

Town of Montville
Parks & Recreation Commission
Regular Meeting Minutes for May 17, 2017
6:00 p.m. – Camp Oakdale Pavilion

1. Call to order
Chairman Hartman called the meeting to order at 6:00 p.m.
2. Pledge of Allegiance
3. Roll Call
Present were Commissioners Joseph Berardy, Matt Beaupre (6:13 p.m.), Danielle Butzgy, Jennifer Hajj (6:06 p.m.), Ryan Hartman, Dawn Penman, and Karen Perkins. Absent were Commissioners Rachel Belardo and Kristin Ventresca. Also present were Town Council Liaison Laura Tanner and Parks & Recreation Director Peter Bushway.
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 April 19, 2017
Motion made by Commissioner Berardy, seconded by Commissioner Penman, to approve the Regular Meeting Minutes with the following amendment:
Page 2, Item 8, 2nd sentence:
Commissioner Perkins ~~confirmed that~~ *asked that* the Administrative Assistant review~~ed~~ the event dates.
Discussion: None. Voice vote, 5-0, all in favor. Motion carried.
 - b. The Special Meeting Minutes of May 3, 2017
Motion made by Chairman Hartman, seconded by Commissioner Berardy. Discussion: None. Voice vote, 5-0, all in favor. Motion carried.
3. Director's Report for May 2017
All of the pet products received at the Mother's Day Craft Event were donated to the Montville Animal Control. The location of this year's Summer Camp will be held at either Tyl Middle School or Montville High School, pending the School budget. Those who have registered will be notified.
4. P&R Newsletter for June 2017
Commissioner Perkins commended the Director on the newsletter. Concerned with the length of the newsletter, the masthead was removed. Though adjustments were made, some of the Commissioners are still not receiving the newsletter. It was clarified that larger (20'

x 20') spaces are being offered for the Community Tag Sale to provide adequate space for the sale of large items versus the 10' x 10' tents that are being offered for the Carnival.

5. Report from Finance – *no discussion*

6. Unfinished Business

a. P&R Budget

All of the Commissioners were encouraged to attend the Finance Committee meeting on Thursday, May 18, at 6:00 p.m. to discuss the budget. It was clarified that the Summer Camp transportation line item is for field trips (one to two field trips/week) and not for transportation to/from Summer Camp, which is funded by the Board of Education. Though dependent on the age group, the goal is to maintain a ratio of 1:10 of Counselors to Children. Director Bushway stated that he is open to any input the Commissioners might have.

In response to Commissioner Butzgy, Director Bushway stated that the revenue received from the judo program will not be moved from the General Revenue Fund to the Parks & Recreation Department's Special Revenue Fund at this time.

b. Community Center Building Committee Update

Chairman Hartman reported that the Committee is currently in the process of tabulating the over 200 responses they received from the Survey. One of the members, who felt that there is a need for the Department to offer (more) activities for 40-60 year olds, was invited to their meetings to provide possible suggestions to the Commission.

c. Dog Park Committee Update

The search for a name for the Dog Park was announced on their Facebook page. Girl Scout Sarah Bigalbal was able to secure an extension for her Gold Award Project (kiosk) and her brother, Boy Scout Raymundo, has been approved to construct two benches and three picnic tables. Another Boy Scout is proposing the construction of a pathway between the parking lot and Dog Park. Though no changes were made to the total budget amount, adjustments were made to particular line items. The Committee is currently working on a PetSmart Grant Application and is in the process of finalizing the Park Rules. Town Council Liaison Tanner reported that the Leash Law was sent to the Town Administration/Rules & Procedures Sub-Committee for review. The Committee also discussed the possible formation of a Friends of the Dog Park that would be charged with maintaining and organizing fundraising events for the Dog Park.

d. 2017 Summer Concerts

The contracts with the bands have been signed and promotional material from *Kick* was received and will be shared with the local newspapers and radio station. Commissioner Perkins recommended incorporating the promotional material into their upcoming newsletter. Due to the length of the newsletter, Director Bushway eliminated some of

the details regarding the bands. Commissioner Beaupre suggested providing a link in the newsletter directing readers to additional information. Commissioner Hajj suggested sending e-mails regarding specific upcoming activities and events to keep the community actively engaged. She also provided suggestions in ways to condense the spacing of sections, while maintaining its impact and reiterated her requested that all of the upcoming events for the next three months be included in the newsletter.

In response to Commissioner Hartman, who introduced the possibility of forming a Newsletter Sub-Committee, Commissioner Hajj, who stated her willingness to serve on the Sub-Committee, felt that it should be a temporary Committee tasked with formulating a standard template within which the Department can, then, input information. Because no applicants with such skills have been received to date, she suggested placing a notice in the Newsletter and Facebook that they are in search of an intern with graphic design skills to design their newsletter(s).

e. 2017 Carnival

In response to Commissioner Butzgy who expressed her confusion regarding the contract for the upcoming Carnival, as agreed at their Special Meeting, Director Bushway stated that due to the lack of time, the revised agreement was approved by the Town Council and has been signed by the Mayor. Because the Waterford Carnival is long established and Montville will be holding a Fireworks Show, a relatively comparable, but not similar, agreement to that of Waterford's Carnival was presented. The discount coupon for Bracelet Day is to be determined.

All, but one, of the telephone poles have been removed. The well and tree is also slated for removal, providing space for additional rides in the future. A site map for the Carnival will be requested from the Company and the vendor booths will be plotted for review.

The Town Council has agreed to waive all of the in-kind fees for the Carnival.

Due to the timing of the receipt for the insurance information for the vendors, the deadline for the non-profit vendors was extended. Commissioner Perkins felt that the deadline should be clarified, noting that non-profit vendors may still apply after the deadline date and that for-profit vendors may apply after the non-profit deadline. After the applications are received, a list of the vendors and their product(s) for sale will be provided to the Commission for review. He will be acquiring a list of food truck vendors from the Uncas Health District. An article promoting the Carnival will be published in *The Day* newspaper and *Montville Times* in June.

Thus far, Commissioners Perkins and Ventresca are scheduled to run the booth on Thursday evening. Chairman Bushway recommended that the same two people check out every evening. The Fire Police has been confirmed; the Military has not yet been confirmed, and; the Montville Police Department Lt. Leonard Bunnell, Public Works

Department, and Oakdale Fire Company have been informed. Parking will be available at the side, front, and back of the High School and the Community Center Parking Lot will be available for handicapped parking and workers. The Company will handle the cleanup of the fireworks. In response to Commissioner Hajj, Director Bushway confirmed that a list of the tasks and activities necessary for organizing the Carnival is being drafted for future use. The signage will be printed next week.

f. Future Events & Programs

1) Farmers Market (Commissioner Hajj)

Director Bushway met with the individual who handles all of the Farmers Markets in the region and was provided with their respective flyers; he is in the process of contacting the Market Masters of each of the Farmers Markets. Ms. Crossley is suggesting holding the Farmers Market at the Community Center on Sundays.

g. 2017 Summer Movie Series

The movie, *Boss Baby*, has been selected and will be shown on Saturday, August 19 at 8:00 p.m. at the practice football field, Camp Oakdale.

h. Website Updates

Any work being done on the website must be approved by the IT Department. Director Bushway suggested the Commission determine what they would the webpage to look like and what their goals are before approaching the IT Director. The possibility of inviting the IT Director to one of their meetings to discuss the website was raised. Any changes/updates must be made by one of the three approved individuals. Commissioner Hajj suggested requesting the format in which the IT Department would like to receive any changes/updates.

Motion made by Commissioner Penman, seconded by Commissioner Hajj, to move item 8, Communications, before item 7, New Business. Voice vote, 7-0, all in favor. Motion carried.

8. Communications

A letter and Field Request were received from George and Kim Hudson for a Larry Pontbriant Athletic Safety Fund fundraising pick-up lacrosse game on Saturday, August 21, 2017, 9:00 a.m. – 12:00 noon. The Organization raises funds for the purchase of AEDs (Automated External Defibrillator), which are donated to various organizations. The Town of Montville is a past recipient of an AED from the organization. They are requesting the waiving of the field use fee as well as the lining of Camp Oakdale's Field 1.

Discussion ensued regarding the funding for the lining of the field and the event coinciding with other in-season sports. The painting of only part of the lines and/or the use of temporary lines or cones was suggested as alternative solutions.

Motion made by Chairman Hartman, seconded by Commissioner Berardy, to waive all fees associated with the Larry Pontbriant Athletic Safety Fund fundraising pick-up lacrosse game. Discussion: Chairman Hartman, in appreciation of the Town being a past recipient of an AED, was in favor of accommodating their request. While the Commissioners agreed, they felt that the request should not be at the inconvenience of other in-season sports. Director Bushway suggested requesting that they change the time to 2:00 p.m. to 5:00 p.m., utilizing the existing lines, and/or have only the goal creases drawn. Voice vote, 3-4. Voting in Favor: Commissioners Berardy, Hajj, and Hartman. Voting in Opposition: Commissioners Beaupre, Butzgy, Penman, and Perkins. Motion failed.

Motion made by Commissioner Perkins, seconded by Commissioner Penman, to approve the use of Field 1, Camp Oakdale, at a time convenient for Montville programs and waive the Field Use Fee. Discussion: None. Voice vote, 5-2. Voting in Favor: Commissioners Beaupre, Berardy, Butzgy, Penman, and Perkins. Voting in Opposition: Commissioners Hajj and Hartman. Motion carried.

7. New Business

a. Tour of Camp Oakdale

In response to Commissioner Butzgy, it was stated that, because the rates were raised, the Town decided not to continue their lease of the beach. In addition, because the water is stagnant and untreated, it tended to be slimy and unusable.

Pavilion: A replacement border for the volleyball court has been ordered. The children of those who are participating in a game utilize the area beside the court. Commissioner Hajj stated that the only sand volleyball programs in the area are in Canterbury, Ocean Beach, and Esker Point and proposed the possibility of starting such a program, but to do so at least one more court would need to be created.

Motion made by Commissioner Hajj, seconded by Commissioner Butzgy, to extend the meeting by 20 minutes. Discussion: None. Voice vote, 4-1-2. Voting in Favor: Commissioners Beaupre, Butzgy, Hajj, and Penman. Voting in Opposition: Commissioners Berardy and Hartman. Voting in Abstention: Commissioner Perkins. Motion carried.

Dog Park: A gate will be installed along Route 163 to provide access for emergency and public works vehicles only.

Camp Oakdale: A water pipe is currently being installed that will provide water to fields 3 and 4, the football field, and, possibly, the softball field. They are awaiting the receipt of two additional picnic tables and two benches have been at the basketball courts. Though still slightly wet, Field 4 is currently being used for practice. Field 7 is currently unusable. One porta-potty, located by the Football Field, will remain. Funds have been secured in last and next year's Capital Plan Budget for the clearing and

extension of one of the fields by 30 feet, creating an additional multi-purpose field. Security cameras have been placed to prevent/capture any criminal activity in the playground and concession stand area. Field use/lining fees were briefly discussed. In response to Commissioner Hajj, the Commissioners stated that no dogs are allowed on the playing fields and spectator areas, due to excrement issues.

9. Remarks from the Public – *none*
10. Remarks from Town Council Liaison Laura Tanner
Councilor Tanner hopes to see the Commissioners attend the Finance Committee meeting tomorrow evening.
11. Remarks from Parks & Recreation Director Peter Bushway – *none*
12. Remarks from the Commissioners
Commissioner Hajj suggested the possibility of planting edible landscaping at their facilities and the possibility of hosting a Cornhole Tournament as a fundraising event. The Commissioners were agreeable to the idea and suggested holding such an event on Movie Night. The item will be placed on future Agendas for discussion.
13. Adjournment
Motion made by Commissioner Perkins to adjourn the meeting at 8:14 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.