

**TOWN OF MONTVILLE**  
**Parks & Recreation Commission**  
**Regular Meeting – July 17, 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 6:33 p.m.

**2. Pledge of Allegiance.**

All stood and pledged the flag.

**3. Roll Call.**

Present were Chairperson Rocky Stone and Commissioners Jon Chase, Mary Hillman, Morgan Matthewson, John Plikus and Deborah Schober. Commissioner William Barlow, Vice-Chair Matt Beaupre and Commissioners Noah Carver and William Barlow were absent.

Director Peter Bushway, Town Council Liaison Kate Southard and Mayor Lenny Bunnell were also present.

**Adjustments to the Agenda was inadvertently not an item on the agenda.**

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

Chairperson Stone asked three (3) times for remarks. There were none.

**5. To Consider and Act on a Motion to Approve:**

a. The Special Meeting Minutes of June 26, 2024.

**Motion** by Commissioner Matthewson; seconded by Commissioner Hillman to approve the Special Meeting Minutes of June 26, 2024. Discussion: none. **Voice vote: 6-0-0, all in favor. Motion carried.**

**6. Recreation Director's Report July 2024.**

Recreation Director Bushway summarized items from his July 2024 report as follows:

- Construction on the Large Pavilion roof was started and completed. The roof was stripped down to the plywood and new membrane and shingles were installed.
- Summer camp is full for the remaining weeks although 30 children who have not attended were replaced by those on the waiting list.

- The next summer concert at the Large Pavilion is tomorrow July 18<sup>th</sup> featuring the band Heartland. The concert will be held from 6:30 p.m. – 8:30 p.m. and two (2) food truck vendors will be present.
- A second playground design from the company that did the one at the Community Center was received for the Desjardins Park project. He is hoping to receive another before the end of the month from a company that will remove the existing swing set. The second playground designer will not remove the existing swing set, has A-frames and will absorb liability. Town Councilor Southard will attend the meeting on July 23<sup>rd</sup> about plans for the basketball courts, large pavilion and playground projects—she arranged the meeting.

**7. Report from Finance.**

Director Bushway reported that he is still trying to obtain invoices to close the fiscal year ending June 30, 2024. August 6 is the last day of Summer Camp and is the big ticket item. As for finances for Summer Camp, two (2) weeks are attributed to FY2023-2024; the remaining four (4) weeks are accrued to FY2024-2025.

**8. August Newsletter.**

Director Bushway reported on Newsletter items as follows:

- He is working with another instructor about offering an adult fitness class at the Community Center gymnasium.
- He has yet to touch base concerning the pickleball training sessions scheduled for Saturdays at 8:00 a.m. All six (6) of courts would be used with two (2) sessions training at a cost of \$100 for 24 hours and the trainer is required to have insurance.

**Motion** by Commissioner Chase; seconded by Commissioner Hillman to offer a Pickleball Instruction Program. Discussion: Commissioner Chase noted that when the pickleball courts were first constructed use by the public was questioned. Chairperson Stone remarked that instruction will vary due to the high heat temperatures. Director Bushway reported that the setup can occur quickly and the proposed instruction schedule is July 27, August 3, August 10, and August 17 on Saturdays from 8:00 a.m. – 9:00 a.m. A beginner course can be done and Director Bushway will work on the same. If interest is high, more classes can be held. Per a question by Commissioner Chase concerning insurance for the trainer, Director Bushway reported the trainer does not do enough instruction to warrant the cost for it. **Voice vote: 6-0-0, all in favor. Motion carried.**

**9. Unfinished Business.**

- a. Discussion of projects and funding status

Chairperson Stone remarked that Agenda Items 9a, 1-4 were added to the agenda concerning LoSip programs.

- 1) Desjardins Park Basketball Court replacement  
Specifications have been obtained for one court.
- 2) Desjardins Park Playscape addition  
Two (2) bids have been obtained for the playscape.
- 3) Camp Oakdale Basketball Court replacement  
See response for Item 9a.1 above.
- 4) Camp Oakdale Pavilion repairs

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a) Roof replacement starts July 17, 2024

The roof replacement has been completed.

b) Will get color samples for siding for Commission approval

Siding for the Camp Oakdale Pavilion will be pre-colored. At this time, it is not known where the siding will be obtained. Commissioner Chase suggested having the siding samples in a public place for review; Town Councilor Southard concurred and added that a cutoff date should be determined for the review. Commissioner Chase is a proponent of having the colors for the siding and roof be consistent and noted that Public Works made a decision on the other signs. Per discussion, although Chairperson Stone suggested the colors could be reviewed at the next Commission meeting, Town Councilor Southard remarked that the decision needed to be moved along. It was noted that the original idea was to paint the Pavilion that is currently a light blue/gray color. Commissioner Chase inquired if there was a selective theme for all locations. Chairperson Stone reported that when the siding samples are obtained a special meeting of the Commission will be set.

b. Farmers Market update

Commissioner Matthewson reported that she has not gone to any of the Farmers Market events but noted that a lot of people have been attending and everyone seem happy.

c. Carnival Committee Update

Commissioner Matthewson reported that she contacted Tim of the new carnival company in order to book dates for next year's Carnival. The 2025 calendar shows a possible conflict with Father's Day. Information on the same will be provided at the next Commission meeting.

d. Facility Walk Around Presentations

1) Kobyluck Field – No report

2) Camp Oakdale Recreation Complex – No report

e. Beautification Club Request

Chairperson Stone reported that the Beautification Club has requested a list of facilities to which work will be done. At last month's meeting, Commissioner Chase noted that discussion was had about themes etc. and a starting point of Desjardins Park or a ball field. Chairperson Stone reported that the Department would have to purchase the products. Commissioner Plikus questioned what is the master plan for beautification. Chairperson Stone remarked that the stones at Camp Oakdale and Dog Park would not be changed but others may noting that Desjardins Park has construction going on and also has a need for a picnic table. Town Councilor Southard remarked that nothing will be done at the Large Pavilion but there will be other small projects with the remaining locations. Commissioner Plikus suggested that 3 – 4 projects could be done per year; Commissioner Chase asked for a formal plan and description of the type of products i.e., perennials, annuals, trees, and the cost associated with it per Chairperson Stone.

10. **New Business.**

a. To Consider and Act on Motion to formulate a Recreation Department Website Improvement Committee. The Committee shall review all pages and links on the

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town Montville CT website that relate to Recreation Department activities, and shall make recommendations for removal of obsolete information or duplicate information, adding missing information, and any other improvements they deem as improvements. The Committee shall presents these recommendations to the Parks & Recreation Commission when completed.

**Motion** by Commissioner Matthewson; seconded by Commissioner Schober to formulate a Recreation Department Website Improvement Committee. The Committee shall review all pages and links on the Town of Montville CT website that relate to Recreation Department activities, and shall make recommendations for removal of obsolete information or duplicate information, adding missing information, and any other improvements they deem as improvements. The Committee shall presents these recommendations to the Parks & Recreation Commission when completed. Discussion: Chairperson Stone reported having accessed the Recreation website and that he was disappointed by the outdated maps, lack of information on the hiking trails and remarked that items on the website are old and distorted. He also observed that there was no information about the pickleball court, the refurbished tennis courts in addition to inaccurate links and other changes. He did note that the signs were well done. Commissioner Chase inquired whose responsibility was it to update the website and where does the work begin. Director Bushway remarked that IT has sole responsibility noting he sent a quick email to them regarding the June Newsletter and said the Town Clerk receives it as well. Commissioner Chase remarked that the nature of what the Department does require more updates such as new information regarding trails and could use volunteers. He reported that the Town Council got into trouble regarding meetings of two (2) without posting agendas. Instead of a committee, the Commissioner suggested using interested people such as former Commission members. Commissioner Plikus proposed a homework assignment for the Commission to come up with five (5) bullets points for revamping the website. Chairperson Stone remarked that ideas can be formulated and given to Director Bushway to forward on to IT. **Motion to Withdraw** by Commissioner Matthewson; seconded by Commissioner Plikus. Discussion: none. **Voice vote: 6-0-0, all in favor. Motion withdrawn.** Per further discussion, Town Councilor Southard remarked that the website is really important and is the face of the Commission. Mayor Bunnell added that he wanted more people to use the website. The Town Councilor also noted that she had been asking for three (3) years to have a link to the Farmers Market for credit card use.

- b. To Consider and Act on a Motion to formulate a Job Description Review Committee. The Committee shall review all Job Descriptions related to Recreation Department activities, and shall make recommendations for revisions to these descriptions. The Committee shall present these recommendations to the Parks & Recreation Commission when completed.

**Motion** by Commissioner Matthewson; seconded by Commissioner Schober to formulate a Job Description Review Committee. The Committee shall review all Job Descriptions related to Recreation Department activities, and shall make recommendations for revisions to these descriptions. The Committee shall present these recommendations to the Parks & Recreation Commission when completed. Discussion: Chairperson Stone reported that he had asked a few months ago about review of all Department job descriptions and suggested formulating a small committee for it. Having each Commission member review one was suggested. **Motion to Withdraw** by Commissioner Matthewson; seconded by Commissioner Hillman. Discussion:

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none. **Voice vote: 6-0-0, all in favor. Motion withdrawn.** Commissioner Chase remarked that a Commission by email was problematic and instead suggested holding special meetings. Chairperson Stone remarked he did not want to take up the time of the Commission at a special meeting. Further discussion pending.

11. **Communications.**

- a. Email from Mayor Bunnell regarding kayak rental opportunity.

Chairperson Stone remarked on the information received from Mayor Bunnell regarding a kayak rental opportunity.

12. **Remarks from the Public (3-minute limit).**

Chairperson Stone asked three (3) times for remarks. Mayor Bunnell remarked that lines on the tennis courts for pickleball would be more effective for use. Chairperson Stone noted that the work on the high school tennis courts is not complete. As to the job descriptions, the Mayor suggested contact with Human Resources for the job descriptions—they were obtained from HR.

13. **Remarks from Town Council Liaison Southard.**

Town Councilor Southard remarked that she would discuss the suggestions by the Commission with the Beautification Club. She also remarked that having the tennis courts lined for pickleball would be discussed at the Town Council in addition to the playground equipment at Desjardins Park. Any proposals must go to TARP and HR as well.

14. **Remarks from Parks & Recreation Director Bushway.**

Director Bushway remarked that he met with Chairperson Stone to discuss reasons why work was being done at the pavilion per a reporter from *The Day*. The reporter will contact Mayor Bunnell on a regular basis.

15. **Remarks from Commissioners.**

Commissioner Chase liked the idea of having pickleball lines on the tennis courts and remarked if there is opposition within the next month to have the item placed on next month's meeting agenda concerning approval of use of tennis courts. Chairperson Stone will put the item on the next agenda stating he was waiting until the high school courts were done. Commissioner Chase also suggested getting a price for the pickleball lining of the tennis courts. Director Bushway noted there is an inch difference between the nets for tennis versus pickleball. Chairperson Stone reported that according to the phone application there are 714 pickleball members; Commissioner Chase expressed that he hoped the tennis court users will not be cut off from use of the courts.

16. **Adjournment.**

**Motion** by Chairperson Stone; seconded by Commissioner Plikus to adjourn the meeting at 7:38 p.m. Discussion: none. **Voice vote: 6-0-0, all in favor. Meeting adjourned.**

Respectfully submitted by,

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Gloria J. Gathers

Town of Montville -- Recording Secretary/Minutes Clerk

**AN AUDIO RECORDING OF THE MEETING IS AVAILABLE ON  
THE TOWN OF MONTVILLE WEBSITE.**