

Town of Montville Parks & Recreation Commission
Regular Meeting Minutes – April 18, 2018
6:30 p.m. – Montville Town Hall – Town Council Chambers

1. Call to Order
Chairperson Perkins called the meeting to order at 6:33: p.m.
2. Pledge of Allegiance
All stood and pledged the flag.
3. Roll Call
Commissioners present were Matt Beaupre, Danielle Butzgy, Ryan Hartman, Jennifer Hajj, Dawn Penman, Rachel Belardo, and Karen Perkins. Also present were Parks & Recreation Director Peter Bushway and Town Council Liaison Jeff Rogers. Commissioners Joseph Berardy and Kristin Ventresca were absent.
4. Adjustments to the Agenda
Motion by Chairperson Perkins, seconded by Commissioner Hartman to Item 11b. Community Center and 11.c Carnival to the agenda. Discussion: none. **Voice Vote, 7-0, all in favor. Motion carried.**
5. Remarks from the Public regarding items on the agenda with a three-minute limit
Chairperson Perkins asked three (3) times for remarks. There were none.
6. To Consider and Act on a Motion to Approve:
 - a. The Special Meeting Minutes of March 28, 2018.
Motion by Commissioner Belardo; seconded by Commission Penman to approve the Special Meeting Minutes of March 28, 2018. Discussion: none. **Voice Vote, 7-0; all in favor. Motion carried.**
7. Director's Report for April 2018
Per discussion, Chairman Perkins asked Director Bushway about the status of applications and hiring for summer camp counselors and the ETA regarding the field sinkhole repair that will rotating the fields until completed. Commissioners and Belardo and Butzgy volunteered for the Mother's Day Craft Event. Director Bushway will present a plan to the Commission for a vote concerning the fee schedule for field rentals.
8. P & R Newsletter for May 2018
Commissioner Belardo pointed out setup issues with the newsletter and asked when it was set to go out—May1. Commissioner Butzgy requested that the fireworks event be added to the first page of the newsletter and whether a themed movie night should be considered for the Carnival. Commissioner Beaupre noted that the time for the Mother's Day Craft Event was missing. Commissioner Hajj reported on her review of the list of events and said she could make updates/changes regarding them to Facebook. She also noted that the Groton Parks & Recreation page has a mission statement that the Commission should consider doing.

9. Reports from Finance

Motion by Commissioner Beaupre; seconded by Commissioner Penman to move \$494 from Line Item 10730-51073 to Line Item 10730-53114 for part-time help. Discussion: none. **Voice Vote, 7-0, all in favor. Motion carried.**

Motion by Commissioner Butzgy; seconded by Commissioner Hartman to move \$166 from Line Item 10730-53070, Camp Programs to Line Item 10730-53085, Bus Transportation. Discussion: none. **Voice Vote, 7-0, all in favor. Motion carried.**

Motion by Commissioner Butzgy; seconded by Commissioner Hartman to move \$60.91 from Line Item 10730-54000, Equipment to Line Item 10730-52007, Holiday Parade. Discussion: none. **Voice Vote, 7-0, all in favor. Motion carried.**

10. Unfinished Business

a. Community Center Building Committee (Update)

Commissioner Butzgy asked whether Town Councilor Rogers had any feedback on the committee status. It was reported that the Town Council wanted the results of the survey conducted by the Committee. Commissioner Penman stated she rendered the results into a readable format that she will forward to the Commission. Commissioner Hartman stated that the plan was to obtain funds, possibly through grants. He added that the Center is wanted but the issue is paying for it. Commissioner Beaupre said he would contact J. Ross for data.

b. Dog Park Committee (Update)

Commissioner Beaupre stated there were no updates and noted that Chris Lawton did not come to the last Commission meeting to discuss the proposed rules for the Park. He will reach out again to him. Commissioner Beaupre also mentioned waiting for completion of the Scout project. Commissioner Hartman a proposed name for the Park.

c. 2018 Summer Concerts (Update)

Director Bushway gave an update on the concert, August 4, 2018, from 6:00 p.m. – 8:00 p.m., a Beatles tribute. His preference is to have different vendors for the event. A corn-hole tournament on the August 4th concert night was discussed with online registration on Facebook or the website for the event. The Commission considered whether the event should be for Town members only or opened to those outside of the area. Commissioner Hajj commented on her Facebook posts that includes a link to the newsletter. She will research having a regional corn-hole event and the cost for boards with the goal of making it a profit making venture. This item will be added to next month's agenda under New Business. Commissioner Butzgy also commented on having a point person for each activity and emphasized communication among the commissioners.

d. 2018 Carnival (Update)

Motion by Commissioner Hartman; seconded by Commissioner Penman to authorize Director Bushway to accept an offer by proposed carnival company Maremma if it is

comparable to that of Rockwell Amusements (the former carnival company) with no increase in loss for the event. Discussion: The Commission previously discussed the matter at its Special Meeting held prior to its regular meeting. Director Bushway said he has responded to questions by the proposed vendor via email. He also responded to the Commission regarding associated costs and specifics of the event such as fireworks. Town Councilor Rogers commented that Town Council approval would be required for the contract that will be sent to the Commission prior to for its review. **Vote by Show of Hands, in favor Commissioner Hartman; opposed Commissioners Beaupre, Belardo, Butzgy, Hajj, Penman and Perkins; 1-6. Motion defeated.**

The Commission also discussed seeking an outside vendor to run a beer tent in a cordoned off area. Profit and losses for the carnival since its inception, new events (Dunking Booth), fireworks, in-kind services from the Town Council, advertising, an actual budget for the event and providing family entertainment were considered by the Commission. The vendor procurement process, food and non-food vendors, open mic, demonstrations, caricatures, face painting, and a subcommittee to consider these items was proposed. Director Bushway was asked to secure vendors and contact vendors on the list who have not responded thus far with feedback to the Commission. Commissioner Hajj commented that the process for securing vendors should be done 6-9 months in advance of the event.

Volunteers for the dunking booth tickets will be coordinated by Chairman Perkins. Commissioner Beaupre will reach out to the Boosters, baseball and softball teams for community service volunteers. Commissioner Belardo will check with the Little League for community service volunteers. Town Councilor Rogers confirmed that Town Councilors will “sit” at the booth. He also suggested that portable turnstiles be sought from the carnival company to obtain a participant count.

e. 2018 Holiday Parade – *Tabled until next meeting.*

f. 2018 Summer Camp

The summer camp will begin after the close of school. Commissioner Beaupre confirmed per the Board of Education that the last day of school within the district is June 22nd with high school graduation on June 25th.

g. Discussion of Splash Pad – *Tabled until next meeting.*

h. Discussion of FY 2018-2019 Budget and CIP

Director Bushway reported that an initial review of the budget has been done with the recommendation for a \$5,000 line item for Town decorations.

i. Discussion of Commission Apparel (Update)

Commissioner Hartman reported on design changes forwarded to the apparel vendor who now solely wants to communicate with him by email. Commissioner Butzgy will contact the vendor on April 19th.

- j. Potential Events and Programs – *Tabled until next meeting.*
11. New Business
 - a. Family Fun Mud Run

The Commission discussed the Run to be held on Saturday, August 25th at 10:00 or 10:30 a.m. Five (5) heats will be held with 40 participants per heat. Commissioner Butzgy commented on last year’s Run when children were turned away and there were not enough medals.
 - b. Community Center (Perkins)

Chairman Perkins spoke about an issue at the Center regarding the use of time and another concerning a picture taking request. Commissioner Butzgy commented about someone she knows who was asked to leave the property. Director Bushway reported that Youth Services is a secure, after school program that uses the gym, library, 2-3 rooms, and outside until 6:00 p.m. He added that these rules were made by the Town Council. Commissioner Butzgy questioned why the doors should be locked if it is a community center which is what Fair Oaks was targeted to be. Chairman Perkins said it was asked that the gym and the library remain open. Town Councilor Rogers will investigate the issue.
 - c. 2019 – 2020 Carnival (Hajj)

Commissioner Hajj made a request for a weekend date to work on an 18-month plan for the Commission. Commissioner Butzgy commented that the Commission could learn from this year’s crisis; Commissioner Hartman suggested having a subcommittee critique the prior for changes. The proposed dates for the 2019 carnival is June 27-29.
12. Communications -- *None*
13. Remarks from the Public

Chairperson Perkins asked three times for remarks. There were none.
14. Remarks from Town Council Liaison

Town Councilor Rogers reported on the sale of the former Youth Services site, the costs associated with a competitive corn-hole event which for the future, he said, should be put to a vote. He also commented on the Commissioners’ mantra to work together, that he described as the ultimate goal for success. Town Councilor Rogers also appreciated the Commission seeking volunteer, community service, and support and complimented the Commission for working well together.
15. Remarks from Parks & Recreation Director Peter Bushway -- *None*
16. Remarks from the Commissioners

Commissioner Butzgy reported that she received two (2) responses regarding the banners/flags and she is going with option one that says “welcome.” The cost for ten (10) banners is approximately \$2,000. The ten (10) wreaths ordered by Director Bushway should range around \$3,000 to stay within the \$5,000 budget for the holiday decorations.

Commissioner Hajj asked whether the field at the Community Center had been cleaned. Commissioner Beaupre said the backstop at the field will be taken down by Public Works.

17. Adjournment

Motion made by Commissioner Beaupre; seconded by Commissioner Belardo to adjourn the meeting at 8:58 p.m. Discussion, none. Voice Vote, 7-0, all in favor. Meeting adjourned.

Respectfully submitted by:

Danielle Butzgy

Parks & Recreation Commission, Secretary

A AUDIO RECORDING IS AVAILABLE ON THE TOWN'S WEBSITE.