

Town of Montville
Parks & Recreation Commission
Regular Meeting Minutes for January 18, 2017
6:30 p.m. – Montville Town Hall – Town Council Chambers

1. Call to order

Acting Chairman Hartman called the meeting to order at 6:30 p.m.

2. Pledge of Allegiance

3. Roll Call

Present were Commissioners Rachel Belardo, Matt Beaupre, Joseph Berardy, Danielle Butzgy, Jennifer Hajj (6:33 p.m.), Ryan Hartman, Dawn Penman, Karen Perkins, and Kristin Ventresca. Also present were Town Council Liaison Laura Tanner and Parks & Recreation Director Peter Bushway.

Acting Chairman Hartman welcomed the new members, who introduced themselves, to the Commission.

4. Adjustments to the Agenda

Motion made by Commissioner Perkins, seconded by Commissioner Beaupre, to add the following items to the Agenda:

Item 5: Election of Officers

Item 10(f): Carnival

Item 11(a): Future Events and Programs

Discussion: None. Voice vote, 8-0, all in favor. Motion carried.

5. Election of Officers

Motion made by Commissioner Ventresca, seconded by Commissioner Perkins, to accept the election of Commissioner Hartman as Chair of the Parks & Recreation Commission. Roll Call vote, 8-0-1. Voting in Favor: Commissioners Belardo, Beaupre, Berardy, Butzgy, Hajj, Penman, Perkins, and Ventresca. Voting in Opposition: None. Voting in Abstention: Commissioner Hartman. Motion carried.

Motion made by Commissioner Hartman, seconded by Commissioner Berardy, to accept the election of Commissioner Perkins as Vice-Chair of the Parks & Recreation Commission. Roll Call vote, 9-0. Voting in Favor: Commissioners Belardo, Beaupre, Berardy, Butzgy, Hajj, Hartman, Penman, Perkins, and Ventresca. Voting in Opposition: None. Motion carried.

Motion made by Commissioner Perkins, seconded by Commissioner Ventresca, to accept the election of Commissioner Beaupre as Secretary of the Parks & Recreation Commission. Roll Call vote, 9-0. Voting in Favor: Commissioners Belardo, Beaupre, Berardy, Butzgy, Hajj, Hartman, Penman, Perkins, and Ventresca. Voting in Opposition: None. Motion carried.

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5. Remarks from the Public regarding items on the agenda with a three-minute limit – *none*

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

a. The Regular Meeting Minutes of December 21, 2016

Motion made by Commissioner Perkins, seconded by Commissioner Beaupre.

Discussion: None. Voice vote, 9-0, all in favor. Motion carried.

7. Director's Report for January 2017

Director Bushway reported that the Departments of Senior & Social Services, Youth Services, and Parks & Recreation will be meeting to discuss their printing options for the production of the booklet and their respective prices. The cost will be divided between the three departments and included in each of their respective budgets. A recent quote was received by *The Day* for \$3,200.00 per booklet. Should this option be selected, three (3) rather than four (4) booklets will be published next year.

Director Bushway confirmed that a letter of appreciation was mailed to each of the participants in the recent Holiday Parade.

As stated in his report, the rock band, *Kick*, has been booked to perform at the July 22nd Summer Concert. *Kick* was selected from a list of available bands provided by a promoter. From memory, he estimated that the cost for *Kick* will be \$1,750.00 and *Malaena*, who will be performing at the August 5th concert, will be \$1,600.00.

The name change for the Fair Oaks Community Center to the Montville Community Center has been approved and the signage will be de-installed by the Public Works Department. While the Commission would be able to provide their input, the Town Council will, most likely, make the final determination regarding a name change for Camp Oakdale.

Due to the high cost of a hard-wired security camera system for Camp Oakdale, the IT Department is currently investigating other alternatives. Growing vandalism on the property has made it necessary to consider the installation of cameras. The Montville Community Center currently has two (2) exterior and three (3) to four (4) interior security cameras.

8. P&R Newsletter for February 2017

Due to an influx of telephone calls received regarding the Department's Spring Sport Programs, a brief notice directing interested parties to their respective websites has been placed in the Newsletter. Soccer, Football, and Cheerleading will also be added and the wording will be changed to address all sports.

Commissioners Beaupre, Perkins, and Ventresca reported that they did not receive the January Newsletter.

9. Report from Finance

There are no unusual occurrences with regards to the budget line items. Their FY2017-2018 budget will need to be submitted to the Finance Committee by the end of the month.

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10. Unfinished Business

a. P&R Budget

Discussion ensued regarding the utilization of the Special Revenue Fund to hire a Part-time Special Events Coordinator. In speaking with the Finance Director, Director Bushway stated that the Special Revenue Fund line item could not be utilized for payroll, but may be utilized for an independent contractor. In such case, he/she would be required to provide proof of insurance. To add the position, a specific line item will need to be requested/added to their budget. The possibility of increasing the funding for line item 10730-51073 PT Recreation Programs, from which current part-time employees are funded, to pay the individual(s) was discussed. The individual(s) would be paid a stipend for each individual event they are hired to organize.

The Commission agreed to schedule a Special Meeting to discuss the budget on Tuesday, January 31, 2017 at 6:00 p.m. The revised proposed budget will be sent to the members of the Commission prior to the Special Meeting.

b. Community Center Building Committee

Commissioner Ventresca reported that Commissioner Hartman was recently appointed to the Committee as a representative of the Commission. The meetings are held on the first Wednesday of each month at the Montville Community Center and everyone is encouraged to attend. A brief description of the Committee and its progress was provided for the new Commissioners.

c. Camp Oakdale

The benches for the basketball courts have arrived and will be installed in the Spring. Though portable, the benches will be anchored to the ground. Should they prove successful, additional benches will be purchased. In addition, two (2) benches and two (2) picnic tables have been purchased and will be placed this Spring. Commissioner Perkins reported that Public Works Director Bourdeau has agreed to keep the gates to the Camp Oakdale parking lot open during the Winter season.

d. Dog Park Committee Update

Chairman Hartman reported that a Dog Park Committee meeting has been scheduled for January 24, 2017. The members have been busy obtaining estimates and donations for the fencing and are hopeful to begin working on the Park in the Spring.

e. 2017 Summer Concerts

As previously stated, the band, *Kick*, has been booked to perform at the July 22nd Summer Concert and *Malaena* will be performing at the August 5th concert. The next item will be the scheduling of the food trucks for both events.

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11. New Business

a. Carnival

At the previous meeting, Commissioners Ventresca and Perkins agreed to chair the Carnival Committee with the stipulation that they would be able to engage the help of former Commissioner Lawton. Unfortunately, former Commissioner Lawton has regretfully declined. Director Bushway stated that he has received all of the information gathered by former Commissioner Lawton and the services of the Carnival Company has been booked for June 22-25, 2017. In addition, he has been working with the Company to obtain cost estimates for the possibility of having a fireworks show, an idea introduced by the Company in an effort to increase attendance. The show would be approximately 10-12 minutes in length and cost approximately \$3,500.00 to \$4,500.00. Last year, the Company handled all of the advertising for the event.

Commissioner Perkins recommended engaging the services of the Company to handle all of the items for the Carnival and no outside vendors be invited, due to the receipt of various complaints.

A brief background regarding the Carnival was provided. Commissioners Butzgy and Penman stated that negative comments were received regarding the Carnival, including the lack of rides, cost of the tickets, and that the high school students felt that the event was boring. The inclusion of outside vendors might be able to provide additional activities. It was noted that the Company set the pricing and the Commission received a percentage of the ticket sales. The Commission raised approximately \$8,200.00 from the event. The possibility of having a band perform in the evening instead of the fireworks show and utilizing the difference to go towards decreasing the ticket prices were presented. Director Bushway stated that the goal is to have the Company pay for the fireworks show. No final commitments have been made regarding the fireworks show.

Commissioner Ventresca voiced the need for the Committee members to be finalized and review former Commissioner Lawton's notes and research other packaging options that might be available from the Company before making any final decisions. Commissioners Beaupre, Butzgy, and Hajj volunteered to serve on the Committee.

b. Future Events and Programs

Commissioner Ventresca stated that former Commissioners Cicchese, delaCruz, and Lawton introduced a number of successful events/programs to the Town and wished to institute a plan to ensure that these events/programs are continued. While the Commissioners organized these events/programs, she felt that, because many of them are now established, the Director could be given this task. Town Council Liaison Tanner agreed, stating that the Commission is a recommending body whose job it is to introduce ideas and programs and generate checklists for the Department, who can, then, institute and organize them. A comprehensive list of events/programs along with their respective

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dates and costs will be generated and provided to the Commission. The item will be added to future agendas for ongoing discussion.

In response to Commissioner Hajj who wondered if they ever considered hosting a farmer's market, it was stated that they had, but due to the process and rules and regulations and the existence of farmer's markets in surrounding towns, the Commission decided against it. The item will be added to next month's agenda for consideration.

12. Communications

Motion made by Commissioner Perkins, seconded by Commissioner Belardo, to waive the rental fee for the Large Pavilion for the Montville Union Baptist Church's 175th Anniversary Picnic on July 15, 2017. Discussion: None. Voice vote, 9-0, all in favor. Motion carried.

13. Remarks from the Public

Chris Lawton, Chair, Dog Park Committee, introduced himself to the new Commissioners and stated that the Committee has been working very hard since its formation. After 16 months of active fundraising, the Committee has reached its goal and is currently working on obtaining and securing the necessary materials to establish the Park. He responded to a recently published unfavorable article regarding the Committee's lack of progress and clarified that the quotes and statements written in the article were inaccurate. He added that all of the funds that have been raised have been deposited into an account held by the Town. He invited everyone to attend their upcoming Dog Park Committee Meeting next week.

14. Remarks from Town Council Liaison Laura Tanner

Councilor Tanner congratulated the new Officers and welcomed the new members to the Commission. She reported on the broken water pipe at Depot Road and the need the police presence, which is being funded by Rand-Whitney, to help provide safety to the public. One of the two Field Training Officers for the Police Department is now on duty.

In response to Director Bushway, Councilor Tanner stated that, while she plans advocate for additional funding to their PT Recreation Program line item, the details of the budget are unknown at this time. Director Bushway and Chairman Hartman will present and discuss the budget with the Finance Committee and answer any questions they might have. The meeting is open to the public and all Commissioners are encouraged to attend.

NasKart Indoor Kart Racing & Trampoline Park, located on Sachatello Industrial Drive, has opened and a miniature golf course at the *Nature's Art* is currently under construction.

15. Remarks from the Commissioners

Commissioner Butzgy reminded Director Bushway for a copy of the proposed budget as well the list of the Department's current events/programs.

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Commissioner Ventresca welcomed the new members and stated that she is looking forward to moving forward in the right direction.

Commissioner Perkins, Beaupre, and Berardy concurred, adding that they are looking forward to working with them.

Commissioner Hajj stated that she is very thrilled to be serving on the Commission. She requested that the planning date, date of the event, how the event/program is organized, and funding amount, if any, be included in the list of the Department's current events/programs.

Chairman Hartman welcomed the new members and thanked the Commission for their vote of confidence. He looks forward to a new year of planning events and bringing more activities to the community.

16. Adjournment

Motion made by Commissioner Perkins, seconded by Commissioner Ventresca, to adjourn the meeting at 7:42 p.m. Voice vote, 9-0, 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.

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Director's Report – January 2017

- I have booked the band Kick for the July 22nd date at Camp Oakdale. They are a classic rock cover band that have played all over the state and RI. Kickband.com is the website for anyone wanting to check them out. They will be performing at Margaritaville at Mohegan Sun on January 28th if you want to see them live. They are a five piece band and are excited to be able to play for us.
- Youth Basketball is going well except for a few cancellations due to weather and/or school functions. Coaches are working hard to teach the skills necessary to improve the kid's skills. Mohegan School hosts the 3-4 grade boys and girls, Oakdale hosts the 5-6 grade girls, Murphy School hosts the 5-6 and 7-9 grade boys, and Tyl hosts the 7-9 grade girls.
- The Holiday Light Contest winners selected by the Montville Rotary are as follows:
 - Overall Winner – 825 Raymond Hill Road, Holly Grout
 - Most Creative – 218 Black Ash, Cynthia Meikle
 - Traditional – 1054 Old Colchester, Alan DuPerry
 - Most Outlandish – 4 Amanda Court, James Ross, Jr.

There were 23 entries this year up 3 from last year. B & D Auto Body will be paying for the Overall Winner's electrical bill for the month of December. Thanks to the Montville Rotary and B & D Auto Body for being our partners in this program.

- The Montville Lions/Leos are requesting the use of the Large Pavilion in April for a dog show. They would like to know if that is permissible considering the dog ordinance that is in place. It is permitted by approval of the Mayor and the ordinance shall not apply and shall not be enforced during such events as may be identified by the Mayor of the Town of Montville in advance. I will be getting more information to relay to you from the group as they are in the early stages of planning their event.
- The booklet stands as such. Our options are for us to produce one in house to have available in our offices without using a printing vendor and put the booklet online as well as email it to our database. Two, is to use The Day and it would cost us at least \$3,200 per booklet in which case we would probably go to three times a year instead of four. If that is the route we take our budget request will have to be changed in all three of our department budgets to account for the additional funds.
- The official change of name for Fair Oaks has been approved. It will now be known as Montville Community Center. Also, it has been suggested that we also change the name of our Camp Oakdale ballfield area to Montville Athletic Complex or something along those lines. If anyone has suggestions as to a name let me know and I will pass it along.
- I would like to welcome our new Commissioners, Danielle Butzgy, Dawn Penman, Rachel Belardo and Jennifer Hajj. We look forward to having you on the Commission.

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- I have met with a pyrotechnic company to begin the planning of a fireworks show for the carnival weekend June 22-25. Letters of request have been sent to the Board of Education and Town Council for permission to use the site. I'm also waiting for the proposal and cost of the show from Atlas Pyrotechnics. I will be working with the carnival company to work out an agreement on payment for the fireworks. The display would be around \$5,000 and last between 5-10 minutes.