

Town of Montville Parks & Recreation Commission
Regular Meeting Minutes – June 19, 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 (7:27 p.m.), Mark Bushwack, Danielle Butzgy (7:34 p.m.), Jennifer Hajj, Dawn Penman, and Chairperson Karen Perkins. Also present was Parks & Recreation Director Peter Bushway and Town Council Liaison Jeff Rogers. Commissioners Rachel Belardo 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 May 15, 2019.
Motion by Commissioner Penman; seconded by Commissioner Hajj to approve the Regular Meeting Minutes of May 15, 2019. Discussion: none. Voice vote; 4-0, all in favor. Motion carried.
7. Director's Report for June 2019
Chairperson Perkins asked for comments regarding the Director's Report. Commissioner Hajj commented there was not a lot of information in the report about what the Department. Director Bushway responded the report represented highlights not day-to-day activities.
8. P & R Newsletter for July 2019
Chairperson Perkins asked for comments regarding the newsletter. She said corrections made by the Commission regarding the newsletter will be emailed to Director Bushway to save time. Commissioner Hajj asked for clarification of the data checking process in making sure the newsletter is properly proofread stating the Commission should not be proofreading it. Director Bushway explained problems were being caused by the new system and said former commissioner Nancy Delacruz vets the newsletter before it is finalized. It was agreed that Carole Bunnell and Nancy would review the newsletter going forward prior to it being sent to the Commission. Commissioner Hajj added that the map for the carnival site at Camp Oakdale would be a good addition to the newsletter. Chairperson Perkins said the map would be available at the carnival information booth.
9. Reports from Finance

Chairperson Perkins asked if there were questions regarding the Finance Report. Commissioner Hajj asked about the ETS credit card transactions and the negative numbers for incoming revenue. Director Bushway explained the numbers were payments by people for Department programs. Chairperson Perkins noted the carnival line item balance had increased by donations of \$400 and asked about the carnival expense balance for signage which Director Bushway said would be paid net 30 days. Director Bushway responded to Chairperson Perkins about the loss from the tag sale that he attributed to three (3) days of advertising in *The Day*. He also confirmed for Commissioner Hajj that the judo program is financed through the general fund and that membership fees would be spent for the Department and his memberships. As discussed by the Commission, the balance in the holiday parade line item will be used to purchase additional lighting before month's end. Director Bushway will address by email to the Commission the expenditure breakdown, \$441.93, for the holiday parade line item. Commissioner Hajj noted less than half of funds under the training conferences line item was used. Director Bushway said he attended three (3) conferences for free. He also said that any remaining balances in line items would be used to clear negative line item balances.

10. Unfinished Business

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

b. 2019 Summer Concert

Chairperson Perkins confirmed that the band, date, and food vendors were set for the concert.

c. 2019-2020 Carnival

Chairperson Perkins confirmed that the entertainment setup, volunteers, and the ticket booth that will have a maps of the venue, community booklets, a 2-page list of events, and a large map that will be posted on an easel. She also asked if the newsletter would be available for distribution and then confirmed the availability of the following items: whiteboards, tables, chairs, cups (coffee and ice tea), picnic table, trash cans (positioned near vendors – *Commissioner Bushwack*), dumpster, porta-potties, stage, and extension cords that will be placed on mats (*Commissioner Bushwack*). Commissioner Hajj suggested hiking trail maps so townsfolk will know areas they can use for recreation. Commissioner Penman suggested having maps that show areas managed by Parks & Recreation. Chairman Perkins said she has two (2) digital signs that will be used and a megaphone that does not work well. Director Bushway said he would be at the carnival at 7:30 a.m. and also said there will be 13 rides but one has not arrived. Commissioner Hajj proposed having a suggestion box for comments from carnival patrons.

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 reported she has had several tags about a volleyball tournament but no one has

said they want to play. Chairman Perkins said Commissioner Belardo would complete plans for the bus trip once the playoffs are finished.

e. Mostowy Project

Town Councilor Rogers reported funds were budgeted and transferred for CLA Engineering to do the full survey of the property that will go through Planning & Zoning were the map will be held.

f. Farmer's Market

Chairman Perkins reported there have been two (2) events so far but was cancelled for this coming Sunday due to the carnival. Commissioner Hajj asked if information about the farmer's market and the Community Tag Sale was available for distribution at the carnival information booth. Information about the dog park was also suggested.

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 commented on the loss discussed earlier in the meeting concerning the Community Tag Sale stating he was not an advocate of lost funds especially with paid advertising. He said vendors are sold squares to sell their products—currently eight (8) are residents and three (3) are nonresidents. He also commented there has been no information about the Dog Park Committee disbanding but noted the newsletter noticed Kacey's Place as being open. He said he would reach out to Commissioner Beaupre and Chris Lawton regarding the same. He also asked if the Commission had a full vendor map. Town Councilor Rogers also said he has attended the Farmer's Market three times which he said works well for resale. He asked the Commission if it knew anyone who had skills or homemade products and suggested they ask them to get involved. He also suggested maps that are cartoon-like to familiarize visitors with Town commissions and said he had suggested having a welcome packet for new residents.

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

16. Remarks from the Commissioners

Commissioner Hajj commented that she did not attend last month's meeting but noted there was discussion about the movie Dumbo for movie night as being dark. She asked why it was still being advertised in the newsletter. She also said she recently attended a small food truck venue and asked if the Commission should have one. Commissioner Hajj also said the flag football event was a missed opportunity for the Department given there is interest and suggested keeping track of recreational activities in Town. She also

commented she had emailed Director Bushway about the community booklet timelines, etc. and had gotten no response. She concluded that she had volunteers for the Saturday carnival date. Commissioner Beaupre apologized for being late to the meeting.

17. Adjournment

Motion by Commissioner Penman; seconded by Commissioner Bushwack to adjourn the meeting at 7:35 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.