaluation

Chairman Gwudz stated he would like to hold off on the re-evaluation until there is a Recreation Director on board.

e. Men's Softball League

A discussion was held regarding the decline in men's softball leagues. Chairman Gwudz stated he will keep this item on the agenda and add co-ed softball to the agenda for discussion next month.

f. Marketing ideas to promote Camp Oakdale facilities

Chairman Gwudz stated he would like to leave this item on the agenda for future discussion and welcomed the Commission members to submit ideas for discussion.

g. Status of Parks & Recreation Director Job Posting

Chairman Gwudz updated the Commission regarding the progress of the hire of the Recreation Director. He indicated an offer was made and accepted, but later was withdrawn. The Mayor plans to offer the job to another individual and he will let the Commission know if and when it is accepted and there is a new person on board.

h. Update of Fair Oaks Building and STEAP grant money

Councilor Buebendorf indicated the Chairperson of the Town Council has requested Chairman Gwudz attend a Town Council meeting for discussions regarding the charge of the Building Committee. Chairman Gwudz requested the Chairperson of the Town Council contact him directly for discussion.

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

Chairman Gwudz stated the letters have gone out for sponsors for the summer concerts. A discussion was held regarding moving forward with at least one of the concerts and to continue to look for sponsors for additional concerts. There is enough money in the budget to host two concerts at this time.

Motion made by Commissioner Gwudz, seconded by Commissioner Desjardins to book the Sue Menhart Band for the dates of either July 13th or 20th, 2010 for a fee of four hundred dollars. Voice vote: 6-0, all in favor, motion carried.

A discussion was held regarding doing more than just sending potential sponsors a letter and how it would be more effective to contact them in person.

13. **New Business**

a. Refund request from Tara Craig

Chairman Gwudz reviewed a request for a refund for a program from Tara Craig. The letter indicates she signed up for a children's gymnastics class only to realize that it was not a good fit for her after she took one class. She is requesting a full refund of her fee although the refund policy states she is entitled to half of her fee returned.

A discussion was held regarding the refund of the program fee, and it was the consensus of the commission to refund fifty percent of the fee (\$27.50) and to stay consistent with the existing refund policy.

Motion made by Commissioner DelaCruz, seconded by Commissioner Tanner to refund Tara Craig a sum of twenty seven dollars and fifty cents, fifty percent of the program fee as the refund policy states. Discussion: none. Voice vote: 6-0, all in favor, motion carried.

b. Building Code clarification letter from Building Inspector

Chairman Gwudz discussed a correspondence from Vern Vesey, Building Inspector regarding occupancy of the Fair Oaks facility for events not associated with education or educational purposes. It is his opinion that any use other than the last legally issued permit constitutes a change of occupancy and must be evaluated as such. Chairman Gwudz stated he will get clarification and guidelines from the Mayor and the Building Inspector.

14. **Correspondence**

Chairman Gwudz reviewed a correspondence regarding a Freedom of Information workshop available for one hundred and twenty dollars and asked if anyone was interested in attending the workshop.

15. Facilities Requests

A discussion was held regarding a facilities request from Mr. Joseph Berardy for the Thames Valley Tennis League.

Motion made by Commissioner Gwudz, seconded by Commissioner Cicchese to approve the facilities request for Mr. Berardy and the Thames Valley Tennis League pending proof of insurance. Discussion: none. Voice vote: 6-0, all in favor. Motion carried.

A discussion was held regarding a facilities request from Kathleen Cicchese for a fund raising dance on Saturday, May 22, 2010 for the Key Club for Division 29A.

It was the consensus of the Commission to hold off on approving the facilities request until there is a determination made regarding the use of the Fair Oaks facilities.

A discussion was held regarding the facilities request from the Montville Leo Club from Bruce Engelman for an Easter egg hunt on Saturday, April 3, 2010.

Motion made by Commissioner Cicchese, seconded by Commissioner Desjardins to approve the facilities request as requested. Discussion: A discussion was held regarding the availability of the facility with other events going on the same day. Voice vote: 6-0, all in favor, motion carried.

A discussion was held regarding a facilities request from Jamie Wolf of the Greater Connecticut Flag Football Association for the dates of April 17th and 18th from 8:00 a.m. until 5:00 p.m.

Motion made by Commissioner Gwudz, seconded by Commissioner Lavallie to deny the facilities request for lack of information. Voice vote: 6-0, all in favor. Motion carried. Request denied.

A discussion was held regarding the need for facilities request guidelines and forms that are easily accessible to organizations that need them. The guidelines should include information regarding the responsibility of the applicant and the items they need to submit with the request, such as proof of insurance.

A discussion was held regarding a facilities request from Robert MacGregor for the use of the pavilion and parking lot at Camp Oakdale for the purpose of a gathering of garden tractor collectors on April 24, 2010 from 9:00 a.m. until 4:00 p.m.

Motion made by Commissioner Tanner, seconded by Commissioner DelaCruz to approve the facilities request of Robert MacGregor for the use of the pavilion at Camp Oakdale on April 24, 2010. Discussion: none. Voice vote: 6-0, all in favor. Motion carried.

A discussion was held regarding a class proposal from Trachishin Aleksandr for an art class. It was the consensus of the Commission to hold off on approving additional classes until there is a Recreation Director on board.

A discussion was held regarding a facilities request from Darryl Driscoll and Cub Scout Pack #67 for the use of Camp Oakdale Pavilion for the purpose of a Pack picnic on June 5, 2010 from 11:00 a.m. until 5:00 p.m.

Motion made by Commissioner Cicchese, seconded by Commissioner Desjardins to approve the facilities request from Cub Scout Pack #67 for the purpose of a Pack picnic on June 5, 2010. Voice vote: 6-0, all in favor, motion carried.

A discussion was held regarding a facilities request from Cub Scouts Pack #67 for the use of the Camp Oakdale Pavilion for the purpose of a Crossover/Rank Advancement ceremony on Friday, May 21, 2010 from 5:30 until 8:00 p.m.

Motion made by Commissioner Gwudz, seconded by Commissioner Lavallie to approve the facilities request from the Cub Scout Pack #67 for use of the Pavilion at Camp Oakdale on May 21, 2010. Voice vote: 6-0, all in favor, motion carried.

16. **Other Items Not on the Agenda (Open Floor)**

17. **Adjournment**

Motion made by Commissioner DelaCruz, seconded by Commissioner Tanner to adjourn the meeting at 9:00 p.m. Discussion: none. Voice vote: 6-0, all in favor, motion carried.

Respectfully Submitted by:

Audrey Ulmer, Recording Secretary for the Town of Montville

For Future Reference:

*Camp Oakdale, Soccer Field Lighting (economic stimulus plan)

*Update on Potential Purchase of Property Adjacent to Camp Oakdale (not presently listed for sale)

1. Status of Open Space Funding

*Repair/Fill Cracks in Tennis total cost \$18,300 (in 2011/2012 Public Works Capital Plan

*Basketball Courts – need new estimate for repairs to cracks estimated costs – refurbishment costs \$17,000 (in 2012/2013 Public Works Capital Plan)

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