

Town of Montville Parks & Recreation Commission
Regular Meeting Minutes for Wednesday, September 17, 2014

6:00 p.m. – Large Pavilion – Camp Oakdale

1. Call to order
Chairman Scott LaVallie called the meeting to order at 6:03 p.m. after establishing a quorum.
2. Roll Call
Present were Commissioners Joseph Berardy, Nancy Delacruz, Scott LaVallie, Kerri Lawton, Karen Perkins, and Derek Wainwright. Absent were Commissioners Eileen Cicchese, Gilbert Maffeo, and Kristin Ventresca. Also present were Parks & Recreation Director Peter Bushway, Town Council Liaison Laura Tanner, and John Neeley, Public Works Department.
3. Adjustments to the agenda
Commissioner Perkins stated that items 9(a) to (f) should be listed under item 8, Old Business.
4. Remarks from the Public regarding items on the agenda with a three-minute limit - none
5. To consider and act on a motion to approve the Regular Meeting Minutes of July 16, 2014.
Motion made by Commissioner Lawton, seconded by Commissioner Delacruz. Discussion: None. Voice vote, 6-0, all in favor. Motion carried.
6. To consider and act on a motion to review and approve the Director's Report for August and September 2014.
Motion made by Commissioner Lawton, seconded by Commissioner Delacruz. Discussion: Commissioner Perkins requested to have the Director's Report sent to the Minutes Clerk so that all of the supporting materials can be included in the Agenda Packet. Councilor Tanner commented on the discrepancies of the Current Programs listing. Commissioner Perkins suggested providing them with a general list of the programs without any of the details. It was requested that the Department Secretary be tasked with gathering the information and creating the list for the Commission. Voice vote, 6-0, all in favor. Motion passed.
7. Reports from Finance
In response to Commissioner Perkins, who requested clarification regarding the two separate line items for advertising, Director Bushway stated that there are separate funds for revenues and expenditures from general programs (General Fund) and those brought in from other funds (Special Revenue Fund). The line items may be consolidated, but are kept separate for easier tracking and organization.

Director Bushway reported that the line item for Facilities, Repairs and Improvements is now combined with the line item for Equipment.

8. Unfinished Business

a. Town Information Sign at Public Safety Building

Councilor Tanner introduced the idea to the Town Council, who voiced no opposition. The item will need to be discussed further with Lt. Bunnell.

b. Dog Ordinance

Councilor Tanner reported that the Town Administration/Rules & Procedures Committee has not met over the last two months due to the passing of Councilor Longton's parents. Following its approval by the Committee, the Ordinance will be sent to the Town Council and, then, can be sent to the Town Attorney for review.

c. Dog Park

Councilor Tanner reported that the Dog Park will be placed on the Town Council's October agenda for their endorsement so that they can proceed with the planning process.

d. Easter Egg Hunt

In response to Commissioner Lawton, Director Bushway stated that the Masons contribution to the event includes the funding for half of the eggs, helping in the distribution of the eggs, and providing the caricatures at the event. Depending upon the final cost of the eggs, the Masons may be open to having the Commission purchase the materials and stuff the eggs.

e. Camp Oakdale projects

The bathrooms by the large pavilion and the softball field are slated for demolition in November/December and construction for the new bathrooms is planned for March 2015. The project is scheduled to go out to bid in October. Chairman LaVallie received an estimate of \$138,000.00 to the convert the softball field into a regulation field and \$12,000.00 to upgrade the short field. With regards to the backstop fence, Mr. Neeley felt that, for the safety of the children, the backstop should remain. The entrance to Camp Oakdale has been paved and further considerations are being discussed regarding its final layout and design. The paving of the tennis courts is almost complete and the Connex box for Lacrosse is complete.

f. Farmers' Market

The proposed Farmers' Market, which will tie in with their Summer Concert Series, will remain on the agenda for future discussion(s).

g. P&R Newsletter

Director Bushway distributed a sample of the first page of a two-page Newsletter, which will be electronically sent to those residents currently in their database and printed for physical distribution. He estimates that it will be ready to send out within 1-1/2 weeks. Commissioner Perkins suggested including a roster of the Commission members. It was requested that the Department Secretary be tasked with this project, under his direction. Future newsletters will be presented to the Commission monthly for approval prior to distribution.

9. New Business

- a. Future Community Center — none
- b. A pavilion for Camp Oakdale with picnic tables
Commissioner Perkins suggested extending the grass where the entrance has been gated and placing a pavilion with a seating area. Commissioner Lawton would like to see picnic tables between the two soccer fields.
- c. Creation of Signage for Concerts, Masters' Race, etc. by the older Camp kids for display on the Fair Oaks property -
The item will be deleted from future agendas as Camp has been completed.
- d. Alternative place for a small playground between the soccer fields — to be discussed during the tour.
- e. Basketball Court Lights
The times have been extended; the item will be deleted from future agendas.
- f. New Camp Oakdale entrance — to be further discussed during the tour.
- g. Scarecrow Village event
Proper notice to the Commission members regarding any programs that are added in between meetings and/or outside of the booklet was discussed. Residents will be invited to create their own scarecrows.
- h. Tour of Camp Oakdale – to be conducted following the meeting.

10. Communications

Director Bushway received a fee waiver request for the Large Pavilion for an ALS Bake Sale on October 18. The request was approved by the Commission.

11. Remarks from the Public — none

12. Remarks from the Commissioners

Commissioner Perkins suggested investigating the costs of advertising in the weekly publication, *The Montville Advertiser Edition*.

In response to Commissioner Lawton, Director Bushway stated that the insurance company restricts them from allowing any moon bounces for any events on the property due to any injuries that may occur. She announced that Trick or Trunk is scheduled for October 25 (rain date of October 26). A flyer has not yet been created and Director Bushway will have the event placed on the website. She will be receiving a donation that will go towards the purchasing of prize packs. The vendors have been finalized.

Commissioner DelaCruz apologized for the lack of communication surrounding the Scarecrow Village event, which is open to everyone, including classes and organizations. The scarecrows

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will be displayed at the Public Safety Building. The pumpkin decorating event will be held on October 26; participants will be invited to bring donations for the Montville Animal Shelter.

13. Remarks from Town Council Liaison, Laura Tanner
Councilor Tanner announced that, due to leaks in the wastewater return line from Rand-Whitney, Depot Road, between Route 32 and Lathrop Road, will be closed indefinitely.
14. Adjournment
Motion made by Commissioner Lawton, seconded by Commissioner Berardy, to adjourn the meeting at 6:56 p.m. Discussion: None. Voice vote, 6-0, all in favor. Meeting adjourned.

Tour of Camp Oakdale:

The Commissioners, Director Bushway, Town Council Liaison Tanner, and Mr. Neeley from the Public Works Department took a site walk of the volleyball court, tennis courts, basketball courts, and football, baseball/softball and lacrosse fields at Camp Oakdale. While periodic checks are made of the facility, Mr. Neeley stated that the fields are actively maintained until mid-November.

Volleyball Courts: Director Bushway pointed out the area that will be designated as the dog-free zone under the proposed dog ordinance. The Commissioners commended Mr. Neeley on the condition of the grass.

Tennis Courts: The timer for the lights to the tennis courts may be set for up to one-hour at a time. There are no current plans for the back courts and they are open to any suggestions.

Councilor Tanner departed.

Football Field: The football field was re-sodded last Fall, but due to the dry summer it has not received sufficient water. While the two soccer fields have a water wheel, there is no water available at the football field and its immediate surrounding areas. Future plans include the installation of a pipe to the football field so that the grass may be watered during dry periods.

Bathrooms: While there is a well that leads to the shop and supplies drinking water, it is not powerful enough to provide them with the ability to water the fields and it would be more cost-effective to install a pipeline. The electrical unit for the facility is based at the bathrooms.

Baseball/Softball Field: The field is in the process of being graded for the season.

Playground: The playground was recently upgraded.

Picnic Tables: Possible locations for picnic tables were discussed. Due to weathering, the tables, made of wood, become costly. Due to lack of time, the seasonal movement of the tables is not possible.

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Soccer/Lacrosse Fields: Mr. Neeley pointed out the new Connex boxes. Chairman LaVallie stated that he would like to see a pine/fir tree planted to make the Connex boxes less visible.

All-purpose Field: Discussion ensued regarding the removal of the backstop. Mr. Neeley stated that the field is continuing to be used for baseball/softball and felt that the backstop should remain for the safety of the children. Time and money is also an issue. Chairman LaVallie pointed out the proposed area for the extension of the field. Also discussed was the need for larger toilet paper dispensers for the bathrooms. When necessary, a field is closed annually so as to repair any wear and tear. Mr. Neeley felt that the Palmer field will need to be opened in the near future out of necessity. Currently, three employees and two part-time seasonal employees maintain three facilities: Kobyluck field, all of the Town buildings, and Camp Oakdale.

Commissioner Berardy departed.

Additional Playground: Commissioner Perkins pointed out the area she proposes for a playground for the younger children while their siblings, friends, etc. are playing soccer and where the parents/guardians can keep an eye on them.

Parking Lot: Mr. Neeley stated that lines will be drawn on the parking lot directing the cars. Ways to beautify the gate and the entrance were discussed as well as a sign and some greenery welcoming people into the park. Widening the entrance to the parking lot was also discussed, but, unfortunately, due to the existing wetlands, extending the entrance northwards is not possible. Access through the gate is necessary for deliveries and emergency vehicles.

Camp Oakdale is an ongoing work-in-progress and, as time and budget allows, improvements to enhance the park can be considered and made. The Commission thanked Mr. Neeley for joining and meeting with the Commission.

Motion made by Commissioner DelaCruz, seconded by Commissioner Lawton, to adjourn the Tour of Camp Oakdale at 8:08 p.m. Discussion: None. Voice vote, 6-0, all in favor. Meeting adjourned.

Respectfully Submitted by:

Agnes Miyuki, Recording Secretary for the Town of Montville