

Town of Montville Parks & Recreation Commission
Regular Meeting Minutes – October 17, 2018
6:30 p.m. – Montville Town Hall – Room 203

1. Call to Order
Chairperson 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 Joseph Berardy, Mark Bushwack, Danielle Butzgy (6:33 p.m.), Jennifer Hajj (6:45 p.m.), Dawn Penman, Kristin Ventresca and Chairman Karen Perkins. Also present were Parks & Recreation Director Peter Bushway and Town Council Liaison Jeff Rogers (6:33 p.m.). Commissioners Matt Beaupre and Rachel Belardo were absent.
4. Adjustments to the Agenda
Motion by Chairman Perkins; seconded by Commissioner Ventresca to move Item 11.b, *2018 Holiday Parade & Decorations* to 10.h under Item 10, Unfinished Business and add 11.b *Tyler Quidgon Memorial*, 11.c *Budget*, and 11.d *CIP* under Item 11, New Business. Discussion, none. Voice vote; 7-0, all in favor. Motion carried.
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:
 - a. The Regular Meeting Minutes of June 20, 2018.
Motion by Commissioner Bushwack; seconded by Commissioner Penman to approve the Regular Meeting Minutes of September 19, 2018. Discussion, none. Voice vote; 7-0, all in favor. Motion carried.
7. Director's Report for October 2018 -- None
8. P & R Newsletter for November 2018
Per discussion, Commissioner Butzgy asked if a change could be made to page 3 of the newsletter to appeal to the public for their participation and celebration of the lighting of the tree and the Holiday Parade to make the event a Town tradition. Director Bushway said the change could be done.
9. Reports from Finance
Chairperson Perkins noted that the addition of the budget line item for the Montville Carnival of \$15,000 taken from Special Revenue was not included in the monthly Finance Report. Per discussion, it was noted that a memo must be sent to Finance by Director Bushway to expedite the process.

10. Unfinished Business

a. Dog Park Committee (Update)

In the absence of Commissioner Beaupre, Commissioner Bushwack reported the trash cans discussed at the last meeting are not in place yet. Commissioner Butzgy noted comments made on the Forum regard dog droppings. He also proposed to have the Eagle Scouts build a permanent sign with an entrance arrow, as proposed by Commissioner Butzgy, to identify the location of the park on Route 163.

b. 2019 Summer Concerts (Update)

Director Bushway reported that no dates has been set for next year's concerts.

c. 2019-2020 Carnival

Commissioner Butzgy reported on the first meeting and the preliminary ideas of Carnival Subcommittee that was held on October 4th, the first Thursday of the month. Dates chosen for the 2019 event are July 21st, 22nd, and 23rd from 5 p.m. – 10 p.m., 12 noon – 10 p.m., and 12 noon – 6 p.m., respectively. The Committee contacted Director Bushway regarding vendors, donors, and Navy contacts as well as Northeast Midway, the carnival company. Director Bushway commented he did not think that the subcommittee was working “A-Z” on the carnival and said the Parks & Recreation should have more control since it is a Town department event. Per discussion, Chairman Perkins said that the role of the subcommittee and duties assigned to it were defined at last month's meeting. The Commission proposed ways to have the Subcommittee work cohesively with Director Bushway to keep each apprised. Commissioner Hajj objected to the discussion as being more appropriately suited at a Subcommittee meeting in order to save meeting time. She also stated that Director Bushway voiced no objection at the last meeting. Commissioner Butzgy, who along with Chairman Perkins were appointed as co-chairs of the Subcommittee and Commissioner Penman as secretary, said the discussion was for reporting to non-subcommittee members and she stressed the importance of booking a carnival company this year. She also reported that the next Subcommittee meeting would be held November 1. Town Councilor Rogers stated that per the last meeting, Director Bushway was to have responsibility for permits and finances for the carnival and suggested that he also continue to work on carnival rides and get information on vendors. The Commission also deemed that all phones received by Director Bushway be directed to Commissioner Butzgy.

d. Discussion of Splash Pad

This agenda item was discussed under Item 11.d, CIP.

e. Potential Events and Programs -- *Tabled*

Motion by Commissioner Hajj; seconded by Commissioner Butzgy, to move \$5,000 from Special Revenue for future Parks & Recreation improvement, not programs. Discussion: Commissioner Hajj expressed concern that the funds be assigned to prevent future fund reduction. Director Bushway said he was not sure why a line item was needed since Special Revenue is for potential projects. Commissioner Butzgy referenced the document wish list on Google Drive already in place and suggested moving the projects forward to fruition. Per a question by Commissioner Hajj, Director Bushway explained that moving big ticket

improvements forward is done mostly through CIP, grants, bonding, fundraising, and other ways. Town Councilor Pike and Town Finance Chair clarified that funds would not be removed from Special Revenue. He said the concern that there were funds with no specific direction for use and the Commission was told this year to earmark and be proactive with ideas for Parks & Recreations such as the splash pad. Recording Secretary clarified the motion for the record as originally made by Commissioner Hajj. Vote by a show of hands: In favor, none. Opposed 7. Motion denied.

f. Community Center (Perkins)

Commissioner Ventresca expressed dismay that the Town Council disbanded the committee and failed to notify its members of the same.

g. Advertising for Future Programs/Events

Commissioner Butzgy reported that she only received feedback from Commissioner Penman regarding the discussion and questions posed to Kristine Rothaupt of Inclined to Design at last month's meeting concerning elevating the Parks & Recreation social media presence. Per discussion by the Commission, Director Bushway was charged with speaking to IT about the website but said the Town website is maintained by IT. Commissioner Butzgy clarified that discussion with Ms. Rothaupt was focused on social media not the website. It was emphasized that the Commission must determine its ultimate goal which is to get help with event attendance and awareness for Parks & Recreation events, concerts, and programs.

Motion by Commissioner Butzgy; seconded by Commissioner Ventresca for Kristine Rothaupt of Inclined to Design to act as an independent contractor to assist Parks & Recreation to increase the social media presence. Discussion: Commissioner Butzgy clarified that the contract be month-to-month with a right to revisit the terms at 3-6 months. The goal would be to determine the fruits of her labor. Town Councilor Rogers suggested it would be better to give a specific time frame in which to work. Commissioner Hajj questioned how her success would be measured and whether Parks & Recreation wants to be better known within or outside of Town. The \$250 per month cost would be funded through Special Revenue. Voice vote, 6-0-1, Commissioner Berardy abstained. Motion carried. Commissioner Butzgy agreed to contact Ms. Rothaupt.

h. 2018 Holiday Parade & Decorations

Commissioner Butzgy reported that she spoke with the vendor today who wanted a call back by 6 p.m. with the order but said she recently received the information on the dimensions of the utility poles. She explained that the proposed decorations will be shimmery, unlit, and 5-foot in height and purchase would depend upon the price. The decorations are assigned for Route 32. Town Councilor Rogers proposed a date be determined to discuss decoration of the tree at the former Town Hall outside of the meeting.

11. New Business

a. Camp Oakdale Pavilion (*Bushwack*)

Commissioner Bushwack proposed signage at Camp Oakdale that specifically identifies the Town of Montville Dog Park, and individual signs for the small and large pavilions. Town Councilor Rogers asked that the information be sent to him given that he is still involved with the Eagle Scouts. It was agreed that all of the signs will be matched in design.

b. Tyler Quidgon Memorial

Commissioner Perkins reported on a Montville resident who passed away over the summer and was involved with football. The resident's father who volunteers as a youth coach wishes to honor his son with a memorial to be paid for by youth football.

Motion by Chairman Perkins, seconded by Commissioner Ventresca to approve the Tyler Quidgon Memorial at Camp Oakdale to be placed by the score board. Discussion: Commissioner Bushwack asked who would be responsible for maintaining the memorial. Town Councilor Rogers said it would not be much for Public Works to do. Voice vote, 7-0, all in favor. Motion carried.

c. Budget

Chairman Perkins commented on a discrepancy in budget figures that Director Bushway said he had yet to address. She asked that this item be moved to Unfinished Business for next month's agenda.

d. CIP

Chairman Perkins commented that the CIP is due on November 6, per the Finance Director, discussed her proposed changes to the plan that she emailed to the Commission, and confirmed to Commissioner Ventresca that the plan could be modified to include additional items. Per discussion about the rights to the land, Town Councilor Rogers said that the plan is to add the land on to Camp Oakdale and the Town Council Chair tasked the Commission with developing plans for it in conjunction with the Town Planner for its use. When asked about his desire for the property, Director Bushway asked about the year for development given the CIP is a 5-year plan. Development of new land will be added as a New Business item for the next agenda. Chairman Perkins said that she would speak with Town Planner Vlaun tomorrow. Responding to Commissioner Hajj, Director Bushway said he wrote grants but had not recently. He did say that most grants are for trails. Commissioner Hajj asked Director Bushway to research available grants. Director Bushway also identified his wish list, per a question by Commissioner Ventresca, for the following: 1) a community center with a gymnasium, classrooms for rental, and meeting rooms and 2) development of new land with the potential for an outdoor play for families that is ADA compliant as suggested by Commissioner Hajj. Chairman Perkins suggested the Commission redefine its CIP list by the importance of each item.

12. Communications -- *None*

13. Remarks from the Public

Wills Pike, Oakdale resident, commented favorably on the proposed social media advertising and encouraged oversight on return of investment. He spoke about the memorial dedication proposed at Camp Oakdale, which is Town land, be brought before the Town Council for approval. W. Pike also said he liked the ideas for the carnival and CIP, noting that the cross-country trails used by the high school is an area scheduled for solar plants.

14. Remarks from Town Council Liaison

Town Councilor Rogers apologized for his attire and commented on the good ideas proposed for Camp Oakdale and the endless options for use of the purchased adjoining property discussed by the Commission this evening. Town Councilor Rogers also spoke about a splash pad in state described as state-of-the-art and the company that designed it, Vortex. He said a tour of the splash pad was offered. He also noted the wealth of grants that are available for projects. As to social media advertising for Parks & Rec, Town Councilor Rogers expressed caution and due diligence to ascertain results outweigh the cost.

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

16. Remarks from the Commissioners

Commissioner Penman remarked that Director Bushway should be getting an email regarding a DJ/Karaoke vendor regarding the 2019 Friday carnival date, for 6:00 p.m. - 9:00 p.m. slot at a cost of \$350. Commissioner Butzgy reiterated a meeting to discuss the Holiday Parade with Town Councilor Rogers.

17. Adjournment

Motion by Commissioner Bushwack; seconded by Commissioner Penman to adjourn the meeting at 9:00 p.m. Discussion: none. Voice vote, 7-0, all in favor. Meeting adjourned.

Respectfully submitted by:

Gloria J. Gathers

Recording Secretary

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