

Town of Montville Parks & Recreation Commission  
**Regular Meeting Minutes for July 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  
Present were Commissioners Eileen Cicchese, Nancy delaCruz, Ryan Hartman, Kerri Lawton, Karen Perkins, Scott LaVallie, and Kristin Ventresca. Absent were Commissioners Matt Beaupre and Joseph Berardy. Also present were Parks & Recreation Director Peter Bushway, Town Council Liaison Laura Tanner, and Public Works Director Donald Bourdeau, Jr.
3. Adjustments to the agenda – *none*
4. Remarks from the Public regarding items on the agenda with a three-minute limit – *none*
5. To Consider and Act on a Motion to Approve:
  - a. The Regular Meeting Minutes of June 15, 2016  
Motion made by Commissioner Cicchese, seconded by Commissioner Lawton.  
Discussion: Commissioner delaCruz clarified her comment under item 2. Roll Call, stating that, while she was sure that Commissioner Ventresca would be continuing as a member of the Commission, to note that she had been absent three times, in accordance to the Policy. The following corrections were proposed:
    - item 6, 2<sup>nd</sup> sentence:  
Commissioner ~~Mathieu~~ *Beaupre* commented on the condition of ...
    - item 7, heading:  
P&R Newsletter for ~~May~~ *July* 2016
    - item 8, last sentence:  
The loss for this ~~event~~ *contest* should be \$5.22, not \$52.20.
    - item 9(d), 4<sup>th</sup> and 2<sup>nd</sup> sentences from bottom:  
She explained that ~~the band~~ *Rockwell Amusements* chose the time period for the bracelets....The ad and the posters for the event ~~will be paid for by the carnival~~ *will be split 50/50 by Parks & Recreation and Rockwell Amusements.*
    - item 9(h), 2<sup>nd</sup> paragraph, last sentence:  
He contacted ~~Finance~~ *Director* Hart...
    - item 9(f), 1<sup>st</sup> sentence:  
Commissioner Hartman reported that ~~Utopia~~ *Zootopia* would be ~~the movie and there will~~ *be* food truck vendors for the series.

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item 10, 1<sup>st</sup>, 7<sup>th</sup>, 8<sup>th</sup>, and 10<sup>th</sup> sentences:

Commissioner Beaupre reported that he spoke with Director ~~Beaupre~~ *Bushway* about revamping the basketball program... ~~Discussed~~ *Discussion* followed by the Commission as to fee for play;...It was said that basketball is lacking and a decent feeder program is ~~required~~ *needed*....He spoke *about* a travel team...

Motion made by Commissioner Lawton, seconded by Commissioner delaCruz, to accept the minutes as amended. Discussion: None. Voice vote, 7-0, all in favor.  
Motion carried.

6. Director's Report for July 2016

Director Bushway reported that a successful Road Race event was held on Sunday, July 17. The lights for the fields at Camp Oakdale are all operating and lock boxes have been installed for each field, each of which has a different combination and key.

Commissioner Lawton confirmed that parking at Fair Oaks is only allowable for the Tag Sale. As the result, registration for Montville Football was held at the Clubhouse.

Chairman LaVallie was pleased to see that they had a good turnout for the Summer Basketball Clinic and hopes it continues.

7. P&R Newsletter for August 2016

The following revisions were proposed:

Page 1, Summer Concerts:

Summer Concerts

SAVE THE DATES!

Page 2:

- Photographs of Montville children playing football and cheerleading, rather than stock photos.
- Addition of a blurb and photographs from the recent *Wicked Peach* Concert

8. Reports from Finance

As the budget for the Fiscal Year closes, there is no report from Finance. Reports of the Programs and Facility Usage were reviewed by the Commission. While the first session was held, future golf sessions have been cancelled due to lack of sufficient insurance. Similarly, some of the Summer Karate sessions were cancelled, due to their inability to meet the insurance requirements. Most of the other programs, e.g., dance, yoga, and karate, which are scheduled to begin in September, are in the process of acquiring the additional necessary insurance. It was noted that the additional required insurance would likely increase the cost of the programs. Chairman LaVallie added that the original requirements were somewhat eased and continues to evolve due to ongoing discussions.

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9. Unfinished Business

a. 2016 Summer Concert

A successful concert on a beautiful was held with approximately 300 attendees.

1) Stage Update (Chairman LaVallie)

Thanks to the efforts of Director Bushway and the Public Works Department, the stage was set up in time for the Concert. In response to Commissioner Lawton who noted that a ramp might be helpful for the band as they set up and break down their equipment, Chairman LaVallie stated that additional stage pieces may be ordered in the future. Director Bushway stated that the stage is currently being stored in the garage, located behind the concession stand. Because there is other equipment that will need to be stored in the garage during the winter, the stage will need to be stored elsewhere. He is suggesting purchasing and storing the stage in a small trailer with a hitch that would allow the stage to be easily transferred. Public Works Director Bourdeau stated that the cost would be comparable to that of a shed and a decent used trailer can be purchased. He will provide the Commission with the pricing and dimensions.

b. Future of Fair Oaks Community Center

Commissioner Ventresca reported that the Community Center Building Committee held their first meeting on Wednesday, July 13. The Committee discussed their mission and will be formulating a survey, using a previous survey as a guide, to determine what the Townspeople are interested in seeing in their Community Center. The Committee will be meeting the first Wednesday of every month.

c. Camp Oakdale

Public Works Director Bourdeau reported that new, ADA-compliant locksets for the bathrooms have been ordered and should be installed by the end of August. Additional picnic tables and slabs have been ordered and their placement at the center strip in the parking lot, by the basketball court, the football field, and the concession stand was discussed. Discussion also ensued regarding the Small Pavilion, which is currently gated and not being used. Because it is in a secluded area, vandalism may be an issue and a porta-potty will need to be placed in the area should it opened. Director Bushway stated that the Pavilion is minimally utilized as an alternative option to the Large Pavilion. It was agreed to open the gate and, possibly, de-install the gate at a later time. Director Bushway will notify the Police Department that the gate will be opened for the public.

The Public Works Department is in the process of purchasing new boards for the bleachers. Discussion ensued regarding either maintaining or replacing the current bleachers, which are not ADA-compliant. Should new bleachers be deemed necessary, it was noted that the Football League should be approached for funding assistance.

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d. Carnival Review (Commissioner Lawton)

Commissioner Lawton reported on a successful Carnival and thanked those who helped with the event. Excluding expenses, the Carnival generated \$8,287.00. She commended Rockwell Amusements and the Town Council, most especially Town Council Chairman Joseph Jaskiewicz and Councilor Billy Caron, for their handling of the issue regarding the net proceeds from the event, which will be deposited into Parks & Recreation Department's Special Revenue Fund. Expenses include the advertising and food and drinks for the volunteers. Following the Town Council meeting, Chairman LaVallie sent an e-mail to the Finance Director to clarify and confirm that all of the net proceeds will be deposited in their Special Revenue Fund.

Discussion ensued regarding the planning of next year's Carnival. While there was some concern regarding the ability for the Police Department to handle both the Carnival and the Barrett-Jackson Car Auction Event at the Mohegan Sun, Commissioner Lawton, upon speaking with Lt. Leonard Bunnell, stated that no issues were encountered and the possibility of holding the concert during the same weekend may be an option. As such and due to the lack of possible available weekends, she will be discussing the possibility of scheduling next year's Carnival during the Fourth of July weekend with the Mayor. Rockwell Amusements does not schedule the following year's carnivals until the end of the current Carnival season.

Chairman LaVallie commended Commissioner Lawton on a great job overall, expressed his appreciation to Director Bushway for his time and efforts and Public Works Director Bourdeau and his Department, the Police Department, and Fire Marshal for their contributions to the event as well as the Navy Volunteers.

Public Works Director Bourdeau questioned whether the Commission is interested in utilizing the power to the Fair Oaks playground. The current electrical boxes at Fair Oaks are in need of repair and a cost estimate has been referred to Director Bushway for review. Should the Commission not be interested in utilizing the power in the future, he recommended they consider having the power turned off and the poles removed. The prices for the disconnection and reconnection of power will be investigated. Though they have been unable to locate it, there is, apparently, an electrical outlet located on the exterior of the building that is available for use.

He also stated that he has funding in his budget for fieldwork at Fair Oaks and, with the moving of Youth Services to the facility, questioned who would be the authorizing unit for the facility for any changes.

Chairman LaVallie reported that, at Town Council Chairman Jaskiewicz' request, the Commission reviewed and agreed that Youth Services may occupy three (3) designated rooms. Youth Services will also utilize the gymnasium and library until approximately 5:30/6:00 p.m. for their programs. Commissioner Perkins felt that the

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community rooms should be available for the students after school, i.e., from 2:30 p.m. It was noted that lacrosse and softball teams often utilize the gym during inclement weather or field closures. Middle and High School Students have also enquired about utilizing the gym to condition or work out. In addition, the wrestling program is seeking the use of other facilities located outside of Montville, as the gym will no longer be available. Chairman LaVallie requested that Director Bushway explore their possibilities and develop an agreement with Youth Services regarding the usage of the gym and library. Commissioner Lawton requested that Councilor Tanner inform Town Council Chairman Jaskiewicz regarding the possible elimination of the wrestling program due to their inability to utilize the gym.

The building is in the process of being re-keyed. Youth Services will be provided with individual keys to their classrooms as well as a Master Key for those rooms. Similarly, Parks & Recreation will have individual keys as well as a Master Key for their rooms. A fob/card key system will also be instituted.

- e. P&R Website (Commissioner Lawton)  
Commissioner Lawton reported that Webmaster Volunteer Donna Geary is resigning from her position.
- f. 2016 Summer Movie Series (Commissioner Hartman)  
Commissioner Hartman and Director Bushway will be conducting a dry run at the site for Saturday's event. The two vendors will be *Dog-it* and *Sweet Frog*. Signage has been placed at Fair Oaks and will be placed at, possibly, *Pennell's Auto* and other hot spots throughout the Town. Due to a large food truck event scheduled for the same weekend, he was unable to secure additional food trucks. The possibility of borrowing a popcorn machine and/or purchasing and bagging popcorn was introduced. They are planning to set up the equipment at 7:00 p.m. and begin the movie at 8:30 p.m.
- g. Dog Park Committee Update  
Commissioner Hartman reported on a successful start to their raffle ticket sales, having sold approximately 80 tickets so far. Their goal is to sell a total of 1,000 tickets. Once sold, the Committee will begin clearing and fencing the area. A list of 25 prizes was circulated.
- h. Basketball Program (Commissioner Beaupre)  
While Commissioner Beaupre is absent, Commissioner Hartman commended the Summer Basketball Program, in which his son is involved, and stated that there are many participants.

10. New Business – *none*

11. Communications – *none*

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12. Remarks from the Public – *none*

13. Remarks from the Commissioners

Commissioner Hartman commended the Commission on the Concert, which he felt is a great Town event and a great time was had by all of the attendees. He especially thanked Commissioner Lawton for her support and hard work and Director Bushway for setting up the stage.

Commissioner Perkins requested two (2) additional benches for the existing slabs Camp Oakdale. Director Bushway will purchase the benches.

Commissioner Ventresca commended Commissioner Lawton on the Carnival, adding that both she and Commissioner Perkins greatly enjoyed themselves.

Commissioner delaCruz reported that \$205.00 was generated from their recent tag sale and expressed her appreciation to Commissioner Lawton, Director Bushway, and Chairman LaVallie for their help. She also commented on a great concert. She cited a recent article in *The Montville Times* regarding the Nature Conservancy's 300-acre Milo Light Preserve located on Herschler Road, located off of Route 163 near Route 82.

Commissioner LaVallie reiterated his appreciation to Commissioner Lawton, Director Bushway, and the Public Works, Police, and Fire Departments for their time and efforts for both the Concert and the Carnival, both of which were great events that were enjoyed by all. He hopes that both events will continue. He reminded the Commission that there is no meeting in August and looks forward to seeing everyone back in September.

14. Remarks from Town Council Liaison Laura Tanner

Councilor Tanner apologized for her inability to attend their recent meetings, adding that she is not required to attend their meetings. She commended the Commission on a great job and taking charge, but expressed her dismay that the Commission, a recommending body, is running a number of programs — a job, she feels, is that of the Department's. She encouraged them to keep up the good work.

15. Adjournment

Motion made by Commissioner Hartman, seconded by Commissioner Lawton, to adjourn the meeting at 7:48 p.m. Voice vote, 7-0, all in favor. Meeting adjourned.

Respectfully Submitted by: Agnes Miyuki, Recording Secretary for the Town of Montville

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