

**Town of Montville**  
**Parks & Recreation Commission**  
**Regular Meeting Minutes for November 16, 2016**  
6:30 p.m. – Montville Town Hall – Town Council Chambers

1. Call to order  
Vice-Chairman Hartman called the meeting to order at 6:30 p.m.
2. Pledge of Allegiance
3. Roll Call  
Present were Commissioners Matt Beaupre, Joseph Berardy, Eileen Cicchese, Nancy delaCruz, Ryan Hartman, Karen Perkins, and Kristin Ventresca. Also present were Parks & Recreation Director Peter Bushway and Town Council Liaison Laura Tanner.
4. Presentations – *none*
5. Adjustments to the agenda  
The following item will be added to future agendas:
  2. Pledge of Allegiance
6. Remarks from the Public regarding items on the agenda with a three-minute limit – *none*
7. To Consider and Act on a Motion to Approve:
  - a. The Regular Meeting Minutes of October 19, 2016  
Motion made by Commissioner Cicchese, seconded by Commissioner delaCruz.  
Discussion: None. Voice vote, 7-0, all in favor. Motion carried.
8. Director's Report for November 2016  
Director Bushway stated that they have received 18 commitments for the Holiday Parade, including Camaro Signs who will be providing their own float for the first time in three to four years. Santa Claus will be riding in Chesterfield Fire Company's fire truck and will be the final fire truck in the Parade.  
  
Ukleja's Christmas Tree Farm will be providing a 15' cut tree for this year's Tree Lighting Ceremony and will be donating a live tree that will be planted for the following years. He will be meeting with the Public Works Department to discuss the location of the tree(s). The Mayor has generously offered to pay for this year's tree.  
  
Four (4) residents have entered the Holiday Light Contest so far. More entries are expected.  
  
In response to Commissioner Cicchese, it was reported that the political sign that was posted behind the Scarecrows in one of the images that was circulated was immediately moved.
8. P&R Newsletter for December 2016  
The Members noted in the sidebar will be updated.

Parks & Recreation Commission Regular Meeting Minutes  
Wednesday, November 16, 2015

9. Reports from Finance

Director Bushway reported that he would begin formulating the budget for fiscal year 2017-2018 following the Thanksgiving holidays for discussion at their December meeting. In response to Vice-Chairman Hartman, it was stated that, to the best of their recollection, a Finance Committee tasked with preparing and presenting the budget for the following fiscal year has never been formed, as stated in the Commission's By-Laws.

In response to Commissioner delaCruz, the item for Tyl Rental in the amount of \$350.00 (under line item 79999 53038 Programs) refers to the scheduled rental of the Fair Oaks Gymnasium to an organization whose event was moved to Tyl Middle School due to the construction activities at Fair Oaks.

10. Unfinished Business

a. E-mail from Councilor Tanner – *no discussion*  
The item will be removed from future agendas.

b. Fair Oaks Community Center Building Committee

Commissioner Ventresca reported that the Survey has been finalized and the Committee is in the process of investigating the various avenues of distribution, including mailings, online, and the booklet, and obtaining cost estimates. They are hoping to receive responses from approximately 9,000 households. Once the cost for the mailing of the project is determined, the Committee will be approaching both the Parks & Recreation and Youth Services Departments regarding the possibility of helping fund the costs. The Survey is comprised of three (3) pages. Director Bushway noted that the booklet is mailed to 7,200 – 7,500 households. Councilor Tanner stated that a representative from the Commission will be appointed to the Committee to fill the vacancy left by former Chairman Scott LaVallie by the Town Council in the near future.

Everyone was encouraged to get involved and attend the meetings, which are held on the first Wednesday of every month at 6:00 p.m. at Town Hall in Room 203.

c. Camp Oakdale

Director Bushway reported that most of the activities have concluded for the season. While the Football Juniors did well, they ended their season with a loss. The Cheerleaders did very well in their recent competition held at Waterford over the weekend. The water will be turned off and the facility will be winterized next week. All but one of the porta-potties will be removed and two (2) more benches will be placed on the concrete slabs.

In response to Commissioner Perkins, he stated that the Rugby team did not utilize the field(s) this year due to scheduling conflicts with the football team(s).

Parks & Recreation Commission Regular Meeting Minutes  
Wednesday, November 16, 2015

The *No Dogs Allowed* signs have been installed. Councilor Tanner added that she also addressed the signs at the recent Town Council meeting.

Bollards will be installed in the parking lot to prevent people from parking next to the woods and at a distance that will allow adequate space for wheelchairs. While the park remains open year-round, the parking lot will be closed for the winter. As such, a limited amount of guests may park their vehicles in the entryway up to the gate/bollards.

Benches for the basketball courts will be arriving in the Spring.

In response to Commissioner Perkins, he reported that approximately 7,500 SF of sod is scheduled to be placed on, primarily, Field 4, as well as Fields 1 and 2 and a small amount on Field 3.

In response to Commissioner Beaupre, Director Bushway stated that he is still in the process of researching the availability and pricing of the larger signs that will be placed in the entryway and between Fields 1 and 2. He hopes to order and have the signs installed in the Spring.

d. Dog Park Committee Update – *no report*

e. Stage

1) Trailer update

The trailer has been ordered and is scheduled to be delivered early 2017.

2) Rental of Stage

Director Bushway will be attending a State conference in the near future where he will inquire with others as to whether they have a stage, if they rent it out, and, if so, for how much. Retail businesses rent stages for approximately \$1,600.00, including set-up. After further discussion, the Commissioners agreed against renting the stage due to potential liability/damage issues. The item will be removed from future agendas.

f. Outdoor Movie Screen update (Commissioner Hartman)

Director Bushway is waiting to receive information regarding the pricing and picture quality of a front and rear projection screen so that the screen might be utilized both outdoors and indoors. The model number of the Youth Services' projector was provided to the vendor so that they can determine the best screen for their purposes.

g. 2017 Summer Concerts

Director Bushway reported that Melaena has been confirmed for the August 5th Concert. He is waiting to hear back from Sugar and Derek & the Funbags as to their availability for the July 22<sup>nd</sup> Concert. All three (3) cover bands have a large local following. The Commission agreed to aim to book Sugar for the July 22<sup>nd</sup> Concert.

Parks & Recreation Commission Regular Meeting Minutes  
Wednesday, November 16, 2015

11. New Business

a. Approval of the 2017 Meeting Dates

Motion made by Commissioner Perkins, seconded by Commissioner Beaupre. Discussion: It was stated that there is no meeting in August, as is customary. Voice vote, 7-0, all in favor. Motion carried.

b. Formation of Nominating Committee

Councilor Tanner will inquire about the proper procedures with the Town Clerk since the Vice-Chair, who is now the Acting Chair, is to chair the Committee, in accordance with the Commission's By-Laws.

Commissioners Perkins and Berardy will be on the Nominating Committee.

Commissioners were instructed to e-mail their nominations for Chair, Vice-Chair, and Secretary, to the Committee Members.

12. Communications – *none*

13. Remarks from the Public – *none*

14. Remarks from the Commissioners

The Town Council Liaison's Remarks will be placed prior to the Commissioners' Remarks on future agendas.

Commissioner Perkins stated that the Commission should begin working on the Carnival and secure the dates with Rockwell Amusements. Vice-Chairman Hartman introduced the possibility of forming a Carnival Committee to help Director Bushway organize the event. The item will be placed on next month's agenda for further discussion. She wished everyone a Happy Thanksgiving.

Commissioner Ventresca wished everyone a Happy and Safe Thanksgiving.

Commissioner Berardy wished everyone to "Enjoy!"

Commissioner delaCruz reported that both of her events went well. She also reported that she received a complaint regarding Youth Football in which one of the children did not play in the final game of the season. The child's parents are inquiring as to whether they will require permission for their child to play in a different town. It was stated that each organization has its own By-Laws and suggested they approach the League's Board. Commissioner delaCruz stated that the parents did attend a Board meeting and voiced their complaint, but were not able to reach a resolution.

Commissioner Beaupre wished everyone a Happy Holiday.

Parks & Recreation Commission Regular Meeting Minutes  
Wednesday, November 16, 2015

Commissioner Cicchese expressed her appreciation to Commissioner delaCruz for hosting the two events and, in honor of Veterans Day, thanked Commissioner Hartman for his military service.

Commissioner Hartman thanked Commissioner delaCruz on doing an awesome job with the Scarecrow event and a successful Trick or Trunk event. He wished everyone a Happy Thanksgiving.

15. Remarks from Town Council Liaison Laura Tanner

The Town Council will review their application(s) and appoint a member of the Commission to the Community Center Building Committee in the near future.

Five (5) Montville Police Officers who work in the Department's Field Training Division were honored with an Officer of the Year Award at the recent Town Council meeting.

The Water Pollution Control Authority (WPCA) has moved to their Pink Row facility. The Registrar of Voters will now occupy their former office in Town Hall and the Town Council will occupy the side room.

She was sorry to receive Commissioner Lawton's resignation and hear that Commissioner LaVallie has decided not to seek re-appointment to the Commission. It was not her intention for things to progress as they did and hopes that the Commission can come together and move forward in a positive manner. She wished everyone a Safe and Wonderful Thanksgiving.

16. Adjournment

Motion made by Commissioner Perkins, seconded by Commissioner Berardy, 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.**