

Town of Montville Parks & Recreation Commission
Regular Meeting Minutes – April 20, 2016
6:30 p.m. – Montville Town Hall – Town Council Chambers

1. Call to Order

Chairman Scott LaVallie called the meeting to order at 6:30 p.m.

2. Roll Call

Commissioners present were Joseph Berardy, Matt Beaupre, Eileen Cicchese, Nancy Delacruz, Ryan Hartman, Kerri Lawton, Karen Perkins, and Scott LaVallie. Also present were Parks & Recreation Director Peter Bushway and Don Bourdeau, Jr, Public Works Director. Commissioner Kristen Ventresca and Town Council Liaison Laura Tanner were absent.

3. Adjustments to the Agenda

Chairman LaVallie amended the agenda to add Item 9k, Budget.

4. Remarks from the Public regarding items on the agenda with a three-minute limit

Commissioner LaVallie 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 Wednesday, March 16, 2016.

Motion made by Commissioner Cicchese; seconded by Commissioner Lawton to approve the Regular Meeting Minutes of March 16, 2016. Discussion: Corrections to the minutes were noted as follows:

Item #3, Commissioner Delacruz said that Line #2 should read, “and not *old* business.”

Item #6, Commissioner Delacruz said that the word “stripping” should be changed to “*striping*.”

Item #9h, Commissioner Delacruz said that this item is reported by Commissioner Lawton, and not her.

Item #10a, Commissioner Delacruz stated that the words in Line #3 should read, “*will not*” instead of “they will.”

Item #15, Commissioner Delacruz stated that is not noted who made and seconded the motion for adjournment.

Item #9c, Public Works Director Bourdeau said that the last sentence should read, “Holes were repaired and pieces *do now* fit.”

Commissioner Cicchese made a motion to accept the minutes as amended; seconded by Commissioner Delacruz. Voice vote, 8-0; all in favor. Motion carried.

6. Director’s Report for March 2016

Director Bushway reported that he and Commissioner Lawton attended the Town Council meeting on April 11th when in-kind services from the Town departments was discussed

regarding the upcoming summer carnival. He said the discussion went well. Director Bushway also said that Commissioner Lawton had a meeting with a guy on site and also mentioned that the summer meal program will be held at Murphy School this year with offerings for free breakfast and lunch. Commissioner Lawton asked how the meal program worked and whether it had been done before. Commissioner Cicchese answered that the program had been done before adding that qualifying for the meals means that the demographics are dropping. Director Bushway explained that the meals served would not be hot but consisted of sandwiches, fruit, muffins, milk, and juice. He also answered in response to Commissioner Lawton that the meals will be brought to Tyl Middle School for the summer day camp. Commissioner Perkins asked how the students attending summer camp would be identified from others. Director Bushway explained that the summer camp would access the meal program as a group and those traveling to Tyl will be recognizable. In addition, he said that students attending summer school would also be eligible for the meal program. Commissioners Lawton and Perkins asked, respectively, if there would be security for the summer program and if there was a plan in place for the same. Director Bushway responded that access to the cafeteria would be from a different area. Commissioner Perkins inquired about the accessible areas for the summer camp at Tyl—cafeteria, gymnasium, outside fields, and parking area. Director Bushway commented that it would be a little challenge but manageable. Chairman LaVallie thanked Director Bushway for his answer concerning Fair Oaks and his comments on the summer camp at Tyl in his report. Per comments by Commissioner Beaupre, Director Bushway gave an update regarding the bus trips scheduled for the summer including one to Clinton.

7. P & R Newsletter for May 2016

Director Bushway reported that there were some nice pictures included in the newsletter for the Easter egg function. Pictures were cropped and edited by Chairman LaVallie and sent to Director Bushway for publication. Commissioner Perkins commented that a “save the date” should be added for the carnival. Chairman LaVallie commented on the summer movie series and the list of movies obtained by Commissioner Hartman from the promoter that needed to be narrowed down to specific choices. Commissioner Hartman reported that the list of movies was put on Facebook for feedback from the public, but there were no responses. He also responded to Chairman LaVallie’s question regarding the cost for the movies. Commissioner Hartman reported that the movies ranged in price from \$375 - \$425. He said that one movie was going to be scheduled for the Summer Movie Series to test the waters for the event. The movie selected by the Commission for showing was “Zootopia,” depending upon its availability; otherwise “Inside Out” will be shown. Chairman LaVallie suggested that the newsletter be updated accordingly.

8. Reports from Finance

Chairman LaVallie asked for comments regarding the finance report. Director Bushway explained the transfer from 10730-54000, Equipment, to 10730-53114, Basketball referees.

Motion by Commissioner Cicchese; seconded by Commissioner Beaupre to approve the transfer of \$4,000 from Account 10730-54000, Equipment, and transfer it to Account

10730-53114, Basketball Referees. Discussion: none. Voice vote; 8-0, all in favor. Motion carried.

9. Unfinished Business

a. 2016 Summer Concert

1) Build/Purchase Stage (Chairman LaVallie)

Chairman LaVallie commented that the cost for a stage would range from \$6,000 - \$12,000 and stated that the better stage has 4' x 8' panels with a z-type frame under it for easy setup. He added that part of the extra expense is for the height expansion from 16 – 25 feet. Per further discussion, all of the stages have legs built into them including stairs and a rack to store it. The total size of the stages are 20' x 24', but when broken down would not have a whole lot of space. Chairman LaVallie said that a stage can be used for a lot of things and should be reviewed by Chairman Hartman and Public Works Director Bourdeau. Chairman LaVallie and Commissioner Lawton concurred that funds would be better spend for a better quality stage. Commissioner Lawton suggested that the Fire Marshal looks at it before it is purchased and Chairman LaVallie stated that there was a 3-year warranty on the stage. Commissioner Cicchese commented that different groups in the town have sought out stages and suggested that the proposed stage could be lent out. Chairman LaVallie said that the Commission could entertain the request for borrowing the stage but everyone must agree with the goal being to have the stage ordered before the next Commission meeting. The Commissioners discussed asking the clubs in Town to donate to the purchase (Commissioner Beaupre); sending a letter about the purchase of the stage (Commissioner Cicchese); and checking to see if any others are interested (Chairman LaVallie).

Motion by Commissioner Cicchese; seconded by Commissioner Delacruz for the purchase of a stage in the amount of \$12,000 - \$13,000. Discussion, none. Voice vote, 8-0, all in favor. Motion carried.

Chairman LaVallie summarized that Director Bushway would review the specifications for the stage with Public Works Director Bourdeau, Commissioner Hartman, and Fire Marshal Occhialini.

2) Potential Bands/Acts

Chairman LaVallie confirmed that band contracts for Wicked Peach and Frankie Justin have been signed and dates set for them to perform.

b. Future of Fair Oaks Community Center

Chairman LaVallie reported that at the last Town Council meeting representatives were voted on for the building committee—two of them from Parks & Recreation. Representatives appointed from the Commission were Commissioners Ventresca and Chairman LaVallie and one from the public at large, Jeremiah Ross. The paving of the parking lot was discussed by the Commissioners with the hope that it is completed before the carnival. Safety issues were brought up by Public Works Director Bourdeau

regarding bus drops for children. Chairman LaVallie commented that consideration should be given to doing the paving project in two (2) phases.

c. Camp Oakdale

Chairman LaVallie asked Public Works Director Bourdeau whether there were funds available to redo the upper field at Camp Oakdale. He responded that funds were available but the project would have to wait until after July as there are trees marked that will be taken down. Commissioner Perkins asked about benches proceeding down to the soccer field to which the Public Works Director responded in the affirmative and stated that cement pads can be moved without a forklift. PW Director Bourdeau also reported on a call he received about twelve (12) picnic tables that will be delivered on April 21st and where to place them. Regarding Chairman LaVallie's question about the bathrooms at the football fields, the PW Director reported that Eversource was needed to connect electricity to the new poles near the football field and the large pavilion that are ready to go. Commissioner Perkins asked whether the bathroom at the soccer field was the only working facility. PW Director Bourdeau said that it was in addition to extra porta-potties. He also reported that the bathrooms would be completed by the end of May. As to the restriping of the parking lot, a question posed by Chairman LaVallie, the PW Director stated that the paint lines need to be redrawn and restriped and May 2nd is the date by which the upper parking lot can be used.

d. Carnival (Commissioner Lawton)

Commissioner Lawton reported that she met with the site manager in charge of the carnival set up concerning the placement of the rides due to the hilly grounds. She said that picnic tables, a large trash can, and recyclables need to be discussed in addition to testing the electricity, and acquiring a dumpster that will be taken away by Public Works if the Boy Scouts cannot. Commissioner Lawton also spoke about a flag being hung for the event. She called the Mayor's office regarding the flag and was referred to a representative at Eversource. She also proposed a digital sign like the one used in New London for posting the event. PW Director Bourdeau stated that the EMS/Fire Marshal has two (2) electronic sign boards. He also said that a meeting needs to take place with the Fire Marshal, Police Department, and his department regarding the event. Commissioner Lawton will setup that meeting. She also has 100 cardboard signs that will be posted for the carnival rides. Further, flyers also need to be made and she said that she needed to know the Commissioners' schedules for help at the carnival regarding tickets and other tasks. Parking will be available at Tyl and the high school with handicap parking at Fair Oaks. Commissioner Lawton also mentioned a light tower coming down from Montville High School. Chairman LaVallie stated that he would give her the name of a contact person at the Lions Club regarding parking. Commissioner Lawton responded to Commissioner Delacruz that at present she did not know how many volunteers would be needed for the carnival. She said that the site and building plans need to be given to the Fire Marshal for his review. As well, the Fire Marshal would need to assess the pop-ups and speak with the carnival company to tap into their electric generator. Commissioner Beaupre asked whether non-profits would be there at the event to which Commissioner Lawton responded that she was not

- sure. Chairman LaVallie suggested that since it is the first year for the carnival that it be kept as uncomplicated as possible.
- e. **P&R Website (Commissioner Lawton)**
Director Bushway reported that he and the web page director, Donna Geary, have gone back and forth regarding the pictures from the Easter egg hunt, flyers, registration, and Facebook etc. Chairman LaVallie suggested that the front page be dressed up and if D. Geary was unable to do that someone be hired to complete it. Director Bushway reported that the question was whether D. Geary has permissions access. That determination would be made by IT Director, Bill O'Neill.
 - f. **2016 Summer Movie Series (Commissioner Hartman)**
Chairman LaVallie reiterated that the newsletter be updated regarding the movie title for the event, Zootopia. Commissioner Lawton asked about a movie screen to which Director Bushway responded that Youth Services has one—its size is 8 x 10 feet-- and was asked by Commissioner Lawton to check on it. Commissioner Lawton asked Commissioner Hartman had he heard of Fun Flicks of CT. She said for \$649 Fun Flicks would setup the screen, audio, and speakers for the event and the price does not include licensing. Commissioner Hartman is working on the food for the event and Commissioner Lawton gave him the name of a contact who would provide a cooler. Donated food was discussed as well as food trucks that would be parked in the lot. The logistics of the food truck generators and interference to the sound quality of the bands was also considered. PW Director Bourdeau stated that electricity may be available for that spot.
 - g. **Community Tag Sale**
Commissioner Delacruz and Commissioner Lawton reported on community interest about the tag sale. Director Bushway commented that he fielded maybe ten (10) inquiries. Mention was made of Youth Services doing it as a fundraiser to which Chairman LaVallie commented that the offer would be evaluated next year. Since vendors left early last year, the time for the sale this year is from 9:00 a.m. – 1:00 p.m., with setup to begin at 8:00 a.m. Commissioner Lawton asked Director Bushway about the signs from the tag sale last year—he said that he has five (5) of them.
 - h. **Mother's Day Craft Event (Commissioner Delacruz)**
Commissioner Delacruz reported that everything is set for the event. She stated that she has kits, pots, and mosaics. The craft event will run from 12 noon – 2:30 p.m. and advertised in the Montville Times that she requested today.
 - i. **Dog Park Committee Update**
Commissioner Hartman reported that he attended the first meeting for the dog park and said there were three (3) members there who were as excited as was he. The budget for the dog park is \$30,000 but in three (3) years only \$3,500 has been raised. The Committee is trying to raise funds and obtain prizes for a dog contest but a fundraising chair is needed. Possible events include a dunk tank at the carnival and a plant sale on

Mother's Day at Fair Oaks. Commissioner Hartman also said that the Committee is considering partnering with a local package store for a wine tasting. One partner regarding the idea was discussed by the Commission.

- j. Providing "First Dibs" to residents for events
Chairman LaVallie commented that this agenda item was discussed at the last meeting.

- k. Budget
Chairman LaVallie reported that Mayor McDaniel has submitted his budget to the Town Council for the upcoming fiscal year. Insurance and staff for Parks & Recreation was removed from that budget. He said that he and Director Bushway would be called by the Finance Department to discuss its budget and the Commissioners will be notified of that date. As well, they will make a case for reinstatement of the insurance for Parks & Rec as programs will be affected without it.

10. New Business

- a. Adopt-a-Road -- None

- b. Recycle Contract

Chairman LaVallie stated that A. Miyuki said that Public Works would be contacted about the solid waste.

11. Communications

Chairman LaVallie reported that Director Bushway received emails from a resident about after school day care. He stated that child care was not the business of the Commission nor was their available staff. Chairman LaVallie suggested that Director Bushway respond to the resident that child care was not "in the direct realm of Parks & Recreation." Commissioner Perkins suggested that the resident contact the Superintendent of Schools. Commissioner Cicchese added that a lot of towns provide day care but not thru public works.

12. Remarks from the Public

Chairman LaVallie asked three times for remarks. Resident Bruce Duchene commented on the agenda item regarding food for the Summer Movie Series. He stated he would be happy to donate food on behalf of Little Debbie and Drakes products as well as Sun Belt products. Mr. Duchene also said that he has five (5) grandchildren. His information will be given to Commissioner Hartman.

13. Remarks from Commissioners

Commissioner Lawton said that the site plan for the carnival needs to be reviewed and asked if anyone has time if they could meet with her and Commissioners Delacruz and Hartman on Friday, April 29th.

14. Remarks from Town Council Liaison Laura Tanner

Councilor Tanner was absent from the meeting.

15. Adjournment

Motion made by Commissioner Cicchese; seconded by Commissioner Hartman to adjourn the meeting at 8:00 p.m. Discussion, none. Voice vote, 8-0, all in favor. Motion carried.

Respectfully submitted by:

Gloria J. Gathers

Recording Secretary, Town of Montville

(Interim for Agnes Miyuki)

**AN AUDIO RECORD OF THE MEETING IS ON FILE IN THE MONTVILLE
TOWN CLERK'S OFFICE.**