

FINAL/APPROVED COPY

TOWN OF MONTVILLE

TOWN HALL
UNCASVILLE, CONNECTICUT 06382

PARKS AND RECREATION COMMISSION

REGULAR MEETING

MINUTES

Date: Wednesday – JANUARY 21, 2009

Time: 7:00 p.m.

Place: Town Hall – Room 203

ATTENDANCE LISTINGS

<u>PARKS & RECREATION COMMISSION MEMBERS</u>	<u>MEETING STATUS</u>
Mr. Joseph Berardy	PRESENT
Ms. Eileen Cicchese	PRESENT
Mr. Jasen Clark	PRESENT – <i>Arrived 7:25 p.m.</i>
Ms. Beatrice DeMitte	PRESENT
Ms. Ellen Desjardins	PRESENT
Ms. Nancy delaCruz Commission Secretary	PRESENT
Mr. Stanley Gwudz Commission Chairperson	PRESENT
Ms. Ellen Hillman	PRESENT
Ms. Dorothy Murtha	PRESENT

<u>STAFF / AFFILIATES</u>	<u>MEETING STATUS</u>
Mr. Don Bourdeau, Public Works Director	PRESENT
Mr. Jim Butler, Recreation Director	PRESENT
Councilor Catherine Buebendorf, Town Council Liaison to the Commission	PRESENT
Terry Fafard, Director of Finance	PRESENT
Joseph Jaskiewicz, Mayor	PRESENT

CALL TO ORDER - REGULAR MEETING

Mr. Gwudz welcomed everyone and called the meeting to order at 7:10 p.m.

Mr. John Wong – President of the Chinese & American Cultural Assistance Association was present and addressed the commission with ideas to incorporate a working alliance and be able to use public buildings. Mr. Wong would like to reach out to the community with regards to English/Chinese classes for language and also for Chinese martial arts. He will present a full package of his proposal/ideas at our February 18, 2009, regular monthly meeting.

1.0 (CAM:) APPROVAL OF THE MINUTES FROM:

➤ DECEMBER 17, 2008

Motion: To approve the minutes from December 17, 2008, as amended.

Motion by: Ms. DeMitte

Seconded by: Mr. Berardy

Absention: Ms. Hillman

VOICE VOTE: Motion Carried. (7-In Favor – 0- Opposed - Mr. Clark had not arrived at the meeting for this vote)

2.0 (CAM-D-I-R:) COMMITTEE / PUBLIC DIRECTOR'REPORTS

2.1 PUBLIC WORKS DIRECTOR'S REPORT

○ CAMP OAKDALE – LIGHTING

Mr. Bourdeau said the lighting is being submitted as part of the Economic Stimulus Package.

○ DEVELOP A FIELD MANANGEMENT PLAN/SCHEDULE

Mr. Bourdeau is working on the development of the field management plan/schedule.

○ DESIGNATED SMOKING SIGNS / AREA – ECD MARCH 2009

Mr. Bourdeau handed out a detailed map of the designated smoking areas.

○ CONSERVATION TRAILS

Mr. Bourdeau shared detailed pictures of the Conservation Trails which he reported are 99% complete. Mr. Gwudz felt we may want to add the Conservation Trails to our commission walking schedule for spring.

○ PAINTING OF FAIR OAKS SCHOOL

This could be part to the cost from the Stimulus funding.

○ CAMP OAKDALE VOLLEYBALL COURT – START APRIL 2009

Mr. Bourdeau will begin clearing the trees within the next few weeks.

○ FUTURE DEVELOPMENT OF CAMP OAKDALE / OPEN SPACE - APPOINTMENT OF SUB-COMMITTEE

Due to the snow, no walk-throughs have been completed. This should be completed by September 2009.

○ CAMP OAKDALE RESTROOM FACILITY

This will be part of the Economic Stimulus Package.

○ **FAIR OAKS / HEATING ISSUES**

Mr. Bourdeau reported the valves and thermostats have been replaced at Fair Oaks. He believes this should be sufficient for now.

3.0 FINANCE

○ **STATUS / UPDATES ON CAPITAL PLAN**

Mr. Gwudz gave a new handout for the Capital Plan which listed the priorities as:

1. Camp Oakdale restroom facility
2. Upgrade to existing Camp Oakdale restroom facility
3. Upgrade to existing lower Camp Oakdale restroom facility

This could be part of the Stimulus funding.

○ **APPROVAL OF OPERATING BUDGET / DEVELOPMENT FOR 2009/2010**

The Commission Operating Budget was approved at the special meeting held at 6:00 p.m. (Reference is made to those minutes.)

4.0 (CAM-D-I-R:) CORRESPONDENCE

Items and correspondence that were walked-in were:

- Capital Improvement Plan – Mr. Gwudz
- Parks and Recreation Estimated Budget Sheet – 2008-09 – Mr. Butler
- Map of designated smoking areas – Mr. Bourdeau
- Pictures of Conservation Trail – Mr. Bourdeau

5.0 (CAM-D-I-R:) OLD BUSINESS

5.1 YEAR TO DATE / EXPENSE STATUS / 2008-2009 BUDGET BREAKDOWNS

• **SPECIAL REVENUE ACCOUNT / REPORT**

The budgetary line items that were not discussed and approved at our special meeting held at 6:00 p.m. were discussed during our regular meeting at 7:00 p.m. in the presence of Mr. Butler. Round table discussions and clarifications occurred for the remaining line items. Ms. Fafard explained to the commissioners that salaried line items are negotiated and have set appropriations via the contracts.

Motion: To continue our budgetary discussions.

Motion by: Ms. Cicchese

Seconded by: Ms. Desjardins

VOICE VOTE: The vote was unanimous. **Motion Carried.** (9 -In Favor – 0 Opposed)

<u>MOTION</u>	<u>VOTE</u>
Motion: To continue our budgetary discussions for the line items we have not finalized.	VOICE VOTE: Motion by: Ms. Cicchese Seconded by: Ms. Desjardins The vote was unanimous. Motion Carried. (9-In Favor – 0- Opposed)

Motion: To leave line item 53008 at \$500.00.	VOICE VOTE: Motion by: Ms. delaCruz Seconded by: Ms. DeMitte The vote was unanimous. <u>Motion Carried.</u> (9-In Favor – 0- Opposed)
Motion: To reduce line item 53014 to \$300.00.	VOICE VOTE: Motion by: Ms. Hillman Seconded by: Ms. DeMitte The vote was unanimous. <u>Motion Carried.</u> (9-In Favor – 0- Opposed)
Motion: To move \$275.00 from line item 53019 and combine line item 53000 and rename the line to OFFICE/SUPPLIES/misc.	VOICE VOTE: Motion by: Ms. Hillman Seconded by: Mr. Gwudz The vote was unanimous. <u>Motion Carried.</u> (9-In Favor – 0- Opposed)
Motion: To delete line item 53021 and add the amount to line item 54000 equipment to read \$3,000.00.	VOICE VOTE: Motion by: Mr. Gwudz Seconded by: Ms. Hillman The vote was unanimous. <u>Motion Carried.</u> (9-In Favor – 0- Opposed)
Motion: To remove/zero out line item 53024.	VOICE VOTE: Motion by: Ms. Cicchese Seconded by: Ms. Hillman The vote was unanimous. <u>Motion Carried.</u> (9-In Favor – 0- Opposed)
Motion: To reduce line item 53038 Programs to \$12,000.00	VOICE VOTE: Motion by: Mr. Gwudz Seconded by: Ms. Hillman The vote was unanimous. <u>Motion Carried.</u> (9-In Favor – 0- Opposed)
Motion: To move line item 53039 to Special Revenues.	VOICE VOTE: Motion by: Ms. Hillman Seconded by: Ms. delaCruz The vote was unanimous. <u>Motion Carried.</u> (9-In Favor – 0- Opposed)
Motion: To approve line item 53041 for \$1,000.00.	VOICE VOTE: Motion by: Mr. Gwudz Seconded by: Ms. DeMitte The vote was unanimous. <u>Motion Carried.</u> (9-In Favor – 0- Opposed)
Motion: To delete line item 53047	VOICE VOTE: Motion by: Ms. delaCruz Seconded by: Ms. Hillman The vote was unanimous. <u>Motion Carried.</u> (9-In Favor – 0- Opposed)
Motion: To move “trips” to Special Revenue.	VOICE VOTE: Motion by: Mr. Gwudz Seconded by: Ms. Cicchese The vote was unanimous. <u>Motion Carried.</u> (9-In Favor – 0- Opposed)

Motion: To leave line item 53085 at \$3,200.00.	VOICE VOTE: Motion by: Ms. Desjardins Seconded by: Ms. Hillman The vote was unanimous. <u>Motion Carried.</u> (9-In Favor – 0- Opposed)
Motion: To leave line item 53114 at \$4,700.00.	VOICE VOTE: Motion by: Mr. Gwudz Seconded by: Mr. Berardy The vote was unanimous. <u>Motion Carried.</u> (9-In Favor – 0- Opposed)
Motion: To amend line item 53070 to \$2,500.00.	VOICE VOTE: Motion by: Mr. Gwudz Seconded by: Ms. Hillman The vote was unanimous. <u>Motion Carried.</u> (9-In Favor – 0- Opposed)
Motion: To allocate \$12,000.00 to line item 51073	VOICE VOTE: Motion by: Mr. Gwudz Seconded by: Mr. Berardy The vote was unanimous. <u>Motion Carried.</u> (9-In Favor – 0- Opposed)
Motion: To approve line item 51074 for \$58,500.00.	VOICE VOTE: Motion by: Mr. Gwudz Seconded by: Mr. Berardy The vote was unanimous. <u>Motion Carried.</u> (9-In Favor – 0- Opposed)

5.2 SUMMER CAMP UPDATES

- **FORMAL EVALUATIONS – DEVELOP EVALUATIONS FORMS FOR PARENTS/GUARDIANS AND EMPLOYEES**
- **EXPANSION OF FIELD TRIPS (NEW TRIPS)**
- **TALENT SHOW: DISCUSS POTENTIAL FOR AFTERNOON / NIGHT SHOW**
- **BASKETBALL CLINIC – MOHEGAN SUN**

Due to the lateness of the meeting, Agenda Item 5.2 will be reviewed at our next meeting.

5.3 SUMMER CONCERTS - UPDATES / DISCUSSIONS

- **SPONSOR LETTER FOR BANDS**

The sponsor letter has not been completed for the bands. This will be forthcoming.

5.4 MEMORANDUM OF UNDERSTANDING (MOU) – FOOTBALL / SOCCER – CAMP OAKDALE FACILITIES

This item will be forthcoming.

6.0 (CAM-D-I-R:) NEW BUSINESS

6.1 REQUESTS FOR FACILITY USAGE – FACILITY REQUESTS

There were no requests for facility usage.

6.2 APPROVAL OF NEW OFFICERS – 2009 FY

- o **Mr. Stan Gwudz – Chairman**
- o **Ms. Eileen Cicchese – Vice Chairwomen**
- o **Ms. Nancy delaCruz – Secretary**

Motion: To approve Mr. Stan Gwudz as Chairman, Ms. Eileen Cicchese as Vice Chairwomen, and Ms. Nancy delaCruz as Secretary.

Motion by: Mr. Clark

Seconded by: Mr. Berardy

VOICE VOTE: The vote was unanimous. **Motion Carried.** *(9-In Favor – 0- Opposed)*

6.3 DIRECTORS REPORT

- o **STANDARDIZED TEMPLATE FOR DIRECTORS REPORT**

A standardized template draft was in the December package and we will revisit this at our next meeting in February.

- o **DISCUSSION OF INTENT / WRITTEN DIRECTOR’S REPORT**

Mr. Butler felt that he already gives all of the written information to the commission. He is not willing to complete a formal written Directors template each month. Mr. Gwudz will speak with the Mayor about this request and Mr. Butler’s response. The next step would be to direct this to Town Council.

6.4 WINTER / SPRING PROGRAMS – DISCUSSION

- o **EXPANSION OF BUS TRIPS – IE / BOSTON – TALL SHIPS**

We will continue to review additional trips.

- o **PURCHASING POLO SHIRTS – MAX COST \$17.00**

Everyone felt \$17.00 was a good price. The commissioners would pay for their own shirt.

6.5 REC BASKETBALL – UPDATES

6.6 WRESTLING - UPDATES

6.7 VOLLEYBALL - UPDATES

6.8 PROGRAMS / SURVEY REVIEW

Mr. Butler gave a brief synopsis of the 6.5, 6.6, 6.7 and 6.8. All programs are running well. We will revisit these items at our next meeting in February.

7.0 PROGRAMS

- o **DANCE PROGRAM**

Motion: To approve the Dance Program.

Motion by: Ms. Desjardins

Seconded by: Mr. Gwudz

The vote was unanimous. **Motion Carried.** *(9-In Favor – 0- Opposed)*

- o **K9 TRAINING**

Discussions will be ongoing.

- o **INDOOR CYCLING**

Discussions will be ongoing.

○ **NUTMEG DRUM AND FIFE**

Discussions will be ongoing.

Due to the lateness of the meeting; Agenda Items 7.1, 7.2, 7.3, 7.4, and 7.5 will be discussed at our next meeting in February.

7.1 PROTOCOL ON HOW COMMISSIONERS' ADDRESS/HANDLE COMPLAINTS

Discussion will be ongoing.

7.2 NORWICH BULLETIN DEADLINE

Discussion will be ongoing.

7.3 PRESS RELEASE SUB-COMMITTEE

Discussion will be ongoing.

7.4 TENNIS GRANT

Discussion will be ongoing.

7.5 SUMMER CAMP

○ **COMMUNITY FOCUS GROUP FOR SUMMER CAMP**

Discussion will be ongoing.

○ **SPECIALIZED CAMPS**

Discussion will be ongoing.

8.0 (CAM-D-I-R:) OTHER ITEMS

8.1 OTHER ITEMS NOT ON THE AGENDA – OPEN FLOOR

For the record, Ms. Buebendorf stated she felt Mr. Butler handled matters in an uncooperative manner. She also felt Mr. Butler has been disrespectful to the commission in general.

Mr. Butler stated he has not been uncooperative nor disrespectful. He stated he has given the commission members answers to all of their questions as well as detailed verbal and written reports each month.

For the record, Mr. Gwudz felt Mr. Butler has been uncooperative; but not disrespectful.

9.0 (CAM-D-I-R:) ADJOURNMENT

Motion: To adjourn the meeting at 10:15 p.m.

Motion by: Mr. Berardy

Seconded by: Mr. Gwudz

The vote was unanimous. **Motion Carried.** (9-In Favor – 0- Opposed)

RESPECTFULLY SUBMITTED BY:
MARIE SMITH, RECORDING / MINUTES SECRETARY
PARKS AND RECREATION COMMISSION