

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

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Town of Montville Parks & Recreation Commission  
Regular Meeting Minutes for Wednesday, February 16, 2011  
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, Clark, delaCruz, Gwudz, LaVallie (7:30 p.m.), Lawton and Tanner. Also present was Town Council Liaison, Candy Buebendorf, Parks and Recreation Director, Peter Bushway and Public Works Director, Don Bourdeau.

3. Alterations to the Agenda – none.

4. Approval of the Minutes

Motion made by Commissioner delaCruz, seconded by Commissioner Cicchese to approve the regular meeting minutes of January 19, 2011. Discussion, none, voice vote, 7-0, all in favor, motion carried.

5. To consider and act on a motion to review and approve the Director's Report for February, 2011.

The Director's Report was submitted as follows;

**Director's Report template – February 2011**

Follow up from Director from previous commission meeting:

- Field Maintenance Plan – A draft is ready for inspection by the Commission. This is the first draft and as with any working document, it is subject to change as needs arise and we begin to put it into practice this spring.
- Due to the storms we have experience this past month, the construction comparison of a stick built versus modular has not been done yet.

- Two CIP items in the Public Works Budget are for resurfacing the Basketball Courts (\$15,000) and Tennis Courts (\$17,000) at Camp Oakdale.
- Reviews of the FY 12 budget have not been scheduled with the Mayor and Finance Director about our submitted budget.
- Basketball has seen more cancellations than games in January. Scott LaVallie has done a great job of rescheduling the games to date to insure every team will play the allotted number of games.
- The Holiday Parade had its post event meeting on February 2<sup>nd</sup>. Six people took part in discussing what went well and the changes for next year. Once complete I will share it with the Commission.
- February 4<sup>th</sup> there was a pre-bid meeting at Fair Oaks for potential contractors to ask questions to the architects about the planned construction. More than 15 contractors were on hand for about an hour and one half.
- The Dodgeball program information was forwarded by Commissioner Tanner to the department for review. We will look for a suitable location for the program once basketball is over and gyms begin to open up for use.

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

See handout from Carol

Program highlights:

- Pictures schedules have been rescheduled as well due to the storm days.
- All programs have been affected by the snow days. Each class will make up the time by extending the program to insure the entire class meets the correct number of times. This has taken up a great deal of time over the past month as there has been more than 7 cancellations due to storms and others due to individual schools having to reschedule their activities thus bumping our programs.
- Karate class has started and other than the weather is going well.
- Kerri has sent me some ideas she has for programs for children under the age of five. We will look through them and determine space needs, staff, times, and other program pertinent information for the Commission to go over.

Customer's compliments:

Many parents and coaches are keeping updated through our web page and facebook page.

Scott has done a wonderful job of rescheduling all the games each time it snows.

Customer's complaints/inquire:

Some coaches are not informing their player's parents of changes to the schedule causing some to go to the gym only to find out there is no practice or game. We have been asked a few times to accept debit and credit cards other than Mastercard. Mastercard is the only one we accept at this time and includes a \$3 service fee for registrations \$99 and under; \$6 for more than \$99.

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:

- Kerri has brought forth a list of programs to consider.
- Have met with a couple of individuals regarding adult softball league for a May start up using the USSSA versus ASA softball organization.

Notification of program facilitator/hired entertainment contract to review:

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

- Minutes from the Holiday Parade wrap up meeting.
- Grounds Maintenance Plan draft

Final Evaluation of program(s) offered:

- Refer to Holiday Parade minutes

Upcoming trainings:

- Tuesday, February 15<sup>th</sup> – three classes offered by Connecticut Parks & Recreation in West Cornwall. Programming for “Younger Seniors” (55-65), ADA Updates: What recreation staff need to know, and Inclusion in your programs and summer camps. The cost is \$35 for the day.

Addendum to include:

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

A discussion was held regarding accepting credit cards for payment for recreational activities and the use of RecTrack to do so. Chairman Gwudz asked Mr. Bushway to look into the use of the program to accept credit card payments and to report back to the Commission with his findings at the next meeting. A discussion was held regarding an adult softball league and the cost of start up costs. Chairman Gwudz asked Mr. Bushway to eliminate the word “template” from the heading of his report in the future. Discussions were held regarding the special revenue accounts. Commissioner Cicchese questioned the profit of the dance program as depicted in the Commission packet. Mr. Bushway will rectify the problem and come back to the Commission with the actual profits at the next meeting. Mr. Bushway discussed the field maintenance report, discussing organic vs. commercial pesticides and fertilizers. The cost to purchase the organic material for the fields is more costly but it is required for use at school fields.

Mr. Bourdeau indicated he has budgeted the extra cost into his operating budget for this year and he will wait to see if the increase is approved by the Town Council after he submits his budget.

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

6. Remarks from the Public regarding items on the agenda (with a three minute limit)

Ms. Ellen Hillman, 229 Route 163 spoke regarding agenda item 8 (d) the proposed tobacco free ordinance. She made suggestions to change some of the wording for clarification and to help avoid any confusion if the ordinance is adopted by the Town Council.

Chairman Gwudz inquired three times if there was anyone who would like to come forward to address the Commission.

7. Reports from Finance

a. 2011-2012 operating budget status

Mr. Bushway discussed transfers suggested by the Finance Department into various line items from the General Fund. The Commission members requested a report with more accurate numbers from Mr. Bushway for the next meeting. Town Council Liaison, Candy Buebendorf suggested letting the items run in the red until it gets closer to the end of the fiscal year in order to get more accurate numbers.

b. Funding status year to date for the Special Revenue accounts

Mr. Bushway stated he was not able to get the special revenue account information but will have it for the next meeting.

c. Capital Plan – resurfacing of basketball courts and tennis courts.(FY 2012-2013)

Mr. Bourdeau discussed the resurfacing of the basketball and tennis courts. The approximate cost to resurface the basketball courts is \$16,000 and the approximate cost to resurface the tennis courts is \$18,000. He has requested this money in his Capital Plan and will keep the Commission updated with the progress of the budget process.

8. Unfinished Business

a. Discussions regarding Summer Camp, 2011

Mr. Bushway stated he sent out letters to the people who worked at summer camp last season and the town will start accepting applications from the public on March 1, 2011 to fill positions the seasonal positions.

b. Discussions regarding Recreational Basketball

Mr. Bushway stated Commissioner LaVallie has been doing a great job rescheduling the games that were cancelled due to the inclement weather. The basketball program ends on March 1, 2011 and he will have a final wrap up report for the Commission for the next meeting.

c. Discussions regarding the Fair Oaks building upgrades

Mr. Bushway indicated there was a pre-bid meeting on February 4, 2011 and 15 contractors submitted bids with the bid opening on February 16, 2011. The apparent low bidder was T&M Builders. The Town Council will need to review and approve the bid before the work on the building can get started.

d. Discussion regarding tobacco free ordinance

The Commission reviewed the proposed changes suggested by Ms. Hillman and made several changes of their own. Councilor Buebendorf made her suggestions regarding amendments to the draft document. A discussion was held regarding removing Kobyluk Field from the list of areas to adopt the smoking ban because it is Board of Education property and they have their own rules and regulations. Chairman Gwudz asked Councilor Buebendorf to submit the ordinance as submitted to the Town Attorney for final review.

Motion made by Commissioner Clark, seconded by Commissioner Cicchese to accept the proposed draft ordinance as amended and to forward the document to the Town Attorney and Town Council for review and approval. Discussion, none, voice vote, 8-0, all in favor, motion carried.

e. Status of Camp Oakdale restroom facility (comparison modular vs. stick built).

Mr. Bourdeau distributed the following documents to the Commission for review; a quote from Unicon for the Montville Park Restroom Project dated August 17, 2010 for a pre-cast concrete building; a quote from W.R. Allen Co., Inc. for a stick built building and a letter from Mr. Mike Furtuna from TLB Architecture regarding his opinion of the probable construction costs for the restroom facility. He stated he would like to go out to bid for a pre-fab restroom facility as it will be more cost effective for the town. He discussed the time frame to complete the job once the bids are received and a contract has been awarded. He indicated the site work and septic system for this job has been

awarded and a bid is required for the well. Chairman Gwudz indicated he will keep this item on the agenda for future discussion.

- f. Discussion regarding Christmas float sponsored by Parks & Recreation Commission.

The Commission members agree the float is a good idea and will gather ideas for the theme of the float for discussion at the next meeting.

9. New Business

- a. Discussions regarding new/proposed Parks & Recreation programs – Dodge ball.

Commissioner Tanner discussed the start up costs she researched online and inquired if Mr. Bushway may be able to get a better price. She suggested the program run one or two days a week after the completion of the basketball program and indicated participants interested in the program do not want to meet on Thursday.

- b. STEAP grant submittal for 2011.

Chairman Gwudz discussed applying for additional grants for improvements to the Fair Oaks building and inquired if Mr. Bushway would research the grants available and report back to the Commission with his findings.

- c. Memorandum of agreement with soccer and football for facility usage.

Chairman Gwudz encouraged Mr. Bushway to start contacting the football and soccer coaches as soon as possible in order to get the memorandum of understanding signed in a timely fashion.

- d. Trails Day, June 4 and 5, 2011.

Mr. Bushway suggested he solicit the help from the boy/girl scouts for this year's trails day. Chairman Gwudz stated he will leave this item on the agenda for future discussions.

- e. Trick or Trunk event for Halloween.

Commissioner Lawton distributed a copy of ideas she has for the event. Chairman Gwudz suggested this item be added to new programs and registration will go through the Parks & Recreation office. He will leave this item on the agenda for future discussion.

- f. Space availability in old Town Hall for Park & Recreation programs.

Mr. Bushway stated he toured the facility and because of its small areas the space would not be useful for exercise class but would be suitable for girl/boy scout meetings, arts and craft programs and games.

- g. Holiday Parade evaluation meeting held on January 26, 2011.

A discussion was held regarding the meeting regarding the holiday parade. It was a productive meeting and Commissioner delaCruz discussed the highlights of the meeting with the Commission. The minutes for this meeting are as follows;

**HOLIDAY PARADE  
EVALUATION MEETING  
January 26, 2011**

Preparation

Recruitment of parade participants

Calling of previous year participants as well as the written invitation seemed to work. Continue next year.

Recruitment of volunteers

Reaching out to the high school groups for participation and volunteers to be done by Lions Club members and Rec. Dept.

Day of Event

Keep it the same?

It was the consensus to keep it the same day as Norwich. There was some discussion about moving it to an earlier in the day time. However, most of the people felt the time was OK so the lights could be seen.

Coincides with Norwich Parade

Familiar day for people

Move to another day?

Keep as is

Lose Norwich participants/band?

Parade Route

Same Route?

At this time the group decided to keep the same route. Lt. Bunnell discussed the detour routes for traffic being better at our current site until possibly the new PD

station being the ending for the parade in three years. It would then go from the Wonder Bread lot to the PD where there will be a “green” for people to gather on. Tyl was also discussed as a starting point and ending at Fair Oaks.

#### Alternate Route?

The alternate routes were discussed but it was decided that the current one has more advantages than the other sites at this time.

Wonder Bread Store to Tri Town

Other

#### New Route Issues

Advantages

Disadvantages

#### Parade

##### Line up

Difficulties with the line up was the most talked about. Limited space, too many people “in charge” telling groups where to line up in the parade. A pre parade meeting with volunteers about the line up would go a long way in organizing the line up. It was discussed that groups should get a letter in advance of the day of where to park, assemble, and approximately where they will be in the parade. This will help with some of the kaos. The use of the new Allen bldg was very helpful.

##### Traffic

Lenny discussed closing down the street earlier such as 3:30 pm to allow the floats with trailers to park on the side of RT. 32 and not take up room in the parking lots. Also instruct those with trailers to approach the assembly area from the south of RT 32 so they don’t have to turn around at the funeral home or other parking area. They should approach from either Jerome or Lathrop Roads, pull onto RT 32

##### Supervision

Groups that participate need to have supervision on their children at the site early as children are often just dropped off by parents and they leave. A designated location assigned prior to the parade will help.

##### Parking

Supply a map and directions to participants prior to the parade of locations to park and locations for side street parking, lots available and assembly



locations for their group. This should be done for the general public as well to help them find parking to view parade.

#### Police/Fire Assistance

It was suggested that Godfrey be a part of the committee as he was very helpful this year.

It was reinforced that in our pre parade letter to participants that they be reminded that throwing candy or other items from moving vehicles. Handing it out is OK.

#### Barricades

There were plenty of barricades available. If more are needed Public Works has plenty to offer. A suggestion was to use them to block off a parking area at the assembly site so that other vehicles won't mistakenly drive in when it is full.

#### Lighting

Lenny will propose a solution for lighting the paraded route in the coming months to the Mayor and has asked for the Recreation Commission's support.

#### Parade Route Locations

##### Town Hall and Tree Lights

The lights installed last fall were not placed where the Commission wanted them to be. It was also suggested that the committee survey the grounds in October for safety concerns. The Lions Club has offered to supply a tree for children to decorate with hand made ornaments and garland to be either raffled off or given to a location such as the Senior Center or similar organization. Decorate the main tree with garland, bulbs and presents

#### Disband

##### Staying vs Not Staying for additional ceremonies

Again, directions in the pre parade letter alerting floats to decide if they are staying or not after the parade is over. Volunteer staff will direct them to the right at Town Hall if they are leaving and to the left if they are staying for the remaining events.

## Awards

### Participants

### Categories

Fewer awards was the suggestion, just a first place award. We handed out 24 this past year in 8 categories with 1<sup>st</sup> thru 3<sup>rd</sup> place in each.

### Presentation

A reviewing stand near the finish of the parade for the judges and a sound system to announce to the crowd what group is approaching or performing. Maybe one of the radio stations involved in the parade would be willing to let us use their sound system.

### Thank You Letters

People seemed to appreciate them.

## Other Comments

Have the chorus sing prior to the Mayor welcoming everyone. As people gather they can begin. Have crowd sing along with some of the traditional songs, then the Mayor welcomes everyone, awards, more songs, light tree, end with two more sing along songs. Hand out music if needed.

Youth Services may change to an arts and crafts program instead of book fair during parade. I think this would be a great idea.

### h. Marketing the outdoor facilities.

A discussion was held regarding marketing the outdoor facilities on the town's website and on Facebook for more exposure. Many residents do not know the facilities are available and it would be a good outlet for advertisement. Chairman Gwudz stated he will leave this item on the agenda for discussion and updates.

### i. Pre-School programs.

The following items were discussed as potential programs for pre-school age children. Chairman Gwudz stated some of the items may be more expensive than residents are willing to pay for programs.

Indoor soccer for 3-5 year olds. I understand the gym space is limited but maybe before then we could try and figure something out. If we could coordinate something for when Montville Youth Soccer ends, that would probably work great for a lot of families.

Eileen and I spoke about a tumbling and movement class. Probably along the same kind of line as gymnastics, however more tunnels and obstacle course type activities. The thought here would be to use the down stairs gym when available because of the mats. Also, there may be some families that don't want to enroll their boy in a "gymnastics" class, but a tumbling one would sound better to the stereotype that people are so strong on following.

Art and science would be big for preschool ages in our town. I think that if we could get a Mad Science group of sessions, it would be awesome. <http://www.madscience.org/locations/seconn/PreschoolPrograms.aspx?sm=8619>

Maybe in the summer months, a Family Science Night could work out at the pavilion at camp Oakdale? Just at thought. I am not sure if the local Mad Science could offer this but I have seen it offered on other Mad Science websites.

I have also contacted the Children's Museum of Southeastern CT in Niantic. [http://www.childrensmuseumsect.org/muswowalls\\_tandpre.html](http://www.childrensmuseumsect.org/muswowalls_tandpre.html)

They have reasonable cost traveling programs and some really good ones for preschool. Including the Starlab which I heard was really great. If we could do a weekly session with them as well, I really believe that we would get a great response. I sent an email to Diane Dusza at the museum requesting information but she hasn't replied as of yet.

A Painting Pals workshop for Toddlers and Preschooler is something that is held in Old Saybrook Recreation. They also have a few other art/science classes for the little ones but I don't know who teaches. My question to you is what requirements does someone need to have to run a class like this?

Of course my ideas of more sport type programs has flopped a little due to the limited gym space so I have tried to think of other ideas that might be more likely to happen.

#### **Response from the Traveling Children's Museum:**

We are no strangers to programming for multi-week, after-school sessions and have been contracted to do so with area schools and libraries for most of the Museum's 18 years of presenting programs in the community. Depending on our calendar - we fill spots, as our educator availability allows, and, as contract requests come into my office - we are usually able to accommodate after-school and weekend programming with enough notice. We do not often receive requests for weekend programming, but can certainly provide those with enough notice, as well.

The "Ahoy Matey", "Colors" and "Magnets" programs are a great fit for the Preschool age group and are amongst the more popular of our titles and are presented with some whole group discussion/storytelling, followed by small group/"centers" activity time. .

Our Service Area would include the towns and cities from Westbrook to Norwich to the

Rhode Island border on I 95. Any location beyond those perimeter towns would be considered as outside of our Service Area. Pricing for our general programming for follow these guidelines:

#### Program Fees

- Programs in our service area: \$125; \$75 for each consecutive program
- Programs outside our service area: \$175 base rate; \$75 each consecutive program
- StarLab inside our service area: \$235; \$110 for each consecutive program
- StarLab outside our service area: \$285; \$110 for each consecutive program

Starlab is our portable planetarium which affords children and adults an opportunity to view the night sky during the day and indoors. It is a large, inflatable dome with on-the-floor seating that we use to present 20-45 minute presentations about the seasonal skies. There are specific space requirements that one should check at their facility before booking Starlab. I have included those in an attachment for you.

10. Correspondence – no additional correspondence were submitted for review.

#### 11. Facilities Requests

A discussion was held regarding a Facilities Request from the Montville Historical Society for use of the large pavilion on Thursday, July 14, 2011 from 5:00 p.m. until 9:00 p.m. for their annual picnic and meeting. The organization is requesting a fee and insurance waiver for the event as it has been past practice and it is a non profit organization operating in the Town of Montville. Motion made by Chairman Gwudz, seconded by Commissioner Clark to approve the request and to waive the fee and insurance requirements for the event. Discussion, none, voice vote, 8-0, all in favor, motion carried. Facilities request approved.

Mr. Bushway presented a Facilities Request to the Commission from the Leo Club of Montville for use of the large pavilion for approximately three hundred people on June 11, 2011 from 11:00 a.m. until 7:00 p.m. for a battle of the bands fundraiser. Motion made by Commissioner Tanner, seconded by Commissioner LaVallie to approve the Facilities Request from the Leo Club with the stipulations the organization provide police presence, as required for events that host over one hundred people. Discussion, none, voice vote, 8-0, all in favor, motion carried. Facilities Request approved.

12. Remarks from the Public – none.

#### 13. Remarks from the Commissioners

Mr. Bushway discussed a proposal for an Easter Egg Celebration on April 16, 2011. This year's proposed celebration would make the games orderly and fair for all ages who attend the event. Each child will have an opportunity to participate in a variety of games and upon completion of the game they will be given an Easter egg. There will be

approximately fifteen different games to play as well as face painting, arts and crafts, moon bounce and pictures with the Easter bunny.

Motion made by Commissioner Lawton, seconded by Commissioner Cicchese to authorize the Easter Egg Celebration on April 16, 2011 with a rain date of April 17, 2011 in conjunction with the Lions Club. Discussion, none, voice vote, 8-0, all in favor, motion carried.

14. Remarks from Town Council Liaison, Candy Buebendorf – none.

15. Adjournment

Motion made by Commissioner Clark, seconded by Commissioner Tanner to adjourn the meeting at 8:45 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