

Town of Montville Parks & Recreation Commission
Regular Meeting Agenda for Wednesday, September 16, 2015
6:30 p.m. – Montville Town Hall – Town Council Chambers

1. Call to Order
Chairman Scott LaVallie called the meeting to order at 6:30 p.m. after establishing a quorum.
2. Roll Call
Present were Commissioners Joseph Berardy, Eileen Cicchese, Nancy delaCruz, Kerri Lawton, Scott LaVallie, and Karen Perkins. Absent were Commissioners Ryan Hartman, Kristin Ventresca, and Derek Wainwright. Also present was Parks & Recreation Director Peter Bushway. Absent were Town Council Liaison Laura Tanner and Public Works Director Don Bourdeau.
3. Adjustments to the agenda – *none*
The following item was added to the Agenda:
 10(b) Farmer’s Market (Commissioner Perkins)
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:
 - a. The Regular Meeting Minutes of Wednesday, July 15, 2015
Motion made by Commissioner Cicchese, seconded by Commissioner delaCruz.
Discussion: The following correction was proposed:
 Item 9(c), second sentence: The cable will also allow for usage on the ~~soeoeer~~ softball and/or lower fields.

Voice vote, 6-0, to accept the minutes as amended, all in favor. Motion carried.
6. Director’s Report for August & September 2015
Director Bushway reported on a successful summer camp and stated that he will be discussing the transferring of funds with the Finance Director due to an overage of approximately \$1,000.00 in the budget for one of the programs.
7. P&R Newsletter for October 2015
Vice-Chairperson Cicchese’s e-mail address and Councilor Tanner’s name will be added to the newsletter, as previously discussed. Chairman LaVallie stated that a message from the Commission might be added back in to the Newsletter.
8. Reports from Finance
Chairman LaVallie commented on the positive numbers for summer camp as well as for facility usage. Director Bushway will check into whether the Montville Historical Society is exempt from the facilities fee. A report of the daily, weekly, and average attendance for summer camp,

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which, in comparison to the previous year, was higher, was reviewed. Due to capacity limitations, only a limited number of children were able to attend some of the field trips. If a sufficient number of children were interested in attending a particular trip, two trips were organized.

Part-time staff is indicated under Part-time Recreation Programs. Since the start of the fiscal year, July 1, 2015, there have not been any funds expended for part-time staff. It was clarified that the purchasing of basketballs and a first aid kit for each of the coaches would derive from the line item for programs. The line item for equipment refers to the benches, basketball hoops or nets, and the like.

9. Unfinished Business

a. Dog Ordinance

The Town Council passed the Dog Ordinance at their September meeting and Director Bushway has begun working on the signage. The item will be removed from future agendas.

b. Dog Park

Due to a cancellation, the Committee was able to host an additional tag sale. To date, the Committee has raised over \$1,200.00 and is currently investigating the possibility of hosting a Craft Fair at Fair Oaks during the late Fall-early Winter. The School has agreed to loan the Committee 6' tables for the event. While seventeen (17) vendors have, tentatively, agreed to attend the event, a formal invitation will be mailed to other potential vendors.

c. Summer Concert

Chairman LaVallie stated that the Summer Concert went smoothly, with an estimated 750-800 attendees, and commended those who helped organize the event. While the fields were clean following the event, there was one gouge on the field created by the Public Works Department when the equipment was being brought onto the field. He suggested that the Commission consider hosting two such events and begin their fundraising efforts so as to ensure their ability to provide more programs/events for adults, as requested by the Town Councilors. Because this was their debut Summer Concert event and due to the timing in the planning of the event, vendors were asked not to donate any funds. Due to the success of the event, the Commission will discuss charging them at next year's event. Director Bushway stated that two of the vendors did provide food to the band, other vendors, and staff and Commissioner Lawton stated that one of the vendors did offer to donate funds.

Possible bands for next year's event include Fusion, Melaena, Sugar, and Wicked Peach. Commissioner Lawton will send Director Bushway a list of possible bands so that the Administrative Assistant may contact them for prices and available dates in July 2016. The Commissioners agreed that they did not wish to charge a parking fee, but would consider the possibility of collecting donations/holding a canned food drive for the Food Bank or similar. Commissioner Berardy suggested collecting e-mail addresses for the mailing list.

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d. Future of Fair Oaks Community Center

At their recent regular meeting, the Town Council voted to change the make-up of the Community Center Building Committee from 9 (nine) to 7 (seven) members. The members will consist of two (2) members from the Parks & Recreation Commission, one (1) member from the Planning & Zoning Commission, one (1) member from the Youth Advisory Board, and three (3) members-at-large. To date, the Town Council has interviewed three (3) members from the Parks & Recreation Commission and one (1) member from the community.

e. Camp Oakdale

Motion made by Commissioner Cicchese, seconded by Commissioner Perkins, to purchase three (3) additional benches for Camp Oakdale. Discussion: Director Bushway will investigate whether there is a price break for the purchase of multiple benches. The placement of the new benches will be determined at a later date. Voice vote, 6-0, all in favor. Motion carried.

Commissioner Perkins reported that she has received a number of complaints regarding the continuing dangers of vehicles entering and exiting the parking lot. Director Bushway stated that the bid has been awarded for the sealing and re-lining of the parking lot. The work will be completed on a Monday and Tuesday during the Fall. Those organizations that will be affected by the closing of the parking lot have been notified and alternative arrangements are being made. The completion of the project and the addition of speed bumps/dips and/or strategically placed raised crosswalks and directional signs should help slow down the traffic.

With regards to the expansion of Field Three, having heard that the project may be delayed until all of the funds are in place, Chairman LaVallie would like to confirm with Public Works Director Don Bourdeau that a contractor will begin clearing the area this Fall.

Considering the lack of rain this season, Director Bushway reported that he has received a number of compliments regarding the appearance and condition of the fields.

10. New Business

a. Build / Purchase Stage

Motion made by Commissioner Perkins, seconded by Commissioner delaCruz, to authorize Director Bushway to investigate the purchasing of a professional, collapsible, and storable stage, approximately 20' x 24' in size, for future Parks & Recreation events. Discussion: Commissioner Lawton suggested the possibility of purchasing the stage with another organization. Chairman LaVallie will speak with Director of Facilities Steve Carroll regarding the School's specifications of the stage rented for graduation to investigate the possibility of purchasing the stage with them. Commissioner Lawton stated the necessity of ensuring that the stage is of a standard size, adequate for most/all bands. In contrast to the rental companies, Director

Bushway reported that the Fire Marshal informed him that the stage may be as high as 30” and not require any railings. The stage borrowed from Groton was 16”-18” in height, which, the Commission agreed, was adequate. Commissioner delaCruz will inquire with the Entertainment Department at Mohegan Sun to investigate the specifications and company for the stage they utilize for their events. In addition, the Commission will need to determine the folded size and a location for the storage of the stage. Voice vote, 6-0, all in favor. Motion carried.

b. Farmer’s Market (Commissioner Perkins)

Commissioner Perkins questioned the reasoning behind Montville not hosting a Farmer’s Market. Commissioner Lawton stated that the possibility was investigated and it was determined that, because of the regulations, the process is very involved. In addition, the difficulty of setting a date that does not conflict with those of other, neighboring towns was noted. She also recalled a discussion of inviting a few farmers to their Summer Concert as a test run. Commissioner Cicchese stated that there is a website where information can be obtained and suggested introducing the idea to the Chamber of Commerce.

11. Communications

- a. A letter from a homeschool group requesting the use of Fair Oaks to host their activities twice a week for approximately ten (10) students and a waiving of the fees.
- b. A letter from a homeschool group requesting the use of Fair Oaks to host their activities on Fridays during the school year for three (3) hours a day for approximately 60 (sixty) students and a waiving of the fees. The parents of the homeschooled students would be charged a fee. Director Bushway has scheduled a meeting with the group to discuss and determine their needs.

Commissioner Perkins suggested directing the group(s) to St. John’s, who currently has a community school that is not being used during the week, as an alternative option as the Commission may not be able to accommodate them.

12. Remarks from the Public – *none*

13. Remarks from the Commissioners

Commissioner Lawton reported on a smooth opening day for soccer. Trick or Trunk is scheduled for October 24. Candy collection for the event will be held on three Sundays in October in front of Stop & Shop, Montville, and drop boxes will be placed at the Library and Town Hall. The Vendors scheduled thus far are: The Rolling Tomato, Faddy’s Donuts, and Rollinred’s. The Girl Scouts will be selling cold beverages, the Rotary Club will be selling hot chocolate and coffee, and Cub Scouts will be selling popcorn. She is also looking into the possibility of hosting a carnival and encouraged the Commission to begin thinking about possible dates and locations. The Commission would be in charge of ticket sales and ensuring

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that all of the proper permits are obtained and everything is up to code. The Company will provide all of the rides, food, and concessions. While they are not required to sell any tickets, the Commission would gain higher profits should they opt to do so. Possible companies include Rockwell Amusements and Trufano Amusements. She requested the item be added to the Agenda for further discussion. The Company will handle all of the financials and provide the Commission with a check based on ticket sales.

Commissioner delaCruz reported that \$287.00 was raised at last Saturday's Tag Sale and thanked Chairman LaVallie, Director Bushway, Celeste Bushway, and Commissioner Lawton for all of their help. The Commission has raised over \$900.00 from the three Tag Sales they have hosted this year. She will be inquiring as to whether there are any additional available dates this year. She suggested investigating the possibility of replacing and, possibly, relocating the holiday tree in front of the old Town Hall. The Pumpkin Decorating event will be held on October 25 with donations benefitting All Bright Canines.

Chairman LaVallie extended his appreciation to Commissioner delaCruz for her hard work and dedication and commended her on the Tag Sales.

Commissioner Cicchese announced that Commissioner Lawton will be awarded the Public Service Award by the Connecticut Parks & Recreation Association.

Director Bushway met with B&D Autobody regarding hosting a Home Christmas Light Decorating Contest this Winter. B&D Autobody will pay the winner's electricity for one year. They will also provide funding for a 15-passenger van for the Rotary, who will be judging the decorations. He is working with them to create the rules for the event. Upcoming October events will be included in *The Montville Times*. Lt. Bunnell has agreed to display the scarecrows for Scarecrow Village. Commissioner delaCruz suggested placing the scarecrows at an angle to help decrease the distractions from passersby. Director Bushway will be sending the list for the Holiday Parade letters to the Commissioners.

14. Remarks from Town Council Liaison, Laura Tanner – *not present*

15. Adjournment

Motion made by Commissioner Perkins, seconded by Commissioner Berardy, to adjourn the meeting at 7:56 p.m. Voice vote, 6-0, 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