

**Town of Montville Parks & Recreation Commission**  
**Regular Meeting Minutes – January 15, 2020**  
6:30 p.m. – Montville Town Hall – Town Council Chambers

*The meeting was informational—a quorum was not present.*

1. Call to Order  
Chairperson Perkins began the meeting at 6:30 p.m.
2. Pledge of Allegiance  
All stood and pledged the flag.
3. Roll Call  
Commissioners present were Danielle Butzgy, Heather Kenniston, Dawn Penman, and Chairperson Karen Perkins. Commissioner Matt Beaupre, Mark Bushwack, Jennifer Hajj were absent. Also present were Parks & Recreation Director Peter Bushway and Town Council Liaison Colleen Rix.
4. Remarks from the Public regarding items on the Agenda (3-Minute limit) – None
5. Adjustments to the Agenda – None
6. Election of Officers
  - a. To consider and act on a motion to appoint 2020 Commission officers. – *No action*
7. To Consider and Act on a Motion to Approve:
  - a. The Regular Meeting Minutes of December 18, 2019. – *No action*  
Commissioner Penman noted corrections to the minutes under Item 7, the Director’s Report for December 2019. She said she explained who Corine Conoza was to Commissioner Butzgy and said Chairperson Perkins is not involved with Brady’s Brigade. Also, she said the Carnival email address under the Item 8 is incorrect and should be [montvillecarnival@gmail.com](mailto:montvillecarnival@gmail.com). Commissioner Penman also noted that “Oakdale” under Item 10.c, 2019 Holiday Parade and Decorations, should read “Camp Oakdale.”
8. Director’s Report for January 2020  
Chairperson Perkins asked if there were questions about the Director’s Report. There were none.
9. P & R Newsletter for February 2020  
Chairperson Perkins asked if there were questions concerning the newsletter. Commissioner Butzgy spoke about marketing and advertising as it relates to the information about the upcoming bus trips. She asked that the words “on your own” be removed and the words “Bus Trips” be highlighted. She also proposed moving up the 2020 Carnival appeal for food vendors. Director Bushway responded to Chairperson Perkins there was one (1) person thus far signed up for the Boston trip. Chairperson Perkins asked

about the sponsors for the Easter Egg Hunt. Director Bushway said some gave money and confirmed that Atlantic Broadband was a sponsor last year.

10. Reports from Finance

Chairman Perkins asked whether anyone had questions regarding the financial report. She reported the new Carnival line item budget as \$17,419.58 and said she had spoken to Finance about a formal carnival report, not handwritten, as stated by Town Finance Director Hart at the December Commission meeting.

11. Unfinished Business

a. 2020 Carnival

Commissioner Butzgy said the meeting this month was cancelled but said she had spoken with Scott, the carnival promoter, who was notified and has penciled in the dates for the event, June 19 – June 21, 2020. Director Bushway reported he had spoken with the fireworks company and said the price for fireworks had increased to \$41.80 due to U.S. tariffs. He said he would apply for permits for the fireworks display and mentioned a rain date which the Commission will discuss.

12. New Business

a. 2020 Holiday Decorations and Parade

Director Bushway reported after holiday prices for decorations are basically one-third off the original price and said consideration should be given to more of the same or different decorations. He said the order can be placed but funds for payment of the decorations will not be available to July 1, the start of the new fiscal year. Director Bushway responded to when the holiday flags would be taken down and said flags would go up before Memorial Day. Commissioner Butzgy explained to Commissioner Kenniston about the \$5,000 decoration budget appropriated by the Town Council for holiday parade decorations and the welcomes flags that were mounted. The Commission discussed the following regarding the holiday decorations and parade:

- Finish tree-wide angle LED lights (Butzgy)
- Tree-like decorations and can flags be obtained for dog park (Penman) and the park be cleaned (Butzgy)
- Commissioner Bushway is having the Dog Park signs are being stained and painted (Bushway)
- Make Camp Oakdale more inviting (Penman)
- Mohegan Firehouse fundraiser for 50 flags purchased from company holiday decorations were obtained (Perkins)
- Purchase of additional decorations to add to existing ones (Butzgy)
- A Montville flag or banner or decorations that represent “a sense of pride” for decorations not up from Memorial Day to Christmas (Rix)
- Director Bushway to look pride flags and send samples of same to Commission (Perkins)

- Hometown heroes (Kenniston)
- Flags at one time had stars (Penman); gold star family honor (Rix)

The Commission also discussed the popcorn machine borrowed from the Boosters and plans for it; providing music for the parade that will plug into the existing speaker; the purchase of an I-pad for the music; beefing up electricity for the carnival and other events as it kept getting tripped for the holiday event; and sending information to Director Bushway regarding banners and flags.

b. Potential Events and Programs (Volleyball Tournament and Yoga)

Commissioner Penman she will try again to get interest for the volleyball tournament. Director Bushway said there was one (1) signup for yoga. He also reported he made contact with the person mentioned by Chairman Perkins for additional yoga sessions but said her schedule was too busy and she was not interested in conducting Saturday sessions.

c. 2020 Bus Trips

Bus trips planned for the year included trips to Boston, MA on March 15, Newport, RI, on July 18, and New York City, NY on December 12. Commissioner Butzgy said the trips need to be marketed on Facebook and shared and put on the Montville Forum. Director Bushway said he sent information to area recreation departments. Commissioner Penman suggested he contact Angie Adams of the Chamber of Greater Norwich as well. The Commission discussed a group discount for the Boston trip and a gift certificate to Cheers proposed by Commissioner Kenniston. A no refunds date of February 21 was proposed that aligns with obtaining a refund for the bus if there are not enough attendees. The refund date will be added to the newsletter. A 10 percent discount was proposed for the Boston bus trip for groups of eight or more.

13. Communications -- None

14. Remarks from the Public

Chairman Perkins asked three (3) times for remarks. There were none.

15. Remarks from Town Council Liaison

Town Councilor Rix said she would help with advertising for the bus trips.

16. Remarks from Parks & Recreation Director Peter Bushway

Director Bushway said he was getting ready for the upcoming summer.

17. Remarks from the Commissioners

Chairman Perkins she hoped appreciation was sent to the volunteers at the Mohegan Firehouse who helped raise funds for the purchase of 50 flags.

18. Adjournment

The meeting ended at 7:07 p.m.

Respectfully submitted by:

Gloria J. Gathers, Recording Secretary, Town of Montville

***An Audio Record is on the Available on the Montville Town Website.***