

Town of Montville Parks & Recreation Commission
Regular Meeting Minutes – January 16, 2019
6:30 p.m. – Montville Town Hall – Room 203

1. Call to Order
Chairperson Perkins called the meeting to order at 6:38 p.m.

2. Pledge of Allegiance
All stood and pledged the flag.

3. Roll Call
Commissioners present were Matt Beaupre (6:44 p.m.), Joseph Berardy, Danielle Butzgy, Dawn Penman, and Chairperson Karen Perkins. Also present was Parks & Recreation Director Peter Bushway and Town Council Liaison Jeff Rogers. Commissioners Rachel Belardo, Mark Bushwack, Jennifer Hajj, and Kristin Ventresca were absent. A quorum was present at 6:44 p.m.

4. Election of Officers
Motion by Commissioner Penman; seconded by Commissioner Berardy to appoint Commissioner Perkins as Chairperson of the Commission. Discussion: none. Voice Vote, 5-0, all in favor. Motion carried.

Motion by Chairperson Perkins; seconded by Commissioner Penman to appoint Commissioner Beaupre as Vice-chairperson of the Commission. Discussion: none. Voice Vote, 5-0, all in favor. Motion carried.

Motion by Chairperson Perkins; seconded by Commissioner Beaupre to appoint Commissioner Butzgy as Secretary of the Commission. Discussion: none. Voice Vote, 5-0, all in favor. Motion carried.

5. Adjustments to the Agenda
Motion by Chairperson Perkins; seconded by Commissioner Berardy to add Agenda Item 12.b, Mostowy Property, to the agenda under New Business. Discussion: Town Councilor Rogers noted the request was made by Town Council Chairman McNally. Voice Vote, 5-0, all in favor. Motion carried.

6. Remarks from the Public regarding items on the Agenda (3-Minute limit)
Chairperson Perkins asked three (3) times for comments. There were none.

7. To Consider and Act on a Motion to Approve:
 - a. The Regular Meeting Minutes of December 19, 2018.
Motion by Commissioner Beaupre; seconded by Commissioner Penman to approve the Regular Meeting Minutes of December 19, 2018. Discussion: Commissioner Butzgy noted a correction in the motion under Item 11 regarding the slate of officers. The minutes will be amended to note Commissioner Beaupre, not Belardo, as Vice-chair. Voice vote; 5-0, all in favor. Motion carried, as amended.

8. Director's Report for November 2018

Commissioner Butzgy asked about the status of the contractor regarding the expansion of Field #3. Director Bushway responded Public Works will taper and reseed the field in the spring. Commissioner Butzgy also agreed with the purchase of additional holiday lights stating money savings from after holiday sales.

9. P & R Newsletter for December 2018

Director Bushway reported revisions were made to the newsletter this afternoon with the second page devoted to information on the summer camp. Chairperson Perkins asked that information be included about other upcoming events, the carnival, the Easter egg hunt, for promotional purposes.

10. Reports from Finance

Chairperson Perkins asked about the carnival line item of \$15,000 and its location on the report. Director Bushway explained the amount is earmarked in a subaccount but still included in the total Special Revenue line item of \$42,000. Chairperson Perkins expressed concern the Special Revenue line item shows a dollar amount that misrepresents the true balance of the account. Director Bushway agreed to speak with the Finance Director concerning the carnival subaccount and ask whether a report could be obtained for it. Commissioner Butzgy asked if information could also be obtained on the balance in the holiday decorations line item.

11. Unfinished Business

a. Dog Park Committee (Update)

Commissioner Beaupre reported no meeting was held. Commissioner Butzgy asked about the funds for the agility items as reported last month.

b. 2019 Summer Concerts (Update)

Director Bushway gave an update on the status of the concerts reporting the band Fusion would perform on July 20, 2019 from 6 p.m. – 8 p.m. He also said he is working on food trucks for the event. He expressed interest in having a second concert. The Commission continued its discussion of a proposal by Town Councilor Rogers about moving the concert to the high school versus Camp Oakdale for parking purposes. The Commission discussed this issue in addition to lighting and power for the event with the conclusion to have the event at Camp Oakdale. Commissioner Butzgy confirmed with Director Bushway that corn hole boards would be present.

c. 2019-2020 Carnival

Commissioner Butzgy reported the Subcommittee met on January 3rd and would reach out to last year's vendors and solicit sponsors as well. Social media will be used for non-food vendors and a map of the grounds will be developed showing the location of booths, food trucks etc. The school will also be contacted for volunteers. Commissioner Butzgy said she wanted to remove "2020" from the title of the Agenda item.

d. Discussion of Splash Pad -- *Tabled*

e. Potential Events and Programs

Chairperson Perkins summarized the potential events proposed at last month's meeting as follows: Volleyball Tournament (Penman)—no report yet; Bus Trip (Belardo)—a report will be given at next month's meeting; Women's Defense—Director Bushway will contact NL Adult Ed that will be offering the course and the PD for a volunteer demonstration as suggested by Commissioner Butzgy; and Car Show (Beaupre) who said the event would mean starting fresh for advertisers.

f. Advertising for Future Programs/Events

Director Bushway reported no events are upcoming while Commissioner Butzgy confirmed that Ms. Rothaupt of Inclined to Design would be used to promote events, not programs. Director Bushway said that Ms. Rothaupt had already been given editorial rights to the website. Commissioner Butzgy spoke again about the difficulty in signing her children up for events on the website. Director Bushway reported that a software upgrade would be done before April and the IT has no jurisdiction regarding it. Town Councilor Rogers expressed the need for an upgrade to the Town website.

g. Camp Oakdale Pavilion (Bushwack) – *No report*

h. 2019 Budget

This item will be removed from the agenda.

k. 2019 Capital Improvement Projects (CIP)

This item will be removed from the agenda.

12. New Business

a. 2019 Holiday Parade & Decorations

Chairperson Perkins stated Director Bushway would notify the Commission as to the balance of holiday decorations account. The Commission discussed options for additional decorations for the holiday parade as well as others for throughout the year and also summarized the decorations currently in use. Director Bushway asked that decorations be considered that would utilize the existing brackets that are costly. Banners, welcome signs, and moving flags were discussed. Director Bushway will research the cost for 3' x 5' flags for the 22 poles between Route 163 and the Town line. Per discussion, welcome signs for the two (2) Camp Oakdale driveways and the Town Hall were proposed. Chairperson Perkins asked that the holiday decoration line item be reconciled for the purchase of the additional decorations within the current fiscal year. It was noted the line item was specifically designated for decoration of the center of Town. The Commission concluded flags would be placed at Town Hall (7) and Camp Oakdale (3) and Director Bushway would notify the Public Works Director on the same. The Commission also proposed more and larger lights on the holiday tree to project its visibility and added lights in the area where the Mayor speaks.

13. Communications -- *None*

14. Remarks from the Public

Chairman Perkins asked three (3) times for remarks. There were none.

15. Remarks from Town Council Liaison

Town Councilor Rogers reported he did not receive the Director's Report nor the February newsletter. He also said he did not get the January newsletter until January 3rd. Town Councilor Rogers also reported Town Council Chair McNally asked about the progress concerning the Mostowy property. As to the Holiday Light Contest, it will not be supported by the Rotary due to a lack of discussion regarding the participants. Also, Commissioner Belardo reached out to him about the bus trip and he commented on the Web Trak software purchase asking Director Bushway to find out when it was last updated. Town Councilor Rogers also mentioned the community booklet which the Town Council now subsidizes and asked why Parks & Recreation is not raising its one-third share of solicitations which going forward is required in the form of solicitations and/or cash. He said each department, Parks & Recreation, Youth Services and Social Services, would have equal responsibility of \$4,000 each toward the total booklet cost of \$13,000.

16. Remarks from Parks & Recreation Director Peter Bushway

Director Bushway reported he met with Public Works Director Bourdeau and the Town Engineer concerning the survey cost for the Mostowy project--\$2,400 for boundaries, wetlands, and endangered species; and \$19,400 for a full blown A-2 Boundary Survey. Chairperson Perkins said the Town topographical maps are old and is the equivalent of the \$2,400 survey. Director Bushway said the survey would be a budgeted item and Chairperson Perkins added it would require a surveyor for the full survey as the task could be done by Town Planner Vlaun. Chairperson Perkins asked Director Bushway to discuss the matter with Town Planner Vlaun.

17. Remarks from the Commissioners

Commissioner Beaupre apologize for being late and Chairperson Perkins thanked the new officers.

18. Adjournment

Motion by Commissioner Penman; seconded by Commissioner Berardy to adjourn the meeting at 8:12 p.m. Discussion: none. Voice vote, 5-0, all in favor. Meeting adjourned.

Respectfully submitted by:

Gloria J. Gathers

Recording Secretary, Town of Montville

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