

**TOWN OF MONTVILLE
Parks & Recreation Commission
Regular Meeting Minutes – May 20, 2020 – 6:30 p.m.
VIRTUAL MEETING**

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On March 14, 2020 Governor Ned Lamont issued an Executive Order 7B suspending in-person open meeting requirements, and to hold such meetings or proceedings remotely by conference call, videoconference, or other technology.

Link: **<https://portal.ct.gov/-/media/Office-of-the-Governor/Executive-Orders/Lamont-Executive-Orders/Executive-Order-No-7B.pdf>**

For all publicly broadcasted meetings, public comment on agenda items or topics in accordance with the Town charter may be submitted in writing in advance or by live audio via GoToMeeting.

Written comments must be emailed to the Town Clerk's Office at **townclerk@montville-ct.org** at least **1 working day in advance** (if the meeting is on a Monday the questions must be submitted by close of business the previous Friday).

Written comments may not be read in their entirety, but rather similar messages may be aggregated or paraphrased for submission to the Parks & Recreation Commission.

Live audio comments may be made via GoToMeeting by registering at the web address or calling from your telephone or computer mic & speakers (VoIP) noted above.

Comments will only be accepted at times designated for public comment by the Chair of the meeting. The Parks & Recreation Commission Rules of Procedure, decorum, timeliness, and suitability shall be followed and enforced in the same manner as if the meeting were held in person.

1. Call to Order
Chairperson 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 Matt Beaupre, Danielle Butzgy, Heather Kenniston (6:32 p.m.), Dawn Penman, Kate Southard, Rocky Stone, and Chairperson Karen Perkins. Also present were Parks & Recreation Director Peter Bushway. Commissioner Mark Bushwack and Jennifer Hajj and Town Council Liaison Colleen Rix were 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. Consider and Act on a Motion to Approve:
 - a. The Regular Meeting Minutes of February 19, 2020.
Motion by Commissioner Beaupre; seconded by Commissioner Butzgy to approve the February 19, 2020. Discussion: none. Voice vote; 7-0, all in favor. Motion carried.
7. Director's Report for May 2020
Chairperson Perkins asked if there were questions about the Director's Report. Director Bushway spoke of the frequent changes to State guidelines and solutions regarding summer camp and decisions for the same by Mayor McDaniel and the Town Council. Further discussion of this topic can be found under Agenda, Item 11.a. Director Bushway also reported that three (3) flags and one (1) pole that snapped which decorate Rte. 32 have been lost to high winds and will need to be replaced as there are no extras. He said he would begin the search for more flags.
8. P & R Newsletter for June 2020
Chairperson Perkins asked if there were questions concerning the newsletter. Commissioner Penman asked Director Bushway if he had received her corrections about the newsletter. Director Bushway spoke about the Newport bus trip stating the bus company has strict guidelines regarding social distancing thus reducing the passenger limit to 25 people. He said that 40 passengers were needed to break even on the cost. Director Bushway said he has spoken to Mayor McDaniel about the trip that is not looking promising at this point.
9. Reports from Finance

Director Bushway said that two (2) transfers of funds were needed.

Motion by Chairman Perkins; seconded by Commissioner Stone to transfer \$2,164.04 from Line Item 10730-53070 (Summer Camp) to Line Item 10730-53038 (Programs) and transfer \$60.37 from Line Item 10730-53070 (Summer Camp) to Line Item 10730-52007 (Holiday Parade). Discussion: non. *Roll Call vote:* In favor: Commissioners Beaupre, Butzgy, Kenniston, Penman, Perkins, Southard, and Stone. Opposed: none. Vote, 6-0. Motion carried. *(For purposes of the virtual meeting, Chairman Perkins proposed the roll call vote.)*

10. Unfinished Business

a. 2020 Carnival

Commissioner Butzgy reported the Carnival was cancelled and asked Director Bushway if he had been in touch with Scott about it. Director Bushway said Scott's wife Kelly had responded and then asked Commissioner Butzgy if she had spoken to Scott about the 2021 event. She responded she had not since Mayor McDaniel signed the contract for the same. Chairman Perkins stated the Carnival Committee would resume its meeting in either September or October for next year's event.

b 2020 Holiday Decorations and Parade

Commissioner Butzgy asked if summer camp is cancelled whether funds from it could be transferred to the Holiday Parade if done within the same fiscal year. Director Bushway said Mayor McDaniel and the Finance Department would scrutinize the transaction and said extra funds go back into the Town's General Fund. He suggested that at the June meeting that information be given to him about the proposed transfer. Commissioner Butzgy spoke about the Commission's idea to expand the parade into a winter wonderland event. Director Bushway said that carrying over funds from FY2020 to FY 2021 would be problematic but again asked that he be given a list for pricing.

c. Potential Events and Programs (Volleyball Tournament and Yoga) – *No report*

d. 2020 Bus Trips

Director Bushway said there will not be a summer bus trip but that he is working on the Christmas bus trip.

11. New Business

a. Summer Camp 2020

Director Bushway reported on the many discussions with regional Parks & Recreation departments and statewide input obtained by Mayor McDaniel concerning summer camp and said many towns will not have them. He said he has spoken with New London, Groton, and Norwich who do plan to have summer camp but said none of the camps will look like they did in the past. Director Bushway said the Town summer camp served 230 children at capacity with a waiting list. With the changes due to the pandemic, only 30 children are allowed per site in addition to one (1) counselor and each group of 10 children must have

their own room if indoors and the groups cannot interact. He said the Town program usually has 22 counselors and one (1) office staff person. Director Bushway said Mayor McDaniel was working with the schools for use of their facilities but said the schools are concerned about having the children use their facilities and about possible infection of school staff. He also reported summer camp will not have bus trips or provide transportation, a savings of \$6,000 - \$7,000. Breakfast and lunch meals will be boxed and distributed by staff in homeroom. Temperature checks with a temperature gun will be done on every child daily instead of hiring a nurse. Director Bushway reported the summer program usually costs \$100,000 but said there would be no revenue from it.

Chairman Perkins proposed having the summer program at Camp Oakdale which has five (5) fields and is outside where the children are most of the time according to Director Bushway. Commissioner Beaupre spoke about using the school facilities and having the children rotate locations and activities. Commissioner Stone spoke of the risk of offending the 200 families whose children who are not able to participate due to the restrictions. Director Bushway said many towns chose not to have summer camp for this reason which would require a lottery. Commissioner Butzgy proposed reaching out to families by email to discern interest given the State requirements. Chairman Perkins proposed sending out a survey and waiving the start date. Commissioner Beaupre asked about the chances of a waiver if the camp was outdoors versus indoors and the concern for hand washing. Temporary stations for hand washing and toileting was proposed by Director Bushway. He also responded the State is aware that most summer camps are conducted outside but the question would be whether one (1) field at Camp Oakdale is identified as one (1) room per the State guidelines in addition to having only 30 children at a site. Commissioner Beaupre commented that many use the summer camp as day care. Commissioner Penman said parents may not be able to afford summer camp given the closing of the casinos.

Director Bushway spoke of the survey conducted by area towns about having summer camp. Chairman Perkins said Mayor McDaniel wants community input and agreed the facts should be laid out to parents and proposed a virtual meeting. She then polled the Commissioners about having summer camp whose comments ranged from concerns about accommodations, serving fewer children, offering it to children of first responders, the need for camp so children can be outside given the restraints of the pandemic, using all facilities to make the program logistically work. It was agreed that parents should be surveyed, feedback needed to be obtained about use of schools, and clarification obtained on the State definition of a site.

b. Summer 2020 Concert & Movie

Director Bushway said the concert and movie were questionable but said the movie would be more suitable for families if held on the football field and also suggested having a drive-up concert where families remained in their vehicles. He also said that State requirements are that gatherings be no more than 50. Commissioner Beaupre asked whether it would be a gathering if cars are parking in a parking lot. Director Bushway said he did not know.

12. Communications
Director Bushway reported the lacrosse program request use of the community center parking lot to hand out uniforms.
13. Remarks from the Public
Chairman Perkins asked three (3) times for remarks. There were none.
14. Remarks from Town Council Liaison – *Commissioner Rix was unable to attend.*
15. Remarks from Parks & Recreation Director Peter Bushway
Director Bushway spoke about walking the Department facilities that is supposed to be done annually before fall.
16. Remarks from the Commissioners
The Commissioners welcomed Commissioner Stone and asked all to stay safe.
17. Adjournment
Motion by Commissioner Beaupre; seconded by Commissioner Penman to adjourn the meeting at 7:32 p.m.

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

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