

Town of Montville Parks & Recreation Commission
Regular Meeting Minutes – December 20, 2017
6:30 p.m. – Montville Town Hall – Town Council Chambers

1. Call to Order
Acting Chairperson Karen Perkins called the meeting to order at 6:30: p.m.
2. Pledge of Allegiance
All stood and pledged the flag.
3. Roll Call
Commissioners present were Rachel Belardo, Joseph Berardy, Matt Beaupre, Danielle Butzgy, Dawn Penman, and Karen Perkins. Also present was Parks & Recreation Director Peter Bushway (6:40 p.m.) and Town Council Liaison Jeff Rogers. Commissioners Jennifer Hajj, Ryan Hartman, and Kristin Ventresca were absent.

Election of Officers: Appoint Nominating Committee
Acting Chair Perkins reported that the Committee that included Commissioners Butzgy, Perkins, and Ventresca had been appointed and met to discuss nominees for Chair, Vice-chair, and Secretary.

Motion by Commissioner Butzgy; seconded by Commissioner Berardy to nominate Acting Chair Perkins as Commission Chair. Discussion, none. Voice Vote, 6-0; all in favor. Motion carried.

Motion by Acting Chair Perkins; seconded by Commissioner Butzgy to nominate Commissioner Beaupre as Commission Vice-chair. Discussion, none. Voice Vote, 6-0; all in favor. Motion carried.

Motion by Acting Chair Perkins; seconded by Commissioner Penman to nominate Commissioner Butzgy as Commission Secretary. Discussion, none. Voice Vote, 6-0, all in favor. Motion carried.

Motion by Commissioner Butzgy; seconded by Commissioner Berardy to vote on Commission officer elections this evening. Discussion, none. Voice Vote, 6-0, all in favor. Motion carried.

Motion by Commissioner Berardy; seconded by Commissioner Penman to have the Commission Secretary cast one for each nominee. Voice Vote, 6-0, all in favor. Motion carried.

4. Adjustments to the Agenda *None*
5. Remarks from the Public regarding items on the agenda with a three-minute limit

Chairperson Perkins asked three (3) times for remarks. Town Council Liaison Rogers of 146 Forsyth Drive, Oakdale, congratulated the newly elected Commission officers.

6. To Consider and Act on a Motion to Approve:

a. The Regular Meeting Minutes of November 15, 2017.

Motion made by Commissioner Butzgy; seconded by Commissioner Beaupre to approve the Regular Meeting Minutes of November 15, 2017. Discussion: Commissioner Butzgy noted a correction to her comment concerning the motion to allot funds for decorations for the 2017 Holiday Parade. She stated that the cost of the decorations ranged in price from \$1,500 down to \$300, not \$1,500 to \$3,000. Voice Vote, 6-0; all in favor. Motion carried.

7. Director's Report for December 2017 – No comments

8. P & R Newsletter for January 2018

Chairperson Perkins noted the corrected newsletter sent by Director Bushway. Commissioner Butzgy disagreed with having the Easter Egg Hunt in the January Newsletter. Instead she proposed including pictures of the winners of the Holiday Parade and also reaching out to the public for suggestions as to programs they want.

9. Reports from Finance

Director Bushway responded to a question by Commissioner Beaupre stating that the cost of the wreaths purchased for the Holiday Parade were approximately \$3,000. As to the line item for Instructor's Payroll in C. Bunnell's report, Director Bushway reported that they are paid from the General Fund as are the monitors for the part-time recreation programs.

10. Unfinished Business

a. Community Center Building Committee Update

Commissioner Butzgy asked Town Councilor Rogers what the Town Charter says about a committee that has not met in three (3) consecutive months. She also mentioned the survey that was done as to community interest for a community center indicating she did not reside here when it was formed. Town Councilor Rogers stated he was not sure whether the Committee is a standing one or under the auspices of Parks & Recreation and added that he wanted to speak with Commissioner Ventresca about her feelings concerning the Committee. Director Bushway gave some background on the Committee stating that it was under the Town with representatives from Youth Services and it originated with seven (7) members but was reduced to five (5) members.

b. Dog Park Committee Update

Commissioner Beaupre reported that the Committee meeting last month was rescheduled and he was unable to attend it. He said that seed and mulch was spread over the area for the winter and the fence repairs were done with free materials. Commissioner Beaupre said that they are trying to choose a name for the park and that there had been no update

from the Scouts. He also said Commissioner Ventresca had the information concerning tax and money donations to the cause. The next Committee meeting is January 9th.

c. Remaining Events for 2017 – *None*

d. 2018 Summer Concerts

Director Bushway reported that he had not heard back from the favored bands, Sugar and Derek and the Funbags, but will book them—one for July 20 – July 21st and the other for first week in August, 3rd and 4th. Commissioner Butzgy asked about a Friday event but Commissioner Beaupre said that Bozrah has a farmer’s market on Friday. The time for the concerts will be 6:00 p.m. – 8:00 p.m. or 7:00p.m. – 9:00 p.m.

e. 2018 Carnival

Director Bushway reported that the owner of Rockwell, a reputable, local company that is easy to work with, was not returning his calls and indicated to him they lost money last year from the Carnival and if they returned for another year it would be at less of a percentage. He also reported that Parks & Recreation reduced the costs for tickets by 20% last year. Director Bushway said he would offer feedback to Rockwell regarding the same and said he had not researched another company for the event as questioned by Commissioner Belardo. Commissioner Beaupre stated that as long as the expenses are covered the percentage can be figured out. The Carnival Committee will meet next month at 5:30 p.m., prior to the regular meeting.

f. Future Events & Programs

Chairperson Perkins reported that this agenda item would be discussed at next month’s meeting.

g. Discussion of Splash Pad

Commissioner Berardy commented that the splash pad would open them up to complications such as security, monitoring, maintenance, and debris in the water. Commissioner Butzgy explained that the splash pad is a sprinkler head with no standing water according to Chairperson Perkins. The potential location for the splash pad is at the tennis courts. Town Council Rogers asked whether the site had a well or sewer which Director Bushway discussed. Other items discussed were the nonfunctioning bathrooms, Youth Services use of the splash pad, water and exclusive rights.

h. Discussion of FY 2017-2018 Budget and CIP

Chairperson Perkins referred to the second budget sent by Director Bushway that incorporates his 2017-2018 recommendations. The budget discussion focused on summer camp; specifically membership or participant cost, transportation (provided by the Board of Education), and expenses for the program. It was clarified that the BOE paid for transportation to and from Mohegan, Murphy, Oakdale, and Palmer Schools but Parks & Recreation paid for the trips. For the past 2-3 years, participant cost for summer camp has been \$50 per week from 8:00 a.m. – 4:00 p.m., with trips optional. At the last budget hearing, a proposed increase to \$60 was proposed for the 7-week summer camp program.

Town Councilor Rogers compared the cost for summer camp versus the Boy Scouts. Since the summer camp lost money last year, the Commission considered increasing the cost per trip or including that cost into an increased fee of \$70 per week. Commissioner Berardy commented that the purpose of the Parks & Recreation was not to make a profit. Director Bushway said the summer camp was a better, quality program now than it was when he began with 250 kids involved and decrease in loss from \$38,000 down to \$12,000. Upon discussion, the increase to \$60 for summer camp will remain. Summer Camp will be added as a New Business item to the next agenda.

Motion by Commissioner Berardy; seconded by Commissioner Belardo to accept the proposed FY 2018-2019, as presented. Discussion: Motion by Commissioner Berardy; seconded by Commissioner Belardo to amend the proposed FY 2018-2019 budget and keeping P & T Recreation Program at \$15,727. Discussion: Commissioner Butzgy asked if they had to agree to summer camp fee increase to \$60 but it was explained that agreement was for the total budget, as is. Voice Vote, 6-0; all in favor. Motion carried.

- i. Discussion of Commission Apparel -- *Tabled*
11. New Business -- *None*
12. Communications -- *None*
Director Bushway reported on a thank-you letter he received from the Department of Social Services.
13. Remarks from the Public
Acting Chairperson Perkins asked three times for remarks. There were none.
14. Remarks from Town Council Liaison
Town Council Liaison Rogers commented on his research regarding donated funds to Parks & Recreation being identified as taxable. He reported that per discussion with Finance Director Hart, the taxable status was recommended by the Town Attorney and the Town's Auditor. He added that a new Town Attorney is being sought through a RFP and once that is settled he will get a ruling from that attorney. As to Commissioner Butzgy's question regarding Parks & Recreation funds being added to the General Fund, Town Councilor Rogers said he was told that's the way it's always been done. Town Councilor Rogers also said that the holiday wreaths purchased by Parks & Recreation "are going amazing," have gleaned no negative comments and the Town Council wants the effort to continue. He also suggested the Commission allocate for other signage. Director Bushway commented that the Town Council can create another line item specifically for signage or for lighting as proposed by Commissioner Butzgy. Additionally, Town Councilor Rogers said that Town Commissions would work together and offer feedback. He also stated that he has not yet spoken with Mayor McDaniel about a beer tent for the 3-day Carnival. Per the Commission, the tent could be limited to five (5) hours for one night (Butzgy) with a drink limit of two (2) tickets (Belardo). It was also said that bartenders would need to be hired

as well as feedback from the Town insurance agent and discussion with police. As to future events, Town Councilor Rogers mentioned a farmers' market and past discussion for the same. Director Bushway will provided feedback on it.

15. Remarks from Parks & Recreation Director Peter Bushway -- None

16. Remarks from the Commissioners

Commissioner Butzgy asked that "2018 Holiday Parade" be added the next meeting agenda as a New Business item. The Commissioners wished each other a Happy Holiday, Merry Christmas, and Happy New Year.

17. Adjournment

Motion made by Commissioner Beaupre; seconded by Commissioner Butzgy to adjourn the meeting at 8:28 p.m. Discussion, none. Voice Vote, 6-0, all in favor. Meeting adjourned.

Respectfully submitted by:

Gloria J. Gathers

Minutes/Recording Secretary, Town of Montville

AUDIO OF THE MEETING IS AVAILABLE ON THE TOWN WEBSITE.