

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

1. Call to Order  
Acting Chairperson Karen Perkins called the meeting to order at 6:30: p.m.
2. Pledge of Allegiance  
All stood and pledged the flag.
3. Roll Call  
Commissioners present were Rachel Belardo, Joseph Berardy, Matt Beaupre, Danielle Butzgy, Ryan Hartman, Dawn Penman, Kristin Ventresca, and Karen Perkins. Also present was Parks & Recreation Director Peter Bushway, Town Council Liaison Jeff Rogers, and Public Works Director Don Bourdeau. Commissioner Jennifer Hajj was absent.
4. Adjustments to the Agenda  
The Commission agreed to add Item 11c, Paid Volunteers (*Ventresca*) and 11d, Parks and Recreation Commission Apparel (*Hartman*) to the Agenda.
5. Remarks from the Public regarding items on the agenda with a three-minute limit  
Acting Chairperson Perkins asked three (3) times for remarks. There were none.
6. To Consider and Act on a Motion to Approve:
  - a. The Regular Meeting Minutes of October 18, 2017.  
  
**Motion made by Commissioner Ventresca; seconded by Commissioner Beaupre to approve the Regular Meeting Minutes of October 18, 2017. Discussion: Commissioner Beaupre noted a correction to the name of the resident who attended last month’s meeting as being “Hillman” not “Hellman.” The minutes will be amended accordingly. Voice Vote, 8-0; all in favor. Motion carried.**
7. Director’s Report for November 2017  
Director Bushway responded to Commissioners’ questions and comments regarding his report. He responded to why an AED (Automated External Defibrillator) was needed (*Butzgy*) and if the AED enclosure were opened would a 911 be dispatched (*Ventresca*). Director Bushway replied that the AED, that is being donated, is a vital item to have at Camp Oakdale and if the AED enclosure is opened a 911 call is immediately dispatched. He also reported he received an email today from Marion Delgado that the Harlem Superstars event he planned to host at Tyl Middle School will not take place there as he is unable to use its facilities. Director Bushway also noted the \$68,300 donation to the Town by the Mohegan Tribal Council that will supplement the cost toward expansion of Field 3 at Camp Oakdale. Commissioner Ventresca asked about the basketball tryouts. Director Bushway reported 28 girls and 26 boys in grades 3 participated for four (4) probable teams and said coaches are set. Tomorrow, 5<sup>th</sup> grades boys and girls will have tryouts and 6<sup>th</sup>-8<sup>th</sup>

grade tryouts will take place on Friday. Commissioner Ventresca and Acting Chairman Perkins asked about the coach issue discussed at last month's meeting. Director Bushway said he was monitoring the issue and although the coach has been accepted he is not sure if he will stay given he had requested certain, specific team members.

8. P & R Newsletter for December 2017

Acting Chairman Perkins discussed the December Newsletter (noted for the record as the agenda states November), the registration periods for judo and gymnastics, and the commissioners' names and email addresses noted at the end of the newsletter. Commissioner Butzgy and Acting Chairman Perkins, the judges for the Holiday Parade will meet at the former Town Hall prior to the parade at 4:00 p.m.

9. Reports from Finance

Director Bushway reported that the spending freeze initiated by Mayor McDaniel is still in place.

10. Unfinished Business

a. Community Center Building Committee Update

Commissioner Butzgy reiterated her question from the last Commission meeting as to whether the Committee still exists. It was noted there were five (5) members appointed to the Committee—Commissioners Ventresca and Hartman are liaisons on it. Town Council Liaison Rogers agreed to check on the status of the Committee and report back.

b. Dog Park Committee Update

Commissioner Beaupre clarified from the minutes of the last Commission meeting that the issue regarding the fence was tabled for discussion. He reported on the finalization of park rules and the continuation of discussion concerning transition. Commissioner Hartman mentioned that the condition of the fence was the result of a tree that fell on it and said there were no funds to repair the fence. Public Works Director ("PWD") Bourdeau reported that a Town owned tree fell on the fence but he wanted it rebuilt without taxable funds. He also stated that the Committee has no funds to maintain the proposed park. Commissioner Beaupre stated that the Committee is soliciting donations on Facebook and Director Bushway added that there no plans on having to pay state tax but donations must be taxed. Commissioner Beaupre will provide an update as to the status of the Committee's funds.

c. Remaining Events for 2017

The December 3<sup>rd</sup> Holiday Parade will be held at 5:00 p.m. but volunteers must be present at the former Town Hall at 4:00 p.m. Responding to Commissioner Butzgy about the holiday tree, Director Bushway said the cost for it was \$85 and it would arrive next week. Acting Chairman Perkins asked about the holiday lights and Director Bushway reported there are no volunteers yet but he spoke with the Rotary Club and they are ready. Commissioner Butzgy proposed decorating Route 32 for the parade route. It was discussed that the electric poles are owned by Eversource (*Bushway*) and a permit would have to be obtained (*Bourdeau*). PWD Bourdeau said he would call Eversource regarding the permit.

Commissioner Hartman asked if the cost for wreaths on Route 32 would come from Public Works. Commissioner Beaupre noted there is \$49,000 under the Special Revenue line item for the Commission and suggested that items purchased be reusable. As to the question by Acting Chairman Perkins regarding refreshments for the Parade, Director Bushway said Youth Services would have a table with hot beverages. Per discussion, Commissioner Hartman disagreed with purchasing the proposed parade decorations from the special fund that he said was for Parks & Recreation projects only. He said the purchase should be made by the Town and also cited State budget concerns. Town Council Liaison Rogers stated the lights and/or decorations would promote a sense of community that the Town Council would support.

**Motion by Commissioner Ventresca; seconded by Commissioner Penman to allot up to \$5,000 for holiday decorations on Route 32 for the 2017 Holiday Parade. Discussion: Commissioner Butzgy googled the cost for wreaths and unlit bells that ranged in price from \$1,500 - \$3,000 apiece. Commissioner Hartman said it was fiscally irresponsible with the current State budget status to spend 10% of the special line item. Commissioner Butzgy proposed decorating the Town Hall. For clarification purposes, Director Bushway stated that the parade route would be from the Montville Funeral Home to the former Town Hall, three-quarters of a mile. Vote by a Show of Hands); In Favor—Berardy, Beaupre, Butzgy, Penman, Perkins, Ventresca; Opposed—Belardo, Hartman. Motion carried, 6-2.**

d. 2018 Summer Concerts

Director Bushway reported there was no movement since the last Commission meeting.

e. 2018 Carnival

Acting Chairman Perkins stated that a Carnival Committee was held today prior to the regular Commission meeting and “things are moving along.”

f. Future Events & Programs

Acting Chairman Perkins reported that Director Bushway sent out the ongoing calendar of events that was emailed to the commissioners.

11. New Business

a. Discussion of Splash Pad

Commissioner Beaupre reported that the dilapidated tennis courts at Camp Oakdale is the location being considered for the splash pad. Discussion followed concerning the size of the Colchester splash pad. The cost for a splash pad at \$61 per sq. ft. would be 6-figures depending upon the size for a commercial grade pad, according to PWD Bourdeau and Director Bushway and would also include a staging area. PWD Bourdeau’s aim is to start a fund or find creative ways to bring the project to fruition without help from the Town thru sponsorships, grants, or fundraising.

b. Discussion of FY-2017-2018 Budget and CIP

Prior to discussion of the Capital Improvement Plan (“CIP”), Commissioner Butzgy asked that documents emailed for future meetings be sent “in one swoop” by Recording Secretary Gathers, instead of piecemeal. As to the CIP, questions were asked and suggestions made by the Commission about enlarging the Fair Oaks Playground (*Penman*), the location of trails (*Bushway*) and those now in use, and prioritizing the CIP projects. A feasible and cost effective way to provide walking trails was considered.

**Motion by Commissioner Butzgy; seconded by Commissioner Belardo, to remove Multi Use Trail at Camp Oakdale, Phase 1 and Phase 2 from the CIP. Discussion: Commissioner Butzgy proposed using the access road as a trail since vehicle access is prohibited. She also commented on the length of time the item had been on the CIP, 10+ years. PWD Bourdeau proposed an alternate, cost effective route—access road, to cul-de-sac, to soccer shed—a two-phase project. Commissioner Hartman suggested whittling the phases to one. Commissioner Beaupre concurred with PWD Bourdeau. Voice vote, In Favor—Commissioners Belardo, Beaupre, Penman, Ventresca; Opposed—Commissioners Berardy, Butzgy, Hartman, Perkins, 4-4. Motion Defeated.**

Director Bushway explained the Acquisition of Land CIP item deemed for expansion purposes and discussion followed concerning recreational lighting for the sports playing fields. Commissioner Ventresca said she would check into a recreational grant for the lighting and Commissioner Beaupre suggested moving up the lighting on the list as it is a cost saving item. Director Bushway concluded that the CIP would be submitted tomorrow. As to the budget, Director Bushway stated he was hoping to get more guidance to tailor it. He also responded to Commissioner Butzgy’s question as to why funds from Parks & Recreation programs are put into the General Fund. Town Council Liaison Rogers agreed to research the matter. Acting Chair Perkins asked Director Bushway to send his recommendations for the next budget to the Commission in advance of the meeting so it could be reviewed beforehand.

c. Paid Volunteers.

Commissioner Ventresca expressed her frustration with persons being paid to work at events for which Commissioners volunteer and referenced that the Parks & Rec budget “should be lean and mean.” She spoke specifically about the recent Trick & Trunk event at Stop & Shop and her request since September for a rolling calendar of events. Director Bushway explained that the part-time staff used are adults—none under the age of 20—who must have some work to insure having reliable staff. Commissioner Ventresca disagreed with the idea of keeping part-timers employed stating fiscal responsibility and said if Commissioners want to volunteer and help they should be used. Commissioner Belardo volunteered for the Holiday Parade.

d. Parks & Recreation Commission Apparel

Commissioner Hartman talked about apparel that would distinguish them as Parks & Rec commissioners.

**Motion by Commissioner Hartman; seconded by Commissioner Berardy to allot \$1,000 for Commissioner identifiable apparel. Discussion: Commissioner Butzgy suggested that their names be on the apparel. Voice Vote, 8-0; all in favor. Motion carried.**

12. Communications

Director Bushway reported on a thank-you letter he received from the Department of Social Services.

13. Remarks from the Public

Acting Chairperson Perkins asked three times for remarks. There were none.

14. Remarks from Town Council Liaison

Town Council Liaison Rogers talked about his willingness to help the Commission as well as the Town. When asked by Acting Chair Perkins if he was surprised by the involvement of the Commission, Town Councilor Rogers praised them for their sense of community. Per his question to the Commission, Director Bushway responded about the cost for the Christmas tree. The Commission also discussed the AED, how it is stored and the security for the device—the installation of a camera.

15. Remarks from Parks & Recreation Director Peter Bushway

Director Bushway distributed copies, obtained by Public Works Director Bourdeau, of the proposed multi-purpose field. He said he met with the engineers a few weeks ago and Mr. Bourdeau spoke with them today. Test were done regarding the ledge on the side of the hill and over the winter trees will be cut. The bid process that will begin on December 1 was discussed by Mr. Bourdeau and a sanitary review of the site.

16. Remarks from the Commissioners

Commissioners expressed Thanksgiving wishes to all and thanks to Town Councilor Rogers as the new liaison.

17. Adjournment

**Motion made by Commissioner Beaupre; seconded by Commissioner Belardo to adjourn the meeting at 8:56 p.m. Discussion, none. Voice Vote, 8-0, all in favor. Meeting adjourned.**

Respectfully submitted by:

Gloria J. Gathers

Recording Secretary, Town of Montville

**AN AUDIO RECORD OF THE MEETING IS AVAILABLE ON THE TOWN WEBSITE.**