

**Town of Montville**  
**Parks & Recreation Commission**  
**Regular Meeting Agenda for June 21, 2017**  
6:30 p.m. – Montville Town Hall – Town Council Chambers

1. Call to Order  
Vice Chairperson Perkins called the meeting to order at 6:00 p.m.
2. Pledge of Allegiance
3. Roll Call  
Present were Commissioners Rachel Belardo, Matt Beaupre, Danielle Butzgy, Jennifer Hajj (6:12 p.m.), Dawn Penman, Karen Perkins, and Kristin Ventresca. Absent were Commissioners Joseph Berardy and Ryan Hartman. Also present were Town Council Liaison Laura Tanner and Parks & Recreation Director Peter Bushway.
4. Adjustments to the Agenda  
The following items were added to the Agenda:
  - 11(b) Agenda
  - (c) Communication
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 May 17, 2017  
Motion made by Commissioner Ventresca, seconded by Commissioner Beaupre, to accept the Minutes with the following amendment:  

Item 7(a) New Business, Tour of Camp Oakdale:  
*Tennis Courts: Discussion ensued regarding cleaning up the walkway towards the Dog Park and possible uses for the rear tennis courts.*

Discussion: None. Voice vote, 6-0, all in favor. Motion carried.
7. Director's Report for June 2017  
Director Bushway stated that, while an individual was placed at the Chesterfield entrance directing the traffic to the Community Tag Sale, no one was placed at the Old Colchester entrance and sandwich signs directing people to the Tag Sale would have been helpful.  
  
The Commissioners stated that they have not yet heard any radio ads regarding the Carnival; the Department has paid \$400.00 for 20 commercials to be played midday. In addition, it was clarified that the coupons will be published in *The Day* and *Norwich Bulletin* three times in each respective paper.  
  
Due to complaints, the Public Works Department will be purchasing and placing a windscreen between the two tennis courts to mask the backcourt and the Dog Park. Commissioner Butzgy felt that the funds would be better spent on cleaning up the court. It was noted that, while the

grass is being mowed, there appears to be no maintenance being conducted in the front tennis court where weeds are growing two to three feet high along the fencing or along the walkway towards the Dog Park where there is garbage, weeds, and vines.

The course for the Kids Fun Mud Run will run from the Football Field to Field 7 to the Softball Field, where pools of mud pits will be placed side-by-side on tarps, at Camp Oakdale. The participation fee, which will be collected by the Parks & Recreation Department, has not yet been finalized. Montville Youth Football has been alerted with the date of the event so that it will not conflict with their schedule. The work and profits from the event will be divided between the Oakdale Fire Department, Youth Services, and Parks & Recreation Department and the Department's profits will be placed in their Special Revenue Account.

With regards to the BOE's request to use a room at the Community Center for students, Director Bushway stated that, upon approval, he is planning to recommend that the proposed washer and dryer be placed in a locked cabinet where the former sinks were located, allowing the room to be available to the public when it is not in use. In addition, part of the school's program will include schoolwork, which will take place in Youth Services' Computer room. The use of the room should not conflict with any other groups that request the use of a room in the Community Center during the school day.

Director Bushway is awaiting the final cost for the Summer Camp bus transportation. Councilor Tanner reported that Superintendent Brian Levesque informed her that the Board of Education (BOE) bills the Parks & Recreation Department for the bus transportation costs to/from the Camp. Director Bushway stated that the Department has only been billed for the field trips in the past and not the transportation to/from the Camp.

8. P&R Newsletter for July 2017

The following correction under the Kids Fun Mud Run announcement was requested:

Parents may run with their child but must ~~pay the~~ register and pay the fee.

The fee for the event is yet to be determined and will be dependent upon the cost of the giveaways. Commissioner Hajj questioned the necessity of submitting a Birth Certificate for the participants. She also suggested including that there will be an obstacle course, the number of obstacles, the distance of the race, the fee, and that participants will need to sign up for their heat wave time.

Vice Chairperson Perkins stated that she was offended at the last meeting when they were informed that the Commission is not able to critique the Newsletter. She noted the blank holes in the July Newsletter and felt that a listing of their events and activities should be included in place of the "In This Issue" section. She also felt that the masthead should be included in the Newsletters and suggested eliminating the indoor basketball photograph for the Free Summer Basketball Clinics since the event takes place outdoors.

Commissioner Hajj suggested including the name of the bands in the headlines for the concerts.

9. Report from Finance

In response to Commissioner Hajj, Director Bushway stated that an adjustment of \$2,140.00, indicated in line item 10730 51074, PT Camp Oakdale, was made in the current year's budget.

10. Unfinished Business

a. P&R Budget

The Budget has passed and the additional two (2) staff members for the Summer Camp Program, allowing them to increase the number of participants to 230, was approved. There continues to be a waiting list of 30 to 40 children. The pay increase for the staff was also approved. Discussion ensued regarding where the funds would derive from should it be determined that the bus fees are the responsibility of the P&R Department.

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

c. Dog Park Committee Update

Per the Director's Report, the Public Works Department has completed their part of the construction of the Dog Park and the Committee is waiting to schedule the installation of the fence, which they hope to have completed by the end of the Summer. They plan to discuss the naming of the Park and complete the *PetSmart* Grant at their next meeting.

d. 2017 Summer Concerts

Vice Chairperson Perkins requested that a promotional announcement, similar to that of Groton's *Esker Point Beach Summer SoundWaves* event, be posted on their Facebook page. Director Bushway stated that after the Carnival, an announcement for the Concert, created in *Publisher*, will be posted on their Facebook Page and signage promoting the event will be placed throughout the Town.

In response to Commissioner Butzgy, the possibility of hosting a Cornhole Tournament was discussed. Due to the lack of time in promoting the Tournament, the possibility of having the cornholes available and accepting sign-ups at the *KICK* (first) concert for a Tournament to be held at the *Malaena* (second) concert on Field Four was discussed. The Tournament could also be included in the Newsletter. Commissioner Ventresca suggested that an e-mail reminder regarding the need for cornhole boards be sent to the Commissioners as the date of the event nears. Commissioner Butzgy will send the verbiage for the signage advertising the Cornhole Tournament to Director Bushway. A request will be made to the High School to advertise the Tournament on their digital board. Commissioner Hajj suggested printing flyers advertising the Tournament for distribution at the Carnival, possibly at the Library's cornhole booth.

Thus far, two food trucks, *Archie's Wingz & Things* for the *Malaena* Concert and Hotdogs & Sausages for both concerts, have been confirmed. Director Bushway reported that both the Football and Cheerleading Organizations have requested to open their concessions stands at both concerts. Discussion ensued regarding the possibility of charging the food

trucks to vend their products at their concert and movie night events. It was noted that only the popcorn and ice cream did well at last year's movie night.

**Motion made by Commissioner Penman, seconded by Commissioner Ventresca, to have only food trucks at their 2017 Summer Concert. Discussion: In response to Commissioner Hajj who felt that there should be as many vendors as possible and both Football and Cheerleading should gauge whether it would be worth their while to open the concession stand, it was noted that the food trucks would, then, opt not to vend at the event(s). In addition, food truck vendors will not attend the event should they need to compete against several other food trucks. Commissioner Beaupre felt that the number of food trucks should be adequate in relation to the attendees. Vice Chairperson Perkins suggested allowing them to open their concession stand at their Movie Night event. Voice vote, 8-0, all in favor. Motion carried.**

**Motion made by Commissioner Ventresca, seconded by Commissioner Belardo, to allow Montville Youth Football to open their concession stand at the 2017 Summer Movie Night. Discussion: None. Voice vote, 8-0, all in favor. Motion carried.**

*Sweet Frog* will be confirmed for Summer Movie Night. Commissioner Ventresca will relay the contact information for the baked potato and grilled cheese food trucks to Director Bushway. In addition, Commissioner Hajj suggested he contact Bozrah Farmers' Market, who has at least four (4) food trucks at their events. The Uncas Health District has supplied him with a list of approximately six (6) approved food truck vendors and he has contacted Ledge Light Health District for the same.

e. 2017 Carnival

Discussion ensued regarding the booth sign-ups for the Carnival. It was suggested to request the help of the Rotary and Leos Clubs, in exchange for the placement of a sign in the window promoting their organization. Vice Chairperson Perkins will contact the Rotary Club. Currently, one part-timer has been secured to help at the Carnival for a variety of tasks. In addition, two National Honors Society students are in need of volunteer hours. Town Council Chairman Joe Jaskiewicz has also volunteered to help at the Carnival. Director Bushway will be closing every night. The Fire Police, Police, Oakdale Fire Company, and Fire Marshal will be present. Event signs will be posted and staffing for parking is not a concern at this time. Commissioner Beaupre will contact the Coast Guard to see if there are any individuals willing to volunteer for the event. There will be five additional rides this year.

The Commissioners may park in the Community Center parking lot. Three non-profit vendors — Republican Town Committee, who will be selling burgers, hotdogs, and drinks; the Library, who will have a cornhole booth, and; the Cheerleaders, who will have face painting — have been secured and will be located on the grass along Old Colchester Road.

The Carnival may be cancelled if there is thunder and lightening. Attendees may view the fireworks from the softball field, parking lot, or the Carnival. The show is scheduled to start between 9:15 to 9:30 p.m. and will be less than ten minutes in length.

2018 Carnival will be added under New Business.

- f. Future Events & Programs
  - 1) Farmers Market – *no update*
- g. 2017 Summer Movie Series – *previously discussed*

11. New Business

a. Newsletter Template (Commissioner Hajj)

Commissioner Hajj will work with Director Bushway to establish a template for future Newsletters.

b. Agenda

Vice Chairperson Perkins suggested having a draft of the Agenda sent to all of the Commissioners for review and approval.

c. Communication

Vice Chairperson Perkins stated the importance of receiving informational e-mails providing the Commissioners with regular updates to help improve the communication between the Department and the Commissioners.

Councilor Tanner will speak with the Town Clerk to clarify what can and cannot be communicated via e-mail, per FOIA (Freedom of Information Act) Regulations and suggested having a weekly e-mail from the Director. Stating that they are on the same team, the Commissioners agreed that regular communication could also help alleviate some of Director's workload and that it would be the key to the Commission's success, helping them to achieve their goals in a more timely manner.

**Motion made by Commissioner Penman, seconded by Commissioner Hajj, to extend the meeting by 15 minutes. Discussion: None. Voice vote, 8-0, all in favor. Motion carried.**

12. Communications

Commissioner Hajj reported on a complaint regarding T-Ball, which, it was noted, is organized by the Montville Little League; contact information will be provided to her.

She also received a program suggestion for ballroom dancing. Commissioner Butzgy, having researched the matter, stated that she has discovered that the previous statements regarding the need for insurance were untrue. She requested that a meeting between the Commission, Finance Director, and Insurance Professional be organized to discuss the issue. Director Bushway clarified that the Town has insurance and the issue lay with the individual hired to run the program acquiring the necessary insurance. The Commissioners questioned how other Towns

are able to run their programs and the possibility of organizing a meeting/contacting the Finance Director of a neighboring town to discuss their process was raised.

Vice Chairperson Perkins requested organizing a meeting with the Finance Director to discuss the issue with the Commission as well as with the Town Clerk to discuss FOIA Regulations. In addition, Councilor Tanner will investigate whether the Parks & Recreation Department can team up with the BOE to run programs.

The following items will be added to next month's agenda:

Establishment of New Programs

Tennis Court 2

13. Remarks from the Public – *none*
14. Remarks from Town Council Liaison Laura Tanner  
Councilor Tanner stated that she loves the idea of the Kids Fun Mud Run. She is glad that Director Bushway became involved with the use of the Community Center Building by the BOE, which appeared to be filtered through Youth Services. She agreed with the need for improved communication and confirmed that she will reach out to the Finance Director, Town Clerk, and BOE and will determine the costs for the Summer Camp buses.
15. Remarks from Parks & Recreation Director Peter Bushway – *none*
16. Remarks from the Commissioners – *none*
17. Adjournment  
Motion made by Commissioner Ventresca, seconded by Commissioner Belardo, to adjourn the meeting at 8:14 p.m. Discussion: None. 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 CAN BE FOUND ON THE TOWN'S WEBSITE  
LOCATED UNDER RESOURCES – FORM REPOSITORY – MEETING RECORDINGS**