

TOWN OF MONTVILLE
Parks & Recreation Commission
Regular Meeting – September 20, 2023 -- 6:30 p.m.
Town Council Chambers

MEETING MINUTES

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.

This was an informational meeting; no votes were taken as there was not a quorum.

1. Call to order.

Chairperson Southard called the meeting to order at 6:30 p.m.

2. Pledge of Allegiance.

All stood and pledged the flag.

3. Roll Call.

Present were Chairperson Kate Southard and Commissioners Matt Beaupre, Mary Hillman, and Vice-Chair Rocky Stone. Commissioners Noah Carver, Jon Chase, Kevin Clang, Morgan Matthewson, and Deborah Schober were absent.

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

4. Adjustments to the Agenda.

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 August 16, 2023. -- *No action*

7. Recreation Director's Report September 2023.

Director Bushway remarked on updates to his September 2023 Director's report beginning with a meeting yesterday with Public Works Director Carlson regarding the playground, football area, and courts at Simpson Lane. In addition, work will also include the installation of multiple cameras on a pole with a direct feed to the Police Department--a proposal is pending for the same. Three (3) playground designs were received with one (1) at a cost of \$30,000. Also viewed was a demonstration of a robotic field liner that is available for lease on a yearly basis and includes \$2,000 worth of paint that would be a \$17,000 savings for the time and paint as it currently takes two (2) Public Works staff to line the fields. Robotic field lining is used by professional sports teams. Other updates included the cancellation of the pickleball tournament and feedback with Jim Beaupre concerning the communication board that is on order and will be placed between the playgrounds facing the field. Director Bushway also

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reported on Trick-or-Trunk and the food trucks for the event. Per a question from Town Councilor Bunnell regarding the scope of work of the bid package for the large pavilion, the Director remarked it would be sent out with three (3) bid options—renovation of the columns and renovation of the roofs both as separate alternates in addition to the scope for the entire project.

8. Report from Finance.

Director Bushway remarked on the summer camp income and expenses, recovery from the mold and extension of the budget to purchase new equipment. The storage room across from the kitchen in the Community Center was mold remediated, repainted and moisture removed by a dehumidifier. This line item will be consistently tracked. Vice-Chair Stone remarked on the status of the Special Program, #79000 line item and how it is used; Director Bushway remarked instructors are paid if for karate, gymnastics dance, from it i.e., normal income and expenses. Baseball and summer camp and all others are paid through Special Revenue including the Carnival. Vice-Chair Stone remarked he was asked how the total income from the Mud Run is split with other nonprofit organizations which Director Bushway explained.

9. June Newsletter.

Director Bushway reported the newsletter will be sent out the Friday before Halloween and asked that he be notified of any changes and additions to it. Chairman Southard will send him the information on the Farmers Market in November and the potential food truck that will be at the event.

10. Parks and Facilities

a. Camp Oakdale Large Pavilion

This item was discussed earlier in the meeting. Director Bushway will notify the Commission when the bids come in and forward them to the Town Council for funds to complete the work.

b. Basketball Courts at Camp Oakdale

Director Bushway reported receiving another email from Classic Turf to discuss ways to reduce their cost of \$350,000 down to \$300,000, the budgeted amount. He suggested not painting the area all one color (green) and using white instead. He also reported that he touched base with the City of Norwich whose costs for the same were \$82,000 -- \$150,000 per court. He asked for and received their bid specifications concerning the cracks in their courts. Vice-Chair Stone remarked the Department should be getting other pricing for the tennis courts; Director Bushway noted companies have not contacted him back.

c. Tennis and Pickleball Courts

Director Bushway reported there is now a sign at the entrance on the woods side of the courts. The sign displays the rules for use of the courts and another is on order for the other side.

d. Desjardins Park

Director Bushway distributed to the Commission three (3) of the four (4) designs for the park. He will choose one next week pending feedback from the Commission.

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e. Dance Room Update

Chairperson Southard reported the Town Council voted this past Monday to approve funding for removal of the wall in the dance room. Vice-Chair Stone added that the Town Council also waived the bid process and suggested choosing one and moving forward.

f. New Community Center Update

Vice-Chair Stone reported that all information has been gathered and noted he hoped that the \$25,000 for the project to have CLA Engineers prepare preliminary site plans still exists. He suggested having CLA prepare two (2) options for a community center, one with and another without a pool. The information will be reviewed and forwarded to the Town Council.

11. Unfinished Business.

a. Farmers Market.

Chairperson Southard reported that this Tuesday was the last market for the season. A Holiday Market will be held at Tyl Middle School on November 11 from 10:00 a.m. to 2:00 p.m. to accommodate more vendors. Per feedback, market was extended to four (4) hours. Candy will be sought at the Stop & Shop on October 20 from 4:00 – 8:00 p.m. and help is needed. Director Bushway reported summer staff helped last year and 180 bags of candy were collected. Cash donations are also received and used to purchase more candy.

12. New Business.

a. Trick or Trunk

Director Bushway reported the location has been secured and 3-4 trunks have signed up. There has been no feedback from the PD or the Fire Companies as of yet. He is looking forward to having 40-45 trunks and 2000 participants. Three (3) food truck have signed up for the event.

b. Inclusive Playground Celebration

Chairperson Southard reported the park is ready to go and suggested arranging a celebration for the inclusive playground that was requested by the community. Director Bushway suggested the first weekend in October on Saturday or a Sunday. Vice-Chair Stone suggested early spring so the communication board can be installed.

c. Camp Oakdale Fitness Trail

Chairperson Southard remarked on the Commission intent to fix its existing facilities before doing other things. Vice-Chair Stone noted signs are gone and station are deteriorated and his family previously walked the trails. Matt at Public Works has previous plans for the fitness trail that Director Bushway will review. The trail is located behind the softball field and down towards the tennis courts. All the trails are used for dog walking and running clubs use it. An Eagle Scout project installed a kiosk.

13. Communications.

Chairperson Southard reported that Town Councilor Bunnell received a letter from the Friends of the Raymond Library concerning its Open House and celebration of National Friends of Libraries Week. The letter was read into the record inviting the Commission as esteemed

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guests to the open house event that will be held at the library on October 19 from 6:00 – 8:00 p.m. The invitation will be emailed to the Commission.

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 on having had a busy month. He attended the Mud Run that was sparsely attended but noted kids and adults had a great time. The Oakdale Fire Company was thanked for their participation. He also attended the opening day for soccer last weekend. The condition and maintenance of the area was spoken of favorably by the general public and 400 kids signed up for the event. Town Councilor Bunnell also attended the Road Race on September 10th and helped out with it. Sixty-seven people ran the 5K race and 56 people ran the 10K race. The Fire and Police Departments were thanked for helping out at the event, directing traffic and controlling pedestrians. He commended Public Works Director Carlson regarding the condition of the fields that looked great and the restrooms that were in good condition. He reported on having attended the work detail for the walking trail behind the Public Safety Building created by Eagle Scout Tyler Lawton. Town Councilor Bunnell also remarked that he has walked the trail that takes approximately 40 minutes and includes bridges, walkways and noted a lot of clearing was done and a lot of people volunteered to help with the project. Signs are on the trail and maps of trail are set up at the kiosk. He also noted that when discussion of the Public Safety Building occurred, the land behind it was deemed not to have much good use.

16. Remarks from Parks & Recreation Director Bushway.

Director Bushway remarked on the walking trails and the good job that was done. He noted that Town Councilor Bunnell had the imagination and foresight concerning the walking trails per discussion for the Public Safety Building. The Director also praised Tyler for doing a good job on the walking trail project.

17. Remarks from the Commissioners.

Vice-Chair Stone remarked that he and Chairperson Southard have walked the trail at the PD; the trail is a nice walk and not a hard one. He questioned maintenance of the trail. Town Councilor Bunnell remarked that Tyler will do some maintenance along with other volunteers. Vice-Chair Stone congratulated Chairperson Southard for her reappointment to the Commission to 2027 along with that of Morgan Matthewson. He thanked the Chairperson for her leadership and working with her that has been a lot of fun. Chairperson Southard thanked the Commissioners in attendance for coming to the meeting this evening.

18. Adjournment.

The meeting was adjourned at 7:28 p.m.

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.