

**Town of Montville Parks & Recreation Commission**

**Regular Meeting Minutes – July 18, 2018**

6:30 p.m. – Montville Town Hall – Room 203

*The meeting was informational—a quorum was not present.*

1. Call to Order  
Chairperson Perkins began the meeting at 6:30 p.m.
2. Pledge of Allegiance  
All stood and pledged the flag.
3. Roll Call  
Commissioners present were Danielle Butzgy, Kristin Ventresca, and Chairman Karen Perkins. Also present were Parks & Recreation Director Peter Bushway and Town Council Liaison Jeff Rogers. Commissioners Matt Beaupre, Rachel Belardo, Joseph Berardy, Jennifer Hajj and Dawn Penman were absent. (Commissioner Ventresca left the meeting at 7:59 p.m.)
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. There were none.
6. To Consider and Act on a Motion to Approve: -- *Tabled*
  - a. The Regular Meeting Minutes of June 20, 2018.
7. Director's Report for July 2018  
Director Bushway responded to a question by Commissioner Ventresca concerning the order for additional gymnastics equipment—a low balance beam and mats for tumbling activities--purchased from Special Revenue totaling \$2,500. He said the equipment was requested by ABC Gymnastics that runs the year-round gymnastics program for 100 students. Commissioner Ventresca stated her concern that ABC was taking up a valuable resource--the gymnasium--that could be used for other Town resources. An item will be added to the August meeting agenda to discuss options for a better plan of use for the gymnasium.
8. P & R Newsletter for August 2018  
Per discussion, Commissioner Butzgy noted that this was the second newsletter in which the designated movie for Movie Night was not listed. The Commission discussed possibilities and conferred that movies previously chosen were relatively new.
9. Reports from Finance  
Commissioner Ventresca asked Director Bushway about the \$17,000 Special Revenue expenditure that she could not find on the report. He explained that the majority of that figure was expenses related to the carnival—vendors, signs, portable toilets—with the actual figure coming closer to \$25,000. Director Bushway further explained that expenses

for judo, basketball, and summer camp were paid through the General Fund and everything else through the Special Revenue. Commissioner Butzgy asked if there was a stationary amount in Special Revenue and how it should be allocated. The Commission then discussed expenses related to the carnival including in-kind services, fireworks, and donated funds from Mohegan Sun and Rand-Whitney. Commissioner Ventresca stated that those sponsors should be recognized and included in the newsletter.

As to in-kind services, Commissioner Butzgy commented it would change as of 2019 as the Town Council has requested that the Special Revenue Fund be earmarked. Commissioner Ventresca reiterated Commissioner Butzgy's question about the Fund regarding a base or stationary dollar amount to work from

#### 10.1 Advertising for Future Programs/Events

Commissioner Butzgy introduced Kristine Rothaupt who she invited to speak to with the Commission about a way to advertise and better promote Parks & Recreation events and programs utilizing its website and other resources. Ms. Rothaupt, an Oakdale resident and Town business owner, addressed quality of content, layout and design as a means for communication. She suggested adding contests to the Facebook page to attract more followers—currently there are 1,500. She also suggested a secondary motivation for the printed newsletter by directing people to sign up for the electronic version. Individual versus household subscribers of the newsletter was discussed. Updating contacts via website hosting at a low cost of \$50 for every two years was also a consideration. When asked about the cost for website design and monthly maintenance, Ms. Rothaupt commented a few hundred dollars that would include a link to social media. Creating a brand, having a way to communicate information quickly, a contesting platform, and a calendar of events were additional suggestions made by Ms. Rothaupt.

#### 10. Unfinished Business

a. Dog Park Committee (Update) – *No report*

b. 2018 Summer Concerts (Update)

Director Bushway reported that the band and vendors are in place for the August 4<sup>th</sup> concert at Camp Oakdale. The Commission discussed additional corn-hole boards to supplement the one (1) set available for the tourney and its prize, a Visa gift card. They also spoke about optimal locations the stage, parking, and fireworks viewing. Director Bushway agreed to speak with Acting Fire Marshal Barnes and Steve Carroll, Director of Facilities for the Board of Education the following morning and contact the Commission thereafter.

c. 2018 Carnival (Update)

Chairman Perkins commented on the Town Council approval of a special revenue transfer for in-kind services of \$6,000. Commissioner Ventresca asked that it be noted for the record that the decision for the same was not politically based. She said it was “for the good of the Town”. Commissioner Butzgy added for the record that there was never any intention to cancel the carnival. Commissioner Ventresca added that she appreciated the

three (3) commissioners who were there at the carnival and suggested that more volunteers be secured for next year's event.

d. 2018 Holiday Parade

Chairman Perkins reported that the judges for the December 2<sup>nd</sup> parade were Commissioner Butzgy, Penman and herself. Suggestions for the parade were made as follows: more holiday decorations at the former Town Hall, additional lights and ornaments, possible solar panel battery operated lights for the wreaths, securing the high school band to perform, location of the stage, and a live Christmas tree. Director Bushway reported that he is looking into purchasing a live tree that can be planted and decorated annually. It was also noted that the \$5,000 line item for decorations from the Town Council was not designated for a specific item.

e. Discussion of Splash Pad -- *Tabled*

f. Discussion of Commission Apparel (Update)

Commissioner Butzgy reported that she did not get a response regarding wording concerning the apparel. Before screen printing is done, she will send a template to the Commission. A bill for the purchase will be sent to Director Bushway to request a purchase order.

g. Potential Events and Programs

Commissioner Butzgy reported that no changes have been added to the "living document."

h. Family Fun Mud Run

Director Bushway reported again on the date for the event, August 25<sup>th</sup>.

i. Community Center (Perkins) -- *Tabled*

j. 2019-2020 Carnival

Chairman Perkins stated that a subcommittee will be voted upon at the next meeting. Commissioner Butzgy clarified that the aim of the subcommittee was to relieve Director Bushway of certain tasks. Director Bushway said that securing permits and a checklist of duties were tasks he must take on. It was noted that the subcommittee would need to post its meetings with the Town Clerk once coordinated. Commissioners Butzgy, Hajj, Penman, Ventresca and Chairman Perkins volunteered for the subcommittee. The Commission also discussed a request for larger carnival rides, including a non-performance clause in the carnival vendor contract, and identifying a line item from the Special Revenue Fund for the carnival.

k. 2019 Corn-Hole Tournament

This item will remain on the agenda assigning Commissioner Hajj.

l. Advertising for Future Programs/Events – *This item was moved up on the agenda.*

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11. New Business -- *None*
12. Communications -- *None*
13. Remarks from the Public  
Chairperson Perkins asked three times for remarks. There were none.
14. Remarks from Town Council Liaison – *Absent from the meeting.*
15. Remarks from Parks & Recreation Director Peter Bushway -- *None*
16. Remarks from the Commissioners  
Commission Butzgy commented on the request for feedback from Director Bushway about the location of the stage for the August 4<sup>th</sup> concert.
17. Adjournment  
The meeting ended at 8:28 p.m.

Respectfully submitted by:  
Gloria J. Gathers  
Recording Secretary

**AN AUDIO MEETING RECORD IS AVAILABLE ON THE TOWN'S WEBSITE.**