

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

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**(860) 848-3030**

**Town of Montville Parks and Recreation Commission  
Regular Meeting Minutes for Wednesday, July 21, 2010  
7:00 p.m. – Town Hall – Room 202**

**1. Call to Order**

Chairman Gwudz called the meeting to order at 7:00 p.m.

**2. Roll Call**

Present were Commissioners Berardy, Cicchese, Clark, DelaCruz, DeMitte, Gwudz, LaVallie, and Desjardins. Absent was Commissioner Tanner. Also present was Parks & Recreation Director, Peter Bushway and Town Council Liaison, Candy Buebendorf.

**3. Approval of the June 16, 2010 Regular Meeting Minutes**

Motion made by Commissioner DelaCruz, seconded by Commissioner Gwudz to approve the June 16, 2010 meeting minutes. Discussion: none. Voice vote: 8-0. Motion carried.

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

Mr. Richie Bergman addressed the Commission regarding his Eagle Scout project. He is requesting permission from the Commission to clear and re-plant the large hill next to the pavilion at Camp Oakdale with decorative and colorful flowering shrubs donated by friends and local businesses. He indicated he has permission from his scoutmaster to move forward with the project and will seek permission from Public Works. He would like to complete the project prior to the start of the school year. The Commission requested he submit a planting schedule for review. A motion was made by Commissioner Berardy, seconded by Commissioner DelaCruz to add this item to the agenda for discussion and vote. Discussion: Councilor Buebendorf stated an item can be added to the agenda if there is a two thirds vote in favor of doing so. Voice vote: 7-1, (Chairman Gwudz opposed), motion carried.

Motion made by Commissioner Clark, seconded by Commissioner DelaCruz to authorize Mr. Richie Biergman to move forward with his Eagle Scout project proposal to landscape the large hill at the pavilion at Camp Oakdale pending approval from Public Works. Discussion: Commissioner DelaCruz suggested Mr. Biergman take before and after pictures of the project for the Commission to review. Voice vote, 8-0, all in favor, motion carried.

**5. Public Works Report**

- a. Field Management Plan and Schedule (to review plan)

Mr. Bushway stated the Public Works Director has not supplied a plan and has asked for time to start over with the field management plan schedule because it has been several years since it was updated. The Commission members requested a report and plan submitted to the Commission from Mr. Bourdeau by the August meeting.

- b. Completion of Eagle Scout Bat House Project and Conservation Trail Eagle Scout Project - Write up for approval by Parks & Recreation Director and Public Works Director.

Mr. Bushway stated he has not signed off on either of the projects because he has not received a write up for the projects from either of the Eagle Scouts. Chairman Gwudz stated he will take this item off of the agenda and Mr. Bushway will report on it as he receives information or updates from the Eagle Scouts.

- c. Construction of Camp Oakdale Restroom Facilities (cost estimate \$218,000), may need to re-estimate costs pending final budget approval.

Mr. Bushway stated the bid documents will go out next week and once the estimates for the job are in the Town can move forward with the construction of the facility. He stated the funding for this proposal was not cut from the budget. The Commission requested the bids be submitted by July 30, 2010.

- d. Cost of additional lighting for Christmas Parade (Cost breakdown of \$500 money spent from Public Works Director)

Mr. Bushway discussed the costs of the installation and purchase of the spotlights for the Town Hall as requested by the Commission. The Commission requested the installation of the spotlights to be completed by August 30, 2010.

- e. Grill refurbishment (verify completion)

Mr. Bushway stated one of the grills has been completed and one has not. The Commission requested the completion of the grill refurbishment by July 30, 2010.

**6. Finance**

- a. Year to Date Expense Report

Mr. Bushway stated the report was not completed by the time the packets went out to the Commission members and reviewed the expenditures with the Commission. He

explained the money for the trails was cut during the budget process and is no longer available for this project. The Commission should receive two reports next month.

- b. Programs under Special Revenue Account (List of all Park & Recreation Special Revenue Programs for review by Commission)

Mr. Bushway submitted the list he received from the Finance Department regarding the programs listed under the Special Revenue Account. The goal of the Commission is to include all programs except Summer Camp and Judo into the Special Revenue account. The Commission asked Mr. Bushway to set up a meeting with the Finance Department and the Mayor to iron out issues with this account and to check with other towns that use this accounting system for clarification and feedback regarding its use.

## 7. Publications Sub-Committee

- a. Develop a Town brochure by splitting costs with Youth Services and the Senior Center.

A discussion was held regarding a plan to continue the brochure for the Town now that the Norwich Bulletin has discontinued the publication of the brochure. Mr. Bushway stated he met with a representative from the Day newspaper who gave him a price of over eight thousand dollars per publication. He stated he also met with Horizons Media & Publishing, LLC who indicated they could provide the Town with a Parks and Recreation newsletter three times per year. They agree to provide advertising rate sheets, contact and sales information for the office staff, artwork, layout and formatting of the newsletter, finished printed product, delivery of the product to all mail stops, PDF proofs and financial updates on advertising sales after each issue and provide a schedule that is acceptable to all parties, and in return the town will provide a contract to do the work, provide all copy, photo and clip art or content required, provide an introduction letter for use stating Horizon is responsible for publishing the newsletter and pay postage on quarterly mailings to 9,614 households. Horizon also agrees to provide a quarterly sales report and ages any revenues above \$8,500 in paid sales will go towards reimbursing the postage costs. Mr. Bushway stated postage based on a twenty four page booklet will cost approximately \$1,365 three times per year. He stated he has set up a meeting with Horizon to discuss the proposal later in the week. A discussion was held regarding implementing a probationary period with an option to terminate if the town is not satisfied with the first publication. The Commission requested Mr. Bushway determine the total costs to the town for the publication.

1. Town web page for advertisement of programs and potential online brochure.

Mr. Bushway stated he has been in contact with Bill O'Neil, the IT specialist for the town and he indicated he can not publish any paid advertising on the town website unless the Town collects the fees for the advertising, therefore the last brochure can not be

published on the website because the advertising proceeds went directly to the Norwich Bulletin. The Commission requested Mr. Bushway and Councilor Buebendorf look into and clarify the policy regarding regulations for the website and advertising.

- b. Combined brochure with surrounding towns to reduce costs.

Mr. Bushway indicated this is not worth looking into at this time and Chairman Gwudz stated he will take it off of the agenda for future discussion.

- c. Connecticut College Print Shop

Mr. Bushway stated Connecticut College uses The Day and is not sure there will be cost savings using this route and stated he will contact Norwich Tech print shop for prices. Councilor Buebendorf indicated Commissioner Tanner suggested the implementation of a Facebook page to advertise programs for the Town. The Commission requested she check with the Mayor and the Town Council to determine if there would be any issues with setting up the Facebook page.

## 8. **Summer Camp**

- a. Status and Discussion

Mr. Bushway stated camp has gone extremely well this year with no issues to report. There were no rain dates and although it was hot and humid there were over one hundred and eighty five participants this year. He stated there is one more week of camp and it is done for this season.

- b. Bus costs (request hourly rate for bus services for camp)

The Commission requested a breakdown of costs for review at the August meeting.

- c. Changes to 2010 Summer Camp

Mr. Bushway stated he has implemented a read and relax period after lunch where students of all ages read to one another, the implementation of clubs such as chefs club, science, jewelry, sports, art, and dance clubs have been a success with all ages.

- d. Staff evaluation (twice during camp)

Mr. Bushway stated there have been no issues reported regarding any of the staff members and the program is going well. He indicated an evaluation was conducted two weeks into the program and another will be held at the end of the program. He will report back to the Commission with any issues or concerns he has next month.

- e. Survey at Camp completion (data monster)

The Commission discussed the best method for distributing the survey at the completion of Summer Camp.

f. Talent Show

Chairman Gwudz stated there will not be a talent show this year, but hopes to have one next year. He discussed the success with the talent show year after year and stated it would be a shame to discontinue the program. A discussion was held regarding the best place to hold the talent show with the most seating capacity.

g. Injuries requiring first aid.

Mr. Bushway stated there was one minor injury reported regarding a cut and no other first aid was necessary to date during Summer Camp.

9. **Summer/Fall Programs**

a. Update on Existing/Future Classes and Programs

Mr. Bushway will report on this at the next meeting.

b. Dance Class

Dance class is ongoing and doing well.

c. Dog Obedience Training Class Schedule September/October

Dog obedience is scheduled for September.

d. Judo

Judo is on break and will resume in the upcoming months.

e. Gymnastics

Gymnastics is ongoing and successful.

f. Jewelry class (September)

Jewelry class does not have anyone signed up yet.

g. Masters Run (July 18<sup>th</sup>)

Mr. Bushway stated there were 48 racers this year and was co-sponsored by the Rotary Club. He started attendance is up this year and is a successful event.

- h. Review of Recreation Director's list of potential programs submitted May 19<sup>th</sup>

Chairman Gwudz stated he wants all new programs submitted to the Commission for review prior to implementation of a program. He requested all programs be evaluated to determine if they are breaking even or turning a profit, and if they should continue based on the evaluation of each program. Mr .Bushway discussed various programs he hopes to add to the list during the course of the year, including kayaking, line dancing, lacrosse, aerobics and various fitness classes.

- i. Men's Fall Softball League

Mr. Bushway discussed the costs involved with setting up the softball league.

- j. Zumba instruction

Mr. Bushway stated he has been in contact with three instructors and will meet with two of them on Tuesday.

#### 10. **Recreational Basketball**

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

Commissioner Clark and Mr. Bushway are working together on the upcoming season.

- b. Referee training program for 2010-2011 Season
- c. Summer outdoor clinic

Commissioner Clark stated the outdoor clinic runs on Mondays from 6:30 p.m. until 8:30 p.m. and there have been up to twenty three participants on any given Monday.

#### 11. **Unfinished Business**

- a. Update on Regional Meetings with Surrounding Towns

Mr. Bushway stated the meeting is scheduled for September.

- b. Beautifying camp Oakdale with donated gazebo

Chairman Gwudz stated he will take this off of the agenda because he has heard nothing further from Councilor McFee regarding this project.

- c. Program Fee Re-evaluation

Chairman Gwudz requested all program fees and re-evaluation of programs come before the Commission for approval.

d. Co-ed softball league (Sundays)

Chairman Gwudz stated he received an email from Commissioner Tanner stating she is having difficulty collecting fees from five teams and will not schedule the five teams for play if they have not paid in full by this week.

e. Marketing ideas to promote Camp Oakdale facilities

Chairman Gwudz stated he will move this item to the future reference list.

f. Update of Fair Oaks Building and STEAP grant money

Chairman Gwudz indicated the Town Planner is on vacation this week and he requested Mr. Bushway speak with the Mayor for clarification regarding the status of this project and when the renovations are scheduled to begin.

g. Summer Concerts Status

Mr. Bushway stated there have been two concerts to date with approximately one hundred people at each concert. He has placed a sandwich board in front of the Town Hall indicating when and where each concert is held with the hope there will be better attendance at the next two concerts. A suggestion was made regarding advertising the concert dates on the high school board.

1. Volunteer appreciation day.

Mr. Bushway asked for suggestions regarding the best and most effective method of informing volunteers of the intent of the Commission to recognize volunteers who help out in Montville immediately following the last concert at Camp Oakdale. It was the consensus of the Commission to advertise it on the local channel and to invite anyone who wished to attend to be present the night of the concert for recognition.

h. Saturday night movies at Camp Oakdale

Mr. Bushway stated the first movie was attended by approximately twenty five people and the second movie was not well attended due to the Sailfest festivities. There are three movies scheduled for the next three Saturdays at 8:00 p.m. at Camp Oakdale.

i. Christmas Parade

Mr. Bushway indicated he has been in contact with Lt. Bunnell and will meet with him prior to the parade to go over options, the best date to hold the parade that does not conflict with other local parades, permitting from the State, and the proposed parade route. Chairman Gwudz suggested Mr. Bushway contact the Montville Lions to inquire if they wish to help out with the parade this year as they have in the past.

j. Trips

Mr. Bushway discussed various options for affordable trips this year. A discussion was held regarding working with surrounding towns to coordinate trips together.

12. **New Business**

a. Facility Usage Forms – Update and consistency (one standard form)

Chairman Gwudz asked the Commission members to look over the draft form submitted by Mr. Bushway and to write down anything they want to add to the form for a vote at the next meeting. It was the consensus of the Commission to vote on the revised Facilities Request form no later than August 17, 2010.

b. Status of upgrade to Youth Football League concession stand.

Chairman Gwudz distributed a letter to the Commission members dated July 19, 2010 from Mayor Jaskiewicz regarding the improvements to the concession building at Camp Oakdale. The letter authorizes the Montville Youth Football League to proceed with the improvements to the building upon acquiring the appropriate permits and final approval from the Building Department and the Recreation Commission. Mr. Bushway explained the letter went out prior to the authorization from the Commission so the organization could apply for the necessary permits and have the improvements completed before the start of the football season.

Motion made by Commissioner Clark, seconded by Commissioner LaVallie to approve the request of the Montville Football League to make improvements to the concession stand at Camp Oakdale pending approvals from the Building Department. Discussion: none. Voice vote: 8-0, all in favor, motion carried.

c. Status of sold tickets to amusement parks.

Mr. Bushway stated a total of three 6 Flags tickets and 4 Quassy Amusement Park tickets were sold. Any tickets left unsold at the end of the season will be sent back for a full refund.

13. **Correspondence**



Chairman Gwucz distributed a copy of an e-mail from Glen Mathieu to the Commission regarding the American and Asian Lion Club and the Montville High School Parent Advisory Group event scheduled for June 5, 2011 in conjunction with Montville Day. It was the consensus of the Commission to invite Mr. Mathieu to the next regularly scheduled meeting to discuss the event and to answer question from the Commission.

The Commission reviewed and discussed a correspondence from Mrs. Valerie P. Smith requesting a full refund of \$20 for a week of camp she signed her child up for but will be unable to attend. The current policy states there will be a 50% reimbursement for all programs once they have started.

Motion made by Commissioner Gwudz, seconded by Commissioner DeMitte to reimburse Mrs. Smith ten dollars, half of the fee paid for Summer Camp per the policy of the Commission. Discussion: none. Voice vote, 8-0, all in favor, motion carried.

**14. Facilities Requests**

Motion made by Commissioner DelaCruz, seconded by Commissioner Cicchese to approve the Facilities Request of Eagleview Child Development Center for use of the Camp Oakdale Pavilion for the purpose of a field day/picnic on August 20, 2010 from 9:00 a.m. until 2:00 p.m. Discussion: none. Voice vote, 8-0, all in favor, motion carried.

The Commission reviewed a walk in Facilities Request submitted by Mr. Bushway for Chris Williams for the use of Fair Oaks Gymnasium. The Commission stated there is not enough information submitted on the form to determine how many people will be in attendance and for what purpose the gym will be used. The Commission requested Mr. Bushway contact the applicant and get all the necessary information.

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

**16. Adjournment**

Motion made by Commissioner Clark, seconded by Commissioner Berardy to adjourn the meeting at 9:00 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