

Town of Montville Parks & Recreation Commission
Wednesday, December 19, 2012
Meeting Agenda - 7:00 p.m. – Town Hall - Town Council Chambers

1. Call to order
2. Roll Call
3. Remarks from the Public regarding items on the agenda with a three minute limit.
4. To consider and act on a motion to approve the regular meeting minutes of September 19, 2012 and October 17, 2012.
5. To consider and act on a motion to review and approve the Director's Report for November and December, 2012.
6. Reports from Finance
7. Unfinished Business
 - a. Trick or Trunk review.
 - b. Family Letterboxing review.
 - c. Next year's meeting dates
 - d. Next Booklet due out Jan 1st time frame
9. New Business
 - a. Budget and CIP needs
 - b. Holiday Parade wrap up discussion.
 - c. Youth Basketball update
 - d. Town-wide special event – Kerri/Pete
 - e. Easter Egg Hunt day/rain date
10. Correspondence
11. Facilities Requests
12. Remarks from the Public
13. Remarks from the Commissioners
14. Remarks from Town Council Liaison, Laura Tanner
15. Adjournment

Parks and Recreation Department 2013-2014 Proposed Budget

Description	2012 Expended	2013 Adopted	2014 Dept Request	2014 Commission Request
Expenditures				
Secretaries Salary	\$ 41,734.00	\$ 21,000.00	\$ 21,000.00	
Recreation Director	\$ 63,345.00	\$ 63,345.00	\$ 69,455.00	
PT Recreation Programs	\$ 10,170.00	\$ 12,470.00	\$ 12,600.00	
Basketball site supervisors: 4 locations X 3 hours/day X 50 days X \$10/hr = \$6,000.				
Volleyball: 1 night X 3hours/night X 13 days X \$11.5/hour = \$448.50 Basketball Camp: 6 days X 2 hour/day X \$10 = 120				
Judo Instructors: 10 week program/five times a year; approximately \$5,850 in expenses and \$9,450 in revenue				
Part-time staff to assist with the many free community programs we offer such as Trick or Trunk, Easter Egg Hunt, concerts, parade, etc.				
PT Camp Oakdale	\$ 47,815.00	\$ 71,368.00	\$ 71,368.00	
Account funds the Summer Day Camp Staff for a seven week program plus one week of training. Approximately \$9,100/wk for staff				
The registration fee will be \$50/week. Participants receive 40 hours of camp per week.				
The Special Needs Camp runs for 4 weeks at Fair Oaks School. The staff cost are \$4,370 for the camp with revenue of \$1,040				
Overtime	\$ 428.00	\$ 300.00	\$ -	
Overtime is for the Administrative Secretary is not needed as the position is only 20 hours per week.				
Rec Holiday Parade	\$ 154.00	\$ 500.00	\$ 500.00	
Awards for the parade, re-lettering of the banner and lights for decorating				
Fees (Membership)	\$ -	\$ 275.00	\$ 300.00	
Membership to NRPA of \$155, Connecticut Recreation and Parks of \$100 and New England Parks Assoc. of \$45				
Office & Misc. Supplies	\$ 1,699.00	\$ -	\$ -	\$ -
Office & Misc. Supplies are now located within the Central Town Hall budget.				
Training & Conferences	\$ -	\$ 600.00	\$ 600.00	

Summer Camp Program	\$	45,000.00	Registrations at \$50 per week
Summer Camp Trips	\$	10,000.00	Camp trips
Special Needs Camp	\$	900.00	9 campers @ \$25/wk/4 wks
Basketball Program	\$	7,000.00	\$40 registration or \$90 max per family
Judo Program	\$	9,460.00	average yearly income for this program
Rentals	\$	<u>2,000.00</u>	Rentals of facilities
TOTAL	\$	74,360.00	

Director's Report –December 2012

Follow up from Director from previous commission meetings:

- The Holiday Light Parade was very successful in terms of number of units involved and the number of people attending. Thanks go out to the Montville Lions Club for their help in organizing the event with us and for volunteering the judges and line up crew. The weather cooperated and the addition of a sing-along added to the festivities.
- Basketball has started up with practices at all four gyms. Currently, we are at capacity for players. Commissioner LaVallie has been very generous by putting together a practice schedule for all levels and is coaching a team of 17 girls in the 7-9 grade division. Commissioner Geiler is also coaching two teams with his daughter Heather even though they have no children in the program. Kudos to the both of you.
- Adult Volleyball has started and as of December 5th we now meet on Wednesdays instead of our traditional Thursday night. This is to accommodate the High School Winter Guard practices.
- Shirts for the basketball program have been ordered through Palmer Academy at \$5.00 per shirt versus \$6.50 at other sporting goods stores.
- The Oxoboxo Mason are on board again for the Easter Egg Hunt and the Flashlight Hunt that takes place at night. We are looking at a different supplier for the candy filled eggs as we were a bit disappointed with the variety of candy from last year's supplier.

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

- See handout from Carol

Program highlights:

- Great turnout for the Holiday Parade this year. Check out our pictures on Facebook.

Customer's comments/compliments/inquiries:

- There were very nice comments on our Facebook page about the parade

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

- none

Notification of program facilitator/hired entertainment contract to review:

- none

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

Final Evaluation of program(s) offered:

Addendum to include:

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