

Town of Montville Parks & Recreation Commission
Regular Meeting Agenda for Wednesday, June 17, 2015
6:30 p.m. – Montville Town Hall – Town Council Chambers

1. Call to order

Chairman Scott LaVallie called the meeting to order at 6:35 p.m.

2. Roll Call

Present were Commissioners Eileen Cicchese, Nancy delaCruz, Ryan Hartman, Kerri Lawton, Scott LaVallie, Karen Perkins, Kristin Ventresca, and Derek Wainwright. Absent was Commissioner Joseph Berardy. Also present was Town Council Liaison Laura Tanner. Parks & Recreation Director Peter Bushway was unable to attend due to a Summer Camp Training Session.

3. Presentation

a. Future of Fair Oaks – Town Planner Marcia Vlaun

Town Planner Vlaun thanked everyone for the opportunity to speak with the Commission and distributed an informational packet regarding the USDA Community Facilities Direct Loan & Grant Program and provided copies of the most recent plan of Fair Oaks. The Program offers a fixed guaranteed loan, which may be paid back over 40 years at the current interest rate of 3.5%, for community facilities, including community centers. Because the application requires a defined scope of work to receive an estimate and determine the amount of the loan, she reviewed those items she felt are generally agreed upon for the project:

- Renovation of all classrooms and bathrooms, including the ceiling and flooring throughout the building
- Upgrading of the electrical, including installation of cost-effective lighting
- Replacement of windows, including reviewing and replacing the existing glass block with a people-proof glass that would allow more light to enter into the facility
- Change the flow of the building, de-emphasizing the existing entrance
- Create an addition to the existing gymnasium to create a larger all-purpose gym with modern features. The existing gym is approximately 3,500 square feet, including the unused stage area. She suggested creating a new façade with separate entrance allowing visitors to enter/exit through the gym rather than through the office area, especially during off-business hours for security reasons.
- Renovation of the most recent addition of classrooms to create one large meeting room that is also accessible from the exterior of the building
- Re-aligning of the parking landscape such that the pavement and parking is moved away from the building where children play and can be softened with plantings
- Construct two-side lockable bathrooms accessible from both the exterior and interior of the building in the alcove against the existing bathrooms

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- Install a new heating and cooling system and sprinkler system, which would require the installation of a 10,000-15,000 gallon storage tank on the site, thereby increasing the occupancy of the building
- Carefully plan and coordinate the location of the telephone and data drops
- Inclusion of state-of-the-art overhead projectors for movies and presentations and terminal access to a big screen

She noted that a Community Center Building Committee may be re-formulated as it is still in existence from the previous STEAP Grant Project and recommended they think big and scale back as necessary as they develop the overall plan. She felt that the Town deserves a facility with a number of amenities. Should they be unable to accommodate all of the plans with one grant, a design would in place for future any opportunities.

Chairman LaVallie stated that he created and submitted an outline of his thoughts, many of which were included in the presentation. He added that the gym should be large enough to accommodate the school should they be interested in utilizing the facility for games and/or practices when it is not in use by the Department and, like the Portsmouth High School Gymnasium, Portsmouth, RI, should be a gym that can be utilized by all sports. While in the past, they required the space for their summer camp program, that need has been reduced since the program has been moved to the High School. He added the possibility for the creation of an all-weather turf field for soccer, lacrosse, etc., that, similar to the gym, can be used by the school. He agreed with the reformation of the Building Committee, adding that discussions should take place with the inclusion of Youth Services to determine their needs and wishes.

The need for additional meeting rooms as well as the inclusion of a swimming pool was discussed. Town Planner Vlaun stated that a conceptual plan and schematic including a pool is currently in existence. Also, prefabricated construction is also widely available and would help minimize costs. Though ideal, gaining support for the demolition and rebuilding of the facility would be difficult due to the funds that have already been received and invested in renovating the facility. She recommended gaining the support of the Board of Education (BOE) for the project. Chairman LaVallie reported that he has spoken with two of the BOE members as well as the Superintendent and Principal of the High School. It was unknown as to whether funding could include the demolition of the structure.

There is no cap to the funding or deadline for the application, but she recommended submitting the application prior to the end of the Federal fiscal year in October 2015. The item would need to go to a Public Hearing and be voted upon by the Town Council. Those interested in serving on the Building Committee, which, she agreed, should include members of the Commission and Youth Services, would be interviewed and appointed by the Town Council.

A recent community survey has not been conducted. Though they held public meetings in the past, it was felt that a mailing or online survey may increase participation and help them better gauge the community's interest, thoughts, and ideas.

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Town Planner Vlaun reported that she has had an architect review the building and will provide the Commission with a rough baseline estimate for the renovations based on his findings.

Chairman LaVallie and Commissioners Hartman and Ventresca stated their interest in serving on the Committee. Councilor Tanner stated the need for the Town Council to review the task of the Committee prior to its reformulation.

The Commissioners thanked Town Planner Vlaun, who stated her availability as a resource and willingness to help them with the project, for speaking with them.

4. Adjustments to the agenda – *none*
5. Remarks from the Public regarding items on the agenda with a three-minute limit – *none*

6. To consider and act on a motion to approve:

- a. The Regular Meeting Minutes of Wednesday, May 20, 2015

Motion made by Commissioner Cicchese, seconded by Commissioner Lawton. Discussion:

The following corrections were proposed:

Page 2, Item 10(a)2, Summer Concert, last two sentences:

She also reported that ~~Rolling Kerri working on fliers for distribution at schools.~~

Rolling Tomato has also been confirmed as a vendor.

Page 3, Item 13, last paragraph:

Chairman LaVallie welcomed Ryan Hartman to the Commission and looks forward to working ~~with~~ together ~~and achieving~~.

Motion made by Commissioner Cicchese, seconded by Commissioner Wainwright, to accept the minutes as amended. Voice vote, 8-0, all in favor. Motion carried.

7. Director's Report for June 2015

Chairman LaVallie stated that the question as to whether the Director's report required a vote arose and, after inquiring with the Town Clerk, it was found that it is not necessary. As such, they will no longer be voting on the Director's Report.

Commissioner Lawton corrected that the flyers for the Summer Sizzling Concert have been sent with the school children. Chairman LaVallie stated that the park bench has arrived and requested Commissioner Perkins to speak with Public Works Director Don Bourdeau regarding the location and placement of the bench.

8. Reports from Finance – *none*

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9. Unfinished Business

a. Town Information Sign

The previously discussed sign to be located in front of the High School is currently on hold due to the cost. As such, the Commission discussed the possibility of requesting Public Works to create and install a sign for placement in front of Fair Oaks. A more permanent sign to be placed at Fair Oaks may be included in their proposal for the USDA loan.

b. Dog Ordinance

Councilor Tanner reported that the Town Attorney is still reviewing the Dog Ordinance.

c. Dog Park

Commissioner Lawton reported that, because they did not obtain enough votes, they did not rise to the next level of the Annual *PetSafe Bark for Your Park* Contest.

d. Camp Oakdale Wish List

Commissioner Perkins will be inquiring with Public Works Director Bourdeau regarding the status of the de-installation of the backstop. Chairman LaVallie reported that he spoke with Councilor Tim May regarding the gazebo, which, he stated, is in the conceptual design stage.

e. P&R Newsletter – *none*

f. New Camp Oakdale entrance – *none*

g. Summer Concert

Chairman LaVallie reported that he has received an estimate of \$2,700.00 from Bonner Electric to temporarily run power to the football field. Public Works Director Bourdeau will be contacted to investigate the cost for a more permanent installation and investigate the possibility of securing a generator(s) for the event, if necessary.

The Concert is currently advertised in *The Montville Advertiser* and will be the lead item in their upcoming Newsletter. In addition, flyers have been distributed and the event has been posted on Facebook with a link to the Parks & Recreation page. Commissioner Lawton will be looking into the printing of a banner for the event and signs to be placed throughout the Town. The Police Department has also been informed of the event and she will be inquiring as to whether a police presence will be available. Chairman LaVallie will inquire with the High School regarding the possibility of publicizing the Concert on their sign.

h. Future of Fair Oaks Community Center – *discussed above*

10. New Business

a. Community Tag Sale post-event survey (Commissioner delaCruz)

Commissioner delaCruz reported on a very successful event. The only negative comment she received was regarding the lack of adequate advertising for the event, though they did have more advertising than in previous years. Some of the participants also noted that they would be open to paying more to help subsidize the advertising costs. Commissioner Lawton added

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that they appeared to be satisfied with the location of the event, which was moved to a more central location (Fair Oaks) due to complaints received in the previous year. She received a few complaints regarding the lack of food at the event. The income generated from the participants is unknown at this time.

Chairman LaVallie thanked Commissioners delaCruz and Lawton for their efforts and doing a great job with the event. Commissioner delaCruz thanked Public Works Director Bourdeau and his crew for bringing the items to Fair Oaks for the event. She also expressed her belated appreciation to Director Bushway and Commissioners Lawton and Cicchese and her daughter for their help with the Mother's Day event and thanked the Commission for placing the photographs in their last Newsletter.

b. P&R Departmental concerns (Commissioner Perkins)

Based upon her personal experience(s), Commissioner Perkins expressed her dismay with the printing of incorrect information in the booklets. Chairman LaVallie stated that he has discussed the issue with Director Bushway, who agreed to have the Administrative Assistant, in addition to the Commissioners, review the booklet to ensure the accuracy of the information in the future. Commissioner Cicchese also suggested utilizing the RecTrac program, which will create a brochure based upon the information that has been input into the system.

Commissioner Perkins commented on the lack of communication in the Parks & Recreation office as related to the Commissioners' ability to accurately answer questions received from the public. Chairman LaVallie stated that, while he agrees that improvements may be necessary, personnel issues are not under the Commission's purview.

It came to her attention that the gymnastics program, which utilizes their facility was offering a traveling team for a \$700.00 fee without the knowledge of the Parks & Recreation Department. It was felt that the Department should not only be aware of the program and receiving a portion of the funds, but the opportunity should also be offered to the community, as a whole, and be included in the booklet. An inquiry will be made to Director Bushway regarding the issue.

Also noted was the exclusion of the Montville Race in the Director's Report.

11. Communications – *none*

12. Remarks from the Public – *none*

13. Remarks from the Commissioners

Chairman LaVallie reiterated his appreciation to Commissioners Lawton and delaCruz for all of their hard work with the Tag Sale and stated that he is looking forward to and hopeful that some progress can be made with the Fair Oaks Community Center.

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14. Remarks from Town Council Liaison, Laura Tanner

Councilor Tanner received correspondence from one of the residents regarding the Smoking Ordinance, which was passed in 2011. The resident felt that the signage was poor and wondered who polices the Ordinance.

She agreed that having the Administrative Assistant review the booklet is a great idea and may, perhaps, provide a bridge and improve the environment within the office as she, too, has received similar complaints.

She felt that a survey would be a great idea and is looking forward to hearing their ideas for the Community Center and encouraged them to include the pool in their plans.

15. Adjournment

Motion made by Commissioner Cicchese, seconded by Commissioner delaCruz, to adjourn the meeting at 8:06 p.m. Discussion: None. Voice vote, 8-0, all in favor. Meeting adjourned.

Respectfully Submitted by:

Agnes Miyuki, Recording Secretary for the Town of Montville

**AN AUDIO RECORD OF THE MEETING IS ON FILE IN THE MONTVILLE TOWN
CLERK'S OFFICE**