

TOWN OF MONTVILLE
Parks & Recreation Commission
Regular Meeting – October 18, 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.

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

Town Council Liaison Lenny Bunnell and Recreation Director Peter Bushway were 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 August 16, 2023.

Motion by Commissioner Beaupre; seconded by Vice-Chair Stone to approve the Regular Meeting Minutes of August 16, 2023. Discussion: none. Voice vote: 5-0-0, all in favor.
Motion carried.

- b. The Regular Meeting Minutes of September 20, 2023.

Motion by Vice-Chair Stone; seconded by Commissioner Beaupre to approve the Regular Meeting Minutes of September 20, 2023. Discussion: none. Voice vote: 5-0-0, all in favor.
Motion carried.

7. Recreation Director's Report October 2023.

Director Bushway remarked on topics from his October 2023—(1) a discussion he had with Public Works Director Carlson and a contractor for cameras at the fields, pavilions, and courts. Excluding the fee for internet, the cost would be \$18,000 per site; (2) his discussion with Finance about the basketball courts including the one at Desjardin Park. He was told these

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projects cannot now be designated as CIP as they were not included on the current CIP. The Director will seek an amendment to the CIP and keep the Commission posted on this topic. It was also reported that both bids for the bathrooms at the Community Center came in above the proposed project budget. These are Public Works projects at cost of \$100,000-plus. Director Bushway reported on his discussion with a Sophie, a muralist to have some murals in public spaces. The murals would be 7" x 7" at a cost of \$1,000. Sophie has to review spaces and will make suggestions. He also responded to Vice-Chair Stone that the communication board would be installed this year.

8. Report from Finance.

Director Bushway remarked there are two (2) items on tonight's agenda under Item 12 to zero out the accounts but added he does like to see what was actually spent for budget purposes. He also remarked on the loss of equipment due to a mold issue; but noted the pavilions and the community center are being rented out more thus increasing the General Fund.

9. June Newsletter.

Director Bushway reported the newsletter will be sent out by October 30 and will include the information about the winter Farmers' Market.

10. Parks and Facilities

a. Camp Oakdale Large Pavilion

Vice-Chair Stone reported there is only \$53,000 remaining to complete work on this project. Covid money was provided and some of it was used for something else according to Town Councilor Bunnell. Director Bushway will inquire about having the work to replace the large pavilion columns done now. The Vice-Chair remarked that he understood the bids were sent out so the bidders could pick and choose the scope of work for the project.

b. Basketball Courts at Camp Oakdale

Director Bushway reported that two (2) prices were obtained from Classic Turf for the basketball courts with a 20-year guarantee—one (1) for \$342,000 for completion of the whole court and the second for \$300,000 for completion of a poured turf with a brush surface without paint. Vice-Chair Stone inquired if the second option is suitable for a basketball court; Director Bushway has not seen one in the area. The Director reported that B & W Paving did the courts in Norwich that were ground up and leveled off for \$150,000. Chairperson Southard asked how long that surface would last; The Director reported Norwich has had it in place for 10 years with no visible cracks. Vice-Chair Stone noted \$300,000 was allocated for the work; Director Bushway added that the court at Desjardins Park is also in need of repair.

c. Tennis and Pickleball Courts

Director Bushway reported there are still issues with dogs on the courts and leaving their mark. He responded to Vice-Chair Stone that the second sign still needs to be installed.

d. Desjardins Park

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Director Bushway distributed copies of the playground quotes received. The project was allocated \$25,000 but some quotes received have exceeded \$30,000. The Director responded to Chairperson Southard about completing the project on our own but said the companies would prefer that we not do it. He noted the last page of the quotes was from a vendor that has not responded to his call. Vice-Chair Stone inquired whether moving the swing set would create more space and make the plan work. The Director asked the Commission to contact them with their choice.

e. Dance Room Update

Director Bushway was instructed by the Fire Marshal's office to obtain information from the manufacturer regarding the burn factor. There are no timelines nor is the Director in the loop regarding this project that is being spearheaded by Public Works and the Town Council. The Director suggested the need for soundproofing in the walls of the dance room as the music can be heard in and down the hall.

f. New Community Center Update

Vice-Chair Stone reported that the meeting was cancelled as no feedback has been obtained. Contact with an architect for basic information as to whether the proposed plan will fit the area is needed. The Town engineer CLA does not do that type of work; contact with an architect is needed to determine whether to build a new center with a pool or without one. The aim is to wrap up this research phase and forward findings back to the Town Council.

11. Unfinished Business.

a. Farmers Market.

Chairperson Southard reported that the season for the Farmers Market has ended with slow foot traffic in September. The Holiday Market will be held on November 11th at Tyl Middle School and there are more who want to participate than space available. There will be one (1) brand new food truck at the event.

b. Trick or Trunk

Director Bushway reported that cash and candy will be collected at Stop & Shop, this Friday, October 20th from 4:00 p.m. – 8:00 p.m. for Trick or Trunk scheduled for Saturday, October 28. Last year, 172 bags of candy were collected but the highest is 192 bags. Currently, there are only 28 trunks signed up; usually there are 40-plus.

c. Camp Oakdale Fitness Trail

Chairman Southard and Vice-Chair Stone walked the fitness trail. A handout prepared by the Vice-Chair was distributed to the Commission; he remarked the trail has fitness stations. Matt at Public Works found data about the trail; Vice-Chair Stone created a booklet reporting that most of the fitness stations are in good shape but overgrown. Many seem to have sponsor signs but some of the poles are rotted and focus on the instructions should be key. Commissioner Hillman remarked that cross-country had races on the trail when construction was going on at the high school. Vice-Chair Stone concluded that the last fitness station near the kiosk has a step that needs repair; the rest are fine.

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12. New Business.

- a. To Consider and Act on a Motion to transfer \$1,475.74 to the Summer Camp Programs line #10730-53070 from the Special Revenue line #79999-53070.

Motion by Vice-Chair Stone; seconded by Commissioner Schober to transfer \$1,475.74 to the Summer Camp Programs line #10730-53070 from the Special Revenue line #79999-53070. Discussion: none. Voice vote: 5-0-0, all in favor. **Motion carried.**

- b. To Consider and Act on a Motion to transfer \$61.60 from the Training and Conferences line item #10730-53004 to the Refund line #10730-53004.

Motion by Vice-Chair Stone; seconded by Commissioner Schober to transfer \$61.60 from the Training and Conferences line item #10730-53004 to the Refund line #10730-53004. Discussion: Vice-Chair Stone noted the account numbers are the same line items and asked where is the \$61.50 located as their in nothing on the finance report that indicates a negative balance. Director Bushway remarked he received an email from Finance about the amount and also noted there will be savings in the line item as he attended class for free. **No vote on the motion.** **Motion** by Vice-Chair Stone; seconded by Commissioner Schober to withdraw the motion pending clarification of the data. Discussion: none. Voice vote: 5-0-0, all in favor. **Motion carried.**

- c. Walk Arounds

Chairperson Southard confirmed assignments for the annual review of the Department properties. The assignments are as follows: Camp Oakdale Trails (Stone); Desjardins Park and the Dog Park (Beaupre); Kobyluck (Schober); Large Pavilion (Southard); Small Pavilion (Hillman), Schofield Pond (Beaupre); and Mostowy Property (Chase).

13. Communications.

Director Bushway reported on an email from Kathryn Reed noticing him that her child is very allergic to peanuts. Ms. Reed wants signs installed about the peanut allergy alleging that other communities have put up signs regarding cross-contamination. Director Bushway brought the matter before the Safety Commission. The issue can be problematic and Vice-Chair Stone suggested gathering information from other communities; Chairman Southard agreed more information was needed. Commissioner Hillman has an adult child with the same allergy and remarked on parent responsibility on having the child adapt to the world around them instead of the reverse. Commissioner Beaupre remarked on the emphasis at his job on this topic and the appearance that ADA language is being used improperly by the parent as signs are not in schools. He too suggested the matter be referred to the Town Attorney and taken under advisement. Director Bushway remarked the email was sent to Mayor McDaniel and also remarked that the Town insurance company was not in agreement with having signs. Commissioner Schober noted that when going out to eat a customer has to be aware and make its own choices.

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 the communication concerning the peanut allergy noting that restaurants have signage but suggested the Commission refer the matter to the Town

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Attorney for counsel concerning possible liability. He also suggested that Director Bushway reach out to surrounding towns and Boards of Education regarding their handling of the issue. The Town Councilor also thanked Vice-Chair Stone for his report on the fitness trail that he described as one the best secrets when having nothing else to do. Furthermore, he encouraged continued maintenance of the trail. Vice-Chair Stone noted Matt at Public Works has a list of items regarding the fitness trail for possible scout projects. Town Councilor Bunnell remarked that there are some things that Public Works can maintain and/or repair. He also remarked on the funds needed for the pavilion suggesting that Public Works use covid funds of \$53,000 to repair the vertical structures and expressed his disappointment that the Finance Director could not offer a solution for securing the funds and for the other projects in need of funds discussed this evening. He reported that Tyler Lawton did a presentation at the Town Council meeting last week about his Eagle Scout project, a trail behind the Public Safety Building that includes a kiosk that has rules and a map. Reminder was given to the Commission of the Raymond library open house tomorrow and the Commission was asked to make an appearance. An event at Brooklyn fairgrounds was also reported that garnered \$28,000 over two (2) days and it was noted the pitfall of many projects is not having enough people attending. Lastly, Town Councilor Bunnell remarked on this being his last meeting as liaison and noted it was great working with the Commission; a good group who care and put in a lot of effort at the meeting and during the month and if he is successful he is looking forward to four (4) more years.

16. Remarks from Parks & Recreation Director Bushway.

Director Bushway remarked if the Commission knew of anyone who wants to volunteer a trunk for Trick-or-Trunk.

17. Remarks from the Commissioners.

Vice-Chair Stone thanked Town Councilor Bunnell for putting up with the Commission and for his care of it. He also thanked him for his time, effort, support, and his representation of the Commission at the Town Council. The Vice-Chair also wished him the best of luck. Commissioner Beaupre remarked he would be unable to attend the open house at the Raymond Library and wished good luck to Town Councilor Bunnell. Chairperson Southard thanked Town Councilor Bunnell for his time, care, advice, and follow through for the Commission, his feedback and support for the fitness trail, and her general issues with running a meeting. Director Bushway thanked Town Councilor Bunnell for his support of Commission and the Department.

18. Adjournment.

Motion by Commissioner Beaupre; seconded by Vice-Chair Stone to adjourn the meeting at 7:30 p.m. Discussion: none. Voice vote: 5-0-0, 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**