

REVISED

**Town of Montville Parks & Recreation Commission
Regular Meeting Minutes – April 17, 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 Matt Beaupre, Rachel Belardo, Mark Bushwack, Danielle Butzgy, Jennifer Hajj, Dawn Penman, and Chairperson Karen Perkins. Also present was Parks & Recreation Director Peter Bushway and Town Council Liaison Jeff Rogers. Commissioners Joseph Berardy and Kristin Ventresca were absent. A quorum was present.
4. Adjustments to the Agenda -- None
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 March 20, 2019.
Motion by Commissioner Butzgy; seconded by Commissioner Bushwack to approve the Regular Meeting Minutes of March 20, 2019. Discussion: none. Voice vote; 7-0, all in favor. Motion carried.
7. Director's Report for April 2019
Chairperson Perkins asked for comments regarding the Director's report. Commissioner Butzgy asked about Family Fun Day. Director Bushway said he was contacted by the Montville Education Foundation ("MEF") who wanted to sponsor an event to raise money and support the schools. Their request was for a Sunday and Director Bushway asked that it be a family-friendly event. Director Bushway also stated the event was not Parks & Recreation sponsored and that he would be going to the Community Center to see what equipment the MEF could use for their event which he agreed to help with. Handouts and flyers will be available for the event.
8. P & R Newsletter for May 2019
Chairperson Perkins asked for comments regarding the newsletter report. Commissioner Butzgy asked Director Bushway if he had a copy of the carnival flyer sent by Commissioner Hajj. Chairperson Perkins asked that the flyer be sent out to all families and schools stating there was a lot of information on it. Commissioner Hajj added that the vendor contract was sent on April 4th as discussed at the Carnival Committee meeting. Commissioner Butzgy spoke about the Chips event and asked why there was no advertising about it. Director Bushway said he was waiting for their flyer. Commissioner Butzgy

suggested the carnival be advertised as an upcoming event with food trucks and that the newsletter highlights it by saying “Parks and Recreation Presents” as it is on the flyer. Commissioner Beaupre suggested inserting the picture from the flyer by removing the top of the flyer and the wording underneath the picture. It was also suggested that a reminder be included that the dog park is open.

9. Reports from Finance – *No comments*

10. Unfinished Business

a. Dog Park Committee (Update)

Commissioner Beaupre reported that he and Director Bushway were unable to attend the recent meeting stating at the next meeting the Committee will disband. He reported that drainage had been added near park fencing; the gates were raised so they are no longer dragging; trash receptacles have been secured to the fence in addition to signage; and a memorial marking crediting the Committee and major donors is being worked out with the help of the Boy Scouts. Commissioner Beaupre concluded there was \$1,576 remaining in the budget that will go into Special Revenue for the dog park. Commissioner Bushway asked who replaces the trash receptacle bags to which Commissioner Beaupre responded that more would be ordered. Commissioner Hajj expressed a desire for trees for shade and asked if there was a plan to plant them. Commissioner Beaupre said the topic had been brought up a few meetings ago but there were no plans for them as of yet.

b. 2019 Summer Concert

Chairperson Perkins commented one (1) concert would be at the carnival and the other on July 20th. Director Bushway said the rain date for the carnival concert would coincide with that of the fireworks. Commissioner Penman said she would work on rain dates for Saturdays, August 3rd or August 10th. Commissioner Butzgy asked if food trucks had been secured for July 20. Director Bushway responded “not yet” stating he would wait for the carnival to end. Commissioner Hajj commented bookings should be solidified six (6) months in advance. She also suggested that if different or better food trucks are found they should be solicited for next year’s carnival.

c. 2019-2020 Carnival

Commissioner Butzgy reported Mayor McDaniel has approved the carnival contract that is pending authorization by the Town Council. Town Councilor Rogers said the next meeting of the Town Council was May 3rd and the approval and authorization should have been scheduled months in advance. Commissioner Butzgy also reported on the flyer created by Kristine Rothaupt of Inclined to Design and asked that it be shared and said it would be posted on social media. She also said the vendor application which Chairperson Perkins said was sent to Director Bushway was not on the website and Commissioner Hajj said she was not aware of it. Director Bushway said he received a call on Monday and had spoken with Town Councilor Rogers. He said the vendor application is on the Town website but not the Parks & Recreation link that is being prepared for launching. Town Councilor Rogers reported he spoke with IT Director Bill O’Neil after the last meeting and

spoke about a hyperlink from the Town website home page to the Parks & Recreation web page. He added that B. O'Neil was looking into a new Town website as the current one needs updating and had contacted the company that developed the Town of Meriden website. Chairperson Perkins asked that the carnival flyer and the vendor application be placed back on the Parks & Recreation webpage so K. Rothaupt can link it. Commissioner Hajj concurred and stressed that the flyer and vendor application could not be moved.

d. Potential Events and Programs (Volleyball Tournament/Bus Trip/Women's Defense/Car Show)

Chairperson Perkins asked for updates on potential events/programs. Commissioner Penman had no report on the volleyball tournament. Director Bushway reported he had a women's defense class lined up having contacted New London Recreation and received information on two (2) potential instructors, but learned that neither was insured nor planned to become insured. He also reported that he contacted the Town PD who did not have anyone available to teach the class. Commissioner Belardo reported she would start planning now for a bus trip in October, early November or December.

e. Advertising for Future Programs/Events

Director Bushway reported he spoke with Finance Director Hart about marketing for Parks & Recreation but she said one was being considered town-wide and would be forwarded to the Town Council for consideration. Commissioner Butzgy clarified that K. Rothaupt was not hired to market for Parks & Recreation nor did she say she would work for free although she is currently assisting on a voluntary basis. She added that at a former meeting the Commission considered working with K. Rothaupt for a year then reassessing their need. Commissioner Hajj asked about the timeframe for the marketing proposal, an interim solution, and if a marketer was sought online. Commissioner Butzgy asked whether the Finance Director knew of the scope of the Parks and Recreation Commission. Town Councilor Rogers spoke about the need for town-wide marketing. The Commission then discussed using K. Rothaupt on a monthly basis and how to fast forward marketing/public relations to boost events. Town Councilor Rogers spoke about the three bid process for services over \$500. Per the discussion by the Commission, Commissioner Hajj suggested that they come to the next meeting with a job description for a marketing/public relations position. Commissioner Penman said the high school has a Twitter account asked if it could be used as a public relations tool for the carnival. Director Bushway said he would check with Nick Savoie regarding the same.

f. Camp Oakdale Pavilion (Bushwack)

Commissioner Bushwack reported he is waiting to hear back from the Scouts regarding the signs.

g. 2019 Holiday Parade & Decorations

Director Bushway said flags will be mounted next week for Memorial Day and also said the holders for them are aluminum, not plastic. He also said decorations for the Holiday Parade will be purchased July 1.

h. Mostowy Project

Director Bushway stated in order to move forward on a plan for the property an in depth survey estimated at \$20,000 would need to be done. The cost would be deemed a CIP item and should be prioritized.

Motion by Commissioner Bushwack; seconded by Commissioner Penman to appropriate \$20,000 for a survey of the Mostowy Property and add it to the CIP list as Item 2 and Land Development as Item 3. Discussion: Commissioner Hajj said the property at Camp Oakdale owned by Parks & Recreation is not clear to her. Chairperson Perkins explained other Parks & Recreation property may already be surveyed or may be property not under the purview of Parks & Recreation. She added that Town Planner Vlaun suggested that the Mostowy Property be surveyed. Director Bushway suggested to Commissioner Hajj that she access the GIS to find Camp Oakdale under Town maps. Town Councilor Rogers explained the Mostowy Property was not on the GIS nor had it been updated since its purchase by the Town. He said Planning & Zoning said the property needed an upscale survey for information about wetlands and detailed use. He also said the request about the property came from Town Council Chairman McNally to incorporate it into Camp Oakdale. Commissioner Perkins asked Director Bushway to change the CIP accordingly. Director Bushway said the Department would meet with the Finance Committee on April 22. Roll Call vote: In favor, Commissioners Beaupre, Belardo, Bushwack, Butzgy, Hajj, Penman, and Chairperson Perkins. Opposed: none. Abstained: none. Motion carried, 7-0-0.

i. Farmer's Market

Chairman Perkins said the market would be called the "Montville Farmer's Market" and would be open on Sundays from 11:00 AM – 3:00 PM from June 2nd – October 27th, 2019 and located on the green in front of the former Town Hall. Charges would incur on a seasonal or a one-day basis with more information to come.

11. New Business -- *None*

12. Communications -- *None*

13. Remarks from the Public

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

14. Remarks from Town Council Liaison

Town Councilor Rogers remarked he was in agreement with Commissioner Hajj about programs that make money and never taking a loss on anything. He suggested reaching out to the Mohegan Tribe regarding camperships for those who cannot pay for Department programs. He also said that the Department can do fundraisers as the seniors do, i.e. concert tickets at the casino. Town Councilor Rogers also remarked he had heard nothing from the

Scouts about the Camp Oakdale signs but said he would check with another source. As to the Dog Park, he suggested that funds be set aside each year for a tree.

15. Remarks from Parks & Recreation Director Peter Bushway

Director Bushway remarked on the Parks & Recreation budget hearing with the Finance Committee on April 22nd at 5:00 p.m. in Room 203 at the Town Hall. Commissioner Butzgy who attended the budget hearing last year asked if he was prepared for questions about the Special Revenue Fund stating the line item is a revolving fund. Director Bushway then discussed the proposed line item transfers from last month's meeting.

Motion by Commissioner Beaupre; seconded by Commissioner Belardo to consider and act on a transfer of funds per Director Bushway in the amount of \$1,141.38 from Summer Camp Programs (#53070) to Programs (#53038). Discussion: Director Bushway explained there was a charge for waiting list placement and if kids did not enter a program the charge was refunded. Voice vote, 7-0, all in favor. Motion carried.

Motion by Commissioner Beaupre; seconded by Commissioner Belardo to consider and act on a transfer of funds per Director Bushway in the amount of \$442.00 from Basketball Referees to Part-time Recreation Program. Discussion: Director Bushway explained the transfer was for Board officials who were present for extra games. He said the Finance Director asked that the negative number in the line item be adjusted. Voice vote, 7-0, all in favor. Motion carried.

Commissioner Penman then asked Director Bushway a question about the role and function of basketball monitors that she brought up at the last meeting. She asked whether the monitors should be in the hallway or the gym stating her concern about liability if children should get hurt. Director Bushway said the request for monitors came from the Board of Education so kids would not be wandering in the halls but said they were not necessary per the insurance company. He also said the line item budget for referees had not changed. The Commission then focused on profitable programs and programs in general running currently. Commissioner Hajj said costs should be covered with a minimum left to continue programs. Director Bushway stated the moneymaking programs were basketball, judo, and the summer program. Commissioner Hajj stated the need for more programs/events for which the Commission is responsible. She asked that the Commission consider having the cost for some programs at the same price so people can then choose. Chairman Perkins said that the contractors dictate what Director Bushway charges for the program and he stated that any shortfall would be absorbed by the Department. Town Councilor Rogers suggested that an overall average of those programs be used as a benchmark.

16. Remarks from the Commissioners

Commissioner Hajj asked what happens to the eggs after the Easter Egg Hunt. Director Bushway responded that the small ones are given to kids and the large ones retrieved. He also said the eggs are pre-stuffed. Commissioner Hajj asked if the eggs could be reused

and referenced the impact of plastic on environment. She then asked if there was a way to reach out to new resident as to what the Town offers. Town Councilor Rogers spoke about a “Welcome to Montville” packet sent out to new residents years ago but was discontinued. He said he could research the old packet but said that they could get businesses to pay for a current one. Commissioner Hajj then spoke about the Ledyard Parks & Recreation receiving money from houses sold stating that people look at communities when moving. Commissioner Penman stated she spoke with Ritchie of Branded and mentioned a rain date of August 3rd or August 10th. She said their contract was sent to Director Bushway. Chairman Perkins asked Director Bushway to respond to her emails to him and mentioned an email sent to him after the last meeting concerning the community booklet asking that it be sent to the Commission in advance for suggestions so that it is welcoming and inviting. Director Bushway responded that the booklet was currently at the printers. Commissioner Hajj asked about the booklet schedule and asked if Director Bushway would notify the Commission since the booklet is the only avenue to reach people besides Facebook. She added that the Commission can help to make sure the booklet is a good use of its pages. Director Bushway said the core booklet information must remain the same but dates, times, and instructors would change. He said booklets are scheduled three (3) times a year with the next one for the first week in May, another the last week in August and the initial, annual one on the first week of January. Commissioner Hajj asked if he would send the booklet schedule to the Commission.

17. Adjournment

Motion by Commissioner Beaupre; seconded by Commissioner Bushwack to adjourn the meeting at 8:42 p.m. Discussion: none. Voice vote, 7-0, 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.