

Town of Montville Parks & Recreation Commission
Regular Meeting Minutes – February 19, 2020
Montville Town Hall – Town Council Chambers – 6:30 p.m.

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 Matt Beaupre, Mark Bushwack, Danielle Butzgy, Jennifer Hajj (6:32 p.m.), Heather Kenniston, Dawn Penman, Kate Southard, and Chairperson Karen Perkins. Also present were Parks & Recreation Director Peter Bushway. Town Council Liaison Colleen Rix was absent. A quorum was present.
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.
Motion by Commissioner Beaupre; seconded by Commissioner Butzgy to appoint Commissioner Penman as Commission secretary. Discussion: none. Voice vote; 8-0, all in favor. Motion carried.

Motion by Commissioner Beaupre; seconded by Commissioner Hajj to appoint Commissioner Butzgy as Commission vice-chairperson. Discussion: none. Voice vote; 8-0, all in favor. Motion carried.

Motion by Commissioner Beaupre; seconded by Commissioner Penman to appoint Commissioner Perkins as Commission chairperson. Discussion: none. Voice vote; 8-0, all in favor. Motion carried.
7. To Consider and Act on a Motion to Approve:
 - a. The Regular Meeting Minutes of December 18, 2019.
Motion by Commissioner Penman; seconded by Commissioner Butzgy to approve the December 18, 2019. Discussion: none. Voice vote; 8-0, all in favor. Motion carried.
 - b. The Regular Meeting Minutes of January 15, 2020 (Informational).
Motion by Commissioner Hajj; seconded by Commissioner Penman to approve the January 15, 2020, Informational Meeting minutes, with corrections noted by Commissioner Penman at that meeting. Discussion: none. Voice vote; 8-0, all in favor. Motion carried.
8. Director's Report for January 2020

Chairperson Perkins asked if there were questions about the Director's Report. Commissioners Penman and Butzgy inquired about the STEAP Grant and the deadline for it, respectfully. Director Bushway said the State has not moved on it yet. Commissioner Butzgy spoke about the dance rehearsal being at MHS given that the carnival setup would occur then. Director Bushway responded about the cost, \$300, associated with relocating the dance mats to the gym here at the Town Hall.

9. P & R Newsletter for February 2020

Chairperson Perkins asked if there were questions concerning the newsletter. Commissioner Penman noted to Director Bushway grammatical, spelling, and errors for revision—Boston Bus Trip, it's instead of its (p. 1); Hatha Yoga March 5 registration date missing (p. 3); Summer Camp Counselor Job change to '33 hours paid training' and website address missing 'e' before '.org' (p. 4); Easter Egg Hunts—move 'April 4th at 1 p.m.' to end of line and remove thanks to the Oxoboxo Masons from paragraph 2 and place the 'thanks' at the beginning of the sponsors' line (p. 4); and Montville Parks and Recreation Department—remove 'for the entire community, activities for all ages,' change 'Large Pavilion' to 'Pavilions,' and update the 'click here' for Montville Parks and Recreation Commission (p. 5). She also noted that her email address on p. 5 was incorrect. Commissioner Butzgy suggested organizing the program dates and events in chronological order so "it flows" and include clip art to the notice about the Easter Egg Hunt. She also commented on the sameness of the last page and suggested highlighting Meetings to the Public. Commissioner Southard said she would be using the email address commissionersouthard@gmail.com. Commissioner Beaupre asked about the number of registrants for the Boston bus trip and Director Bushway said there are 18-20 signed up. Chairperson Perkins asked about marketing for the event. Director Bushway said the trip was open to the public and advertised in the last three (3) Sunday editions of *The Day* and to area recreation departments. He also said mostly seniors have signed up for the trip.

10. Reports from Finance – No comments

11. Unfinished Business

a. 2020 Carnival

Commissioner Butzgy reported the Subcommittee met and discussed entertainment for the Carnival, June 19-21, 2020. She said there was the possibility for a band on Friday night and spoke of the band for Saturday and a live radio segment on that date as well. A \$5 discount on the cost of a bracelet with a canned good for the food bank was also discussed. Commissioner Butzgy also reported the carnival company was all set pending receipt of the contract. She also said donations are being requested for fireworks. Commissioner Butzgy charged Director Bushway with updating the large yard signs and purchasing smalls inscribed with 'Montville Carnival' and requested prices for them with a colored background and forwarding that information to the Commission. She also told Director Bushway the stage was needed for Friday and Saturday nights and inquired why the Carnival was not in the recent Community Booklet and asked about the deadline for the next one. Director Bushway said the deadline for the May 7 booklet was April 1st. He also

reported on getting pricing for billboards on Rte. 32 across from Pennell's and another on Rte. 161.

12. New Business

a. 2020 Holiday Decorations and Parade

Chairman Perkins discussed decorations for Rte. 32 and spoke of the money raised by the Mohegan Firehouse for decorations at that end of Rte. 32. Commissioner Bushwack said it would cost money if the brackets for the decorations must be changed. He also reported that Public Works Director Bourdeau has requested a written timeline for installing and removing decorations. A poll was conducted about adding snowflakes as decorations. Per discussion, it was decided that decorations would be installed after Thanksgiving and removed after January 6 each year. Commissioner Butzgy commented the additional funds requested for the decoration budget were for year-round and American flags and autumn flags were proposed that would utilize the same pole brackets. Spring flowers and fall lampposts were suggested by Commissioner Hajj. Commissioner Butzgy asked Director Bushway to purchase additional wide-angle lights for the trees, the same amount purchased in the last order placed for them.

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

Director Bushway reported he contacted two (2) yoga instructors to additional classes in Town—Dana St. Pierre at The Twisted Dog and another in Colchester. Commissioner Butzgy said the location in East Lyme, not Colchester, is called Zen & Now. Corn-hole tournaments in addition to volleyball was suggested by Chairman Perkins.

c. 2020 Bus Trips

Director Bushway said the original deadline to purchase tickets for the Boston trip was February 21st but moved up to Friday, February 28th. He said the goal was to reach 35 attendees and he also proposed getting a smaller bus that would be less costly. Director Bushway also proposed offering a free ticket to the student of the month at the high school. Half-price tickets as suggested by Commissioner Hajj was deemed unfair to those who had already purchased full-price tickets. Commissioner Penman asked about the age for students. Director Bushway said 12 years old and said he would check on the digital backpack at the high school.

13. Communications

Commissioner Penman spoke about the cost for the babysitting course, now \$50, particularly when there is more than one (1) child in a family. She asked whether Director Bushway could get certification to teach the class that is held Saturday at the Community Center. Director Bushway said the Department is currently paying Norwich to come here to teach the course and said two (2) staff would need to be hired or the Town would have to obtain its own insurance. Commissioner Penman asked Director Bushway to investigate the cost for certification. Director Bushway reported there are three (3) children currently on the waiting list. Commissioner Butzgy asked why there was a class limit and Director Bushway said it was to maintain the instructor/child ratio.

14. Remarks from the Public
Chairman Perkins asked three (3) times for remarks. There were none.
15. Remarks from Town Council Liaison
Chairperson Perkins remarked that Town Councilor Rix said sick and said she hopes she feels better soon.
16. Remarks from Parks & Recreation Director Peter Bushway
Director Bushway said he and his wife would be going on the Boston bus trip that had 18 signups as of this morning and two (2) were given refunds.
17. Remarks from the Commissioners
Commissioner Penman asked Director Bushway if he would investigate the cost for a smaller bus for the Boston trip. Chairperson Perkins spoke about creating events on social media, posting to them, and sending invites to each other. The Commissioners also welcomed newly appointed commissioner, Kate Southard.
18. Adjournment
Motion by Commissioner Butzgy; seconded by Commissioner Bushwack to adjourn the meeting at 7:37 p.m.

Respectfully submitted by:
Gloria J. Gathers
Recording Secretary, Town of Montville

An Audio Record is available on the Montville Town Website.