

TOWN OF MONTVILLE
Parks & Recreation Commission
Regular Meeting – April 20, 2022 -- 6:30 p.m.

MEETING MINUTES

The Town of Montville has lifted the mask mandate effective Monday, February 28, 2022, throughout Town facilities in coordination with our schools. Although the mask mandate has been lifted, Uncas Health strongly recommends that all individuals, both vaccinated and unvaccinated, continue to wear masks indoors.

Comments will only be accepted at times designated for public comments by the Chair of the meeting. The Montville Town Council Rules of Procedure, decorum, timeliness, and suitability shall be followed and enforced.

1. Call to order.

Chairperson Southard called the meeting to order at 6:32 p.m.

2. Pledge of Allegiance.

All stood and pledged the flag.

3. Roll Call.

Present were Commissioners Kevin Clang, Jon Chase, Morgan Matthewson (6:45 p.m.), Deborah Schober, Rocky Stone, and Kate Southard. Absent were Commissioners Matt Beaupre, Noah Carver, and Denise Gladue. A quorum was present.

4. Adjustments to the Agenda. -- *None*

5. Remarks from the Public regarding items on the Agenda (3-minute limit).

Chairperson Southard asked three (3) times for remarks. There were none.

6. To Consider and Act on a Motion to Approve.

a. The Regular Meeting Minutes of March 18, 2022.

Motion by Commissioner Stone; seconded by Commissioner Schober to approve the Regular Meeting Minutes of March 18, 2022. Discussion: None. Voice vote: 5-0, all in favor. Motion carried.

b. The Special Meeting Minutes of March 30, 2022.

Motion by Commissioner Chase; seconded by Commissioner Schober to approve the Special Meeting Minutes of March 30, 2022. Discussion: None. Voice vote: 5-0, all in favor. Motion carried.

7. Recreation Director's Report for April 2022.

Director Bushway reported on an additional item to his report concerning an email from Mayor McDaniel and Town Councilor Mandler concerning cost estimates for Commission ARPA Phase 1 projects. Purchase orders were sent out for the projects but no bills received at this time. New estimates were requested two (2) weeks ago for the tennis courts; the vendor will be called tomorrow for follow-up. Gearing up for summer camp, a schedule for interviews and training of

staff has been set. An equipment order will be placed but total costs for the summer camp will not exceed \$46,000. Signs and banners are pending; the new logo was sent to the vendor. The delay regarding is due to the Public Works Director vacancy per D. Bourdeau's retirement. Several Town personnel will be performing different Public Works roles in the interim.

8. Report from Finance. – *No comments*

9. May Newsletter.

Director Bushway reported on the page of the newsletter relegated to the Farmers Market. He asked the Commission to email him with any corrections. Chairperson Southard noted the schedule of special events dates listed did not include all of dates for the Farmers Market which occurs on Tuesdays. Most of the ARPA Phase 2 funds were requested by Public Works and is also in its CIP.

10. Parks and Facilities.

a. Priority Actions for Parks

Chairperson Southard stated she and Commissioner Stone had reviewed the Department projects that require prioritizing for ARPA Phase 2 funds. Director Bushway forwarded a list to Public Works to focus on field improvements and Desjardins playground. Commissioner Stone reported last year there was a Phase 1 and Phase 2 list on which Phase 2 items were phased out but per recent meeting minutes a request went out to all Town departments for a Phase 2 ARPA list. Specific costs were requested for to ARPA listed items, summer camp and paving at the large pavilion. Commissioner Chase commented maintenance of facilities is under the purview of the Commission and on slashed ARPA funding without the Commission being noticed. Chairperson Southard noted a request from Town Councilor Mandler about the cost for paving at the Pavilion area. The \$85,000 cost for the Pavilion paving is now \$120,000 due to higher costs generated by the pandemic. Commissioners Chase and Stone agreed to prioritize the ARPA list and create plans for Phases 1 and 2 but that process is in flux as funding sources are needed and require investigation. Commissioner Stone reported on the status of the Department tennis courts upon a discussion with Board of Education Chair Pike. The Board of Ed will pursue bonding for the school tennis courts. The Commission must move forward with the tennis courts at Camp Oakdale by requesting more ARPA funds from Phase 1 and move it to Phase 2. Quotes have increased by 15%- 20% and the \$368,000 for the tennis courts now equates to \$420,000. The Commission will discern if Phase 1 funds still exist and reengage the purchase order for the tennis courts. Director Bushway remarked on the integrity of the columns at Camp Oakdale as a concern with funds in place of \$50,000 though expected to be less. He also remarked on the equipment storage building that has been on the Public Works CIP for the last 2-3 years but there is not currently a Public Works Director to obtain a price. Equipment is currently being stored outside. The Finance Director will be approached regarding the same.

The tentative list for ARPA Phase 2 funding approval is 1) paving at the large pavilion, 2) Field 7 upgrade, 3) equipment storage building, and 4) Desjardins playground. Bathrooms at the Dog Park were discussed by the Commission regarding their location, past vandalization, and their location on the woods side of the building. It was asked whether costs could be received in time for the ARPA Phase 2 list or items on CIP for transfer to the list; remaining ARPA funds is

\$800,000. Director Bushway noted calls from new families regarding the condition of Desjardins playground. Commissioner Chase suggested alternative, additional items that would meet with neighborhood approval with sponsorship from community organizations on the Mohegan Tribe. Director Bushway provided contact information for the vendors he uses for feedback.

11. Unfinished Business.

a. Carnival 2022

Commissioner Matthewson reported she expects the Carnival to be really good this year stating there are multiple vendors. Decisions were made at the last meeting to benefit all and she hopes for a good turnout. Commissioner Stone stated the planning for the event is further along than last year. He also commented on the In-kind services that is a lot more than last year. Director Bushway got a letter from the Fire Marshal and said their cost increased by \$500 due to inspections and having a firefighter on call (volunteers and paid staff). The Finance Department wants the Commission to pay for services from Police, Fire, and Public Works Departments but he would prefer it be paid back to the Town. Commissioner Matthewson asked if the Fire Marshal will be present why the Assistant Fire Marshal needed to be present; Town Councilor Bunnell responded it was necessary due to fireworks issues and presence for events. Director Bushway stated the Fire Marshal requested a permit from the fireworks company by the end of the month and he has contacted the vendor regarding it. Commissioner Matthewson explained permitting requests are required on a state, town, and county level and are delayed due to the pandemic.

b. Montville Farmers Market

Chairperson Southard reported the Farmers Market is doing well and has 13 vendors requests and awaits applications sent verbally and by email. She expects a great season and is excited.

c. ARPA Funds

Chairperson Southard noted this item had been discussed.

12. New Business.

- a. To consider and act on a motion to move forward with the installation of new tennis and pickleball courts at Camp Oakdale on Simpson Lane as approved by the Town Council.

Motion by Commissioner Matthewson; seconded by Commissioner Clang, to move forward with the installation of new tennis and pickleball courts at Camp Oakdale on Simpson Lane as approved by the Town Council. Discussion: Chairperson Southard noted this item had already been discussed. Voice vote: 6-0, all in favor. Motion carried.

13. Communications.

Chairperson Southard commented on a contact about the date for Trick or Trunk. Director Bushway stated the event would take place on Saturday, October 29 and the rain date on Sunday, October 30. Chairperson Southard said she would notify the person to contact Director Bushway directly.

14. Remarks from the Public of Non-Agenda items (3-minute limit).

Chairperson Southard asked three (3) times for remarks. There were none.

15. Remarks from Town Council Liaison.

Town Councilor Bunnell apologized for not having the facts regarding the ARPA funds stating he knows less while at the meeting and more thereafter. He remarked on ten (10) items for ARPA Phase 2 and identified the tennis courts as priority one. He also disagreed with Commission having to In-kind services regarding the Carnival. Town Councilor Bunnell those services are included in department budgets, are not requested for other Town events such as road events, and firefighters and police are on duty for the events and are being paid. He suggested the Commission petition the Town Council regarding the same and for the tennis courts at Camp Oakdale about moving the project along. He referenced a recent article in *The Day* regarding East Lyme pickleball courts relative to the Commission tennis court concerns. Commissioner Chase referenced State statute regarding loitering on school grounds while in use versus the sharing of the tennis courts.

16. Remarks from Parks & Recreation Director Bushway.

Director Bushway echoed remarks by Town Councilor Bunnell and his attendance at a recent meeting with the Chairman Pike of the Board of Ed and others. He remarked the Councilor was present at the meeting to lend support and his presence made it less intimidating. He also remarked Town Councilor Bunnell is cognizant of the law and thanked him for attending.

17. Remarks from the Commissioners.

Commissioner Matthewson remarked she was touched the Commission was of the same mind concerning items discussed this evening that she described as refreshing. Commissioner Chase remarked on the governing of Robert's Rules of Order and FOIA according to the Town Attorney regarding the March 30, 2022, Special Meeting. Chairperson Southard remarked she would get the information on the ARPA Phase 2 funds.

18. Adjournment.

Motion by Commissioner Clang; seconded by Commissioner Matthewson to adjourn the meeting at 7:48 p.m. Discussion: None. Voice vote: 6-0, all in favor. Meeting adjourned.

Respectfully submitted by,
Gloria J. Gathers
Town of Montville -- Recording Secretary/Minutes Clerk

**AN AUDIO RECORDING OF THE MEETING IS AVAILABLE ON
THE TOWN OF MONTVILLE WEBSITE.**