

TOWN OF MONTVILLE
Parks & Recreation Commission
Special Meeting – September 22, 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 6:37 p.m.

2. Pledge of Allegiance.

All stood and pledged the flag.

3. Roll Call.

Present were Commissioners Matt Beaupre, Noah Carver, Jon Chase (7:07 p.m.), Deborah Schober, Kate Southard, and Rocky Stone. Absent were Commissioners Kevin Clang, Denise Gladue, and Morgan Matthewson. A quorum was present.

Also present were Town Council Liaison Lenny Bunnell, Director Peter Bushway, and Public Works Director John Carlson.

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

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

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

- a. The Regular Meeting Minutes of August 17, 2022.

Motion by Commissioner Stone; seconded by Commissioner Carver to approve the Regular Meeting Minutes of August 17, 2022. Discussion: none. Voice vote: 6-0, all in favor. Motion carried.

- b. The Special Meeting Minutes of September 15.

Motion by Commissioner Beaupre; seconded by Commissioner Carver to approve the Special Meeting Minutes of September 15, 2022. Discussion: none. Voice vote: 6-0, all in favor. Motion carried.

6. Recreation Director's Report for August 2022.

Director Bushway was expecting a contract today from Classic Turf; he will send it on to the Commission once received. The playground vendor purchase order is done and waiting on verification of the vendor status on the State bid list. It is a 10-12 period for the order with installation scheduled for spring once the ground thaws. Also, work is being done on a date this

fall for construction on the tennis courts. As for the State grant on the project, Director Bushway will meet with Representative Cathy Olsten at his office on September 26 at 9:00 a.m. to complete the grant application. Per Commissioner Stone, if there is a problem with the application process, Director Bushway was asked to reach out to the Commission to work with the Town Council to borrow funds.

7. Report from Finance.

Director Bushway reported the budget to date is on point. Commissioner Stone noted the FY 2022 year-end report had a balance remaining of \$33,380.00 that will go back to the Town General Fund.

8. October Newsletter.

Chairperson Southard commented on having an upcoming event for posting in the newsletter; the post will be sent to Director Bushway tomorrow. She also noted the large Trick-or-Trunk ad. Director Bushway reported the event is typically from 6:00 p.m. 10:00 p.m. but others who have trunks with lights for viewing prefer later times. Hours for families with children are 6:00 p.m. – 8:00 p.m. Plans are being made with John at Youth Services to follow the same route as cars. Commissioner Beaupre reported on a Trick-or-Trunk event at the Community Center for special needs children (who meet there once a month) involving 2-3 cars.

9. Parks and Facilities

a. ARPA Projects

Public Works Director (PWD) Carlson reported on the inundated ARPA bid process when it started. He reported on the status of the following:

- Paving by the back parking lots at the Community Center and working with UConn concerning 2% runoff to meet State goals and to erect a basketball court there for Youth Services. This project will not happen this year due to priority street paving. Commissioner Stone noted \$25,000 was assigned for design of a new community center and but not for a project that may be torn up. Commissioner Beaupre concurred with Commissioner Stone.
- Tennis court projects that include a new well (\$15,000), three (3) doors, a new roof (\$12,000), a pump that does not work and may need to be replaced, and the drinking quality of the water. Also, remove the fence on the back tennis courts, clean out the back court as needed.
- The plan to repair the Camp Oakdale large pavilion columns (\$55,000) that does not include siding or the roof in addition to sweeping the parking lot and installing a fence to prevent beach access. An upgrade to lighting is needed.
- The Camp Oakdale small pavilion columns are positioned in dirt and starting to rot. Stump removal and lighting installed would benefit this diamond in the rough. Commissioner Stone noted these topics were discussed last year and of signage to identify the park areas. PWD Carlson has a large and small pavilion signs and one (1) for the dog park.
- The ball fields have lost a lot of trees, particularly ash trees. Research for a suitable tree to plant is a future consideration. Trees can be planted around the bathrooms and the fence that borders Route 163 needs to come down so the area can be properly cleaned.

Town Councilor Bunnell noted the wire fence obstructs the aesthetic and does not serve a purpose. PWD Carlson remarked on a fence preventing a child from running onto the road.

b. Public Works Director Discussions

Commissioner Beaupre questioned whether the Commission knew about the condition of the Community Center library air conditioner, repairs to the bathroom, and repairs to the floors. PWD Carlson reported on field improvements (\$50,000)—the removal of a tree and payment to remove the stump and removal of the well (\$9,600 plus \$1,500 for permits). Other projects include trimming back the tree line. Commissioner Stone noted funds were being sought to relocate to other projects. PWD Carlson also reported the area across from the large pavilion has already been loamed and seeded and commented on the increased cost for fertilizer since April. Installation of internet and cameras to view the area are on the back burner and the ‘donuts’ in the area will not stop unless perpetrators are caught. Commissioner Stone mentioned a small grill purchase for the small pavilion and \$25,000 for the soccer field. Director Bushway reported bleachers at Field 1 can only be placed on one side between two (2) trees. Field 4 has one (1) bleacher. Bleachers on both sides of the football field were suggested not on the lacrosse field not soccer). As to permits, PWD Carlson reported they are done online and fast-tracked. Also, a new storage building is needed to house the F250 truck. Commissioner Chase thanked PWD Carlson on behalf of R. Coggeshall who is happy a gate was installed to prevent access to the Schofield pond.

c. Camp Oakdale Athletic Fields Parking and Safety

Chairperson Southard received an email from Town Council Chair McNally concerning parking and safety issues, overscheduling with both softball and soccer games occurring, someone being hit with a softball, and cars going down the access road parking on it and on the grass. The Commission discussed the issue questioning responsibility for policing, Department MOUs with groups, and scheduling done through the Department. Director Bushway reported on messages he has received and illegally parked vehicles he attributed to youth football; a representative of the team has keys to the gate on the access road. He also reported on other issues, specifically a child who almost got hit, two (2) programs to pay for compliance concerning dogs on the field, smoking, and drinking; and the soccer team that allows an ice cream truck to stay all day. Is there a barrier for access was questioned and the need for police intervention was discussed. Town Councilor Bunnell remarked the police can enforce rules and intercept disturbances, such as driving on the grass that can be considered vandalism. Stepped up communication with the PD that has funds to support its presence, and locking the gate once it is opened is necessary. Communication with all clubs/teams, use of the access key for service and deliveries only, not for parking, and weekly communication with the PD for access road searches was also discussed. Chairperson Southard will report back to Town Council Chair McNally on the same. Town Councilor Bunnell noted if problems were noticed by the Chair a call should have been made to the Mayor. The congestion at fields is visible and if signage is there and vehicles are illegally parked restitution of regular PD patrols is warranted.

d. Lacrosse Fundraiser Banner Sponsorships

Director Bushway reported on a question from the president of the lacrosse association concerning the placement of sponsorship banners on the fencing that will be removed at the end of the season. Commissioner Chase remarked on discretion and guidelines as to placement of the banner; Commissioner Stone asked if there were existing rules for the same. Director Bushway noted the banners are placed on the fencing during football season so it is not an unusual occurrence.

e. Walk Arounds

Chairperson Southard commented walk arounds, site assessment tours, will be reported on at the next Commission meeting; Commissioners will have the same site assignments as they did last year. An email will be sent to the Commission regarding the same.

10. Unfinished Business.

a. Montville Farmers Market

Chairperson Southard reported the last Farmers Market was held on Tuesday night. A November 12 pop-up event will be held at the Community Center. There will be two (2) food trucks and holiday music. Commissioner Stone noted a lot of the vendors are teachers.

b. Parks Signage

Commissioner Stone reported an email to PWD Carlson should be sent concerning facilities signage. Commissioner Chase recapped the discussion for many months on the mapping of the facilities and sources for directions to them. PWD Carlson has spoken with Town Assessor Lucy Beit and will follow up with Dispatch regarding addresses. This item is on his agenda.

11. Communications.

Director Bushway reported on an email from a high school parent regarding work on the tennis courts.

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

Chairperson Southard asked three (3) times for remarks. Resident Robert Yuchniuk, 478 Fire Street, remarked the Camp Oakdale field parking lot lights are out. Public Works Director Carlson remarked he is working to get them replaced but said it is not a breaker issue and Bonner Electric has been contacted. Eventually, the lights should be changed to LED.

13. Remarks from Town Council Liaison.

Town Councilor Bunnell remarked on the road race earlier this month and the conditions at the site. He noted trash on the field and the entire property site, trash receptacles overflowing upon arrival, and bathrooms not in good condition. Doing a better job communicating for preparation for an event on Sunday that should have been done on Friday was emphasized about the embarrassing conditions. Director Bushway remarked Oakdale School had an event on Friday night, a PTO Fundraiser, and was instructed by him to remove trash and cleanup. He noted a rental scheduled for Saturday and the road race on Sunday. The PTO event, a dance, was advertised before notifying the Director. Chairperson Southard suggested having a cleaning deposit if cleanup is not done and expecting more from the PTO.

14. Remarks from Parks & Recreation Director Bushway. – *None*

15. Remarks from the Commissioners.

Commissioner Stone remarked on the appropriateness of responding to the public during their remarks; Town Counselor Bunnell remarked it should not be a debatable issue. Commissioner Chase remarked it would depend upon someone filing a FOI complaint and of his willingness for comments from Town Counselor Bunnell but otherwise keeping public comments in check. Chairperson Southard thanked Public Works Director Carlson for his attendance which was appreciated and she would going forward hold her comments to this specific Agenda item.

16. Adjournment.

Motion by Commissioner Carver; seconded by Commissioner Beaupre to adjourn the meeting at 7:51 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.**