

Town of Montville Parks & Recreation Commission
Regular Meeting Minutes for Wednesday, December 15, 2010
7:00 p.m. – Town Council Chambers

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, delaCruz, Gwudz, LaVallie, Lawton and Tanner. Absent was Commissioner Clark. Also present was Parks & Recreation Director, Peter Bushway. Also present was Town Council Liaison, Candy Buebendorf.

3. Alterations to the Agenda

Motion made by Chairman Tanner, seconded by Commissioner delaCruz to add agenda item 8 (d) Discussion regarding Dodge Ball. Discussion, none, voice vote, 7-0, all in favor, motion carried. Agenda amended.

Motion made by Chairman Gwudz, seconded by Commissioner delaCruz to change the order of the agenda and move agenda item 9. a. A presentation by Patrick McCormack, Director of Health at Uncas Health District regarding the “Tobacco Free Town Ordinance’ to the top of the agenda for discussion. Discussion, none, voice vote, 7-0, all in favor, motion carried. Agenda amended.

9. a. Presentation by Patrick McCormack, Director of Health at Uncas Health District regarding the “Tobacco Free Town Ordinance’.

Chairman Gwudz thanked Mr. McCormack for attending the meeting.

Mr. Patrick McCormack stated he appreciates the fact the Commission is considering a public health measure in the Town of Montville stating it says a lot for how far the State has come as far as public health measures and the acceptability of public health measures in local government. He discussed the pros and cons in terms of putting together a tobacco free ordinance or a smoke free ordinance. Smoke free is essentially cigarette, cigar and pipe smoking where tobacco free would be inclusive of chew, dip and other tobacco products that do not create second hand smoke but is still a potential public health issue. The pros include modeling behavior you want the children in the community to follow, having something on the books saying tobacco products are a concern for the community and the preference is for the students and those who use the fields not to start using tobacco products in the first place, so there is education that goes along with putting an ordinance in place is valuable in any community. He discussed

alternatives to enforcing the ordinance, including tying the ordinance to rentals of Town owned fields and areas owned by the town. The rules can be included in the application for use of the areas. Public Health concerns include second hand smoke and oral tobacco products causing cancer and respiratory issues. He discussed environmental health concerns, stating tobacco products can cause a cleanliness, public health and fire safety issues. He discussed enforcement of the ordinance, stating the town would have to invest in signage and publicity regarding the ordinances that depict the areas controlled by the Town is smoke/tobacco free. The Town of Wallingford has a completely tobacco/smoke free ordinance and the Town of Colchester has a written policy in place through their Parks & Recreation Department in terms of rentals and use of facilities and fields. Groton has a similar policy in their parks regarding smoke free zones. He thanked the Commission for considering the ordinance and offered his help if needed in incorporating the ordinance into the town's policy.

Commissioner Cicchese inquired where the Commission goes from here. Chairman Gwudz stated if the Commission would like to make a motion to move forward with proposing a town ordinance they can do so. The Town Council liaison, Candy Buebendorf volunteered to bring a draft smoke/tobacco free ordinance to the next meeting for discussion and the Commission can then vote to send the document to the Town Council for review. It would be up to the Town Council for official approval of the ordinance.

4. Approval of the Minutes

- a. To consider and act on a motion to approve the meeting minutes of November 17, 2010.

Motion made by Commissioner LaVallie, seconded by Commissioner Cicchese to approve the Parks & Recreation meeting minutes of November 17, 2010. Discussion, Commissioners Gwudz and Tanner stated they would abstain from the vote because they were not at the meeting. Voice vote, 5-0-2, (Gwudz and Tanner abstained) motion carried.

5. To consider and act on a motion to review and approve the Director's Report for December, 2010. Director's Report template – December 2010.

Follow up from Director from previous commission meeting:

- Field Maintenance Plan - AquaTurf has been hired to work on the fields at Camp Oakdale. The approximate cost for the work below is \$6,050.
 - For field one, they will install approximately 1,500 square feet of sod and deep tine aerate and verti-cut the seed into the playing field with a top dressing of compost being added to the field.

- For field two, they will be putting down approximately 3,000 square feet of sod on, deep tine aerate and verti-cut the seed into the playing field. Compost will also be top dressed onto the field.
 - For field three, 800 square feet of sod will be installed and removal of a high hump area, re-grade the low area outside the goal area and seed it.
 - The sod is being guaranteed to take through spring.
 - The football fields and softball field have been aerated and seeded by staff.
- Volleyball Courts: They have been started and they will be completed by the end of the month.
- Capital Improvement Program - A discussion with Don Bourdeau included the following projects:
 - Expanding the Little League field to an adult softball field and skin the infield. The fences would be moved back to accommodate the distance needed for play. The price for the infield work is estimated at \$12,800. The cost for moving the fence back has not been determined yet.
 - Resurfacing the basketball courts.
 - Paving of the trail at Camp Oakdale - will also apply for grant funds to use
- The State will locate the well for the new restroom facility along the edge of the woods behind the Little League field as you come off of the blue trail.
- Richie Bergman has completed his Eagle Scout project at the Large Pavilion. It looks 100% better than it did previously.
- Camp Oakdale portable booths: The booths have been returned to the Large Pavilion.
- Basketball is underway as of the beginning of the month. The evaluation clinics went very well and the team selection process went smoothly as well. Thanks to Scott LaVallie for putting in so much time and effort to get us going. The background checks have not been completed as of this writing, but have been in the system for a few weeks now and we anticipate their completion soon.
- The Holiday Parade was successful with 26 units in the parade. Lt. Bunnell of the Montville Police Dept. said it was our biggest crowd he can remember. Thank you to all who helped me organize the event and have it run smoothly. We will meet in a couple of weeks to critique the parade and plan for next year. The Montville Lions Club and Carol Guiler were particularly helpful with volunteers, judging of the units and having two units in the parade.
- Montville Days committee is seeking involvement from other non-profit groups to help them organize and stage their event versus their initial request to have the Town be the organizing entity.
- At the Regional P & R meeting held in East Lyme, December 3rd. : Agency accreditation was discussed. The National Parks & Recreation Assoc. has 156 standards established for departments to meet thereby designating you as an Accredited Agency. There is one in CT and one in VT I am aware of to date. There is a cost associated with becoming accredited. New London is attempting to become accredited this year.

Programs currently running (number of participants in each program - residents and non-residents):

See handout from Carol

Program highlights:

- We are putting a deadline of December 10th on taking additional players.
- Pictures for the basketball teams will take place at their practice site. The photographer has agreed to come to town as many times as it takes to facilitate getting all the teams photographed.
- Games on Sundays against St. Bernard's will begin at noon for the boys and 1 pm for the girls. This is a great opportunity for them to play against other competition. There also will be open gym for adults beginning at 10 am.
- The program brochure is being put together for Commission review. It is due out to the public the first week of January and cover programs from then until the end of April.
- Zumba and Yoga will continue right after the holidays.
- We have been invited to join East Lyme/Waterford/New London departments for the Hershey Track and Field meet on May 20th. The program is free for children 9-14 and has fewer events than a traditional meet. Athletes can choose dashes in lengths of 50, 100, 200 meters, runs of 800 and 1,600 meters, a 4 x 100 meter relay, standing long jump, and softball throw. We would need to provide a bus to get the athletes to the meet.

Customer's compliments:

Many compliments from the coaches about the basketball clinic. Great parade, thank you.

Customer's complaints/inquire:

Would like to see some programs for children under the age of 3

Camp Oakdale Facility requests (including #of persons and fee)

None

New programs/events to be offered: start/end dates, instructor's name/fee to be charged:

- Mad Science - four 4 week sessions beginning Jan. 29 to Mar 21.
Mad Science staff
\$50/student for 4 weeks to Mad Science: \$60 residents/\$65 non residents
- Adult Open Gym - Begins at St. Bernard's on December 12th from 10-noon. Free
- Kayak class with Norwich is going to be offered in our summer brochure probably in either June or July. Other communities have expressed interest in joining this

collaboration as I presented it during the Regional Meeting in East Lyme on December 3rd.

Notification of program facilitator/hired entertainment contract to review:

Site Supervisors for the basketball program are as follows:

Murphy School - Danielle Longton

Mohegan School - Josh Posey

Oakdale School - Ed Lunt

Tyl - Coaches will monitor the group. We have 8 coaches for 23 girls.

Copy of written material for review: (press releases, fliers, brochure)

None

Final Evaluation of program(s) offered:

- I will be arranging an evaluation meeting of the Holiday Parade in the next couple of weeks.
- I am scheduling a meeting with Kim Detuzzi of ABC Gymnastics to discuss the program and ways to improve our numbers.

Upcoming trainings:

- None

Addendum to include:

- detailed revenue and expenditure report from finance
- detailed special revenue account report

Mr. Bushway discussed the Capital Improvement program, stating resurfacing the basketball courts will cost eighteen thousand dollars and the tennis courts will be between sixteen and eighteen thousand dollars. The volleyball courts are being worked on and should be completed by the end of the month. A discussion was held regarding expanding the little league field at Camp Oakdale. Chairman Gwudz inquired regarding laying sod on the soccer fields. Mr. Bushway indicated the sod is in and Aquaturf has put laid the sod on fields one, two and three, and he has concerns regarding putting the sod in this late in the season and how well it will take in the spring. He stated there is a guarantee from the company that it will take. Chairman Gwudz stated he has an issue with the Public Works Director, he has made it clear in the past that the Commission would like a specific and clear field maintenance plan and he has not received one. He would have liked the opportunity to review the plan and have a vote in where the sod is installed. He stated if the sod does not take there could be a problem with the use of the fields and the Town owes it to the youth groups who use the fields to let them know in advance if they will have use of the fields in the spring so they can adjust their schedules accordingly. A discussion was held regarding the possibility of a Parks & Recreation float for the holiday parade next year. A discussion was held regarding background checks for the basketball coaches, and Mr. Bushway stated most of them have been

returned, it is now up to the town to determine what is acceptable and what is not acceptable to allow an individual to coach. It was the recommendation of Lt. Bunnell not to allow anyone with a felony conviction to coach a team and Mr. Bushway indicated he will speak with the three individuals who have a criminal record to inform them they will not continue coaching for the town. A discussion was held regarding the addition of a question on the application to coach indicating if the individual has a criminal conviction in the past ten years. There are currently two hundred and six students participating in the basketball program. A discussion was held regarding basketball programs and the availability of gym space for games. A discussion was held regarding the use of the Senior Center for adult, responsible Park & Recreation programs and activities and it was determined the Commission will pursue the space if and when it is absolutely necessary.

Motion made by Commissioner Berardy, seconded by Commissioner Tanner to approve the Director's Report as written. Discussion, none, voice vote, 7-0, all in favor, motion carried.

5. Remarks from the Public regarding items on the agenda – none.
6. Reports from Finance
 - a. Year end financial report

Chairman Gwudz requested a year end financial report from Mr. Bushway prior to the special meeting for budget discussion prior to mid January. He indicated he did not get a letter from the Finance Department this year as he usually does and a special meeting is in order to develop the proposed budget for Parks & Recreation and get it to the Finance Department prior to the due date deadline.

Motion made by Commissioner Gwudz, seconded by Commissioner Tanner to schedule a special meeting for Tuesday, January 4, 2011 at 5:30 p.m. in room 203 to discuss the 2011-2012 budget and to update the Commission regarding the background checks. Discussion, Chairman Gwudz encouraged the Commission members to contact the Commission secretary if there is anything additional they would like to add to the special meeting agenda. Voice vote, 7-0, all in favor, motion carried.

7. Unfinished Business
 - a. Discussions regarding Summer Camp, 2011 – none.
 - b. Discussions regarding Recreational Basketball

Commissioner LaVallie indicated that he and Mr. Bushway have been working on the schedule and the original plan was to play a ten game season for each of the different levels and then games were added at St. Bernard's for a total of sixteen games. At sixty two dollars per game for the two officials at each game, the total for officials is over five

thousand dollars and the current budget is four thousand dollars. He inquired if the Commission wants to stay with a ten game schedule or cut it back, or to consider moving funds in the budget to make them available to pay for the officials for the extra games. A discussion was held regarding taking money out of the line item for equipment to cover these costs. A discussion was held regarding the amount of money available in the Special Revenue Account for the Parks & Recreation Department. Mr. Bushway is confident moving the money from equipment to cover costs of officials at basketball games for the remainder of the season will not adversely affect the department in any way. Chairman Gwudz does not have an issue with transferring the \$850 from equipment into referees.

Motion made by Commissioner Gwudz, seconded by Commissioner LaVallie to authorize Mr. Bushway to request the transfer of \$850 from the Parks & Recreation line item titled "equipment" and to move it into the line item titled "referees" to cover the costs of referees for the remainder of the fiscal year. Discussion, none, voice vote, 7-0, all in favor, motion carried.

c. Discussions regarding the Fair Oaks building upgrades/STEAP grant.

Mr. Bushway has acquired a schedule from the architects working on the upgrades to the Fair Oaks building. They are advertising for bid on January 3 and 4, 2011 and construction will go from February 1st through March 30, 2011. He has walked through the building with the architects on several occasions. The goal is to get the building up to code for under \$200,000.

d. Dodge Ball

Commissioner Tanner distributed copies of the proposal with rules and regulations for the program. Mr. Gwudz suggested this program run through the Parks & Recreation program and allow Park & Recreation to advertise it and the Commission will determine a fee for participation.

Motion made by Commissioner Cicchese, seconded by Commissioner Berardy to pursue a dodge ball program for spring, 2011 to run through the Parks & Recreation department. Discussion, none, voice vote, 7-0, all in favor, motion carried.

8. New Business

a. Discussion regarding the Christmas Parade, wrap up, final closure.

Chairman Gwudz indicated there was a meeting scheduled to discuss the parade and it was canceled. The parade was a great success and Mr. Bushway will reschedule the meeting to discuss ways to make the parade better in 2011. Discussions were held regarding the lighting, purchasing portable lighting to solve the problems with dark areas

along the route, a possible new parade route, and constructing a Parks & Recreation float for next year.

- b. Discussions regarding new/proposed Parks & Recreation programs

Mr. Bushway stated there are new programs are in the spring brochure. He discussed a call from the Masons regarding consolidating their Easter egg hunt with the town and the Lions Club. He will meet with the other groups for discussion and report back with his findings.

- c. Update/discussion regarding ongoing programs sponsored by Parks & Recreation – none.
- d. To consider and act on a motion to approve the 2011 meeting schedule.

Motion made by Commissioner Tanner, seconded by Commissioner Cicchese to approve the 2011 Parks and Recreation 2011 meeting schedule. Discussion, a discussion was held regarding changing the location to the Town Council Chambers for the upcoming year. It was the consensus of the majority of the Commission to move the meetings for 2011 from room 203 to the Council Chambers. Voice vote, 7-0, all in favor, motion carried.

- e. Nomination of officers for 2011.

Commissioner delaCruz made a motion to keep the slate of officers as elected, Commissioner Tanner seconded the motion. Discussion, The officers will remain, Chairman Gwudz to remain Chairman, Commissioner Cicchese to remain Vice Chairperson and Commissioner delaCruz to remain as the Secretary of the Parks and Recreation Commission. Chairman Gwudz indicated he will add the nominations to the January agenda for an official vote.

- f. Montville Community Rally discussion

Chairman Gwudz stated Mr. Bushway has made his position that he is willing to help out with the event but does not choose to run it. This is going to be a difficult evolution to execute, especially if it is planned for more than one day. He has not been available to speak with the Commission to date and the Commission has concerns regarding the success of this event. The Commission does not have a feeling of confidence regarding the event and the coordinator is exhibiting lack of leadership. Chairman Gwudz made a recommendation that the Parks & Recreation does not support the event at this time. He stated the Commission does not have funds to give toward the event and he has concerns regarding the town offering insurance coverage for the event.

Motion made by Chairman Gwudz, seconded by Commissioner Berardy to officially confirm that the proposed Montville Community Rally scheduled for June, 2011 will not be a Parks & Recreation sponsored event. Discussion, none, voice vote, 7-0, all in favor.

9. Correspondence – none.

10. Facilities Requests

Mr. Bushway discussed a request from the Girl Scouts requesting the use of the Fair Oaks classroom to sell their cookies. The dates are in March during currently reserved meeting dates at Fair Oaks. They already have approved meeting dates but would like to include the sale of their cookies in conjunction with their regularly scheduled meetings for several dates in March. A discussion was held regarding the availability of the classroom while construction is under way.

Motion made by Commissioner Gwudz, seconded by Commissioner Berardy to approve the facilities request as discussed. Discussion, Chairman Gwudz stated he does not have an issue with the request as long as they do not store the cookies in the building. Voice vote, 7-0, all in favor, motion carried, the facilities request was approved.

Mr. Bushway discussed a walk in request from a cribbage group that has been meeting consistently for the past twenty year who have lost their current meeting location and are requesting use of the library once a month. They are willing to pay a fee but they do not carry insurance. Mr. Bushway checked with the insurance carrier for the town and he did not have an issue with letting the cribbage group use the library to play cribbage. They will fill out a facilities request and a charge of fifty dollars a month will apply.

Motion made by Commissioner delaCruz, seconded by Commissioner Tanner to approve the facilities request of the cribbage group for use of the library once a month for a fee of fifty dollars per month. Discussion, none, voice vote, 7-0, all in favor, the facilities request was approved.

11. Remarks from the Public

Mr. Andrew Bachalitas, Pheasant Run, Oakdale spoke regarding his proposal for a Parks & Recreation sponsored karate program. He inquired regarding a timetable for accepting programs. Mr. Bushway stated Mr. Bachalitas came into the Park & Recreation office and filled out a class proposal for karate class and he is in the process of finding a location for the class. At this time gym space is limited and he hopes to find a space for the program early spring after basketball season is complete. He would like the opportunity to meet at least two times per week and the program teaches ages five to adult with a minimum of five students and a maximum of forty students.

Ms. Nancy Randall, Mr. Bob Randall, Mrs. Elizabeth MaGinn, and Mr. Joseph Surgone all came forward to speak in favor of sponsoring the karate program.

12. Remarks from the Commissioners

Commissioner Tanner stated she likes the new agenda format and thanked the Commission for supporting the dodge ball program.

Commissioner LaVallie inquired regarding the bidding process for the restrooms at Camp Oakdale. Mr. Bushway stated it is out to bid and the site work has been awarded.

Commissioner Lawton and Commissioner Berardy did not comment.

Commissioner delaCruz discussed re-locating the lights that were installed incorrectly at the old town hall. Chairman Gwudz stated the best thing to do is to purchase portable lighting for use in areas not well lit.

Commissioner Cicchese thanked the public for coming out and speaking to the Commission.

13. Remarks from Town Council Liaison, Candy Buebendorf

Councilor Buebendorf suggested the Commission develop guidelines for the background checks that specifically state the requirements to prevent criticism in the future. She stated she keeps the Town Council informed of Commission activities and she wished everyone a great holiday.

14. Adjournment

Motion made by Commissioner Tanner, seconded by Commissioner Berardy to adjourn the meeting at 9:15 p.m. Discussion, none, voice vote, 7-0, all in favor, motion carried.

Respectfully Submitted by:

Audrey Ulmer, Recording Secretary for the Town of Montville

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

(860) – 848-3030

December 15, 2010

Lisa Terry, Town Clerk
Town of Montville
310 Norwich New London Turnpike
Uncasville, CT 06382

Dear Lisa:

The following dates have been approved by the Parks & Recreation Commission at their meeting held on Wednesday, December 15, 2010 for the 2011 Town of Montville Parks & Recreation Commission monthly meeting schedule. The Commission meets on the third Wednesday of each month at 7:00 p.m. in Council Chambers.

January 19, 2011

February 16, 2011

March 16, 2011

April 27, 2011

May 18, 2011 - 6:00 p.m. Spring Facilities Walk Through @ Camp Oakdale

June 15, 2011

July 20, 2011

August 17, 2011

September 21, 2011 – 6:00 p.m. Fall Facilities Walk Through @ Camp Oakdale

October 19, 2011

November 16, 2011

December 14, 2011

If you have any questions regarding the meeting dates, please feel free to contact me.

Sincerely,

Stan Gwudz
Chairman of the Town of Montville Parks & Recreation Commission