

**Town of Montville**  
**Parks & Recreation Commission**  
**Regular Meeting Minutes for December 21, 2016**  
6:30 p.m. – Montville Town Hall – Town Council Chambers

1. Call to order  
Acting Chairman Hartman called the meeting to order at 6:30 p.m.
1. Pledge of Allegiance
2. Roll Call  
Present were Commissioners Matt Beaupre, Joseph Berardy, Eileen Cicchese (6:32 p.m.), Nancy delaCruz, Ryan Hartman, Karen Perkins, and Kristin Ventresca. Also present was Town Council Liaison Laura Tanner. Absent was Parks & Recreation Director Peter Bushway.
3. Adjustments to the Agenda – *none*
4. Remarks from the Public – *none*
5. Presentations – *none*
6. To Consider and Act on a Motion to Approve:
  - a. The Regular Meeting Minutes of November 16, 2016  
Motion made by Commissioner delaCruz, seconded by Commissioner Perkins. Discussion: None. Voice vote, 7-0, all in favor. Motion carried.
6. Director's Report for December 2016  
The funding source for the expense of the security cameras at Camp Oakdale is will be investigated. It was noted that the second Concert will be held on July 22, not August 22, 2017, as the Report indicates.
7. P&R Newsletter for January 2016  
The following correction was proposed:  
Masthead: Ryan Hartman, *Acting* Chair  
Photographs for the Judo Belt Ceremony as well as the Holiday Light Contest will be added the Newsletter. Commissioner Perkins felt that the newsletter should also include their current and/or ongoing programs in addition to their past and upcoming programs/events. It was suggested that the masthead be made smaller to make room for other items. Commissioner Cicchese also suggested including a query asking if there are any programs the residents might like to see, including bus trips, offered through the Parks & Recreation Department and contact information. The query can also be posted on their Facebook page.
8. Reports from Finance – *no discussion*

Parks & Recreation Commission Regular Meeting Minutes  
December 20, 2016

9. Unfinished Business

a. Fair Oaks Community Center Building Committee

The Fair Oaks Community Center will be called the Montville Community Center. Discussion ensued regarding whether the Community Center Building Committee refers to the old Fair Oaks School building or a different building.

b. Camp Oakdale

Per the Director's Report, fields 1, 2, 3, 4, and 6 have been re-sodded. Commissioner Perkins felt, and the Commissioners agreed, that the parking lot should not be closed to the residents during the winter. She will be contacting Public Works Director Don Bourdeau regarding allowing the public to have access to the parking lot during daylight hours.

c. Dog Park Committee Update

The Committee is currently in the process of requesting donations and is waiting for estimates for fencing supplies and services.

d. Trailer update

The trailer for the stage has been delivered and is being kept in the Town Hall parking lot where camera surveillance is available.

e. Outdoor Movie Screen update (Commissioner Hartman)

The movie screen has been ordered and they are currently awaiting delivery.

f. 2017 Summer Concerts

Melaena is confirmed for the August 5<sup>th</sup> Concert and Darik and the Funbags will not be able to perform at the July 22<sup>nd</sup> Concert. As such, the Director is waiting to hear back from other bands regarding their availability.

10. New Business

a. Presentation of Nominations

Motion made by Chairman Hartman, seconded by Commissioner Perkins, to accept the following slate:

Chairperson:	Commissioner Hartman
Vice-Chairperson:	Commissioner Perkins
Secretary:	Commissioner Beaupre

Discussion: No additional nominations were made and the Commission will elect the officers at the January meeting. Voice vote, 7-0, all in favor. Motion carried.

b. P&R Budget

The Commission reviewed the letter and proposed budget provided by Director Bushway. Commissioner Ventresca questioned whether a printer has been secured for the booklet and the budgeted amount reflects the correct amount. The Commissioners will review the Director's proposed budget for discussion at their January meeting.

Parks & Recreation Commission Regular Meeting Minutes  
December 20, 2016

c. 2017 Carnival

Commissioners Ventresca and Perkins volunteered to Co-Chair the Carnival Committee if former Commissioner Kerri Lawton is willing and able to continue her involvement.

Commissioner Ventresca will contact former Commissioner Lawton to obtain the vendor's contact information. The dates of the Carnival will be June 22-25, 2017. Commissioner Ventresca stated that she would not be available during the carnival dates.

d. Role of Parks & Recreation Commission (Commissioner Cicchese)

Sparked by the Commission's discussion regarding the formation of committees to organize their upcoming programs/events, Commissioner Cicchese began to question the Commission's role and researched and provided the Commissioners with copies of agendas and minutes of surrounding towns for an overview of the activities of other Parks & Recreation Commissions. She felt that the Commission's role is to look at the bigger picture, rather than managing their programs and events, which should be the job of the staff. In response to Commissioner Perkins, she did not obtain the Charters of these towns. The issue regarding the lack of staffing and budget to bring their ideas to fruition was discussed. Commissioner Cicchese suggested utilizing their Special Revenue Fund to pay for the costs of hiring a part-time or per diem individual, who would be charged with the fundraising, advertising, and overall organization and coordination of specific programs and events. While the Commission has requested the addition of a part-time Program Coordinator to the Department's budget for past fiscal years, their requests have been rejected. She stated that most small towns have a part-time Program Coordinator and felt that the item should be requested for the next fiscal year. Should the item be rejected, the Commission could opt to pay for the position through their Special Revenue Fund. Commissioner Perkins stated that the hiring of part-timers is already included in the budget, e.g. those who monitor the doors and parking lot, and that their Special Revenue Fund would be taken advantage of and the funds would be quickly depleted; she is not in favor of hiring a part-time Program Coordinator. Many of the programs, she felt, run themselves. Commissioner Cicchese felt that, in order to get to the next level and move forward, a part-time or per diem Program Coordinator or should be hired and that a non-Commission Member should be managing their events/programs.

11. Communications – *none*

12. Remarks from the Public – *none*

13. Remarks from Town Council Liaison Laura Tanner

Commissioner Tanner felt that the Commission engaged in a good conversation regarding their role and recommended reviewing their By-Laws in-depth. She felt that the Commission, as powerful as it is, has the capacity to provide more great programs for the residents. She also felt that the Department's Administrative Assistant should generate the flyers, posters, and other promotional items.

Parks & Recreation Commission Regular Meeting Minutes  
December 20, 2016

Five (5) interviews were conducted by the Town Council and will fulfill the two vacancies on the Commission at their next regularly scheduled meeting in January.

In response to Commissioner Cicchese, Councilor Tanner stated that the budget has not yet been discussed and no directives have been provided. Nevertheless, the Commission should aim for a zero or less increase in the budget due to cuts expected by the State.

She wished everyone a nice and safe holiday.

14. Remarks from the Commissioners

Commissioners Beaupre wished everyone a safe and Happy Holiday.

Commissioner Berardy wished everyone an enjoyable holiday season.

Commissioner Cicchese concurred with Commissioners Beaupre and Berardy and commented on the awesome submarine float that was constructed by Commissioner delaCruz and her husband.

Commissioner Perkins wished everyone a Merry Christmas.

Commissioner Ventresca commented on a great job with the Parade. Though she was out of town, she heard it went well. She looks forward to looking at the bigger picture.

Commissioner delaCruz stated that she had good time and noted that they were not recognized as the sponsor of the Parade. She reported that complaints were received regarding the judging of the awards as certain individuals won multiple awards. She thanked Ukleja's Tree Farm for providing this year's tree and for donating a permanent tree to be planted in front of Town Hall for the next and following years to come.

Commissioner Perkins felt that all of the participants in the Parade should be acknowledged with a certificate or the like.

Acting Chairman Hartman wished everyone a Happy Holiday and a Merry Christmas and thanked the Commission for their support. He felt that the conversation that ensued regarding the Commission's role was positive and looks forward to the future.

15. Adjournment

Motion made by Commissioner Cicchese, seconded by Commissioner Ventresca, to adjourn the meeting at 7:28 p.m. Voice vote, 7-0, 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.**

Parks & Recreation Commission Regular Meeting Minutes  
December 20, 2016

**Director's Report – December 2016**

- I have confirmed the date of August 5<sup>th</sup> for the band Melaena to perform for us. Derik and the Funbags have accepted the gig they had for the August 22<sup>nd</sup> date so I will book another band.
- The Holiday Parade drew a great turnout of both units and people this year. Thanks to Matt and Jenn Beaupre along with Kristine Masis of the Assessing Office for judging the parade units this year. A special thanks to Commissioners delaCruz, Hartman and Cicchese and their families for putting in so much time for our float. They were able to procure a 30-foot submarine from the Navy Base and dressed it up in lights, an American flag from the USS Augusta, and other decorations for the parade. It was to commemorate the 100<sup>th</sup> anniversary of the Groton Sub Base. There are some great pictures of it on our Facebook page if you missed it. Great job to get it ready for the parade in such a short time frame.
- Youth Basketball has started and the number of teams has grown especially in the 3<sup>rd</sup> and 4<sup>th</sup> grade level where we have a total of 9 teams. We still have one team without a coach at that level but we are doing everything we can to secure one as soon as possible. Contact has been made to all the parents with no success and to the Navy base who are looking for a couple of guys to help. In the meantime I will have a couple of college students home for the holidays to run their practices. Games will begin in early January.
- The Holiday Light Contest has 9 entries so far. We will have two categories this year instead of the one. One will be for traditional lights with no blow up figures or animation while the other category will be anything goes. The Montville Rotary will be judging the entries and providing the prizes for the event. The judging date has been moved back to December 19<sup>th</sup> and will conclude when all the entries have been seen. We will notify the entries that it may take more than one night to get to all of them so be sure to leave their lights on beginning December 19<sup>th</sup> at 5 pm and each night that week at 5 pm to be sure they are judged.
- The trailer has been picked up and the stage is being stored in it for the winter months. It will be kept in the Town Hall parking lot for safety and security where we have camera surveillance.
- IT met with a security company at Camp Oakdale to take a look at the possibility of placing cameras around the facility. We are especially concerned with the concession area and the other buildings on site. There were two break-ins last summer/fall into the concession stand. I will keep you informed of the progress that is made. The company will work up an estimate and send it to Public Works.
- Sod was placed on Fields 1, 2, 3, 4, and 6 this fall just before Thanksgiving. The latest rain will go a long way to help it take before the spring schedule hits us as spring sports want to get on the fields as soon as the snow is gone. There was about 7,000 – 7,500 square feet put down which is about the same as last year.