

Town of Montville Parks & Recreation Commission
Regular Meeting Minutes – March 20, 2019
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, Jennifer Hajj (6:36 p.m.), Dawn Penman, and Chairperson Karen Perkins. Also present was Town Council Liaison Jeff Rogers. Commissioners Matt Beaupre, Rachel Belardo, Kristin Ventresca and Parks & Recreation Director Peter Bushway were absent. A quorum was present.
4. Adjustments to the Agenda
Motion by Commissioner Penman; seconded by Commissioner Berardy to add Agenda Item 4, Adjustments to Agenda, 9.i, Mostowy Property, under Unfinished Business, and 10.a, Farmer’s Market, under New Business. Discussion: none. Voice Vote, 6-0, all in favor. Motion carried.
5. Remarks from the Public regarding items on the Agenda (3-Minute limit)
Chairperson Perkins asked three (3) times for comments. There were none.
6. To Consider and Act on a Motion to Approve:
 - a. The Regular Meeting Minutes of January 16, 2019.
Motion by Commissioner Bushwack; seconded by Commissioner Berardy to approve the Regular Meeting Minutes of January 16, 2019. Discussion: none. Voice vote; 6-0, all in favor. Motion carried.
7. Director’s Report for March 2019 – No comments
8. P & R Newsletter for April 2019
Commissioner Butzgy commented that June 21st is not included as a carnival date. She also said the carnival should be more prominently featured. Further, she suggested changing the picture of Mr. Bakoledis’ students to one of his studio. Chairperson Perkins agreed that the carnival should be highlighted more as an upcoming event. She also commented that volleyball is being run, not “will offer” as written in the newsletter. Chairperson Perkins said she would set a time to meet with Director Bushway about the modifications for the newsletter and asked Commissioners if they had any objection to the same.

9. Reports from Finance

Chairperson Perkins reported that Director Bushway had requested two (2) transfer of funds—*1*) \$1,141.38 from Summer Camp Program (53070) to Programs (53038), and *2*) \$442.00 from PT Recreation Program to Basketball Referees.

Motion by Commissioner Bushwack; seconded by Commissioner Penman to consider and act on funds transfer requests as proposed by Director Bushway as follows: *1*) \$1,141.38 from Summer Camp Program (53070) to Programs (53038), and *2*) \$442.00 from PT Recreation Program to Basketball Referees. Discussion: Commissioner Butzgy asked why the line item was over budget noting it seems to happen every year. She added that the referees were doing a worse job. She also noted that programs such as soccer and lacrosse pays teens to referee and then questioned why Youth Basketball had a loss of \$2,217.02. Commissioner Penman asked whether the basketball referees were sanctioned and had a pay increase. She then commented on the volleyball monitors who were seen playing instead of monitoring. Chairperson Perkins inquired if commissioners had received the expenditures for Special Revenue. Vote by a Show of Hands: In favor, Commissioners Berardy and Bushwack. Opposed, Commissioners Butzgy, Hajj, Penman, and Perkins. Abstained, none. Motion denied--2-4-0.

10. Unfinished Business

a. Dog Park Committee (Update)

Chairperson Perkins said Commissioner Beaupre reported at the February 29th meeting that the Committee was looking for items on which to spend remaining funds and anticipated having a spring opening or grand reopening event in May. From Commissioner Beaupre's report, Chairperson Perkins read that drainage at the park would be taken care of by the Building Department in the spring. She also mentioned gates for opening and closing the park, signs valued at \$250.00, and agility equipment. Commissioner Bushwack added that trash cans had been purchased. Town Councilor Rogers mentioned that Chris Lynch knew someone who could build A-frames for the agility equipment.

b. 2019 Summer Concerts (Update) – *No report*

c. 2019-2020 Carnival

Commissioner Butzgy reported the Subcommittee met on March 7th and discussed renegotiations and reached a decision on the carnival contract. She also reported that food truck applications would be collected. Commissioner Butzgy added that Kristine Rothaupt of Inclined to Design would blast carnival promotions on social media.

d. Discussion of Splash Pad

Chairperson Perkins ask that this item be removed from the agenda as it is a CIP project.

e. Potential Events and Programs

Chairperson Perkins reported that Commissioner Penman is working on the volleyball tournament and Commissioner Belardo is handling the bus trip with no specifics available

yet. She also reported that Director Bushway, per his report, reached out about the women's defense class. Commissioner Butzgy commented on advertising needed for yoga as there are only two (2) members. The Commission spoke about the problem of advertising of programs to which Commissioner Penman said she was not aware there was a yoga program which she said as a Commission member she should know. She also asked who receives the Parks & Recreation newsletter that she said she no longer receives. Chairperson Perkins spoke about advertisement of Parks & Recreation programs through the district schools by sending the information to the secretaries of the schools and also said nothing is sent out on social media about the Department programs. Town Councilor Rogers said that information on the Town website must be supplied by Director Bushway to the Town IT Department that is looking for funding for a new, updated website. Commissioner Hajj addressed the need for ways to dispense information to those other than children and seniors and that the Town booklet is updated accordingly. She said the information must be timely and comprehensive, and Commissioner Butzgy added another component, user friendly. Commissioner Perkins stated the Commission had discussed the booklet at a past meeting that she said was not pretty but busy. She proposed having Director Bushway send the draft booklet to the Commission for review. Commissioner Butzgy mentioned algorithms to social medial explaining if information is not shared or done properly it will not be effective. She referenced social media posts that she said if not done frequently it would not appear on feed.

The Commission then discussed revisiting the use of Inclined to Design for advertising of Parks & Recreation Department programs. Commissioner Hajj asked if the Town could hire a permanent social media/marketing person and received a response to her question regarding IT that it does not do social media nor is there a Town social media person, according to Town Councilor Rogers. He referenced sharing information via boosting which costs money but can target age groups. Town Councilor Rogers also responded that a request for a marketing person for use by all departments would first be directed to the Town Council for appropriation and then to the Mayor. Commissioner Hajj spoke of the enormity of the work marketing would involve and whether the Department could do it stating it must be done in a non-biased way. Commissioner Butzgy asked Town Councilor Rogers the best way to approach the marketing issue. He responded that the request must be a recommendation of the Commission that if appropriated Director Bushway would then put out to bid. The lack of communication within the Department was also mentioned. Commissioner Bushwack suggested the Commission first seek someone to market for Parks & Recreation and then present to the Mayor a request for a marketing person for all Town departments. Chairperson Perkins said she would send a draft request for the same to the Commission.

Commissioner Penman again mentioned whether paid volleyball monitors for the hallways who are required to setup participate in the games. This matter will be brought up to Director Bushway. Town Councilor Rogers asked if there was a custodian to setup and why adults could not setup the nets. Commissioner Hajj responded that Director Bushway had said that paid employees are at all functions. Commissioner Berardy suggested that

the concern be directed to Director Bushway who would have an explanation and to not make it an administrative thing referencing the discussion as gossiping. Chairperson Perkins asserted that everyone had the right to speak.

f. Advertising for Future Programs/Events

This Agenda item was discussed under Item 9.e.

g. Camp Oakdale Pavilion (Bushwack)

Commissioner Bushwack reported that the new signs at Camp Oakdale are still in progress.

h. 2019 Holiday Parade & Decorations

i. Mostowy Project

Chairperson Perkins summarized information reported at the last meeting regarding the required \$20,000 wetlands survey and Town Planner Vlaun's suggestion to obtain the in depth survey. Town Councilor Rogers will follow up as to the next step of the project. A map was handed out to the Commissioners of the area.

11. New Business

a. Farmers' Market

Chairperson Perkins reported that information was sent to the Commission by the Town Council who passed a resolution and appointment from the Commission to sit on a committee for the farmer's market. A Commission volunteer would not need to get the committee operational. With three (3) commissioners absent, Chairperson Perkins said she would contact them. She also said she would attend the first committee meeting but therefore wanted someone else to go and report back to the Commission.

12. Communications -- *None*

13. Remarks from the Public

Chairman Perkins asked three (3) times for remarks. Resident Wills Pike of 71 Pleasant Run suggested that the Commission's earlier discussion regarding martial arts be tabled until questions are addressed. As to discussion about social media, he said the marketing request should come from Director Bushway to the Town Finance Department for direction. W. Pike also referenced the Commission becoming involved in discussion and spinning their wheels. He suggested that the Commission reach out to five (5) communities for review of their social media venues. He concluded on the cost for a website last year as \$18,000 that the Finance Committee denied.

14. Remarks from Town Council Liaison

Town Councilor Rogers remarked on an email he sent to the Town of Griswold Parks & Recreation website that he said was user friendly as well as its Town website that is under the control of the departments to do what needs to be done. He said websites are expensive and a new one for the Town is needed. Town Councilor Rogers spoke on responsible duties

of the Director referencing embracing change and being asked to do more for less with direct reference to State cuts. He said he wanted the Commissions he works on to have what they need but expressed it is a tough time budget wise.

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

16. Remarks from the Commissioners

Commissioner Berardy offered to accompany anyone who wanted to tour the Mostowy property. Town Councilor Rogers agreed to attend as well.

17. Adjournment

Motion by Commissioner Penman; seconded by Commissioner Bushwack to adjourn the meeting at 8:05 p.m. Discussion: none. Voice vote, 6-0, 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.