

TOWN OF MONTVILLE
Parks & Recreation Commission
Regular Meeting – November 15, 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.

Vice-Chair Stone 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 Commissioners Matt Beaupre, Noah Carver, Jon Chase (6:35 p.m.), Mary Hillman, Morgan Matthewson, Deborah Schober and Vice-Chair Rocky Stone. Commissioner Kevin Clang was absent.

Town Council Liaison Kate Southard and Recreation Director Peter Bushway were present.

4. Adjustments to the Agenda.

Motion by Vice-Chair Stone; seconded by Commissioner Beaupre to delete New Business Items 12a and 12b; and add New Business Item 12a, To Consider and Act on a Motion to Appoint a Nominating Committee. Discussion: none. Voice vote: 8-0-0, all in favor. **Motion carried.**

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

Vice-Chair Stone 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 18, 2023.

Motion by Commissioner Carver; seconded by Commissioner Beaupre to approve the Regular Meeting Minutes of October 18, 2023. Discussion: none. Voice vote: 8-0-0, all in favor. **Motion carried.**

7. Recreation Director's Report December 2023. *(For the record, a correction of the month was noted.)*

Director Bushway remarked on topics from his December 2023—(1) the conclusion of the fall soccer program on Saturday, November 11 and a plan to have a soccer program inside at the Community Center; (2) IT Director O'Neil is looking at alternative cost options for cameras at Camp Oakdale fields and the Large Pavilion; (3) the holiday scavenger hunt is December 1 -

15, (4) the basketball program that began last month; (4) the Holiday Parade that has 13-14 units; and (5) the floral design classes that currently have nine (9) persons registered for November; the December class will be a wreath design for Christmas. The Director responded to Vice-Chair Stone regarding the current cost (\$47,677.92) for cameras that would require installation of a ditch for internet cabling from Meetinghouse Lane to the concession stand area at Camp Oakdale. He also responded to Commissioner Schober concerning the parade groups that will have affixed numbers and names of the organizations for recognition purposes.

8. Report from Finance.

Director Bushway remarked that the line item account discussed at last month's meeting requiring a line item transfer of \$1,475.74 to adjust a negative balance he will try to get done. Other accounts with negative balances, the Community Center and the pavilions, will zero out as a wash. The Director also reported that the Finance Director asked if the Commission could vote on the upcoming budget by December; once the budget is given to Finance changes to it can still be made. Some figures on the Finance report are not accurate and pertain to plans for summer trips. Director Bushway confirmed to Vice-Chair Stone that the budget includes the CIP Plan and that a lot of those items have not been approved by the Town Council as they were designated for local CIP and/or ARPA funding and are not included in the current year CIP. These items will be included in the FY2024-2025 budget and/or CIP. He also reported on a call he made to Classic Turf regarding a delay regarding the Desjardins basketball court and the Pavilion basketball court projects due to the same.

9. November Newsletter.

Director Bushway reported on the status of youth basketball, specifically grades 6 and 7 youth who wait until they learn. Currently, some teams are done and more will be next week. On December 4th practice will begin with children per age group for a team of 13. Town Counselor Southard noted that adult volleyball hours have changed; the Director reported that the change was due to cheerleading held from 7 p.m. – 9 p.m. Discussion has been had about use of the gym and the loss of days.

10. Parks and Facilities

a. Discussion of projects and funding status

1. Basketball Courts at Camp Oakdale

Vice-Chair Stone reported he tried to put a list together about this project and asked Director Bushway to formulate the same so that all items are in one spot. Director Bushway remarked \$300,000 and \$25,000 were approved respectively for Camp Oakdale basketball courts and the playground at Desjardins Park. But the bid figures received exceeded these amounts. The Department has \$50,000 and Public Works has \$60,000 toward the projects and no funding for the playground. At the request of Commissioner Chase, Vice-Chair provided clarification on the status of funding for the playground and the basketball courts.

2. Desjardins Park

See Agenda Item 10.a.1 for current information.

b. Tennis and Pickleball Courts

.....
Vice-Chair Stone confirmed with Director Bushway that the additional sign for the tennis courts has not been installed. The Director has spoken with Public Works Director Carlson about it and the communication sign that has not been put up yet. Commissioner Chase commented on modification of the sign to include pickleball and the inclusion on the existing signage of a street number/address that came to fruition. Vice-Chair Stone noted Google Maps now identifies the locations of all the Department sites.

c. Dance Room Update

Director Bushway gave an update on the condition of the dance room wall when it was removed and of soundproofing needed to muffle the music. The project will be completed in a month with new floors, a new drop ceiling and soundproofed walls. The Dance program is eight (8) weeks long and the next session will soon start. Classes begin on Friday and end on Thursday, five (5) days a week. Postponement of the class start date cannot occur having no knowledge of the availability of the contractor.

d. New Community Center Update

Vice-Chair Stone reported the Committee had a meeting tonight. Director Bushway met with an architect and discussed the square footage of the proposed community center. A 46,000 square foot facility at \$575 per square foot would cost \$20 million with a pool and \$21 million without one. The Committee has \$25,000 to obtain a firmer cost estimate for one (1) of the options if it will fit on the existing community center property. The Committee will not meet in December; it is hoped that Director Bushway will return in January with feedback so a plan can be presented to the Town Council for their consideration. Per discussion about a pool for the a wider community was not the charge of the Committee. Commissioner Chase proposed using a portion of the \$25,000 for a more fully developed concept. Vice-Chair Stone remarked the funds were for a preliminary concept but then the CIP was cut. A feasibility plan for offsets, parking etc., is needed not a detailed plan. CLA Engineers will not touch the project and the condition of Fair Oaks includes infrastructure and code violations. The Committee thinks its work is done and typically the whole project would be funded by a bond.

11. Unfinished Business.

a. Walk Arounds

Commissioner Beaupre read from the October 18, 2023, Commission meeting minutes regarding Commissioner assignments for the walk arounds. Commissioner Matthewson agreed to take on the Large Pavilion and Commissioner Carver agreed to tour Schofield Park.

12. New Business.

a. To Consider and Act on a Motion to form a Nominating Committee.

Motion by Commissioner Carver; seconded by Commissioner Hillman to form a Nomination Committee. Discussion: Vice-Chair Stone remarked he is the chair of that Committee. Commissioners Carver and Matthewson agreed to serve. Voice vote: 8-0-0, 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.

Town of Montville – Parks & Recreation Commission
Regular Meeting Minutes – November 15, 2023

.....
This item was deleted from the Agenda.

- c. To Consider and Act on a Motion to approve dates for Parks and Recreation Commission meetings for 2024.

Motion by Commissioner Chase; seconded by Commissioner Beaupre to form a Nominating Committee. Discussion: The Commission will either wait until the May 2024 meeting to decide when to meet in June or cancel the June 19, 2023, meeting date. Voice vote: 8-0-0, all in favor. **Motion carried.**

13. Communications. -- *None*

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

Vice-Chair Stone asked three (3) times for remarks. There were none.

15. Remarks from Town Council Liaison Southard.

Town Councilor Southard remarked she was happy to be here and about the big shoes she had to fill although she was very excited.

16. Remarks from Parks & Recreation Director Bushway.

Director Bushway inquired if anyone wanted to volunteer to serve as judges for the Holiday Parade. Commissioners Hillman, Matthewson, and Schober volunteered.

17. Remarks from the Commissioners.

Commissioner Chase remarked he was very pleased with Town Councilor Southard serving as the Commission liaison and on the strong Commission advocate Mayor Bunnell. Commissioner Carver was happy that Lenny Bunnell is Mayor and Kate Southard is the Commission liaison. Commissioner Matthewson was happy that Town Councilor Southard is still serving the Commission. Commissioners Beaupre and Hillman congratulated Town Councilor Southard and welcomed her back. Vice-Chair Stone thanked Town Councilor Southard for her leadership and expressed sorrow she is no longer on the Commission but was glad to see her. He also expressed thanks to Mayor Bunnell.

18. Adjournment.

Motion by Commissioner Chase; seconded by Commissioner Carver to adjourn the meeting at 7:37 p.m. Discussion: none. Voice vote: 8-0-0, 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.**