

**TOWN OF MONTVILLE**  
**Parks & Recreation Commission**  
**Regular Meeting – December 18, 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 6:31 p.m.

**2. Pledge of Allegiance.**

All stood and pledged the flag.

**3. Roll Call.**

Present were Chairperson Rocky Stone and Commissioners William Barlow, Jon Chase, John Plikus, Mary Hillman and Deborah Schober. Vice-Chair Matt Beaupre and Commissioners Noah Carver and Morgan Matthewson 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 Hillman to add New Business Item 6.E, “Nomination of Officers—Chair, Vice-Chair, Secretary” Discussion: none. **Voice vote: 6-0-0, all in favor. Motion carried.**

**Motion** by Chairperson Stone; seconded by Commissioner Plikus to correct Item 10 to read **January** Newsletter. 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. New Business**

- a. Montville Girl Scout Troup 63416 Project Presentation, Inclusive Swing at Montville Community Center.

Montville Girl Scout Junior Troup 63416 members Hannah Booth, Haley Miller, Jarhya Johnson, Rylee Borkenhagen, and Sophia Graves accompanied by Troop Leaders Elizabeth Booth and Jennifer Kollwitz gave a presentation on having an inclusive swing at the Community Center. “People with disabilities should be able to play” was noted by one of the scouts. The plan is to install the swing near the existing playset or if possible, attach it to the existing playset. The Troop will reach out to local businesses for support. Recreation Director Bushway reported he has looked

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at a couple of swing sets and noted there is plenty of room for the inclusive playset, but he will check with the Building Department on the same. He also noted permission does not need to be obtained to install the playset, per a question by Chairperson Stone. Commissioner Chase suggested working with Public Works Director Carlson concerning the location for the playset. **Motion** by Commissioner Chase; seconded by Commissioner Schober to support Montville Girl Scout Junior Troop 63146 to pursue the addition of an Inclusive Swing at Montville Community Center and to work with Public Works on the project. Discussion: none. **Voice vote: 6-0-0, all in favor. Motion carried.**

- b. The Parks and Recreation Commission hereby resolves to recommend to the Town Council to authorize up to \$5,000 from the Special Revenue Account, #79999-53038 for the purpose of performing the following maintenance to the Soccer Field shed at Camp Oakdale. (Public Works Request)

- 1) Power wash, Scrape, Prime, 2 Top Coats of paint, replace defected wood trim with Synthetic Trim, other incidentals up to authorized amount.

**Motion** by Commissioner Schober; seconded by Commission Chase regarding a request by Public Works to recommend to the Town Council to authorize up to \$5,000 from the Special Revenue Account, #79999-53038 for the purpose of performing the following maintenance to the Soccer Field shed at Camp Oakdale--Power wash, Scrape, Prime, 2 Top Coats of paint, replace defected wood trim with Synthetic Trim, other incidentals up to authorized amount. Discussion: This request came from Public Works Director Carlson who had no maintenance funding for the wear and tear on the shed. The anticipated cost is \$3,500 but a little extra has been included for the project as the Public Works Director does not ask for much, per Chairperson Stone. Commissioner Chase noted the Commission is working to maintain what we have. Commissioner Barlow asked if Public Works will be doing the work; Chairperson Stone noted that the paint will be same color as the existing one for uniformity. **Voice vote: 6-0-0, all in favor. Motion carried.**

- c. To Consider and Act on a Motion to appoint William Barlow to the Community Center Building Committee (Town Council Request).

**Motion** by Commissioner Chase; seconded by Commissioner Schober. Discussion: Chairperson Stone noted that there was no intent to exclude anyone for the appointment. He remarked on the past experience of Commissioner Barlow in New London and his ability to interface with the Committee and carry the project. **Voice vote: 6-0-0, all in favor. Motion carried.**

- d. Instructor/1099 Contract Revisions

Chairperson Stone reported that feedback from the Town Attorneys is still pending. Mayor Bunnell reported that he had spoken to and reminded the attorneys today on having a better contract.

- e. To Consider and Act on a Motion for Nominations of Officers – Chair, Vice-Chair, Secretary.

**Motion** by Chairperson Stone; seconded by Commissioner Hillman for nomination of officers as follows: Chairperson Rocky Stone; Vice-Chair Bill Barlow; Secretary Morgan Matthewson. **Motion Withdrawn.**

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**Motion** by Commissioner Chase; seconded by Commissioner Schober to move approval of the following slate of officers at the next meeting of the Commission on January 15, 2025-- Chairperson Rocky Stone; Vice-Chair Bill Barlow; Secretary Morgan Matthewson. Discussion: none. **Voice vote: 6-0-0, all in favor. Motion carried.**

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

- a. The Meeting Minutes of November 20, 2024.

**Motion** by Commissioner Schober; seconded by Commissioner Hillman to approve the Regular Meeting Minutes of November 20, 2024. Discussion: none. **Voice vote: 6-0-0, all in favor. Motion carried.**

**8. Recreation Director's Report December 2024.**

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

- The final coat is down at the Desjardins Park basketball court that had been removed. A change was discussed about the basketball hoops to perforated aluminum, but it was agreed that the hoops installed at Camp Oakdale will be replicated at Desjardins Park. Chairperson Stone commented on the basketball poles laying at the park. The Chairperson also reported that the bid for Desjardins Park came back at \$55,000 more than the \$30,000 allocated. Director Bushway reported that funds remaining from the Camp Oakdale project would be reallocated to Desjardins and he noted work was being done at Desjardins without a signed contract. Mayor Bunnell asked Director Bushway to speak with the Finance Director as to what the contractor wanted. He also reported that CLA had rejected the Desjardins bid as being too much. Commissioner Plikus asked whether there are two (2) separate bids for Desjardins Park. Chairperson Stone reported that the asphalt has been taken up at Desjardins Park, but the contract has yet to be awarded—Director Bushway added that the contractor had anticipated getting the other contract. Commissioner Chase asked if there is a time limit for use of the court at night—Director Bushway reported there are no lights there but explained the lighting currently in the area.

- Basketball season is in full swing although some time has been lost at schools—Tuesday and Friday only due to travel team games on Monday, Tuesday and Wednesday. The basketball schedule has been redone and conversation was had with the Athletic Director at Tyl that has hoops that the youth cheerleaders are using now. Per a question by Commissioner Barlow, Director Bushway explained that the travel teams are 6<sup>th</sup> through 8<sup>th</sup> grade students, noting that the 6<sup>th</sup> and 7<sup>th</sup> grade girls' teams are really good. The Director added that schedules for gymnasium time is done through the schools not through his office and spoke about lost time at Oakdale. Discussion followed prompted by Commissioner Hillman that the Recreation Department is supposed to have priority and asked why that is not being done. Commissioner Chase added that the Town Charter carves out the authority of the Department and asked why the Board of Education was doing otherwise. Director Bushway reported that Monday and Wednesday are dedicated to the 5<sup>th</sup> grade team and play cannot occur at Oakdale as that gym is the smallest. Commissioner Hillman noted that she coached and ran a travel team and that the teams must pay for use of the facilities. Chairperson Stone asked whether each school schedules its own time. Commissioner Chase asked whether the Director needed anything from the Commission on this matter. Director Bushway reported he has given up some time for Tyl. Commissioner Barlow suggested contact with St. Thomas More regarding space for practice and games; Commissioner Hillman suggested contacting the Mohegan Tribal Community Center that must have tribal members.

**9. Report from Finance.**

Director Bushway reported that the refund line item is 97% exhausted and that rentals have been great, but the line item will be overspent. He remarked on an increase to line item #53053 in the next budget cycle as expenses come out of the general fund.

**10. January Newsletter.**

Chairperson Stone remarked on the current events and expansion of them by the addition of information on all the Recreation programs. He also notice that gymnastic registration for residents and nonresident is the same date, January 7th. Director Bushway noted that date should be the 10<sup>th</sup>. The Chairperson also noted that on page with the ongoing programs, classes beginning on November 9 should be removed.

**11. Unfinished Business.**

a. Projects and funding status:

1) Desjardins Park Basketball Court replacement

Chairperson Stone remarked that this item had already been discussed. Director Bushway that \$9,000 at this park will be used to widen the parts through Public Works funds so a mower can access it.

2) Camp Oakdale Basketball Court replacement

Chairperson Stone reported that he had taken pictures of the courts today.

b. Job Description Committee

1) Carver, Chase, Hillman, Stone

Chairperson Stone reported that a date is still pending.

c. Website Improvement

Chairperson Stone reported there has been no progress on this item.

d. Carnival Committee Update

Chairperson Stone reported that there is a 5-year contract with carnival vendor but the dates for the years 2-5 are blank on the contract. Director Bushway noted that the contract has not been signed for that reason.

e. Park Master Plan

Chairperson Stone asked whether CLA is looking at the Park Master Plan; Director Bushway reported he has yet to speak with them but did see a vendor at the conference he attended a few weeks ago. Mayor Bunnell reported he did speak with CLA regarding a report on the plan. Commissioner Chase asked about the scope for the plan as a lot of money is spent by the Town on plans with none left for implementation. He remarked he wants to see landscaping improvements or what can be done now and over the next few years. The Chairperson reported there are plans for a pergola for the last pavilion. Commissioner Chase remarked that plans need interest and direction for improvement of that exclusive area. Chairperson Stone remarked that there is still \$25,000 in place for the Community Center through ARPA funds that he does not want to see disappear as it was told that \$50,000 was needed for the center. The Town Council will ultimately decide on the focus for planning and funds and Mayor Bunnell is supportive, per Commissioner Chase. As the question by Commissioner Barlow as to the next step, Commissioner Chase remarked some steps are known; e.g. plans by Town Engineers years are to pave the entire area

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but there was pushback from Public Works. Chairperson Stone noted the conflict regarded handicap accessibility; Mayor Bunnell is pressing the engineers to get the plan done.

**12. Communications.** -- None

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

Chairperson Stone asked three (3) times for remarks. Mayor Bunnell reminded the Commission that CLA was working on the Parks Master Plan as we speak.

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

Town Councilor Southard remarked that she does attend the Board of Education meetings. She wished everyone a Merry Christmas and to be safe.

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

Director Bushway remarked on the two (2) choruses (50 people) from the schools who sang prior to the Holiday Parade. He also commented on the band and all of those present who were singing. He was happy to see the schools participating.

**16. Remarks from Commissioners.**

Commissioner Barlow wished everyone a safe and happy holiday. Commissioner Hillman wished everyone a happy holiday. Chairperson Stone thanked Mayor Bunnell, the Commission, and the Recording Secretary stating a lot of work was done this year. He wished everyone a happy holiday.

**17. Adjournment.**

**Motion** by Chairperson Stone: seconded by Commissioner Barlow to adjourn the meeting at 7:39 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.**