

Town of Montville Parks & Recreation Commission
Regular Meeting Minutes – October 16, 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, Mark Bushwack, Danielle Butzgy, Jennifer Hajj, Dawn Penman, and Chairperson Karen Perkins. Also present were Parks & Recreation Director Peter Bushway and Town Council Liaison Jeff Rogers (6:42 p.m.). Commissioner Rachel Belardo was absent. A quorum was present.
4. Adjustments to the Agenda
Motion by Commissioner Butzgy; seconded by Commissioner Hajj to add Holiday Decorations and Parade to Unfinished Business as Item 11.e. Discussion: none. Voice vote, 6-0, all in favor. Motion carried.
5. Remarks from the Public regarding items on the Agenda (3-Minute limit) -- None
6. Remarks from Town Council Liaison (moved up on the Agenda)
Town Council Liaison Rogers stated it was his last meeting as liaison for the Commission and said he learned a lot in his two (2) years of service, adding that this was his favorite Commission and was a catalyst for him. He asked that the Commission attend the 7:00 p.m. Town Council this evening for something he wanted to give to Parks & Recreation. Town Councilor Rogers left the meeting at 6:50 p.m.
7. To Consider and Act on a Motion to Approve:
 - a. The Regular Meeting Minutes of September 18, 2019
Motion by Commissioner Beaupre; seconded by Commissioner Bushwack to approve the Regular Meeting Minutes of September 18, 2019. Discussion: none. Voice vote, 6-0, all in favor. Motion carried.
8. Director's Report for October 2019
Chairperson Perkins asked if there were questions about the Director's Report. Commissioner Butzgy asked if there was a rain date for the Holiday Parade. Director Bushway said in the past there was not a rain date; instead the Parade was cancelled stating the issue is with the permit for the event. Per discussion, a rain date of December 7 at 5 p.m. was confirmed. Commissioner Butzgy then asked about the Trick or Trunk candy collection at Stop & Shop and Director Bushway reported 166 bags were collected and \$272 in cash that was used today to purchase an additional 36 bags of candy. He said the cash collected exceeded that of last year by \$40-\$50. He also reported that one (1) student

doing community service would main the Trick or Trunk booth. Per a question by Chairman Perkins, Director Bushway also reported that three (3) officers would be on duty for the Trick or Trunk event as the Lions Club were not available this year. Commissioner Butzgy asked that the fire trucks be relocated closer to the trees. Director Bushway added there would be orange tents, dancers, and foggers and said he would be there by 5:00 p.m. for the 6:00 p.m. – 8:00 p.m. event but said one (1) person needed to be there by 3:30 p.m. for registration of the vehicles. Chairman Perkins asked if help was needed and Director Bushway responded that it was needed for registration of the cars and judging of the cars. Commissioner Butzgy suggested that the judging be done before dark. The Commission then discussed changing the time for Trick or Trunk (2:00 p.m. – 4:00 p.m. or 3:00 p.m. – 5:00 p.m.). Commissioner Hajj asked that any time change be posted on social media. She also asked Director Bushway to include the details for Trick or Trunk asked discussed in his monthly report and Chairman Perkins asked that he email the information to the Commission.

9. P & R Newsletter for November 2019

Chairperson Perkins asked if there were questions concerning the newsletter. Commissioner Butzgy asked whether a babysitter was needed given the startup of volleyball. Director Bushway responded, “Yes” stating that a paid person would be in charge of watching the program. Commissioner Penman asked that when the basketball program starts that notification is put in the newsletter asking parents/individuals to monitor their children. Commissioner Butzgy asked who would be paying the December light bill as it was an issue. Director Bushway said the highest electric bill paid was \$260. Commissioner Butzgy also asked about signup for the Radio City Hall trip and Director Bushway responded there were four (4) signups.

Motion by Commissioner Penman; seconded by Commissioner Hajj to briefly recess the meeting at 6:55 p.m. to attend the Town Council meeting at 7:00 p.m., as requested by Town Councilor Rogers. Discussion: none. Voice vote, 6-0, all in favor. Motion carried.
The Commission meeting resumed at 7:10 p.m.

10. Reports from Finance

Chairperson Perkins asked Director Bushway about the monthly finance report as follows: the current carnival balance (\$17,210.39), the details of the expense on Pg. 2 (\$185.65) and the amount on Pg. 3 (\$10,824.27). Director Bushway stated he would have Pam reprint the report and he would send it on to the Commission.

11. Unfinished Business

a. 2020 Carnival

Commissioner Butzgy reported the carnival meeting was cancelled and she had no updates.

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

Director Bushway reported on the social media, bus trip poll discussed at last the meeting. He said the proposed New York trip was ahead and outranked Boston. He also reported

on costs for bus rental for Dattco of \$2,100 for a trip to Boston and costs of \$1,650 to Boston and \$1,750 to New York for Peter Pan. Director Bushway also reported on an additional bus company who asked for specific dates for the events so he had no information on it. Chairman Perkins suggested that a trip to New York at Christmas be an agenda item for next year. Additionally, a summer trip to Newport, RI was proposed with plans to begin now. Commissioner Hajj proposed three (3) bus trips for next year. Chairman Perkins asked Director Bushway when the next edition of the community booklet would come out and that information for it must be received by the first week in December. Per discussion, the Commission proposed three trips for next year, St. Patrick's Day in Boston, Newport in July-August, and New York in December.

e. Mostowy Project

Commissioner Bushwack reported there was no information on the property survey project by the Town Engineer.

f. Farmer's Market

Chairman Perkins reported the Market had shut down for the year and asked that the item be removed from the Agenda.

g. 2020 Holiday Parade and Decorations

Director Bushway reported decorations had been received with the exception of wide-angle lights. New decorations include candy canes, poinsettias, and stockings. Of the other decorations, there are wreaths, flags (53), stockings and candy canes (6), and poinsettias. Commissioner Hajj stated this information should have been included in the Director's report and sent to the Commission so as not to waste time. As to the parade, it will be held on December 7th or the rain date on December 8. Further, the podium will be moved closer to the crowd so speakers can be heard; police will close the road; Uncas Health will need to be there; and port-a-potties will be available. Director Bushway stated no food vendors sell strictly soup so he has reached out to Flanders. Commissioner Butzgy asked about a popcorn machine and Commissioner Beaupre suggested checking with the Boosters to use their machine. Chairman Perkins said a list should be kept of items needed such as popcorn, hot chocolate, and a percolator and hot cups as suggested by Commissioner Butzgy. The Commission then discussed the sound system that was not loud enough at last year's parade and the need for two (2) speakers for the stage.

12. New Business

a. Consideration and action concerning the 2020-2021 Budget.

Chairman Perkins asked Director Bushway several questions about budget line items—Part-time Recreation Program and Part-time Camp Oakdale salaries—and the difference between these figures from last fiscal year, this year, and the upcoming 2020-2021 year. Commissioner Butzgy commented on the increased minimum wage effective October 1 of this year to which Director Bushway said pay would increase as a result and he added that

seasonal staff are paid at least minimum wage. The Commission discussed the Town Council \$5,000 appropriation for the holiday parade and Chairman Perkins proposed a \$1,000 increase to the same given rising costs. Commissioner Butzgy asked if funds should be requested for the bus trips. Director Bushway said those expenses would be put under Special Revenue and any profit would be kept in the Department and not go into the Town's General Fund. Membership dues, training/conferences, and advertising were also discussed. Chairman Perkins asked that the item be kept on the Agenda pending recommendations from Director Bushway that she directed he email to the Commission.

Motion by Commissioner Bushwack, seconded by Commissioner Beaupre to table discussion of the 2020-2021 Budget. Discussion: none. Voice vote, 6-0, all in favor. Motion carried.

b. Consideration and action concerning the 2020-2021 CIP.

Chairman Perkins commented that there was not any discussion among the Commission concerning Community Center upgrades as cited in the 2020-2021 CIP. Director Bushway spoke about a State grant that has no cap which the Town applies for yearly. He also explained that any project with a cost that exceeds \$5,000 or has a lifespan of more than eight (8) years must go on CIP. Commissioner Hajj asked about the history of that State grant to which Director Bushway said he prepares the application. She said costs for refurbishing the Community Center would include demolition, asbestos removal, roof repair, and windows. The Commission discussed the same given they only have use of the facility beginning at 6:00 p.m. Discussion included the Mostowy Project and an ADA compliant playground or adding to an existing one as suggested by Commissioner Hajj as the only one in Town is at Camp Oakdale, per Commissioner Penman. The Commission then discussed the CIP list. Commissioner Hajj about the Commission's responsibility for the list stating she felt it was a waste of time and questioned how to make things happen. Commissioner Beaupre explained that each item on the CIP has an individual information sheet that Director Bushway said he receives. Commissioner Butzgy asked what happens to the CIP and Director Bushway explained the process stating the Town Council where the funds will be allocated. Commissioner Beaupre explained it is the task of the Commission to prioritize the CIP list. Commissioner Hajj asked if funds could be requested for a specific CIP line item and Director Bushway responded that funds can be set aside in a separate fund. The Commission then discussed the Community Center proposing putting money aside for a new one and getting input from other Town Department heads for the current property. The topic will be for a new community center that will include the schools. Commissioner Butzgy proposed the removal of the tennis courts as all were not needed.

Motion by Commissioner Bushwack; seconded by Commissioner Penman to table discussion of the 2020-2021 CIP. Discussion: Director Bushway said he would resend the

CIP with his recommendations to the Commission. Voice vote, 6-0; all in favor. Motion carried.

13. Communications -- *None*

14. Remarks from the Public

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

15. Remarks from Parks & Recreation Director Peter Bushway

Director Bushway recommended the Commission accept the \$3,300 grant for the Dog Park from a real estate entity. The funds will be used for agility equipment and purchased before December.

Motion by Commissioner Butzgy; seconded by Commissioner Bushwack to approve the \$3,300 grant for the Dog Park from a real estate entity. Discussion: none. Voice vote, 6-0, all in favor. Motion carried.

16. Remarks from the Commissioners

Commissioner Hajj remarked on her frustration and the failure to activate change. She summarized items requested of Director Bushway as follows: project details on Trick or Trunk, feedback on the volleyball staff person; summary of Town development/grants; details on the 2020-2021 Budget and CIP.

17. Adjournment

Motion by Commissioner Bushwack; seconded by Commissioner Beaupre 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