

Town of Montville
Parks & Recreation Commission
Regular Meeting Minutes for July 19, 2017
6:30 p.m. – Montville Town Hall – Town Council Chambers

1. Call to order
Chairman Hartman called the meeting to order at 6:30 p.m.
2. Pledge of Allegiance
3. Roll Call
Present were Commissioners Rachel Belardo, Joseph Berardy, Danielle Butzgy, Jennifer Hajj, Ryan Hartman, and Karen Perkins. Absent were Commissioners Matt Beaupre, Dawn Penman, and Kristin Ventresca. Also present was Town Council Liaison Laura Tanner. Also absent was Parks & Recreation Director Peter Bushway.
4. Adjustments to the Agenda
The Commissioners agreed to add the following item, which was inadvertently removed, to the Agenda and renumber the subsequent items, accordingly:
 12. Communications
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 June 20, 2017
Motion made by Commissioner Perkins, seconded by Commissioner Belardo. Discussion: None. Voice vote, 6-0, all in favor. Motion carried.
7. Director's Report for July 2017 (*attached*)
In response to Commissioner Belardo, Chairman Hartman stated that the two Norwich Counselors, which were no longer available due to the State's budget cuts, were not Special Needs Counselors.
8. P&R Newsletter for August 2017
Due to the inadvertent exclusion of the Newsletter in their Agenda Packet, there was no discussion regarding the layout of the August 2017 Newsletter. The Newsletter will be forwarded to the Commissioners and any questions or comments can be sent to the Director. It was requested that the announcement for the Summer Concert note that the Montville Football League will be opening their concession stand and that registrations will be accepted for the upcoming Cornhole Tournament.

The difficulty of locating the Newsletter on the website was raised. Councilor Tanner will contact and invite the Information Systems Director to discuss the website with the Commissioners in the near future.

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9. Report from Finance – *no discussion*

10. Unfinished Business

a. Community Center Building Committee Update

The surveys have been completed and the Committee is in the process of compiling the data. A consolidated report will be prepared and presented to the Commission in the near future.

b. Dog Park Committee Update – *no report*

c. 2017 Summer Concerts

The first Concert, featuring *KICK*, will take place this weekend and registrations for the Cornhole Tournament will take place, with cornhole boards available for play. It is unknown as to whether the Montville High School Cheerleaders will be hosting a face painting booth at the Concerts. Commissioner Hartman, and, possibly, Commissioners Beaupre and Hajj will be providing the cornhole boards. If necessary, Chairman Hartman can arrange for the rental of additional board(s) for \$50.00/day. Both Concerts, Movie Night, and the Cornhole Tournament are being advertised via the Montville High School digital sign. Commissioner Butzgy questioned whether a mass e-mail highlighting the Cornhole Tournament had been/will be sent out. Commissioner Hajj also recommended posting a Facebook event for the Tournament and wondered what the standard promotion process is for events. She added that she created an event for the Carnival as a temporary Facebook administrator and, though, she is not interested in continuing as an administrator, she is willing to train someone to do the same for their upcoming events. Due to the timeframe, Commissioner Hajj agreed to create a Facebook event promoting the upcoming *KICK* Concert. The time at which the Tournament would take place was questioned.

d. 2017 Carnival

Issues included ticket booth staffing, confusion regarding the bracelet and ticket pricing. Commissioner Butzgy reported that she received positive comments regarding the Carnival, including improvements to the offering of the rides, and, though there were not very many viewers present for the fireworks, she felt they were acceptable. Commissioner Belardo reported that positive comments were posted regarding the fireworks on Facebook.

e. Future Events & Programs

Discussion ensued regarding the necessary insurance requirements for those who wish to run a program(s) and the possibility of utilizing their current part-timers or hiring individuals as part-timers to run programs. Commissioner Butzgy requested a copy of the Town's requirements for hiring an outside contractor to host a program and the possibility of inviting a representative from the Insurance Company to discuss the issue. Commissioner Hajj also requested a listing of those programs that do not require insurance. During past

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discussions regarding the issue, it was agreed that the Commission would not be able to fund the additional insurance costs.

f. 2017 Summer Movie Series

Chairman Hartman stated that all of the plans for the Summer Movie Night have been confirmed. Commissioner Hajj noted that she received an e-mail regarding Colchester's Food Festival and Concert during which 11 (eleven) food vendors are scheduled to attend and questioned the Director's previous statement regarding the limitations of food truck vendors and their willingness to attend an event that features a number of other vendors. The budget, number of participants, and available volunteers in Colchester in comparison to Montville was noted and, based on personal experience, Chairman Hartman, who organized last year's Movie Night, stated the difficulty in scheduling food vendors due to scheduling conflicts. Commissioner Hajj noted that a number of towns are showing *Moana* as their Movie Night movie and hosting luau parties and/or a sing-a-long prior to the movie. As such, she recommended the possibility of hosting a variety of available activities leading up to the main event. Commissioner Perkins expressed her disappointment that they will be showing the same movie as Raymond Hill Library for one of their upcoming movie nights. Commissioner Hajj recommended reaching out to the library and, possibly, including and highlighting their activities in the Newsletter and opening up their communication lines so as to ensure that their efforts are not duplicated. In response to Commissioner Hajj, Chairman Hartman stated that, while very little notice is necessary for the showing of a movie, more time would be necessary to plan and coordinate any additional activities.

Brief discussion was held regarding the possibility of obtaining a football license for an outdoor viewing event. Commissioner Butzgy stated that the cable companies charge based upon the venue's seating capacity.

g. Newsletter Template (Commissioner Hajj)

Commissioner Hajj formatted and sent a template of the newsletter to the Director, who, then, forwarded it to the Commissioners. The template included a reworking of the content to ensure that the primary information for each of their programs and events would be included. An e-mail providing possible options for a Commission Logo was also sent. She requested that the Commissioners review and provide any feedback regarding the template and/or logo.

11. New Business

a. 2018 Carnival

Per the Director's Report, Rockwell Amusements have been informed regarding their interest in reserving the same weekend for next year's carnival. He also noted possible additions to the Carnival, including Touch a Truck and an art exhibit to be held inside the

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Community Center. Commissioner Perkins expressed her concern regarding opening the Community Center to the public during the Carnival.

Commissioners Butzgy and Belardo generated the following list of possible additions to the Carnival:

1. Live Music or DJ – during the day and/or incorporated with the fireworks
2. Beer Tent – the possibility of requesting a waiver to the existing ordinance was raised for a Beer Tent that would be located in a separate, cordoned off area.
3. Petting Zoo
4. Crafters and Local Non-Profits – possibly opening up the gymnasium and creating a more Fair-like environment
5. Staff T-shirts
6. Advertising – especially with respect to Bracelet Day, the pricing should be more clearly stated
7. Miss Montville, Little Miss Montville, Pony Rides, Dunk Tank, Touch a Truck, Raffles
8. Harness Bungee Jumping, Rock Climbing, Lawnmower Races

Commissioner Butzgy, who recollected that a number of their conversations regarding the rides were centered around space issues, stated that, in comparison to East Lyme Day, where the rides are sandwiched together, there was ample space for additional rides and/or activities. The necessity of making any decisions and organizing next year's carnival and any additional activities/events now, including scheduling volunteers, soliciting vendors and non-profits, and the like, was stated. Councilor Tanner will investigate the possibility of obtaining an alcohol ordinance waiver. If successful, Commissioner Hajj suggested the possibility of exploring a beer and chili cook-off with a Football night.

- b. Establishment of New Programs – *See item 10(e) above.*

Director Bushway will be requested to provide an e-mail update regarding the upcoming Trick or Trunk event. Commissioner Hajj questioned when the planning process for the Holiday Parade, which, she felt should be more heavily promoted. Because their events may not be advertised on the High School's digital sign while school is in session, the possibility of purchasing their own digital sign to be posted at the Community Center was raised. Councilor Tanner noted that Pennell's Auto is always willing to advertise their events on their sign.

- c. Tennis Court 2

While a splash pad and skatepark have been introduced as possible options for the area, the Commissioners were requested to return with other possible ideas. Chairman Hartman

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stated that the Director has received a preliminary estimate of a minimum of \$100,000.00 for a splash pad. The need and purchasing of the privacy screen was briefly discussed.

12. Communications

Commissioner Butzgy reported that she was approached by two families regarding the possibility of enlarging the size of the soccer kickboard located between Fields One and Two at Camp Oakdale. Director Bushway will be asked to request Public Works to enlarge the board.

13. Remarks from the Public – *none*

14. Remarks from Town Council Liaison Laura Tanner

Councilor Tanner stated that she was happy to see their upcoming Concert being promoted on Montville High School's digital sign as well as the signage for the Concert Series, though somewhat hard to read, posted throughout the Town. She loved the proposed ideas to improve the Carnival. She announced that she would not be running for re-election for the Town Council due to positive changes in her personal life. She also announced the opening of *Copper Creek Mini-Golf at Nature's Art Village* on Route 85 for adults and children 8 years old and over.

15. Remarks from Parks & Recreation Director Peter Bushway – *not present*

16. Remarks from the Commissioners

Commissioner Berardy stated that the Town had received funding through a grant to construct a skate park in the past, but was unable to raise an additional \$15,000.00 to fund the project.

Commissioner Butzgy looks forward to the Commissioners coming up with more ideas and moving forward.

Commissioner Hartman, who was recently nominated to run for the Town Council, announced that he would be resigning from the Commission. He expressed his appreciation to the Commissioners, stating that he has learned a lot and looks forward to continuing to volunteer and learning more about the Town and the community.

17. Adjournment

Motion made by Commissioner Perkins, seconded by Commissioner Berardy, to adjourn the meeting at 7:47 p.m. Discussion: None. 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 CAN BE FOUND ON THE TOWN'S WEBSITE
LOCATED UNDER RESOURCES – FORM REPOSITORY – MEETING RECORDINGS**

Director's Report –July 2017

- Summer Camp has started very good so far with the two additional counselors we asked for in the budget, we have 240 kids registered each week. We will take kids off of the wait list as spots become open. The number of kids on the wait list varies from 11-21 depending upon the week.
- Breakfast and lunch numbers are climbing slowly as kids and parents get used to the menu and the convenience of not having to pack their camper lunch. Breakfast is averaging 100 per day and lunch is 160 per day. When our kids go on a trip and won't be back for lunch, those lunches are packed to travel in insulated containers and brought with us to our trip location.
- I have contacted Rockwell Amusements to let them know we would like to book the same week for the carnival for next year. Things to add next year would be Touch a Truck on one day, getting food truck booked this summer for next year. It might be worth a try to have an art exhibit using the classrooms in the Community Center.
- The two counselors we have received from Norwich the past few years will not be coming this summer. The State's lack of a budget has forced the program to be cancelled. We have added another Counselor in Training to pick up the slack. However, it will be very difficult to add kids from the waitlist as we have fewer staff members.
- The Special Needs Camp will have 6 kids in it this year. It takes place at Tyl Middle School. Those campers spend the morning at summer school at Tyl and then transition to our staff for lunch and then participate in our program until 2:30 pm. It runs Monday thru Thursday for 4 weeks.
- Plans for the Kids Mud Run are well underway. I met with representatives of Oakdale Fire to split up the duties of getting and creating the obstacles with each of us getting 5-6 secured and staffed. Registration will begin next week. Youth Services is handling sponsors and other marketing.