

**Town of Montville Parks & Recreation Commission**  
**Regular Meeting Minutes – September 18, 2019**  
6:30 p.m. – Montville Town Hall – Room 203

1. Call to Order  
Chairperson Perkins began the meeting 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 (6:45 p.m.), Jennifer Hajj, and Chairperson Karen Perkins. Also present were Parks & Recreation Director Peter Bushway and Town Councilor Rogers. Commissioner Dawn Penman was absent. A quorum was present.
4. Adjustments to the Agenda  
Motion by Commissioner Belardo; seconded by Commissioner Beaupre to add Holiday Decorations and Parade to New Business as Item 1. Discussion: none. Voice vote, 5-0, 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. Christopher Lawton, chair of the Dog Park Committee, gave a final report stating the park was done and the Committee would be disbanding. He noted significant dates in the inception of the Committee from its grassroots formation in July 2012 to the opening of the dog park, Casey's Place, on September 18, 2018. He also spoke about meetings held, research conducted, fundraising efforts that raised \$15,000, meetings with Town Departments including the ACO, and he recognized former Town Clerk Lisa Terry, Town Clerk Katie Sandberg, Director Pete Bushway, the Commission, and the Town Council. C. Lawton said the efforts of the Committee and its supporters helped "to establish the best dog park."
6. To Consider and Act on a Motion to Approve:
  - a. The Regular Meeting Minutes of June 19, 2019  
Motion by Commissioner Beaupre; seconded by Commissioner Bushway to approve the Regular Meeting Minutes of June 19, 2019. Discussion: none. Voice vote, 5-0, all in favor. Motion carried.
  - b. The Regular Meeting Minutes of July 17, 2019 (Informational)  
Motion by Commissioner Belardo; seconded by Commissioner Beaupre to approve the Regular Meeting Minutes of July 17, 2019. Voice vote, 5-0, all in favor. Motion carried.
7. Director's Report for September 2019  
Chairperson Perkins asked if there were questions about the Director's Report. There were none.

8. P & R Newsletter for October 2019

Chairperson Perkins asked if there were questions concerning the newsletter. She then asked if free bags of candy were still given out at the Trick or Trunk and Director Bushway responded they were. He also reported on donation collections on October 12 and 13 at Stop & Shop, from 9 a.m. – 1 p.m. Commissioner Belardo asked if volunteers were needed on those dates—they are. Chairperson Perkins also about the Christmas Spectacular and if there signups for it yet. Director Bushway said, “No.” The Chairman said the event was expensive and would not have a Christmas tree. Discussion followed regarding Director Bushway’s plan to go to Radio City Music Hall and the cost to travel from Old Saybrook, \$25; the cost for the Christmas Spectacular at \$145, and profits from the same as discussed by Town Councilor Rogers given it is not a Parks & Recreation sponsored event.

9. Reports from Finance

Chairperson Perkins spoke to Director Bushway about the upcoming CIP and asked that he send a copy of the one from last year to the Commission. She also asked him if he had received information on next year’s budget--he had not. She also confirmed the balance of the Carnival line item as \$15,243. Discussion followed concerning in-kind services in relation to the Carnival which Director Bushway said was budgeted from revenue. He stated the Department does not pay in-kind services for any of its other events nor does any other Town Department. Town Councilor Rogers spoke about the three (3) days of service by paid employees at the Carnival versus the cost of in-kind services for the same. Director Bushway said when the Carnival started there was discussion at Finance about who was to pay for in-kind services for the three (3) departments impacted by the event--Parks & Recreation, Fire, and Police Department. The Town Council approved in-kind services of \$5,300 for the Carnival line item. Town Councilor Rogers, who said the Fire and Police Departments set their own standard, stated their costs for the event was beyond reasonable and Commissioner Butzgy asked whether Parks & Recreation would pick up the bill for the fire and police and if Director Bushway’s payroll was included. Director Bushway said that the allocated \$5,300 did not include hourly personnel nor did he know until Monday past about the in-kind services charge of \$2,131.13, and said he would speak to Finance about it as charged by Chairman Perkins. Commissioner Hajj read financials regarding the Carnival and pondered whether there was too much money involved with running the Carnival and asked about a buffer for in-kind services. Town Councilor Rogers said the Town Council controls dollars and cents and Commissioner Beaupre stated that Director Bushway’s salary was already covered in the Parks & Recreation budget and the charge for in-kind services equated to him being paid a second time. The discussion concluded with having Director Bushway speak to Finance Director Hart and to solicit a breakdown and explanation for in-kind services and the \$2,131.13 charge to the Carnival for the same so the Commission will know what to do for next year’s Carnival.

10. Unfinished Business

a. Dog Park Committee (Update)

Commissioner Beaupre reported the Committee budget has a balance remaining of \$1,397.61. Per discussion of the signs for the Dog Park, Town Councilor Rogers said he spoke with Norwich Tech and Commissioner Bushwack about the design and shapes of them in addition to ones for the tennis court, small and large pavilion, and the fields. He said Public Works would determine how to hang the signs. When asked by Commissioner Butzgy about the charge, Town Councilor Rogers said it would be nominal. Commissioner Beaupre concluded that one Committee member researching a non-profit to hold future Park events. He also responded to Commissioner Hajj that trees for the Park had not been researched. Commissioner Beaupre asked that this item be removed from the agenda.

b. 2019 Summer Concert

Chairman Perkins asked that this item be removed from the agenda.

c. 2019-2020 Carnival (*This agenda item will be changed to the 2020 Carnival Committee.*)

Commissioner Perkins reported the 2020 Carnival Committee met to discuss what did and did not work at the 2019 event and considered research for new vendors. The dates and times for the 2020 Carnival are as follows: Friday, June 19 and Saturday, June 20 from 12 noon – 10 p.m. and Sunday, June 21 from 12 noon – 5 p.m. Commissioner Butzgy said more volunteers are needed next year and said attendees this year loved the live band. Per the 2019 Carnival, Director Bushway said the bracelets made a difference as did the great weather. Chairman Perkins said the vendor application would be redone for next year.

d. Potential Events and Programs (Volleyball Tournament/Bus Trip)

Chairperson Perkins spoke of the contact information she gave to Director Bushway and was discussed at last month's meeting regarding a potential yoga instructor. Fees charged by the Department's current yoga instructor in Town and at another location outside of Town were discussed. Commissioner Hajj said yoga people usually want to take 2-3 classes a week and proposed a flat fee (\$500) regardless of the number of attendees for the current instructor, obtaining a new instructor, and offering a discount for early signups. Commissioner Butzgy added that a comfortable yoga setting is a factor. The Commission discussed the Community Center and other venues as proposed yoga sites in addition to offering yoga on Monday, Wednesday and Saturday.

As to the proposed bus trip, Commissioner Butzgy suggested offering options for trips with byway of a poll on social media. Places considered were Kittery outlets, Boston, Newport, New York City for the fall of next year. The cost of procuring a bus versus the use of a Town school bus was discussed.

Commissioner Butzgy spoke about the condition of the volleyball courts that she described as being "in rough shape" with weeds, sticks, and rocks inhabiting the sand. Commissioner Bushwack responded that the courts were maintained each season but when activities get busy they get left behind.

e. Mostowy Project

Commissioner Bushwack reported there was no information on the project but said CLA, the Town Engineer, was finishing up the property survey.

f. Farmer's Market

Chairman Perkins the Market is still going on but has turned into more than a farmer's market.

11. New Business

a. Holiday Decorations and Parade

Chairman Perkins asked Director Bushway if the holiday decorations from the July 1 order had arrived. He replied all had accept the bulbs to wrap the trees. Chairman Perkins asked that he check on them. Commissioner Beaupre confirmed with Director Bushway that the Parade would be held on December 8 and said the singers and dancers had been confirmed. Commissioner Butzgy mentioned having a better sound system so that speakers and performers could be heard well. Instead of participation by the adjacent church, Commissioner Butzgy suggested the Parks & Recreation sell popcorn, hot chocolate or get a business to sponsor the event. Another suggestion by Chairperson Perkins was to have a couple of vendors and a tent. Food selections suggested were soup, macaroni and cheese, chili and a baked potato. A stage for the band was also confirmed. It was agreed that any assistance offered by the church would not be accepted.

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 Council Rogers remarked on several items as follows:

- Race Day – He said as a member of the Rotary he was concerned about the brown water at last year's event and did not want the Rotary deemed as responsible.
- Christmas Light Judging – He stated the Department has not funds for the event and sponsor should be sought to pay for it. Director Bushway commented that per discussion he understood that the Rotary was paying for it.
- Trick-or-Trunk – He asked how out-of-towners were being dealt with as he had heard sponsor concerns about purchasing for Town children. Commissioner Hajj said the giving of candy "is for the fun and joy of Halloween." Director Bushway also said he gave away 40 bags of candy left over from last year. It was stated that it should be reiterated that there is more than enough candy.
- Dog Park Funds – He said the left over funds should be earmarked for the Park. Commissioner Beaupre stated the Finance Department had a separate account for the same for funds raised and generated for the Park.
- Summer Concert – He stated there were 58 people on the football field and it was very empty and he heard that the ice cream vendor left. Commissioner Bushwack

stated the vendor moved to the parking lot. Town Councilor Rogers said food trucks should be at the large pavilion at Camp Oakdale.

- Movie Event – He said running out to get a movie that was a blue-ray was not acceptable nor was an audience member helping with audio.
- Football/Soccer Events –  
He said he had worked these events and said Public Works needed to be there having mentioned clogged toilets and running out of toilet paper. He also suggested port-a-potties as it was a long walk from the soccer field to the restroom.
- He concluded that the Commission was a “super star team.”

15. Remarks from Parks & Recreation Director Peter Bushway

Director Bushway remarked he needed to submit the last of the questions concerning the Dog Park grant and said the Park was one of two finalists. The grant, \$3,600, is being offered by the Eastern CT Real Estate Association with a two-week turnaround time. The information for the same will be sent to its national organization the last of October/early November and preference will be given to the person who can get it done by December 1. He also reported he had four (4) tickets out of 30 remaining for the CT Sun semi-final playoffs on September 19. He responded to Commissioner Hajj that the tickets were opened up to Town employees. Chairman Perkins asked whether the \$00 refund was returned to Twist-a-\_\_\_\_\_ that was inadvertently deposited in the general fund and Director Bushway responded he would take care of it. Commissioner Hajj cited the error as an embarrassment and said efforts must be tightened to ensure it did not happen next year.

16. Remarks from the Commissioners

Commissioner Hajj remarked she wanted to see the signs for the Dog Park prior to them being made. Commissioner Butzgy asked Commissioner Hajj to email Twist-a-\_\_\_\_\_ regarding the pending refund. Chairman Perkins stated the Montville Community Booklet should include Commissioner Beaupre and Commissioner Butzgy as vice-chair and secretary of the Commission, respectively.

17. Adjournment

Motion by Commissioner Beaupre; seconded by Commissioner Bushwack to adjourn the meeting at 8:27 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.**