

**TOWN OF MONTVILLE**  
**Parks & Recreation Commission**  
**Regular Meeting – November 16, 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 6:35 p.m.

**2. Pledge of Allegiance.**

All stood and pledged the flag.

**3. Roll Call.**

Present were Commissioners Matt Beaupre, Jon Chase (6:42 p.m.), Deborah Schober, Morgan Matthewson, Kate Southard, and Rocky Stone. Absent were Commissioners Noah Carver, Kevin Clang, and Denise Gladue. A quorum was present.

Also present were Town Council Liaison Lenny Bunnell and Director Peter Bushway.

**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 October 19, 2022.

**Motion** by Commissioner Beaupre; seconded by Commissioner Matthewson to approve the Regular Meeting Minutes of October 19, 2022. Discussion: none. Voice vote: 6-0, all in favor. Motion carried.

**7. Recreation Director's Report for November 2022.**

Director Bushway reported on the status of the basketball program which began tonight--the number of teams, grade levels and number of students signed up, and the shortage of coaches that are being sought. Per a question by Chairperson Southard, he also reported that three (3) individuals are currently signed up for the seasonal floral class but calls continue about it and the minimum of 4-5 in each class. As for the annual holiday parade, a retired clown will walk the event. The police and fire departments will participate in the parade but the color guard for the VFW has not been contacted; Town Councilor Bunnell will get contact information for the VFW.

A magician is also being sought to entertain before the start of the parade. Help will also be needed for lining up at the event and for judging.

8. Report from Finance.

Director Bushway reported funds will need to be transferred to zero out the account discussed at last month's meeting; a motion will be added to next month's agenda. A closet for equipment storage was found to have mold and \$1,200 of equipment was lost.

9. December Newsletter.

Director Bushway reported there were a lot of compliments from the November newsletter.

10. Parks and Facilities

a. Walk Arounds

Commissioner Chase reported on the main pavilion and west to the former swimming area as follows:

- The remaining millings pile is nearly gone.
- Public Works Director Carlson saw that a gate was installed where cars accessed a former swimming area.
- There is a concern about the continued presence of a school bus etc. used for fire department training; a fence would segregate the area from kids.
- Use of the former brush dump area as overflow parking for the Farmers Market—as trees are removed is there a replacement plan for the future.

Commissioner Stone reported the Schofield Park was mentioned at the Public Works meeting—the fence being cut and cameras for review of the same. He asked that the walk arounds reports are captured and sent to Public Works.

b. ARPA Funds

Commissioner Stone revisited his comment from the last meeting about the intent of the ARPA Committee to relocate funds to other projects. He reported that the Commission is trying to obtain funds, \$55,000, specifications for the bid package. Director Bushway reported on an estimate from CLE, the Town engineering firm, that was provided.

11. Unfinished Business.

a. Farmers Market

Chairperson Southard reported on the Holiday Farmers Market on November 12 that went so well that some people were turned away. Feedback forms were sent out to vendors with follow-up intended. A larger space would make the event even more lucrative. Director Bushway suggested the Tyl gymnasium as a bigger space with lots of parking. Another is being considered for the February school break.

b. Ice Skating Rink

Chairperson Southard commented on options for the skating rink—to purchase or rent, payment through special revenue or ARPA funds, and a full-size hockey rink or a portable one. The location proposed for the rink was the back portion of the tennis courts where there are lights.

Commissioner Chase asked if the information including the cost for permits could be attained from the tennis court vendor. Director Bushway remarked a new concrete pad would be reasonable and said the rink would be work for Public Works to removing shavings after use. He also reported he is attending a state conference next week and will ask if anyone has a rink and obtain details.. Chairperson Southard asked the Director to report back to the Commission on the same.

c. Exploratory Committee for a New Community Center

Commissioner Stone reported the exploratory committee would meet the third Wednesday of the month at 5:00 p.m. in Room #102 on December 21. He will contact the Town Clerk about the schedule. There are currently four (4) members on the committee but it is thought the Public Works Director and Director Bushway should be a part of it.

12. New Business

a. Camp Oakdale Large Pavilion Repairs

Chairperson Southard reported she spoke with Mayor McDaniel who said the bid package for the repairs to the Camp Oakdale Large Pavilion columns was about to be sent out. Commissioner Stone added it was needed to repair other parts of the pavilion. Commissioner Chase inquired if the scope for the columns would not have them situated in dirt; Director Bushway reported he had not seen the specifications for them. Director Bushway reported he and Public Works Director Carlson will seek a contractor to get a cost estimate as discussed at Monday's meeting. Repairs are to include siding, fascia, lighting and the roof. ARPA funds for fencing on Route 163 is \$19,000.

b. Montville Carnival 2023

Commissioner Matthewson reported the Committee met earlier this month and reviewed new vendors to contact. Research will be conducted for another amusement ride company with a report back to the Commission at the next meeting. The Committee is hoping to have another good year.

c. Stage Tent/Canopy

Commissioner Matthewson reported on three (3) options for a tent to go over the stage that ranges in size from 25 ft x 40 ft and the largest 80 ft x 80 ft. Option 1 would not have a hold in the center, would clear 10 feet in height and have sandbag weights on the end. The canopy would take 4-6 people to set it up and is semi-permanent. Option 2 is two (2) pop-up tents with a connector to join them and is not physically appealing. Option 3 is less costly as the top has a pole in the center at the front of the stage. The tent/canopy will be used on the stage area for concerts. A price will be obtained for the backing for the sides and back of the tent in addition to the price for each of the tents, raising the heights of the tents, and warranty information. Director Bushway reported on the cost to rent a tent, \$800, that includes setup and is larger than the stage. Chairperson Southard asked Director Bushway to obtain a current price for the tent rental.

d. Summer Concert Series

Chairperson Southard reported resident Bill Bauer and commander of the American Legion reached out to Commission about a summer concert series with food trucks and sponsorship

over six (6) weeks or every other week. If the stage is used for the carnival, it could stay in place for the concerts. Town Council Bunnell remarked on expanding and offering services to the Town.

e. Cooking Class – Kim Reynolds

Chairperson Southard reported Kim Reynolds works with the schools and is a Farmers Market vendor who has offered to do cooking classes and asked for feedback from the Commission on the same. The Commission discussed equipment that would be needed and potential sites for the classes i.e., culinary classes at the high school and Tyl. Information will be obtained from K. Reynolds about the description, time, and schedule for the classes in addition to equipment needed.

13. Communications.

Director Bushway reported on a request from Dr. Steve Swartzlander at the Bradley School for use of the Department gymnasium once a week, 30 days of the school year. The request was discussed with Mayor McDaniel and Town Councilor Bunnell as the Town Council is the entity that can enter into a lease agreement regarding the same. The revenue from the agreement would be \$150 per day or \$4,500 per year. The gym access would be worked around the existing Department schedule and would be used between the hours of 8:15 a.m. to 2:30 p.m. Town Councilor Bunnell will address the request with the Town Council. Town Councilor Bunnell reported he spoke to Mayor McDaniel about the lease agreement (MOU) and information must be provided by the Town Attorney that he will follow-up on. Director Bushway reported the gymnasium will be used “as is” with no equipment assembly required. He also reported on a proposal from the organizer of the Food Truck Festival about having theme days—fresh fruit trucks with two (2) options and spicy/fiery trucks with two (2) options—that would be a marketing tool for the organizer. It was suggested to go with the option that would draw the largest attendance.

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 Bunnell.

Town Councilor Bunnell remarked \$7,000 of ARPA funds have already been reallocated by the Committee for the concrete pad at the transfer station and the Camp Oakdale bathrooms. But the talking point is repair of the building and the \$146,000 needed for it that would require obtaining a bid before more ARPA funds are lost. He reported \$100,000 in ARPA funds remain for this fiscal year, and \$500,000 is earmarked for use for the fiscal year beginning July 1, 2023. The Commission was urged to get moving on ARPA related projects. Town Councilor Bunnell also remarked he reviewed the youth football contract and encouraged language about parking and traffic, and suggested jargon that “restricts all vehicles from unauthorized areas” that is not in the current agreement to identify the specifics of safety. Noncompliant vehicles would be reported to the PD. Commissioner Schober remarked on permitting so that unauthorized vehicles would be identified. Town Councilor Bunnell reported on contact from youth football regarding the chain link that violated its rules and regulations and has been so for years. He spoke with Director Bushway and Public Works Director John Carlson concerning changes at the field. He will

invite youth football representatives to attend the next Commission meeting. Commissioner Chase questioned who would pay the cost for changes at the field. Town Councilor Bunnell commented on cameras at Schofield Park in the past and the critical need for more police presence and proper posting at the park. Cutting fence chains and tire spikes were mentioned at the park. Commissioner Chase expressed reliance on the experience and advice of Town Councilor Bunnell for regulating access and law enforcement for public safety and further discussion by the Commission on improved posting and a more substantial barrier.

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

17. Remarks from the Commissioners.

Commissioner Stone remarked on the comment by Town Councilor Bunnell that real pricing is needed to repair Camp Oakdale or funds will be lost from ARPA. He added the Commission has had no involvement or control concerning the MOU for youth football but did receive copies for review. The issue regarding parking should be added to the MOU remarked Commissioner Schober. This item will be added to next month's agenda per Chairperson Southard. Commissioner Matthewson attended the indoor Farmers Market which she enjoyed.

18. Adjournment.

**Motion** by Commissioner Beaupre; seconded by Commissioner Matthewson to adjourn the meeting at 8:03 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.**