

**Town of Montville Parks & Recreation Commission**  
**Regular Meeting Minutes – May 16, 2018**  
6:30 p.m. – Montville Town Hall – Town Council Chambers

1. Call to Order  
Chairperson Perkins called the meeting to order at 6:40: p.m.
2. Pledge of Allegiance  
All stood and pledged the flag.
3. Roll Call  
Commissioners present were Joseph Berardy, Danielle Butzgy, Ryan Hartman, Jennifer Hajj, Dawn Penman, , and Karen Perkins. Also present were Parks & Recreation Director Peter Bushway and Town Council Liaison Jeff Rogers. Commissioner Hartman left the meeting at 8:30 p.m. Commissioners Matt Beaupre, Rachel Belardo and Kristin Ventresca were absent.
4. Adjustments to the Agenda  
Motion by Chairperson Perkins, seconded by Commissioner Hartman to move up Item 11b, Community Center Garden – Paula Washburn/Transition Academy on the agenda. Discussion: none. **Voice Vote, 6-0, all in favor. Motion carried.**
- 11b. Community Center Garden – Paula Washburn/Transition Academy.  
Teacher Paula Washburn accompanied by Paula LaChance, Director of Special Services at Montville High School, gave an overview of the Transition Academy, a program at the high school that works with special needs students ages 18-21 “developing transition skills needed for independent living and career success.” Handouts and brochures about the program that began in the fall of 2017 were handed out. The size of the Community Center Garden project would be 12” x 6,” two (2) raised garden beds and the use of two (2) classrooms in the rear of the center. It will be maintained year round without Town services. The project has garnered community support and funds for supplies.  
  
Motion by Commissioner Penman; seconded by Commissioner Hajj, to approve the plan for the Community Center Garden, as presented. Discussion: The location of the garden will be closer to the street and will not impact the Carnival. It can also be moved or dismantled. The project has the support of the Board of Education but would come under the auspices of Parks & Recreation because of its location. **Voice Vote, 6-0, 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 Regular Meeting Minutes of April 18, 2018.  
Motion by Commissioner Belardo; seconded by Commission Penman to approve the Regular Meeting Minutes of April 18, 2018. Discussion: The minutes will be amended to

reflect preparation by G. Gathers and page 1, section 8 to read that the themed movie night is not associated with the Carnival. **Voice Vote, 6-0; all in favor. Motion carried.**

7. Director's Report for April 2018 -None

8. P & R Newsletter for May 2018

Per discussion, Commissioner Butzgy suggested changes to the newsletter—addition of tentative date for summer camp (possibly June 22<sup>nd</sup>, per Director Bushway); reference food for the August 4<sup>th</sup> concert, so people do not bring their own; add information about all-day bracelets, dunking booth, food trucks, and vendors on the Carnival page. Special guests for the dunking event was discussed by Councilor Rogers. Also discussed was distribution of the newsletter for review by the Commission that will be sent by email one (1) week before the scheduled Commission meeting.

9. Reports from Finance

Commissioner Butzgy inquired whether persons were paid for recent Parks & Recreation events. Director Bushway said that no one was paid.

10. Unfinished Business

a. Community Center Building Committee (Update)

Councilor Rogers reported that he had not spoken with the Town Council regarding the Center. This agenda item will be removed from the agenda. The Center survey data emailed by Commissioner Penman will be added as an attachment to these minutes.

b. Dog Park Committee (Update)

Director Bushway reported that he attended the last Committee meeting and a name was chosen for the Park. Per discussion, Director Bushway will contact C. Laughton to respond to a citizen question and forward that response to Councilor Rogers. It was also proposed to have the Town Council “officially” name and open the Park.

c. 2018 Summer Concerts (Update)

Director Bushway, as he proposed at the last meeting, is a vendor with a more varied food choices.

d. 2018 Carnival (Update)

The Commission discussed and finalized plans for the upcoming carnival that included the following: 1) the schedule for events—fireworks, Saturday night band, dunking booth, open mic; 2) promotion--marketing, social media, advertising and a budget for the same, signage; 3) children's events—martial arts, face painting. Presence by Commission members to handle the money was also discussed in addition to a photo contest for the best picture of the carnival for a potential \$100 prize. Commissioner Hajj will judge entries that will be anonymous.

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

f. 2018 Summer Camp

Chairperson Perkins confirmed that the summer camp is all set and will begin after the close of the school year.

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

h. Discussion of FY 2018-2019 Budget and CIP

This item is complete and will be removed from the agenda as there is no proposed cut to the budget but will include a new line item for decorations.

i. Discussion of Commission Apparel (Update)

Commissioner Butzgy apologized for failing to contact the vendor as discussed at the last Commission meeting but will do so before the next meeting.

j. Potential Events and Programs

Director Bushway distributed a current special events calendar to the commissioners. Commissioner Hajj proposed assigning a commissioner to manage each of the events. This item was tabled for discussion until the next meeting. The Commission discussed the original plan for the Center, the Town Council's role, and the availability of space.

k. Family Fun Mud Run – *Tabled until the next meeting*

l. Community Center (Perkins)

Commissioner Hajj reported on her visit to the Center last week noting there was not a sign with the building name on it nor was there a Parks & Recreation presence inside of the building unlike other entities.

m. 2019-2020 Carnival (Hajj) – *Tabled until the next meeting*

11. New Business

a. 2019 Corn-Hole Tournament – *Tabled until the next meeting*

b. Community Center Garden – Paula Washburn/Transition Academy -- *Moved up on agenda.*

12. Communications -- *None*

13. Remarks from the Public

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

14. Remarks from Town Council Liaison

Councilor Rogers comment on the good job done by the Commission. He suggested that the flags that were ordered be put in the places where the holiday wreaths were located and near the Town Hall. He also reported on an adjacent property to Camp Oakdale that is for sale that could have future benefits and said he would set up a date to walk the property.

15. Remarks from Parks & Recreation Director Peter Bushway -- None

16. Remarks from the Commissioners

Commissioner Hajj commented on the good ideas presented and proposed continuation of them. She also noted the outdated Parks & Recreation website pictures and the need to include items such as the Community Center, Town recreational areas, walking trails, and the Dog Park. Commissioner Butzgy remarked on sent emails where there are no responses to them or the responses are untimely.

17. Adjournment

Motion made by Commissioner Butzgy; seconded by Commissioner Penman to adjourn the meeting at 8:52 p.m. Discussion, none. **Voice Vote, 6-0, all in favor. Meeting adjourned.**

Respectfully submitted by:  
Gloria J. Gathers  
Recording/Minutes Secretary

**AN AUDIO RECORDING IS AVAILABLE ON THE TOWN'S WEBSITE.**

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MONTVILLE COMMUNITY CENTER SURVEY TOTALS (6/2017)

## 1. How often have you visited Fair Oaks?

- 1-5 times 113
- 60 or more 60
- 0 58
- 6-10 25
- 11-19 12
- Don't know 2

## 2. How often have you used other community centers?

- 0 138
- 1-5 86
- 20 or more 20
- 6-10 17
- Don't know 10
- 11-19 1

## 3. How well does the Fair Oaks Community Center meet your household's needs?

- Doesn't meet needs 135
- Meets needs 95
- Exceeds needs 12

## 4. Do you want the Fair Oaks Community Center upgraded?

- Yes 191
- No 31
- Not sure 40

## 5. Indicate from the list, which potential indoor spaces that, if developed, would be used by your household.

- Indoor pool 175
- Fitness facilities 159
- Walking track 150
- Gymnasium 127

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- Recreation 88
- Community room 82
- Meeting rooms 80
- Climbing wall 79
- Theater/Arts 58
- Media/game room 41
- Stage 37
- Other 13

6. Indicate from the following list, which potential outdoor spaces that, if developed, your household would use.

- Splash pad 94
- Athletic courts 69
- Athletic fields 67
- Other 23

7. Have you or anyone in your household participated in any event or program at Fair Oaks Community Center offered by the Town of Montville in the past two years?

- Yes 157
- No 107
- Not sure 7

8. Please rate the overall satisfaction with the facility.

- Fair 88
- Good 57
- Never used 56
- Poor 47
- Excellent 20

9. Would you consider supporting a referendum to fund approved improvements based on the desires of town residents?

- Yes 188
- Not sure 52
- No 29

DEMOGRAPHIC INFORMATION

1. Age

- 33-45 91
- 46-55 71
- 56-65 35
- 26-32 25
- 66+ 22
- 18-25 10
- Rather not say 10
- Under 18 3

2. Gender

- Female 135
- Male 79
- Rather not say 12

	# of Females	# of Males
NONE		
18-30	31	47
31-45	46	69
46-55	35	37
56-65	18	53
66+	17	20

3. Ages of other **adults** in the house

4. Ages of **children** in the house

	# of Females	# of Males
NONE		
0-5	16	36

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6-8	36	32	
9-11	32	43	
12-15	36	38	
16-17	15	16	

## 5. Annual housed income

- Rather not say 78
- \$90,001-\$120,000 47
- \$60,001-\$90,000 42
- \$150,000+ 32
- \$120,001-\$150,000 23
- \$20,001-\$30,000 15
- \$45,001-\$60,000 13
- \$45,001-\$60,000 10
- \$0-\$20,000 7