

TOWN OF MONTVILLE
Parks & Recreation Commission
Regular Meeting – November 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 6:34 p.m.

2. Pledge of Allegiance.

All stood and pledged the flag.

3. Roll Call.

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

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

4. Alternations to the Agenda

Motion by Chairperson Stone; seconded by Commissioner Carver to add Unfinished Business Agenda Item 10.F, “Program and Facility Fees.” Discussion: none. **Voice vote: 6-0-0, all in favor. Motion carried.**

Motion by Chairperson Stone; seconded by Commissioner Carver to add to Unfinished Business Agenda Item 10.G,” Community Center.” 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 Special Meeting Minutes of October 9, 2024.

Motion by Commissioner Barlow; seconded by Commissioner Carver to approve the Special Meeting Minutes of October 9, 2024. Discussion: none. **Voice vote: 6-0-0, all in favor. Motion carried.**

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

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

7. **Recreation Director's Report November 2024.**

Recreation Director Bushway reported on items from his November 2024 report as follows:

- Trick or Trunk went well and had a huge crowd as well as positive feedback from several attendees about the displays and the organization. A resident voiced having attended two (2) others of this event in the area but stated that ours was the best.
- The bid posting date is now scheduled for December 10th, not December 4th for the Desjardins Basketball Court. The bid notice will be in tomorrow's newspaper.
- Tryouts for youth basketball will start soon with recreation and travel teams being offered--kids can play in both leagues.
- The Holiday Parade is scheduled for December 8th and there are currently 13 or 14 floats signed up. The music director will use the meeting room from 3:30 p.m. to 4:30 p.m. to practice/warmup ahead of time. The Dance Program will perform from 4:30 p.m. to 5:00 p.m.
- Disc golf targets have been set up—three (3) are in the ground temporarily and another will be added in the former basketball court area.
- The lights over the courts are on from 5 p.m. to 10 p.m. The tennis/pickleball court areas will be winterized last.

8. **Report from Finance.**

Director Bushway reported that there were no big changes from last month. Chairperson Stone asked why basketball was not listed; the Director explained that it was most likely due to ongoing open registration. Signups are on the last page of the WebTrac website. It was also noted that registrant numbers may not coincide with fees collected as some may be taking multiple classes within the same overall title, i.e. multiple dance classes. The Chairperson asked for balances each month for the programs; Mayor Bunnell noted that the Finance Director should be back at the end of the month stating the ask is unachievable now due to the number of other requests but should not be a problem once the Finance Director begins.

9. **November Newsletter.**

Director Bushway commented on the Sing-along prior to the Holiday Parade, the Holiday Light Contest that has three (3) participants registered and the addition of two (2) more floral arranging classes with eight (8) participants in each class. The Scavenger Hunt information will go out the end of next week and the businesses involved are happy to do it. Currently there are 35-45 bears to be collected. The Memorial Tree event will occur the weekend after the parade. Ornaments left on the tree will be collected and saved. There are two (2) volleyball courts at Tyl that are being used with six (6) players on each team. There are 48 players participating. With discussion spearheaded by Chairperson Stone, the question arose again as to why all of the programs are not being equally advertised so all programs are promoted. Noted was the half-page for yoga. Director Bushway reported that per feedback the newsletter is too long. Commissioner Schober suggested listing all programs without pictures.

10. **Unfinished Business.**

- a. Projects and funding status:
 - 1) Desjardins Park Basketball Court replacement

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Director Bushway noted the setback as the project did not go out to bid when originally planned but is slated to go out tomorrow. Chairperson Stone referenced the estimated costs in addition to the engineers' belief that they could not get the equipment.

2) Desjardins Park Playscape addition

Chairperson Stone reported the new Desjardins playscape/swing set is complete and asked whether there is a new picnic table—at some point a durable, plastic one will be considered.

3) Camp Oakdale Basketball Court replacement

Chairperson Stone reported that 1-2 coats of paint have been done at the basketball court, but another is needed. New baskets will be purchased but will not be put on the hang lines.

4) Camp Oakdale Pavilion repairs

Chairperson Stone reported that the repairs at Camp Oakdale have been completed and everything is beautiful including the bathrooms and the Small Pavilion.

5) Temporary Disc Golf at Dog Park

Chairperson Stone noted the disc golf is installed although the Commission did not authorize it to happen. **Motion** by Chairperson Stone; seconded by Commissioner Matthewson to accept the offer to put temporary disc golf targets behind the pickleball courts. Discussion: The Chairperson noted that advertising should go out on the same. Director Bushway responded to questions stating he has 24 targets in his office but only one (1) is needed in order to play. Additional questions as to whether interested participants can pick them up or to just leave them in a box at the site. It was suggested that one (1) each is supplied to start.

b. Job Description Committee

1) Carver, Chase, Hillman, Stone

Chairperson Stone noted that scheduling is not working for some members.

c. Website Improvement

Chairperson Stone reported that nothing has really been done regarding this item.

d. Carnival Committee Update

Per a question by Commissioner Matthewson, Director Bushway reported he has not had time to review the 2025 contract with rosters and schedules to complete. Plus, he will be gone next week. Chairperson Stone remarked that the contract is a 5-year one with the date for the event remaining the same. Schedules can be coordinated ahead of time including securing food trucks that will make planning easier. Also mentioned was another vendor that was recommended by the Director given the problems nailing done a date for 2025.

e. Park Master Plan

Chairperson Stone remarked that he was not sure who took action on this item, but nothing has been done yet.

f. Programs and Facility Fees

Chairperson Stone reported that Director Bushway had compiled a list of rates by others town when the subject was brought up about fees for rental of the pickleball courts that did not come to fruition according to the Director. The list of items that can potentially be rented will be presented to the Commission at its next meeting. Per a question by Commissioner Schober, the Director explained that East Lyme splits their pavilion rentals--\$50 for a half day—that is something the Commission can consider.

g. Community Center

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Chairperson Stone spoke with the Town Council Chair on this item to get an update; Town Councilor Southard will follow-up on this matter. Three (3) on the committee will have to be interviewed. Commissioner Schober asked how much the Town makes per program and who sets the rates. Chairperson Stone wants the project to keep moving forward.

11. New Business.

- a. To Consider and Act on a Motion to set the 2025 regular monthly meeting dates of the Parks & Recreation Commission. The scheduled meeting dates are as follows: January 15, February 19, March 19, April 16, May 21, June 18, July 16, August 20, September 17, October 8, November 19, December 17. All meetings will be held at 6:30 p.m. in the Town Council Chambers.

Motion by Chairperson Stone; seconded by Commissioner Carver to set the 2025 regular monthly meeting dates of the Parks & Recreation Commission. The scheduled meeting dates are as follows: January 15, February 19, March 19, April 16, May 21, June 18, July 16, August 20, September 17, October 8, November 19, December 17. All meetings will be held at 6:30 p.m. in the Town Council Chambers. Discussion: Director Bushway noted that June 18 is two (2) days before the Carnival. The Chairperson noted that there is a Town Council conflict on October 8 but the Town Clerk noted it does not conflict with the holidays. **Voice vote: 6-0-0, all in favor. Motion carried.**

- b. To Consider and Act on a Motion to set the 2025 regular monthly meeting dates of the Parks & Recreation Commission Carnival Committee. The scheduled meeting dates are as follows: January 8, February 5, March 5, April 9, May 7, June 4, July 11, November 5. All meetings will be held at 6:00 p.m. in Room 102.

Motion by Commissioner Carver; seconded by Commissioner Matthewson to set the 2025 regular monthly meeting dates of the Parks & Recreation Commission Carnival Committee. The scheduled meeting dates are as follows: January 8, February 5, March 5, April 9, May 7, June 4, July 11, November 5. All meetings will be held at 6:00 p.m. in Room 102. Discussion: Chairperson Stone remarked that the Carnival Committee meetings are not held year round and that he reviewed the schedule with the Town Clerk who saw no conflicts with the dates. He also noted the meetings will be held in Room 102, not Room 108. **Voice vote: 6-0-0, all in favor. Motion carried.**

- c. To Consider and Act on a Motion to set the 2005 regular monthly meeting dates of the Parks and Recreation Commission Job Description Committee. The scheduled meeting dates are as follows: January 15, February 15, March 19, April 16, and May 21. All meetings will be held at 5:30 p.m. in Room 102.

Motion by Chairperson Stone; seconded by Commissioner Carver to withdraw the proposed schedule set for the 2005 regular monthly meeting dates of the Parks and Recreation Commission Job Description Committee. The scheduled meeting dates are as follows: January 15, February 15, March 19, April 16, and May 21. All meetings will be held at 5:30 p.m. in Room 102. **Voice vote: 6-0-0, all in favor. Motion withdrawn.**

7. Communications.

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Town Councilor Southard remarked that at the Town Council meeting last week, Resident Carol Howard commented on having attended the football game and was impressed with the facilities.

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

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

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

Town Councilor Southard wished everyone a Happy Thanksgiving and hoped to see everyone at the Holiday Parade. She reported that the final Holiday Market went well with a lot of people and vendors in attendance.

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

Director Bushway reported that the Holiday Market went well and remarked he would be attending the State Conference on Monday, December 12. He also reported that he would touch base with the mirror company discussed previously regarding the Carnival and with companies that do master plans to find out what additional funding would be needed. He also wished everyone a Happy Thanksgiving.

11. **Remarks from Commissioners.**

Commissioner Carver reported that the Southeastern Connecticut Council of Government (SECCOG) is putting together a green space map of all the green spaces in Southeastern Connecticut that would be cool to put on the webpage, website or hyperlink on the newsletter for those interested. Commissioner Barlow wished that everyone enjoys and has a Happy Thanksgiving. Commissioner Matthewson wished everyone a Happy Thanksgiving and remarked she was happy to be at the meeting. Chairperson Stone wished everyone a Happy Thanksgiving and remarked on the great work completed by the Commission and Public Works and the support from the Town Council and Mayor Bunnell.

12. **Adjournment.**

Motion by Chairperson Stone: seconded by Commissioner Carver to adjourn the meeting at 7:32 p.m. Discussion: none. **Voice vote: 6-0-0, 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.**