

**TOWN OF MONTVILLE**  
**Parks & Recreation Commission**  
**Regular Meeting – August 21, 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 6:39 p.m.

**2. Pledge of Allegiance.**

All stood and pledged the flag.

**3. Roll Call.**

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

Also present were Director Peter Bushway and Mayor Lenny Bunnell. Town Council Liaison Kate Southard was absent.

\*\*Adjustments to the Agenda was inadvertently omitted as 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 Regular Meeting Minutes of July 17, 2024.

**Motion** by Commissioner Matthewson; seconded by Commissioner Schober to approve the Regular Meeting Minutes of July 17, 2024. Discussion: none. **Voice vote: 5-0-0, all in favor. Motion carried.**

b. The Special Meeting Minutes of July 24, 2024.

**Motion** by Commissioner Matthewson; seconded by Commissioner Plikus to approve the Special Meeting Minutes of July 24, 2024. Discussion: none. **Voice vote: 5-0-0, all in favor. Motion carried.**

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

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

- Summer Camp has ended and was successful with 260 campers although 230 attended every week, except for the second week of camp. There was a waiting list for

..... attendees and the weather was either hot or wet. There were 15-17 children on the autism spectrum that required extra training. Chairperson Stone asked if one staff person was sufficient; Director Bushway reported that staff person Patrick who works in the field at Murphy School was able to work with the children. One child who required one-on-one attention was unable to attend the camp.

- Two (2) proposals for the Desjardins playground project were presented to the Commission in the meeting packet and Chairperson Stone has the information on the small pavilion.
- The community booklet will go out on September 5<sup>th</sup> to Montville residents and will also be an insert in the Montville Times.
- The Summer Concert series will conclude tomorrow with the band Branded—Country that Rocks.
- There have been inquiries about Trick-or-Trunk and the Department is making ready for the fall programs.

**7. Report from Finance.**

Chairperson Stone asked Director Bushway to provide the fund balance for line item #79999 estimated at \$85,000 and how to allocate it. The Director reported that \$5,000 has been earmarked for fall programs.

**8. August Newsletter.**

Director Bushway reported on the August Newsletter items and noted having received an email about the Race Day for September 8<sup>th</sup> or 9<sup>th</sup>. The Director sent a mass email today about the race and will send another email as well as post the event on the Facebook page. Registration for the race has been open for two (2) weeks and notice of it is on the electronic boards. Chairperson Stone requested separating the dance and yoga information if an additional page is added for the road race as those programs are two (2) separate things. Director Bushway reported that per feedback received the newsletter is too long.

**9. Unfinished Business.**

a. Discussion of projects and funding status:

1) Desjardins Park Basketball Court replacement

The bid for the basketball court will go second; the Camp Oakdale bid is ready to go. There is an advantage for doing the bids separately as the CLA engineer specifications and bid are nearly done. An estimate was also given by CLA for the hoops that are less than estimated.

2) Desjardins Park Playscape addition

Last week, the Town Council agreed to waive the bids for the Desjardins playscape. The two (2) bids obtained for the playscape are both below \$30,000. The Boss company can be ready in 3-4 weeks but the Richardson company will not be available until November. Additionally, Boss will relocate the existing swing. **Motion** by Chairperson Stone; seconded by Commissioner Matthewson to select the playground bid for Desjardins Park. Discussion: As to the question about picking colors for the playscape, it was noted that Desjardins Park is a neutral color and the green and gray colors would complement it as opposed to the red and blue colors. **Motion to Amend** by Chairperson Stone; seconded by Commissioner Matthewson for approval of the Boss playscape bid to include the selection of the colors green and gray for the equipment. **Roll Call**

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**vote:** *In favor:* Commissioners Carver, Matthewson, Plikus, Schober and Stone. *Opposed:* none. 5-0-0. **Motion approved. Motion to Approve Original Motion as amended** by Chairperson Stone; seconded by Commissioner Carver. **Roll Call vote:** *In favor:* Commissioners Carver, Matthewson, Plikus, Schober and Stone. *Opposed:* none. 5-0-0. **Motion approved.**

3) Camp Oakdale Basketball Court replacement

See response for this Agenda item under Item 9a.1.

4) Camp Oakdale Pavilion repairs

a) Siding on order

The roof replacement has been completed and the siding is on order.

b) Electrical Upgrades

Chairperson Stone reported that the power panels are in good shape but other electrical work requires replacement. Public Works Director Carlson has obtained three (3) competitive bid estimates that the Public Works Department will approve. Public Works has asked Parks & Recreation to fund the project from its Special Revenue line item #79999, an amount up to \$22,000. **Motion** by Chairperson Stone; seconded by Commissioner Matthewson to authorize the expenditure of up to \$22,000 to upgrade electrical service at the Camp Oakdale Pavilion. Discussion: The electrical upgrade will include Pavilion light poles, external lighting and outlets on the posts to bring it up to code. Interior wood repair is a separate project that will require power washing and lighting to make the area pop. There is an urgency to get the bids for this project so the siding can be installed on Monday. Mayor Bunnell is awaiting a call tomorrow for the third bid. **Roll Call vote:** *In favor:* Commissioners Carver, Matthewson, Plikus, Schober and Stone. *Opposed:* none. 5-0-0. **Motion approved.**

b. Farmers Market update

Commissioner Matthewson reported that she has not attended any of the Farmers Market events but has heard good things and noted it is growing in popularity.

c. Carnival Committee Update

Commissioner Matthewson reported that she has heard back from Tim of the carnival company who is getting final dates for 2025. It appears that the Carnival may be scheduled for Fathers' Day weekend but she is still making a push for the third weekend in June.

d. Facility Walk Around Presentations

1) Kobyluck Field

Commissioner Carver reported that the fences at Kobyluck Field are a little bent and there is wood damage in the dugouts, but people were playing on the field and enjoying themselves.

2) Camp Oakdale Recreation Complex

Commissioner Matthewson reported on the Camp Oakdale Recreation Complex which she and Chairperson Stone toured. The Commission was given a slide show handout of the areas observed that are not drastic but require some improvement as follows:

- Grass in the parking lot cracks and parking lines that are not clear need attention.
- A kiosk field sign post next to trail entrances does not contain trail maps and another has no signage indicating it is a trail.

- Another ‘trail’ is not a defined pathway.
- The playground and baseball areas are in good condition--the playground fence behind the swing set and the big tree could house a second activity area or a board like that added at Fair Oaks—another substance for the ground was suggested as the wood chips cause splinters.
- The Public Works shed roof needs replacing and the shed needs cleaning—park one pickup is in that area and once the new shed is done the old one will be removed.
- Field #2 is nice, open, and well maintained.
- The number seven field sign is broken and needs to be replaced.
- The bathrooms look clean and well maintained but could be beautified with shrubs and flowers—a question concerning the AED sign, not 911, and whether it is standard was addressed by Director Bushway.
- Field #1 is nice, open, and well maintained—netting may be needed for the tree line, a fraction of the cost of fencing.
- Only one (1) sign in the complex addressed no smoking and no dogs.
- The Camp Oakdale kiosk should contain a complete map of the camp field and trail locations—there is no defined entrance as the whole area is a parking lot.

Per a handout from Chairperson Stone, work descriptions for the Camp Oakdale Complex and its trails with the addition of new items highlighted in red have been identified as small projects for completion this year. Items were also identified in the last fiscal year but most of them were not done. The highlighted items will be sent to Public Works for approval. Commissioner Schober suggested the trail items as potential scout projects.

e. Beautification Club Request

Chairperson Stone reported that nothing has been identified as of yet for beautification of the Department facilities nor are there plans yet for the bathrooms per Director Bushway.

f) Job Description Committee

- 1) Carver, Chase, Hillman, Stone

Chairperson Stone remarked that time for meetings concerning job descriptions will begin in the next few months.

g) Website Improvement

Chairperson Stone asked the Commission at its last meeting for suggestions and ongoing discussion concerning time and tools for website improvement. Mayor Bunnell reported that the IT Department operates the website and he welcomed the Commission to review the websites of other towns. Another concern is that old maps of the facilities are still posted nor is there information regarding pickleball or the Mostowy Property. Also, the stonewall for this property has been opened but there is no signage but recommendations will be made at some point.

10. **New Business.**

- a. To Consider and Act on Motion to change the start time of the October 16, 2024 meeting from 6:30 p.m. to 5:00 p.m.

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**Motion** by Commissioner Stone; seconded by Commissioner Matthewson to change the start time for the October 16, 2024 meeting from 6:30 p.m. to 5:00 p.m. Discussion: Another day for the meeting can be chosen and readjusted at the September meeting. **Motion withdrawn. Motion** by Chairperson Stone; seconded by Commissioner Carver to reschedule the October meeting to the 9<sup>th</sup> at 6:30 p.m. as a special meeting. Discussion: none. **Roll Call vote:** *In favor:* Commissioners Carver, Matthewson, Plikus, Schober and Stone. *Opposed:* none. 5-0-0.

b. Discussion of Friday Night dance class request/proposals.  
Chairperson Stone reported that he and Director Bushway have spoken regarding the request/proposal for a Friday night dance class. The request came from the current dance instructor to hold advanced classes. The expansion would mean three (3) classes from 4:30 p.m. – 6:30 p.m. and a fourth class at 6:30 p.m. and if some adult classes become popular. It will be determined if the classes will always be on Friday night or if there is a possibility to juggle the schedule. Commissioner Schober noted she read the request letter as if another class would take the time slot which is not true per Chairperson Stone. The Chairperson received an email from Director Bushway on July 31 noting he respected the Director’s opinion on this matter. Additionally, the schedule is not guaranteed may need to be reworked. Director Bushway remarked that the Friday schedule of classes would be a test as the instructor would be in two (2) rooms seven (7) days a week. On Saturday morning, there are three (3) to four (4) classes it was noted the instructor was asked to pick another day other than Friday. As to schedules and attendance as questioned by Commissioner Schober and Chairperson Stone respectively, the classes will be eight (8) weeks and would vary on the ages, types of classes and experience levels. Currently, there are 132 children in the program and many take 2 – 5 classes as of the last full session that ended in June. Also, thirty percent of the participants are nonresidents. **Voice vote: 5-0-0, all in favor. Motion carried.**

c. Discussion of plan and method of funding to add Pickleball Court lines on the two Tennis Courts.  
Chairperson Stone remarked on the request by Director Bushway for pickleball court lines on the two (2) tennis courts a means for funding it. **Motion** by Chairperson Stone; seconded by Commissioner Carver to authorize an expense of \$3,000 from the Special Revenue, line item #79999 to add pickleball lines to the two (2) tennis courts on Simpson Lane. Discussion: none. **Roll Call vote:** *In favor:* Commissioners Carver, Matthewson, Plikus, Schober and Stone. *Opposed:* none. 5-0-0. **Motion approved.**

11. **Communications.**

a. Letter from Dance Student parents.

This item was discussed under Agenda line item 12.b.

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

Chairperson Stone asked three (3) times for remarks. Resident Katie Holmes of 22 Fox Hollow Drive, Oakdale thanked the Commission for its approval of the Friday dance class. Her daughter has been wanting to take the feeder class and the instructor was aware of the conflict with Saturday soccer. She also noted that the Friday dance class would be willing to use any location within the Parks & Recreation schedule. Mayor Bunnell a Commissioner to meet with the IT Director with

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comments/suggestions as to proposed changes. As to the Camp Oakdale report, the Mayor remarked that too many items have been on the list for some time but recommends that it remains on the agenda with a report given each month on the status of the items. Director Bushway to report to the Mayor on the same to make sure progress is made. Mayor Bunnell also remarked on the broken sign that has been there for a while and needs to be fixed. Also, the kiosks are in place but they need to be put to use. Chairperson Stone will send the facility report to the Mayor who remarked it will take encouragement and direction to get things done. Commissioner Plikus suggested that the facility list is prioritized for the items that need to be done and would afford the most bang for the buck. Chairperson Stone reported that he has been keeping track for the past two (2) years but noted funds are required for some of the items deemed as part of the CIP and some projects have been on the list for 3 – 5 years. Now that the walkarounds are complete the list will be reprioritized. Commissioner Plikus would be agreeable to having one (1) project done per month.

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

Town Councilor Southard was absent from the meeting.

14. **Remarks from Parks & Recreation Director Bushway.** -- None

15. **Remarks from Commissioners.**

Commissioner Plikus remarked that the Commission should create a list of items to get tasks done.

16. **Adjournment.**

The meeting ended at 8:03 p.m. without a quorum. Commissioner Matthewson left the meeting early at 7:54 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.**