

TOWN OF MONTVILLE
Parks & Recreation Commission
Regular Meeting – March 20, 2024 -- 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 Stone 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 Commissioners William Barlow, Jon Chase (6:33 p.m.), Morgan Matthewson, John Plikus, Deborah Schober and Chairperson Rocky Stone. Commissioners Matt Beaupre. Noah Carver and Mary Hillman were absent.

Director Peter Bushway, Town Council Liaison Kate Southard and Mayor Lenny Bunnell who arrived at 7:19 p.m. were present.

4. Adjustments to the Agenda.

Motion by Commissioner Matthewson; seconded by Commissioner Barlow to move up New Business Agenda Items 11a, 11b, and 11c to Agenda Item 6a, #1, #2, and #3, respectively. Discussion: none. Voice vote: 6-0-0, all in favor. **Motion carried.**

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

Chairperson 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 January 17, 2024.

Motion by Commissioner Schober; seconded by Commissioner Barlow to approve the Regular Meeting Minutes of January 17, 2024. Discussion: none. **Voice vote: 6-0-0, all in favor. Motion carried.**

6a. New Business (Items 11a, 11b and 11c moved up on the Agenda).

1. To Act on a Motion to Appoint William Barlow to the Community Center Building Committee, and to approve him as Chair of that Committee to replace Commissioner Stone.

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Motion by Commissioner Chase; seconded by Commissioner Schober to appoint William Barlow to the Community Center Building Committee, and to approve him as Chair of that Committee to replace Commissioner Stone. Discussion: Commissioner Chase requested feedback from Chairperson Stone on his appointment for the benefit of new Commission members. The Chairperson remarked that a request was made by the former Town Council Chair to form an exploratory committee to make recommendations to the Town Council with a price point to determine if an actual improved Community Center could come to fruition. **Voice vote: 6-0-0, all in favor. Motion carried.**

2. To Consider and Act on a Motion to Approve moving \$2,380.92 from Equipment #10730-54000 to PT Recreation Programs #10730-51073.

Motion by Commissioner Schober; seconded by Commissioner Barlow approve moving \$2,380.92 from Equipment #10730-54000 to PT Recreation Programs #10730-51073. Discussion: Director Bushway remarked the PT Recreation Program line item is used for basketball which exhausts the line items funds as a staff person must be at each location. He was unable to hire four (4) additional staff persons so he had been providing coverage. The Director explained to Commissioner Plikus that the staff persons act as a building supervisor of the parents, kids, and coaches. Chairperson Stone remarked the line item would remain at a zero balance the remainder of the year until funds are reapplied. **Voice vote: 6-0-0, all in favor. Motion carried.**

3. To consider and Act on a Motion to Approve moving \$200.00 from Summer Camp Transportation #10730-53085 to Printing #10730-53014.

Motion by Commissioner Barlow; seconded by Commissioner Plikus approve moving \$200.00 from Summer Camp Transportation #10730-53085 to Printing #10730-53014. Discussion: Director Bushway noted the bill for summer bus transportation had been paid with \$200 remaining in the line item. No funds will be spent from it to the end of the fiscal year. The Director confirmed for Commissioner Barlow that the funds from the line item were used for kids events as well as picking up kids in the morning. **Voice vote: 6-0-0, all in favor. Motion carried.**

7. Recreation Director's Report March 2024.

Recreation Director Bushway summarized items from his March 2024 report as follows: 1) He has a set of plans regarding the basketball court reconstruction with minor suggested tweaks that will be done before being put out to bid in May-June; 2) A tryout of a Tiny Mobile Robot used to line athletic fields was done by Maintenance and fields will be lined soon; 3) Public Works Director Carlson has been speaking with contractors and has one (1) bid out column and stage work at the Camp Oakdale large pavilion; 4) Noted were the names of businesses who have donated toward the Flashlight Egg Hunt to be held on March 30; and 5) Lacrosse will be combined with Norwich so three (3) fields for games may not be needed—the other fields will be used for soccer. Per a question from the Commission, Director Bushway reported that robotic lining of fields is done by GPS and takes 2-3 hours; manually it takes 5-6 hours. One (1) robotic device had a lease option for \$15,000 or a \$41,000 cost if purchased with a life span or warranty of 10 years with extra parts provided. The company knows which parts wear out quickly. See Item 6a.2 and 6a.3. Proposed guidelines for food truck vendors were submitted to the Commission and will be reviewed at the April meeting. Director Bushway reported that some vendors wanted to begin

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in February and confirmed that the guidelines applied to everyday use not for the Farmers Market. Mayor Bunnell concurred noting that we need to need to know who and what to do.

8. Report from Finance.

Per the Agenda, line item transfers were approved. See Item 6a.2 and 6a.3 of these minutes. Chairperson Stone noted that refunds for rentals of facilities was zeroed out at the end of the year but there is \$83,000+ in the Special Revenue line item. Director Bushway noted that bills still need to be paid, i.e., \$12,000 will be disbursed for dance and payment to instructors.

9. April Newsletter.

Commissioner Schober noted that the summer camp fee was increased by \$5.00 which the Director confirmed. Director Bushway also reported that ten summer camp counselors will be needed; twelve counselors from last summer will return and phone calls have been received regarding applications, included applications from two (2) adults. No feedback has been received yet from the BOE regarding use of schools for summer camp—the BOE prefers it be located at Tyl not the high school.

10. Unfinished Business.

a. Discussion of projects and funding status

Chairperson Stone noted the outstanding projects and the budget and CIP for FY2024-2025 that have not been approved yet. He also noted there is currently \$125,000 available for repair of Camp Oakdale large pavilion. The Chairperson asked whether Public Works Director Carlson had any idea why bids were not received for the entire project. Commissioner Chase commented on the small pavilion which the Chairman noted had been brought up at Public Works meetings. Chairperson Stone also noted that the Montville Parks Improvement worksheet was useful and it includes all projects in one (1) place.

b. Community Center Exploratory Committee Update

Commissioner Barlow noted discussion earlier this evening about the exploratory committee, specifically what can fit on the existing Community Center property. Commented on were two (2) basketball courts, a pool, and \$25,000 for engaging an architect for rough sketches and ideas for the project for presentation to the Commission and the Town Council. Chairperson Stone commented on a \$50,000 estimate for the same received by Director Bushway. Commissioner Schober noted a survey from years ago given to the Commission by Vice-Chair Beaupre with ideas from the public on the community center. Commissioner Barlow remarked that pool maintenance would cost \$750,000 - \$1 million a year in addition to insurance, a qualified pool company, and training for public works. Commissioner Schober remarked that a certified pool operator would also be required. The Commission discussed the importance of ascertaining the current condition of the existing community center, past Commission work, and what is or is not practical according to Commissioner Chase. Chairperson Stone noted discernment of reasonable needs of a building that is older and what are options that will fit in the existing footprint. It was noted by Commissioner Plikus that the building is rundown, the bathrooms are old (since 1949 per Director Bushway), the gymnasium has a floor and radiator covers and that Public Works has some funds and the need for a new roof. Director Bushway remarked on the current use of the community center—a Police Department substation, a storage room, Youth Services, homework room, public

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room, and a room that holds summer camp and wrestling equipment. Chairperson Stone concluded that the options are as follows: 1) tear down the existing center; 2) a new building with a pool; 3) a new building without a pool; or 4) the addition of a gymnasium.

c. Farmers Market Update

Commissioner Matthewson reported there are several food trucks and vendors who have applied for weekly or seasonal interest. Director Bushway reported on a person looking for a marketing job, possibly as an intern.

d. Carnival Committee Update

Commissioner Matthewson reported that a new carnival company has been acquired. The company does multiple fairs, has pictures of multiple rides, and appears as though it will be a better company. Vendors for horse rides will be obtained. Commissioner Matthewson is excited and reported things are looking good. Chairperson Stone noted that fried dough will be available with the new company. Additionally, a letter was drafted and sent to the former carnival company and he noted to the Commission that concerns over the years were not improved upon. Commissioner Chase inquired about the profits from the carnival, how were they used and asked whether there is any scope to designate a purpose as to what Recreation Department does with its funds that someone will support. Chairman Stone was not sure on the same. Commissioner Chase suggested use of the carnival profits for some entity on a yearly basis that is in line with the Department programs. Director Bushway responded that the carnival profits \$18,000 and spends \$9,000 and remarked on Special Revenue line item purchases. Ideas for the suggestion made by Commissioner Chase are to be considered and will be discussed again at the April Commission meeting.

11. New Business. (Items 11a, 11b, and 11c were moved up on the agenda to Item 6a, #1, #2, and #3, respectively.

d. Facility Walk Arouns

Chairperson Stone explained the purpose for the facility walk arounds for the benefit of the new Commission members. The aim is to identify and observe the conditions of the facility for improvement needs. The inspections were moved from the fall to the spring due to weather conditions. Commissioners will review the condition of the facilities as follows:

- 1) Camp Oakdale Recreation Complex.....Matthewson/Stone
- 2) Camp Oakdale Dog Park/Court Complex Schober
- 3) Mostowy Property.....Chase
- 4) Camp Oakdale Pavilion.....Plikus
- 5) Oxoboxo Brook Pavilion.....Plikus
- 6) Schofield Park.....Hillman
- 7) Desjardins Playground.....Beaupre
- 8) Community Center.....Barlow
- 9) Kobyluck Field.....Carver

e. Horton Trail

Chairperson Stone remarked that the Horton Trail has been given oversight to the Town Conservation Commission. He noted that Eagle Scout Tyler Lawton came before the Commission

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and petitioned for rehabilitation of the trail as an Eagle Scout project. Per Tyler's presentation, it was thought the trail was a Parks & Recreation facility for which the Department would have oversight. The Planning & Zoning Commission minutes described the location as a recreational trail. Although the Commission asked that approval for the same be withdrawn it was instead charged to the purview of the Conservation Commission. Chairperson Stone wrote a letter to Mayor Bunnell to seek direction on the same from the Town Attorney as the Commission has oversight of the Department facilities and works with Public Works. Further, there is no reference to oversight by the Conservation Commission of it in the Town Charter. Horton Trail is also maintained by Public Works. Chairperson Stone has asked the that the Town Council motion on the same be tabled. The Commission will be kept abreast of this matter.

12. Communications. -- *None*

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

Chairperson Stone asked three (3) times for remarks. Mayor Bunnell is awaiting a reply from the Town Attorney on the Horton Trail matter.

14. Remarks from Town Council Liaison Southard.

Town Councilor Southard remarked that she was happy about the basketball court bids and the late May/June date. She will also notify the Town Council of the request for \$25,000 for the preliminary plan for Community Center architectural plans. The Town Councilor also loved the idea of having the carnival support a scholarship because "that's what we do."

15. Remarks from Parks & Recreation Director Bushway.

Director Bushway remarked to the Commission to notify him of anyone looking for a camp counselor job. The deadline is April 12.

16. Remarks from Commissioners.

Commissioner Barlow remarked that the meeting was interesting and his appreciation of the Commission for accepting him as the Chairperson of the Community Center exploratory committee.

17. Adjournment.

Motion by Commissioner Matthewson; seconded by Commissioner Plikus to adjourn the meeting at 7:35 p.m. Discussion: none. Voice vote: 5-0-0, all in favor. **Meeting adjourned.** (Commissioner Chase left the meeting at 7:20 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.**