

AMENDED – 10/07/2025

**TOWN OF MONTVILLE
Parks & Recreation Commission
Regular Meeting – September 17, 2025 -- 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, Vice-Chair William Barlow and Commissioners Matt Beaupre, Noah Carver Mary Hillman, John Plikus and Deborah Schober. Commissioners Jon Chase and Morgan Matthewson were absent. A quorum was present.

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

4. Alternations to the Agenda

Motion by Chairperson Stone; seconded by Commissioner Carver to add New Business, Item 1, Discussion of potential classes from Owl Wise Botanicals. Discussion: none. **Voice vote: 7-0-0, all in favor. Motion carried.**

5. Remarks from the Public regarding items on the Agenda (3-minute limit). None

6. To Consider and Act on a Motion to Approve:

a. The Meeting Minutes of August 20, 2025.

Motion by Vice-Chair Barlow; seconded by Commissioner Plikus to approve the Regular Meeting Minutes of August 20, 2025. Discussion: none. **Voice vote: 7-0-0, all in favor. Motion carried.**

7. Recreation Director's Report September 2025.

Recreation Director Bushway reviewed his September 2025 report as follows:

- Work on Camp Oakdale Field #4 began on Tuesday, September 16 that will result in losing one (1) season of play. Per discussion with Public Works and the Town Engineer, three (3) diagonal low areas of the field that can not be accessed by camera will be top dressed in loam and a fast growing seed within a week in hopes it will be ready by the second week in April as the field is used for soccer. This solution was proposed in hope of solving the drainage problem and remedy not having to dig up the entire field.

- The first draft of the CIF Grant has been completed and sent to the Mohegan Tribe grant writer who has responded back with comments. The grant application contains 48 questions and additional information and updated costs for CIP items are being obtained by the Director. Items to be removed from the CIF grant include the parking lot, large pavilion, pickleball/tennis courts and Field #7 if there is enough funding. Added will be a 10-station exercise course along the trails and/or perimeter and an additional or upgraded camera. Recreation Director Bushway reported on an incident that occurred this morning at the site. Public Works personnel reported seeing two (2) boys riding electric bikes on the field that caused damage. The boys then went into the bathroom for eight (8) minutes and while there broke the handicap bar used for standing. Upon review of the camera footage, the boys could not be identified due to its quality.
- Foundation work for the building at Camp Oakdale has begun. The area will be backfilled, and it is hoped that the building will be ready for use by December.
- The Community Booklet is now available to the public by mail and the Department website.
- Reported were the following upcoming events—Pumpkin Decorating, Trick-or-Trunk, and the Holiday Parade. An appropriate permit has been obtained to close the street for the parade.

Recreation Director Bushway responded to Commissioner Plikus as to whether pipes on Field #4 were exposed. The Director explained that they were viewed on the left side near the Mostowy Property via camera but not in the diagonal areas as he explained earlier. He also noted that most drainage precipitates near the parks garage. As to whether the drainage areas will be explicitly verified, the diagonal line method is the initial step toward resolution.

8. Report from Finance.

Recreation Director Bushway reported that the Department finances are on schedule with no large expenditures foreseeable. The Special Revenue line item will revert back slowly to its former level of 1 ½ years ago. The Director also confirmed that all expenditures are complete.

9. August Newsletter.

Recreation Director Bushway reported that the Farmers Market schedule is not included in the newsletter and noted that there are three (3) dates remaining. Also reported was the Holiday Light event that is ready to go and 2-3 signups for Trick-or-Trunk. Additionally, the Holiday Farmers Market application has been approved for Tyl Middle School and electronic flyers have been sent to all the schools about the upcoming programs. Three (3) weeks of programs will be lost due to early voting at the Town Hall. Those programs include yoga, gymnastics and the Bradley School. The yoga classes will move to Fair Oaks during the period. A page for Trick-or-Trunk will be included in the newsletter.

10. Unfinished Business.

- a. Projects and funding status:
 - 1) Large Pavilion/Dog Park Plan
 - a) Dog Park Paving – b) Large Pavilion Drainage

Chairperson Stone remarked that the Commission had requested plans from the Town Engineer for CIP items, but a complete plan has not come to fruition. He stated that a development plan is

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still needed i.e., a plan from Public Works that is now a year out. As to how to move preparation of the plan forward, Town Councilor Southard reported having spoken to someone at CLA and was told it was on their to-do list. The Chairman noted that one (1) plan was received for parking lots, specifically for the Camp Oakdale Park entrance and to the pickleball/tennis courts, that the Commission did not favor. The Chairman also remarked that the Commission is still awaiting plans for the Large Pavilion and the Dog Park nor has it seen plans for a paved trail surrounding the Park. Although CLA does extensive work for the Town with bid packets etc., he also noted that a development plan should be first priority and everything else secondary. The Commission confirmed by several of its members that it had submitted a clear, distinctive plan to CLA for ten (10) items as to its wants for the Park. Recreation Director Bushway reported having spoken to them last Wednesday but noted that pier and Town roads took priority. Mayor Bunnell noted that the drainage issue at the Park needed to be solved and remarked that he would communicate with CLA and the Director on the Commission concerns. Plans are moving forward for Dog Park paving and Park building improvement with funding from LoSip--\$175,000 and \$200,000, respectively. Drainage issues at the Park were again cited as well as overall grading issues as noted by Commissioner Plikus.

2) Camp Oakdale Seal Coating

Recreation Director Bushway reported that the bids for seal coating at the Park were due today. Two (2) bids were received but the low bid was \$5,000 over the project budget and the question is where to secure the overage as it was anticipated that the projects would be done this fall.

b. Carnival Committee update

Chairperson Stone inquired about the proceeds from the Carnival; Recreation Director Bushway reported that approximately \$18,200 was netted. The Director also reported that the carnival dates for the next four (4) years have been submitted to the Superintendent of Schools. The Chairperson noted that the only carnival change that will occur is shortened hours on Saturday so there will be one (1) bracelet ride price.

c. Facility Walk-a-Rounds

Chairperson Stone remarked that this item would remain on the agenda until all facility reports have been completed.

d. Disk Golf Proposal

Chairperson Stone remarked that this item would be removed from the agenda pending the development plan.

e. Program Fee Discussion

Chairperson Stone remarked that this item remained on the agenda to ascertain whether Recreation Director Bushway is satisfied with the updated fees. The Director confirmed the fees and added that conversation needs to be had concerning Summer Camp as to whether the objective is to make a profit or break even.

f. Independent Contractor Agreement Discussion

Chairperson Stone noted that the new agreement form had yet to be posted. He also reported that it is hard to get information from other towns concerning programs followed by a summarization of discussion about proposed changes to the agreement at past meetings. Commissioner Schober noted that the agreement should define damages, who is responsible for the damage in addition to do's and don'ts for Park rentals. The critical point of discussion was the 3-day span from Friday – Saturday and the question of responsibility for garbage and damage. Per discussion, the Commission discussed the following: an increased rate to cover the cost of damage and garbage

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and who will conduct these duties, a Public Works person? It was reported that Public Works is purchasing solar garbage cans that when full will automatically compact the contents versus conventional garbage cans as to the number and size of them. It was also noted that rules for use of facilities have not been posted at the Park. Also discussed was public use of the garbage cans and the number of them at Fair Oaks that is also a rental space where custodians are responsible for trash removal and cleaning. Devices to hang items at the Park was suggested by the Chairperson. Vice-Chair Barlow noted a regurgitation of the topic over the last three (3) meetings and suggested making a list, putting it in place to hold renters responsible and/or increase the fees for rental. Who will police the Park and posted park etiquette was questioned by Commissioner Plikus. Mayor Bunnell spoke of talking to the union to have the transfer station attendee check the Park area at the end of their shift. He also had asked the Commission to reduce the number of attendees at Park to establish a Public Works attendee for a 3-hour overtime period. The Mayor and Town Councilor Southard again noticed the Commission that a resolution was needed from them to send on to TARP and the Town Council. The Mayor also noted that he did not know when the 100-participant designation was set as it may not be in writing. The discussion concluded and the Commission will draft a written resolution, reduce the number of participants to less than 100, create a new rental contract with established rules for Park events, and film of the event as proof for damage provided by renters. Recreation Director Bushway provide the Commission with a final list of Large Pavilion rules for rentals.

Motion by Commissioner Hillman; seconded by Commissioner Beaupre for approval of a resolution to the Town Council as follows: The Parks and Recreation Commission hereby recommends that for all rentals at any Parks and Recreation facility that has over 80 people in attendance a Public Works employee is to be present for the duration of the event. Discussion: none. **Voice vote: 7-0-0, all in favor. Motion approved.**

11. New Business

a. Discussion of potential classes from Owl Wise Botanicals.

Chairperson Stone asked the Commission if it had a chance to review the outline for the 20 classes by Owl Wise Botanicals. Town Councilor Southard reported on having met a vendor at the Farmers Market who has done the proposed classes and that people have been asking about them. As to where the classes can be held, Recreation Director Bushway reported that classrooms 115 and 116 at the high school will be vacated by Transaction Academy that will be moving out. He was asked by the Commissioner Stone to determine the most popular classes, when they can start, the number of classes that can be done and to work with the vendor on the same for reporting back to the Commission.

12. Communications. – None

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

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

14. Remarks from Town Council Liaison Southard.

Town Councilor Southard remarked that September 22nd is the date for the next TARP meeting. She also noted that she is excited for everything that is going on and expressed her love for this time of year.

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15. Remarks from Parks & Recreation Director Bushway.

Recreation Director Bushway remarked that he would need volunteers for the Trick-or-Trunk and the Holiday Parade events that will be held on October 25th and December 7th, respectively. Permits have been obtained for these events and the rain date for the parade is December 14th.

16. Remarks from Commissioners.

Commissioner Plikus readdressed the water retention issue at Field #4 and asked that verification is made as to how the area collapsed and/or sank for future reference. Chairperson Stone asked Recreation Director Bushway if he would follow-up on the issue and report back to the Commission. He also remarked that he would not be in attendance at the next meeting that is three (3) weeks away, not four (4) weeks, as he would be on vacation. Lastly, he thanked everyone for their assistance on the motion for the resolution.

17. Adjournment.

Motion by Commissioner Carver; seconded by Commissioner Plikus to adjourn the meeting at 7:41 p.m. Discussion: none. **Voice vote: 7-0-0, 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.**