

Town of Montville
Parks & Recreation Commission
Regular Meeting Minutes for February 15, 2017
6:30 p.m. – Montville Town Hall – Town Council Chambers

1. Call to order

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

2. Pledge of Allegiance

3. Roll Call

Present were Commissioners Joseph Berardy, Danielle Butzgy, Jennifer Hajj, Ryan Hartman, Dawn Penman, Karen Perkins, and Kristin Ventresca. Absent were Commissioners Rachel Belardo and Matt Beaupre. Also present were Town Council Liaison Laura Tanner, Parks & Recreation Director Peter Bushway, and Public Works Director Donald Bourdeau, Jr.

4. Adjustments to the Agenda – *none*

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 January 18, 2017

b. The Special Meeting Minutes of February 6, 2017

Motion made by Commissioner Perkins, seconded by Commissioner Ventresca. Discussion: None. Voice vote, 7-0, all in favor. Motion carried.

7. Director's Report for February 2017 (*attached*)

In response to Commissioner Perkins, Director Bushway reported that the moving of the Road Race, which is sponsored in conjunction with the Rotary Club, from July to September might not be occurring this year. The Montville Rotary Club, who is interested in rescheduling the event due to the lack of volunteers and participants, is currently researching whether there is any significance regarding the date of the event. The event has been held in July for approximately 29 years.

In response to Chairman Hartman, Public Works Director Bourdeau stated that the cameras being installed around the maintenance building at Camp Oakdale will not be monitored 24/7, but will be recorded for later viewing.

The Community Center Building Committee's Survey is also available online.

In response to Commissioner Butzgy, Director Bushway stated that, in the past, the sponsors for the Concert have donated funds ranging from \$250.00 to \$1,500.00. Sponsors are mentioned a number of times during the concert and their logos are placed on the event posters, in accordance to their donated amount. Any unspent funds are deposited into the Department's Special Revenue Fund for future concerts. Last year, the event had three (3)

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sponsors. In response to Commissioner Butzgy, who suggested the possibility of having banners rather than posters, especially for the larger sponsor(s), Director Bushway stated that the Department has access to a new custom plotter that was recently purchased by the Planning Department. The Plotter has the capacity to print out large-scale files, which can be mounted on board and posted.

Because the Booklet includes information generated by all Town departments, the Parks & Recreation, Youth Services Bureau, and Senior & Social Services Departments have sent a letter to their Town Council Liaisons requesting that the Town to help fund the cost of the Booklet. The request was also introduced at the recent Town Council meeting. The Booklet was previously published free of charge by the publisher, who sold ads to generate funds. Unfortunately, the Publisher has informed them that the publication is no longer be able to publish to Booklet free of charge due to cost.

8. P&R Newsletter for March 2017

The Newsletter will be reviewed and spell-checked prior to being mailed.

The following suggestions were made:

- adding a calendar or list of upcoming activities and events and their respective dates
- making the newsletter more exciting, energetic, and inviting
- adding the Commission's meeting date(s)
- adding wording clarifying that the responses gathered from the Community Building Survey is for informational purposes only so as to determine the funds necessary to secure for future projects

9. Report from Finance

It was clarified that, as of June 30, 2016, there was a balance of \$38,164.83 in the Special Revenue Fund. Since then, approximately \$6,746.69 has been raised and deposited into the account. The account now totals \$44,911.52. It was noted that the amount fluctuates on a regular basis.

While the cost of the mats for Gymnastics derives from the Town's General Fund, the funding for the mats for Judo, which will also be utilized for other programs, will derive from the Department's Special Revenue Fund due to the lack of available moneys in the General Fund. The mats will cost approximately \$1,600.00 and have a lifespan of 15 to 20 years. Because it was felt that the cost of the mats should derive from the Fund that the Program benefits, extensive discussion was held regarding the possibility of having the profits of those programs, including Judo, which are deposited into the General Fund to, instead, be deposited into the Special Revenue Fund. The possibility of delaying the purchase of the mats was also briefly discussed.

Motion made by Commissioner Hajj, seconded by Commissioner Butzgy, to request the Town Council to cover the costs of the Judo mat through the Town's General Fund. Voice

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vote, 5-2. Voting in Favor: Commissioners Butzgy, Hajj, Penman, Perkins, and Ventresca. Voting in Opposition: Commissioners Berardy and Hartman. Motion carried.

Motion made by Commissioner Berardy, seconded by Commissioner Hajj to rescind the previous motion. Discussion: None. Voice vote, 7-0, all in favor. Motion rescinded.

Motion made by Commissioner Hartman, seconded by Commissioner Butzgy, to request that any profits from the Judo program be deposited into Department's Special Revenue Fund. Discussion: Director Bushway will generate a proposal to be presented to the Town Council, Councilor Tanner will request that the item be placed on the next Town Council Meeting Agenda, and Chairman Hartman will be present at the meeting to present the request. Voice vote, 7-0, all in favor. Motion carried.

10. Unfinished Business

a. P&R Budget

After extensive discussion regarding the type of help, amount of pay (hourly vs. stipend), and the time that will be needed to organize and supervise some of their programs and events, the Commission agreed to add \$3,500.00 to the PT Recreation Programs line item. Commissioner Perkins proposed adjustments to various line items in an effort to offset the additional cost.

While the reasoning behind the significant increase in the line item for PT Camp Oakdale is due to the increase in minimum wage, Commissioner Perkins felt that the amount should be decreased. Currently the Summer Camp Staff is comprised of 24 individuals and the Special Needs Camp, which runs for four weeks, is comprised of 4 to 6 individuals. Director Bushway will review the numbers.

Discussion ensued regarding the line item for Programs. It was clarified that, because the Basketball Program is under the General Fund, any expenses for the Program are included in this line item. Expenses for such free programs as the Easter Egg Hunt and Trick or Trunk, which are paid through the General Fund, can be derived from the Special Revenue Fund. It was noted that funds could be transferred between line items within the Department's budget at/towards the end of the fiscal year to help balance their budget.

The proposed budget requests an increase of approximately \$29,000.00. The budget process was briefly discussed and the importance of the Commissioners to be present during the budget meetings to present their budget to the Finance Committee was stated.

In response to Commissioner Butzy, Director Bushway stated that it was confirmed with the Superintendent that an attendant is required to be present for the basketball practices that are held at the schools.

Motion made by Commissioner Berardy, seconded by Commissioner Hajj, to approve the proposed budget for fiscal year 2017-2018 with the following amendments:

	2016-2017 Budget	2017-2018 Proposed	Change
PT Recreation Programs	\$13,227.00	\$16,727.00	+ \$3,500.00
Rec Holiday Parade	\$640.00	\$500.00	- \$ 140.00

Discussion: None. Voice vote, 6-1. Voting in Favor: Commissioners Berardy, Butzgy, Hajj, Hartman, Penman, and Ventresca. Voting in Opposition: Commissioner Perkins. Motion carried.

b. Community Center Building Committee Update

Commissioner Ventresca reported that the Community Center Building Survey is now available at Town Hall, Community Center, and online. She has expressed her concerns to the Committee regarding the presentation of the Survey, which, according to some of the Facebook comments, has been misunderstood. She clarified that the Survey was created for informational purposes only and will be utilized to gauge the interests/needs/wants of the residents, determine the costs, and investigate the possibility of obtaining aid or grant(s) to help fund the project(s). The Survey will have no effect on the mil rate at this time. Surveys should be completed and submitted by March 31, 2017.

Public Works Director Bourdeau stated his plans to attend the Committee’s meetings to discuss the future of the Facility. Currently, the Town is planning to remodel the bathrooms at an estimated cost of \$300,000.00.

c. Camp Oakdale – *no report*

d. Dog Park Committee Update

The Town Council approved to waive the bidding process for the fencing at their February Regular Meeting. The Committee Members are continuing to seek donations for materials. Their next meeting is scheduled for March 14, 2017.

e. 2017 Summer Concerts – *no report*

f. 2017 Carnival

It was clarified that, rather than forming a Sub-Committee, those Commissioners who volunteered to help organize the event may communicate with each other to plan and coordinate the event, as necessary. Commissioner Ventresca stated that, while she is still willing to help plan the event, she would not be able to lead the group due to her inability to invest the time necessary to properly and successfully plan the event. Director Bushway confirmed that no final decisions have been made regarding the fireworks show.

Motion made by Commissioner Perkins, seconded by Commissioner Ventresca, to take a short recess and extend the meeting for 15 minutes. Discussion: None. Voice vote, 7-0, all in favor. Motion carried.

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The Commission took a break at 8:01 p.m. The meeting resumed at 8:04 p.m.

- g. Future Events & Programs
 - 1) Farmers Market (Commissioner Hajj)
Commissioner Hajj has received and will review a binder filled with the requirements necessary for the Commission to host a Farmers Market.
- 11. New Business
 - a. E-mail Correspondence (Vice-Chair Perkins)
Contrary to previous belief, it was clarified that discussions may take place with the inclusion of all of the Commission Members via e-mail, but no votes can be taken.
 - b. Dog Park Liaison
Due to a lack of time, Chairman Hartman is no longer able to act as the Dog Park Committee Liaison and is seeking a volunteer to take his place. The Committee's charge will be reviewed to investigate whether a liaison is required.
- 12. Communications
 - a. Letter of request regarding the possibility of a quicker call for a jump ball by the referee when players are fighting over a loose ball
 - b. Two letters regarding the Department's scoring policy
- 13. Remarks from the Public – *none*
- 14. Remarks from Town Council Liaison Laura Tanner
Councilor Tanner reported that the Town Council recently honored Oakdale Fire Company Firefighter Nicholas Dombrowski and four citizens for assisting in a water rescue at Oxoboxo Lake. The Dog Park is scheduled to be completed this year. She felt that communication between the Public Works Director Bourdeau and the Community Center Building Committee would be great.
- 15. Remarks from the Commissioners – *none*
- 16. Adjournment
Motion made by Commissioner Berardy, seconded by Commissioner Butzgy, to adjourn the meeting at 8:18 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.

Director's report

- The discussions with the Youth Services Bureau and Senior and Social Services departments regarding our booklet of programs and services have resulted in a decision to ask the Town to include it into their budget as any departments can include information into it as they have in the past. Producing one three times a year will help keep the cost down. We are anticipating the booklet to cost between \$3200- \$4,500 per issue.
- Letters to potential sponsors for the concerts are being sent out. We will need about \$3,300 for the concerts this summer.
- Working with Salem Rec to play some additional games with their squads. They have teams up to 5-6 grade level. They can play Tuesday, Thursdays and Saturdays at the elementary school.
- The Building Committee has finished the survey questions and have put it out to the public. Copies are available at Town Hall for anyone to fill out and return.
- Our IT department will be installing cameras around the maintenance building at Camp Oakdale within the next month. They will provide surveillance for the facility. We recently had an attempt to steal some metal poles from the back of the building. It will also provide some coverage to the immediate ballfields and playground. More will be added when additional funding becomes available.
- Cancellations continue for programs due to weather and school rescheduled activities. This has pushed back some of our start dates for programs such as gymnastics, yoga, karate, etc. from the published times set earlier this winter.