

**Town of Montville**  
**Parks & Recreation Commission**  
**Regular Meeting Minutes for April 19, 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 Rachel Belardo, Joseph Berardy, Matt Beaupre, Danielle Butzgy, Jennifer Hajj (6:40 p.m.), Ryan Hartman, Dawn Penman, Karen Perkins, and Kristin Ventresca. 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  
Sarah Bigalbal spoke on behalf of herself and her brother, Raymundo, regarding an Eagle Scout and Girl Scout Gold Awards Project Proposal to provide picnic tables, benches, signage kiosk, garbage can containers, water bowls, and dog toys for the Dog Park. They plan to obtain donations and partner with local businesses to acquire materials and engage volunteers to help facilitate the building and collection of the materials. The project should be of no cost to the Town. They will begin soliciting for donations immediately after they obtain approval for the Project, as Ms. Bigalbal will need to have the project completed by June 16, 2017.  
Chairman Hartman thanked her for her presentation and looks forward to seeing the project come to fruition.

Chris Lawton, Chairman, Dog Park Committee, provided the original proposal for the Dog Park, dated April 2013, and presented a brief overview of the project and its progress. Clearing of the property began on April 3 and an updated budget report will be provided to the Town by Friday, April 21, as requested. As promised, no funds were derived from the Town, but from various donations. In addition to Sarah and Raymundo Bigalbal, who presented their project this evening, he has been approached by a number of Scouts for projects and, with the help of individuals, local businesses, and community organizations, including the Boy Scouts, Girl Scouts, and Leos, the Committee will be achieving all of its goals, as presented in the Proposal, by the end of the year. The Committee is happy with their accomplishments thus far and looks forward to continuing their work on the Project. He also clarified some of the statements that were recently made by Chairman Hartman, who, until recently, acted as the Commission's Liaison. In response to his statement regarding the Committee's direct communication with the Town Council at the Commission's last regular meeting, Dog Park Chairman Lawton stated that the Committee has addressed the Town Council three times: April 2014, to present the Proposal; September 2016, to provide an updated report, at the request of Councilor Tanner,

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and; February 2017, to request the waiving of the bid process for the fencing, as recommended by Finance Director Hart. He further commented on Chairman Hartman's lack of involvement and support. He looks forward to working with Commissioner Beaupre, who was recently appointed as the Commission's new Liaison. He commended the Dog Park Committee and their hard work and efforts.

In response to Commissioner Butzgy, Chairman Hartman clarified that he acted as the third Liaison to the Dog Park Committee. Chairman Hartman thanked Dog Park Chairman Lawton for his time and continued service to the community.

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

a. The Regular Meeting Minutes of March 15, 2017

Motion made by Commissioner Perkins, seconded by Commissioner Ventresca. Discussion: None. Voice Vote, 9-0, all in favor. Motion carried.

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

Director Bushway reported that the first phase of the security cameras at Camp Oakdale to help protect the facility's buildings from any vandalism and the like have been installed and are in operation.

In response to Commissioner Butzgy, Director Bushway stated that the Representative from Rockwell Amusements recommended against holding the Carnival at Camp Oakdale due to its location, lack of visibility from the road, parking, and traffic considerations.

Director Bushway will request a copy of the proposed signage for the Community Center from the Youth Service Bureau for distribution to the Commission. The funding of the sign is currently unknown. While the Town Council will determine the funding of and review and provide the final approval of the signage, the Commission should be consulted for their input. Commissioner Perkins noted that the Planning & Zoning Department has approved the signage.

Due to a mix-up, the Town Council will review the new wage scale at their next meeting. It was explained that, due to the minimum wage increase, the wages for all employees were increased. The Town Council did not discuss the increase of the Summer Camp Fees to help offset the proposed wage increase.

8. P&R Newsletter for May 2017

The dates for the Movie Nights will be determined. Commissioner Perkins confirmed that the Administrative Assistant reviewed the event dates. The IT Department is determining the reasoning behind why some of the recipients are not receiving the newsletter, which is designed and created in Microsoft Word. It was noted that a replacement has not yet been found to replace the services of Volunteer Webmaster Donna Geary. In response to Commissioner Butzgy who noted the difficulty with navigating the website to locate the newsletter, Commissioner Hajj suggested the possibility of soliciting the services of a college intern to help update/maintain the website. The item will be added to the Commission's future agendas.

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The following suggestions were made:

Summer Concerts:

- include the type/description of the music and/or the band's website addresses.
- change the heading to read: "*Free Outdoor* Summer Concerts"

Additions:

- Upcoming Events
- Solicitation of suggestions with relevant contact information

9. Report from Finance – *no discussion*

10. Unfinished Business

a. P&R Budget

A meeting will be scheduled with the Finance Committee to discuss their Proposed Budget. Commissioner Hartman stated that he is available to meet any day after 4:30 p.m.

b. Community Center Building Committee Update – *no update*

c. Camp Oakdale

As noted, the security cameras have been installed. Currently, all of the fields, with the exception of Field 7, are open for use. In addition, a delivery of clay is expected to arrive to raise the infield of the softball field. In response to Commissioner Perkins, St. Bernard School has not reserved the field to date.

Public Works Director Bourdeau raised a funding issue with the rental of the field at Mohegan School to the AAU Baseball League. The field is currently rented to the League for \$25.00/use, but is costing the Town over \$200.00 to prepare the field for their games. Currently, the town of East Lyme charges \$30.00/practice, \$60.00/2 hours, \$110.00/half day, and \$200.00/full day and aligning their fees with that of East Lyme was discussed. Whether the fees include the lining of the fields will be investigated. Director Bushway stated that, currently, the AAU team utilizes the field at least three times per week with up to two to three games per week. Due to liability issues, the AAU League is not allowed to utilize any heavy equipment on the property. The Commissioners suggested allowing the League to line the fields themselves or instituting a separate fee for the lining of the fields. In addition to the AAU League, Church Leagues also utilize the field. The rental fees are deposited into the General Fund and the field maintenance fees are expended out of the Public Works Budget. The rental fees for surrounding towns will be investigated and presented at a future meeting.

In response to Commissioner Hartman, the Public Works Department maintains the field located at the Community Center. The field, along with the Palmertown Field, is not a priority as it is not normally utilized. As such, the field has not yet been mowed. Public Works Director Bourdeau stated that he was not aware that T-Ball practices had begun and would prepare the field for use. Funding is available for the removal of the backstop, a tree,

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and the well at the Community Center. The field will, then, be graded and prepared for use as a multi-purpose field and a fence will be installed in the back of the field to help keep any stray balls within the field. The removal of the electrical poles on the property will also need to be decided. Half of the field at Palmertown, which is owned by the Public Works Department, might be utilized by Public Works.

d. Dog Park Committee Update

As reported by Dog Park Committee Chairman Lawton, the area for the Dog Park is in the process of being cleared; it is hoped that the property will be cleared by the end of April. Because part of the cost of the fencing is being donated, the Dog Park is not a high priority for the fencing company and there is no definite date for the completion of the fencing. A *Name the Dog Park* Contest may be held. Leo's Dog Day event will be held this Sunday, April 23, 12:30 – 3:30 p.m., at the Camp Oakdale Pavilion. Proceeds will be divided 50/50 between the Montville Dog Park and Montville Animal Control. An additional Eagle Scout Project for a path between the parking lot and the Dog Park may be proposed in the near future. The Committee questioned the need to revise an existing Ordinance regarding the prohibition of animals in certain areas. After reviewing the Dog Ordinance, Commissioner Beaupre recommended including the Dog Park on the current map. It was assumed that the Public Works Department would be responsible for maintaining the Park as one of the Town's facilities under the Parks & Recreation Department. An electronic copy of the Committee's original proposal will be provided to the new Commissioners. The Committee is hoping to have the Dog Park completed and open to the public by the end of October 2017.

e. 2017 Summer Concerts

Director Bushway reported that a donation of \$1,500.00 was received by the Mohegan Sun and solicitation letters to past sponsors have been mailed. The funds will be utilized to cover the cost of the bands. Two food trucks have been reserved to date – one selling hamburgers, hotdogs, and the like and *Archie's Wings*. In response to Commissioner Hajj, Director Bushway stated that potential vendors are contacted from a list he maintains. At least three (3) vendors will be reserved for each of the events. Commissioner Ventresca suggested adding and/or contacting *Rita's* to the list as another possible vendor.

f. 2017 Carnival

The Carnival will be held from Thursday, June 22 to Sunday, June 25, 2017. The exact hours will be provided to the Commission. The fireworks show will be displayed on Saturday evening. The vendor was not interested in shortening the event from four to three days. The contract, which includes the percentage (20% of the ticket sales goes to P&R), fireworks, and dates, has been received. The vendor will be funding the cost of the fireworks and permission has been obtained to utilize the School's baseball field to set off the fireworks. Bracelet Day, on which one can purchase a bracelet for one price allowing them to ride the rides all day, will be held on Sunday.

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A list of the available rides to choose from will be provided. The contract does not provide any ticket cost options. The possibility of the Commission taking a lesser percentage and offering the rides to the public at a lesser rate will be investigated. The Commission will be tasked with the selling of the tickets. Though the vendor will be handling the advertising for the event, the Department will also be revising the signage they obtained last year that are specific for their event. Director Bushway confirmed that the Military would be directing the parking and the police have been contacted regarding the event. As previously stated, after reviewing the Camp Oakdale location, the vendor felt that it would not be an ideal location for the event. Director Bushway also felt that, due to the time, energy, and expense the Town engages in to maintain the fields and the possible damage it could cause, Camp Oakdale would not be an ideal location. Chairman Hartman felt that they should defer the location of the carnival to the vendor, who is experienced in the hosting of such events. Commissioner Butzgy did not feel that the carnival is visited by many passers-by and Commissioner Perkins noted that the Fair/Carnival was always held at the Camp Oakdale Pavilion. Commissioner Beaupre felt that the Carnival should be held at Fair Oaks for the time being and, once the event is established, they can reconsider moving the event to Camp Oakdale. The number of local vendors that will be invited for the event will be dependent upon the amount of space remaining after the selection/placement of the rides. In response to Commissioner Hajj, the softball field located across the street is fenced in and would not be available for use. Chairman Hartman suggested a site plan of the property be generated to help them estimate the number of vendors they can reserve for the event.

The Commissioners agreed to schedule a Special Meeting for Wednesday, May 3, 2017 at 6:30 p.m. at a location to be determined to discuss the rides and make any other necessary decisions. A list of the available rides, identifying those that were present the previous year and their respective age groups will be provided.

g. Future Events & Programs

1) Farmers Market (Commissioner Hajj)

Commissioner Hajj deferred the Farmers Market to Director Bushway, who reported that he and a Town resident is in search of a Market Master and what the position entails. A meeting to discuss the Farmers Market has been scheduled; they are hoping to open a Farmers Market next year.

11. New Business

a. Summer Movie Series

The screen has been delivered, the projector will be borrowed from Youth Services, and Chairman Hartman will obtain popcorn from the movie theatre. The Commission will need to investigate the movie release dates and select a movie. Possible preliminary dates include Saturday, August 5, 12, or 19. The possibility of hosting a movie for children in August and a movie for adults in September was also discussed.

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12. Communications – *none*

13. Remarks from the Public

Chris Lawton, Chairman, Dog Park Committee, provided a few updates from Commissioner Beaupre's report. He clarified that the Project proposed by the Bigalbal's must be financed, constructed, and presented by Ms. Bigalbal's graduation date; the project need not be installed by that date. He also clarified that the Committee is seeking an exemption from the Leash Law Ordinance for the Dog Park, rather than the Dog Ordinance. Following the completion of the Park, he introduced the possibility of forming a Friends of the Dog Park organization or a Committee, similar to those in the towns of Colchester and Killingly, to plan the various events, e.g., Frisbee Throwing, Dog Days, Dog Bathing Days, and the like, that can be held at the Park. Any funds that are raised would be utilized for Park improvements or future events.

Commissioner Hartman thanked him for his remarks.

14. Remarks from Town Council Liaison Laura Tanner

Councilor Tanner stated that that she would investigate the Leash Law Ordinance and information regarding the possible formation of a Friends of the Dog Park organization. She urged all of the Commissioners to attend the Finance Meeting(s).

15. Remarks from Parks & Recreation Director Peter Bushway – *none*

16. Remarks from the Commissioners

In response to Commissioner Butzgy, any items the Commissioners would like to have added to the agenda may be sent to the Recording Secretary. The Agenda is reviewed by both the Chair and Vice-Chair for approval prior to distribution.

17. Adjournment

Motion made by Commissioner Perkins, seconded by Commissioner Ventresca, to adjourn the meeting at 7:52 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 – April 2017**

- I met with our carnival company owner to discuss the use of Camp Oakdale fields for a possible site for the carnival. Although there is plenty of room he did not like the location as it is not visible to anyone passing by. He would prefer to stay at the Community Center location where there are hundreds or more people going by each day.
- I spoke with Cathy Bigalbal about her two children's projects they are planning for the Town. Her son is preparing to obtain his Eagle Scout status and her daughter her Gold status in the Girl Scouts. Both will be at our April meeting to discuss their projects with the Commission.
- Summer Camp dates will be June 26<sup>th</sup> to August 11<sup>th</sup> at the high school
- . Registration for camp will begin May 8<sup>th</sup>. Interviews for camp counselor positions will be conducted the week of April 10<sup>th</sup> and continue until we have filled all the positions with high quality staff members.
- Luther Fence will be the vendor for the Dog Park fencing. It will be approximately 1,300 feet and 5 feet high. There will be three gates for entrance into the park and one double gate for maintenance vehicles. The posts will be anchored in concrete. A three year warrantee on the installation is included in the price of \$12,700.
- Barbara Lockhart of our Youth Services Bureau has received a proof of a sign to replace the Fair Oaks School sign that will go in front of the Montville Community Center. EZ Signs has designed it and she has received approval from the Planning and Zoning Dept. that it is acceptable to them. Councilor May has agreed to do any engineering for the sign if needed. The price of the sign is \$2,646.40 and the thought is to have Public Works pay for it out of their budget since it is building related. Town Council will decide on the sign and how and who will pay for it.
- The pipe to supply water from field one to field 4 has been laid. The work was done by Public Works and all that is needed to do is put in the inner pipe which will carry the water. This will allow us to water all of the fields with the exception of field 7. We are hoping that the drought conditions do not continue this summer as they have the past two.
- The Easter Egg Hunts went very well despite the soft field conditions. We had over 200 at the afternoon hunt for ages 10 and under and 40 for the flashlight hunt later that night. Businesses were generous in donating prizes for the flashlight hunt and we supplemented to the prizes with items from Walmart like stuffed animals, sports pillows and bags of seasonal candy.
- Interviews for summer camp counselors started last week. I anticipate having a full staff by the second week of May if all goes well. There are some excellent applicants for 5-7 positions available.
- I am suggesting June 3<sup>rd</sup> for the Community Tag Sale to be held at the Montville Community Center from 9-1 pm. With Memorial Day falling on May 29<sup>th</sup> this year, the following Saturday is the most logical.
- Chair Hartman and I attended the Town Council meeting Monday night to discuss and get approval for the new wage scale. With the new minimum wage at \$10.10 per hour, the scale needs to be adjusted for all of our part-time employees. Unfortunately, the copy of the wage scale I provided for the meeting was not included in their packets for the meeting so they tabled the item until next month.
- Security cameras are being installed at the Camp Oakdale ballfield location this week. The cameras will cover the garage and other buildings on site to help identify any vandalism that takes place.