

**TOWN OF MONTVILLE
Parks & Recreation Commission
Regular Meeting – April 15, 2026 -- 6:30 p.m.
Room 203 – Montville Town Hall**

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.

This is an informational meeting as a quorum was not present.

1. Call to order.

Chairperson Stone called the meeting to order at 6:36 p.m.

2. Pledge of Allegiance.

All stood and pledged the flag.

3. Roll Call.

Present were Chairperson Rocky Stone, Commissioners Jon Chase and Deborah Schober. Vice-Chair William Barlow, Commissioners Noah Carver, Mary Hillman, John Plikus, and Morgan Matthewson were absent. A quorum was not present.

Also present were Recreation Director Peter Bushway and Town Council Liaison Kate Southard.

4. Alternations to the Agenda – No action taken

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. Meeting Minutes of February 18, 2026 -- No action taken

b. Meeting Minutes of March 18, 2026 -- No action taken

7. Recreation Director's Report for April 2026.

Recreation Director Bushway reported on Department activities as follows:

- There is currently a temporary budgetary spending freeze for anything that is purchased through the General Fund that must be approved by Mayor Bunnell and the Finance Director. The freeze will not affect the summer staff payroll; only consumables.
- The Easter Egg Hunts were successful with 250 in attendance at the afternoon event and 63 at the flashlight event. The Masons, who paid for half of the 6,000 eggs and 10 movie tickets for \$15 for the afternoon event, were present.
- One (1) of the backboards at Desjardins Park is broken. The Police were present in response to a disturbance and an arrest was made. There is no indication whether the

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broken backboard and the disturbance are related. Public Works was notified of the damage and cleaned the area on Saturday. There is \$1,700 in the General Fund for the backboard repair/replacement but cannot be accessed due to the spending freeze. Discussion was had as to who has authority to use Special Revenue funds and it was noted that transfers made by the Commission from the account has not occurred in two (2) years. Instead, they have been done by Finance. Per the Recreation Director, replacement of the backboard would be three (3) days from order to delivery with two (2) to three (3) persons needed to install it. Funds transfers by Finance violates the Charter and should be stopped according to Commissioner Chase.

- All of the fields are being played on except for Field #7 that is slightly squishy. Lacrosse will use Fields #1 - #4 in addition to the football field.
- Interviews will be conducted for Summer Camp staff.
- \$1.5 million was received from the CIP Grant for repair of the Camp Oakdale parking lot and CLA Engineering is preparing documents for the project.

8. Report from Finance.

Recreation Director Bushway reported that although funds currently cannot be spent from the General Fund, it can be spent from Line Item #078, Special Revenue. He will order the replacement backboard and confirmed that funds can be spent from Special Revenue which he has done although he confirmed the purchase with Mayor Bunnell. Chairperson Stone noted the \$5,000 request for funds from Public Works for the electrical work at the Public Works shed but surmised that they do not have their share due to the budget freeze. The Recreation Director noted that he does not make purchases from the line item that exceed \$5,000. Town Councilor Southard reported that Public Works Director Carlson seemed optimistic at the Town Council meeting concerning the funds needed.

9. April Newsletter.

Recreation Director Bushway reported that he would remove the Farmers Market April pop-up market event from the newsletter. June will be packed with events that include Summer Camp, the Farmers Market Food Truck Festival, the Carnival, and the Community Tag Sale. As to a question regarding ads, the Director reported that they are sought to offset costs. The Recreation Director responded to a question of Chairperson Stone regarding the status of the Community Booklet; the Recreation Director reported that *The Day* deadline of April 1 was met for the booklet and that they are now soliciting ads. A proof of the booklet has yet to be received but the booklet is scheduled to be published by May 1. It will go into *The Times* as an insert and 7,000 will be printed.

10. Unfinished Business.

Chairperson Stone asked for follow-up on the unfinished business that was reported upon by Recreation Director Bushway as follows:

- a. Projects and funding status:
 - 1) Pickleball Parking Improvements (\$175,000 State Bond)

Recreation Director Bushway reported that he is trying to get the plans done for the cost estimate and reported that the Pickleball Court was finished at the end of last week

- 2) Large Pavilion Phase 1 Parking Improvements (\$200,000 State Bond)

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Recreation Director Bushway reported that this item is going through the State bonding process. Bids will be sought for the project per the Recreation Director but no longer do they have to be posted in the newspaper, effective July 1 according to Town Councilor Southard. Instead, they can be posted on the Town website.

3) Pickleball Camera Project (\$26,250 CIP Budget)

Recreation Director Bushway reported that a pole is needed for the project that will cost \$4,000 as well a conduit for electricity to it. The camera for the Large Pavilion will be attached to the structure and will encompass the view of the bathrooms but is not included in the cost for the Pickleball Court camera.

4) Pickleball privacy screen (approved up to \$2,500 from Fund #079)

Chairperson Stone reported that the plan was to install four (4) large, portable wind screens with the “Town of Montville” and its QR Code on it. Recreation Director Bushway confirmed that the same would increase the cost to \$3,200; the Commission approved \$2,500.

5) Camp Oakdale Parking Improvements (\$1,150,00 CIF Grant)

Chairperson Stone reported that a bid packet was being put together for this item as mentioned by Recreation Director Bushway.

6) Camp Oakdale Maintenance Building

Chairperson Stone reported that the electrical work to the building must be completed before a certificate of occupancy can be obtained.

7) Carnival Committee

Town Councilor Southard reported on the status of the carnival. This year there will be 11 food trucks with a variety of different foods and some of the trucks will be present on certain days. A craft person for pens and another for stuffed animals will be present and more sponsors are being sought.

11. New Business,

- a. To Consider and Act on a Motion to raise the fee charged to rent the Camp Oakdale Pavilion to \$150 for a half day and \$300 for a full day.

Chairperson Stone reported that approval has been pending for a few meetings due to the lack of a quorum. Commissioner Chase inquired about using the revenue from the proposed increase for projects. Recreation Director Bushway reported that rental revenue last year was \$10,000 that required a \$100 deposit with \$50 returned. In January, an increase was approved to increase the rental fee to \$100 according to the Chairperson. The current proposed rental increase was proposed by a Town Councilor and Public Works Director Carlson that identifies the maintenance of the facilities i.e. mowing, cleaning, football lines et al. The Chairperson also proposed a review of the fee structure for residents versus nonresidents. He also noted that a lot of the other Department programs such as lacrosse, football and soccer are offered at no cost in order to benefit the kids. Recreation Director Bushway also noted that rental revenue goes into the General Fund although he has asked that it be placed in a separate account so Public Works Director Carlson and the Department can use it for repairs. He also noted the \$40,000 from Special Revenue that has funded repairs

- b. Planning and Zoning Request – a representative to serve on the committee to finalize the Town Plan of Conservation (POCD) and a comprehensive Housing Plan. – No action.

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- c. To Consider and Act on a Motion to fund the replacement of a backboard at Desjardins Prank from Fund #079. – No action

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.** -- None

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

16. **Remarks from Commissioners.** -- None

17. **Adjournment.**

The meeting adjourned at 7:05 p.m.

Respectfully submitted by,

Gloria J. Gathers
Recording Secretary
Town of Montville

**AN AUDIO RECORDING OF THE MEETING IS AVAILABLE ON
THE TOWN OF MONTVILLE WEBSITE UNDER THE “RESOURCES” LINK.**