

**TOWN OF MONTVILLE
Parks & Recreation Commission
Regular Meeting Minutes – July 15, 2020 – 6:30 p.m.
VIRTUAL MEETING MINUTES**

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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

Town Council Chairperson Tim May called the meeting to order at 6:32 p.m.

2. Pledge of Allegiance

All stood and pledged the flag.

3. Roll Call

Commissioners present were Matt Beaupre, Noah Carver, Jon Chase, Jennifer Hajj, Morgan Matthewson, Kate Southard, and Rocky Stone. Also present was Parks & Recreation Director Peter Bushway, Town Council Liaison Colleen Rix via remote access, and Town Council Chairperson Tim May. Commissioner Heather Kenniston was absent. A quorum was present.

Town Council Chairman May introduced the newly appointed commissioners, Noah Carver, Jon Chase, and Morgan Matthewson and spoke of them as representatives of the Town of Montville who he encouraged to do a good job and said he knew they would. He also spoke of the responsibilities of the Commission that could be found on the Town's website and included information on management, control, and development of Town recreation as well as budgetary responsibilities. Commissioner Hajj asked about his reference to agreements with Town departments. Town Councilor May spoke of relationship with Parks & Recreation with Public Works and the sharing of resources and facilities with the Board of Education. He said he would need to research Commissioner Hajj's question regarding the sharing of space at the community center.

4. Election of Officers

Town Council Chairman May asked for nominations for the appointments of Chair and Vice-chair. He responded to Commissioner Stone that the nomination for secretary would be done by the Commission.

Motion by Commissioner Stone; seconded by Commissioner Chase to nominate Jennifer Hajj as chair. Discussion: none. There were no additional nominations. Roll Call vote: *In favor* Commissioners Beaupre, Carver, Chase, Hajj, Matthewson, Southard, and Stone. *Opposed*, none. Motion carried.

Motion by Commissioner Beaupre; seconded by Commissioner Stone to nominate Kate Southard as vice-chair. Discussion: none. There were no additional nominations. Roll Call vote: *In favor* Commissioners Beaupre, Carver, Chase, Hajj, Matthewson, Southard, and Stone. *Opposed*, none. Motion carried.

Motion by Commissioner Southard; seconded by Commissioner Stone to nominate Matt Beaupre as secretary. Discussion: none. There were no additional nominations. Roll Call

vote: *In favor* Commissioners Beaupre, Carver, Chase, Hajj, Matthewson, Southard, and Stone. *Opposed*, none. Motion carried.

5. Adjustments to the Agenda

Motion by Chairperson Hajj; seconded by Commissioner Matthewson to add New Business Item 12.c, *Discussion for Development of Logo* to the agenda. Discussion: none. Voice vote; 7-0, all in favor. Motion carried.

Motion by Commissioner Chase; seconded by Chairperson Hajj to add New Business Item 12.d, *Discussion to distribute relative documents (ordinances, charter, etc.) to address Commission questions* to the agenda. Discussion: none. Voice vote; 7-0, all in favor. Motion carried.

6. Remarks from the Public regarding items on the Agenda (3-Minute limit)

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

7. Consider and Act on a Motion to Approve:

a. The Regular Meeting Minutes of June 17, 2020.

Motion by Commissioner Stone; seconded by Commissioner Beaupre to approve the June 17, 2020 minutes. Discussion: none. Voice vote; 4-0-3, *abstentions by Commissioners Carver, Chase, and Matthewson*. Motion carried.

8. Director's Report for July 2020

Director Bushway on a meeting with a young man who was working on obtaining his Eagle Scout badge by making bat houses, some of which are up and operating. He summarized his July monthly report as follows:

- Summer Camp—it is going well, with varying daily numbers of participating children that include more with special needs.
- Summer Concert on July 25 to be held on the football field for social distancing purposes and a capacity of no more than 500.
- 2020 Bus Trip—seating maximum of 50 and the cost for the bus and driver would be \$2,095.

9. P & R Newsletter for August 2020

There was an overlap of information from the Director's Report to the newsletter. The newsletter was proofed by Commissioner Southard before going to print. Chairman Hajj requested from Director Bushway a detailed plan and costs for the bus trip so decisions can be made accordingly.

10. Reports from Finance

Director Bushway reported the costs for the summer camp tents were discussed with the Mohegan Tribe by Mayor McDaniel and when paid would be recorded by Finance as a transfer. He discussed two (2) line item transfers proposed by Finance—one (1) item

mistakenly charged and the other a deficit for tent rental. The Commission discussed preparation of the Department budget and line item transfers, specifically whether funds should be transferred when they appear on the report. Commissioner Chase referenced the line item transfer process as identified by the Town Charter, C.7.08, a valid process that could be made without affecting overall budget but required Commission approval. It was discussed that over and under-funded line items and Covid-19 may impact the next budget.

Motion by Commissioner Beaupre; seconded by Commissioner Southard to approve the transfer of \$1,170.00 from Line Item #10730-54000 (Equipment) to Line Item #10730-53038 (Programs). Discussion: Commissioner Matthewson asked about the original budget for the line item that appears in the first column of the financial report as the approved budget. Chairperson Hajj asked what was covered under the Equipment line item that is used for repairs to playground and park equipment for existing and new equipment, per Director Bushway. Roll Call vote: *In favor* Commissioners Beaupre, Carver, Chase, Hajj, Matthewson, Southard, and Stone. *Opposed*, none. Motion carried.

Motion by Commissioner Beaupre; seconded by Commissioner Stone to approve the transfer of \$1,591.07 from Line Item #10730-51074 (PT Camp Oakdale) to Line Item #10730-53070 (Summer Camp Program). Discussion: none. Roll Call vote: *In favor* Commissioners Beaupre, Carver, Chase, Hajj, Matthewson, Southard, and Stone. *Opposed*, none. Motion carried.

11. Unfinished Business

a. 2020 Holiday Decorations and Parade

Director Bushway reported the parade scheduled for December 6 and participation for it would hinge on Covid-19 within the State that should be in Phase 3 at that time. He said his tasks include obtaining the State permit to close Route 32, notification to the fire/police, and sending notifications to other participants. Director Bushway spoke of the holiday decorations placed on poles and trees as well as the flags and nonholiday flags/banners for the other seasons by distributing a handout of potential banners for the poles priced by size and offered in bulk. He responded to Commissioner Chase on the involvement of the holiday decorations by the Commission from the initial \$5,000 from the Town Council for the holiday parade to the donation of flags from a fundraiser by the Mohegan Firehouse. Discussion involved purchasing decorations and splitting the funds for all the seasons. Also discussed, were the condition of the flags and poles, additional lights for holiday trees and poles, a static display in front of the Town Hall entrance such as a sled; and logo flags for businesses that would require approval by the Town Council and would be forwarded to Town Councilor Rix for follow-up. At the request of Chairperson Hajj, this agenda item will be separated as 2020 Holiday Decorations and 2020 Holiday Parade on the August agenda under Unfinished Business.

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

Director Bushway spoke about virtual classes for yoga and dance but karate, gymnastics, judo, and said karate may be problematic due to the pandemic and finding instructors who are willing to teach. Yoga and dance classes are being offered online for free (*Hajj*) and parents' uneasiness about sending their children back to schools (*Southard*) are concerns. Chairperson Hajj proposed working on new programs such as virtual language learning or art classes, per Commissioner Southard, that would be viable for the future. There has been no movement on the volleyball tourney.

c. 2020 Bus Trips

Chairperson Hajj said this topic was discussed earlier in the meeting and spoke again of the plan to be provided by Director Bushway.

d. 2020 Summer Camp

Chairman Hajj said the item was discussed under the Director's Report. Director Bushway said the tents are right at the limit for containment per Covid guidelines and said office staff are helping the two (2) counselors with special needs kids. Camp items obtained include buckets, hoses, squirt guns, and slip- 'n-slides; and breakfast and lunch are being provided, as well. Chairman Hajj asked about changes for next year's summer camp; Director Bushway said the goal would be to get back into the schools.

e. Summer Concert & Movie

Director Bushway reported on the Meleana concert on July 25 that included the setup for the stage at 4:00 p.m. on the 20-yard line at the Camp Oakdale ball fields. Family pods will be distanced 14-15 apart. A hotdog vendor and free popcorn will be available. Free popcorn will also be provided at the movie on August 8. Director Bushway also reported on the required cleanup after each event and said the oversight by others who use the facilities must be according to State mandate. Periodic checks will be done at the rental events to observe compliance. Marketing for the concert and movie have been done mostly through email and at Pennell's.

12. New Business

a. Consideration and action to appoint three (3) commissioners to the Parks & Recreation Carnival Subcommittee.

Motion by Chairperson Hajj; seconded by Commissioner Beaupre to appoint Commissioners Matthewson, Southard, and Stone to the Parks & Recreation Carnival Subcommittee. Discussion: Commissioner Beaupre and Chairperson Hajj said they would be available help as needed. Voice vote; 7-0, all in favor. Motion carried.

b. Consideration and action to appoint a liaison to the Farmers Market Committee.

Motion by Commissioner Beaupre; seconded by Commissioner Stone to appoint Chairperson Hajj as liaison to the Farmers Market Committee. Discussion: Commissioner Chase on discussion of the committee at his interview with the Town Council for appointment to this commission. Improvement and holding the market at Camp Oakdale were discussed. Chairman Hajj said she would hold the position temporarily for the next

two (2) months and then ask for a permanent liaison. Motion by Commissioner Beaupre; seconded by Commissioner Stone to appoint Chairperson Hajj temporarily as liaison for the Farmers Market Committee for two (2) months and thereafter a permanent liaison will be appointed. Discussion: none. Voice vote; 7-0, all in favor. Motion carried. Original motion Voice vote; 7-0, all in favor. Motion carried, as amended.

c. Development of Parks & Recreation Logo.

Commissioner Stone stated Parks & Recreation did not have an identifier that is recognizable and suggested contacting the schools to have middle school and high school age students develop a logo. The Commission liked the idea and made suggestions such as limiting the colors of the logo for cost purposes that is dependent upon its use (*Chase*), having a contest with a reward (*Southard*), and noting there is a graphic arts class at the high school (*Carver*). Director Bushway said the logo would require Town Council approval. Commissioner Stone said he would put some thoughts together for the logo for presentation to the Commission. He also suggested the presentation of a small scholarship as a prize.

d. Discussion to have documents relative to the Parks & Recreation Commission for distribution—ordinances, Town Charter, bylaws, etc.—to address Commission questions.

Commissioner Chase mentioned the recent resignations of members of the Commission, a recent article published in *The Day* regarding it, as well as comments expressed earlier by Town Council Chairman May about the responsibilities of the commissioners. He said there may have been some confusion and spoke of his review of information materials per his appointment and as discussed at the Town Council special meeting about the resignations. The materials afford municipal power, such as the Town Charter that has a statement of Parks & Recreation duties; financial aspects including balance transfers done upon majority votes; authority given to the Department by the Code of ordinances where structures and duties are set forth; and a 2008 legal opinion from Shipman & Goodman addressed in part to the Commission and Mayor Jaskiewicz that addresses questions and responses of responsibilities of Commission roles and duties. Chairperson Hajj spoke of her struggle when she came on board and said she has some documents to share, prepared and/or compiled of what she found important. Commissioner Stone said program offerings would be helpful as to what and where it is being offered that Director Bushway can provide.

In further discussion, Commissioner Hajj questioned what the flow of work is; what oversight is--dictated versus duties; all of which created friction in the past. As well, she spoke of formalized expectations stating she had a lot of ideas. Commissioner Matthewson commented on an agreement of both parties. Commissioner Chase spoke to the relevance of the documents and working within the bounds of them. The Commission agreed the documents were needed for onboarding purposes. Director Bushway said he would speak with the Town Clerk and have the documents sent to the Commission.

13. Communications --*None*

14. Remarks from the Public

Chairperson Hajj asked three (3) times for remarks. Resident Kyle Ruddock spoke about his work towards obtaining his Eagle Scout badge and his plan to make bat houses over the summer towards that goal.

15. Remarks from Town Council Liaison – *No report*

16. Remarks from Parks & Recreation Director Peter Bushway – *None*

17. Remarks from the Commissioners

The Commission welcomed newly appointed Commissioners Carver, Chase, and Matthewson who acknowledged their welcome and said they looked forward to contributing to the Commission. Commissioner Stone remarked about having a sign at the high school that he will discuss with the new athletic director.

18. Adjournment

Motion by Chairman Hajj; seconded by Commissioner Carver to adjourn the meeting at 8:47 p.m. Discussion: none. Voice vote; 7-0, all in favor. Meeting adjourned.

Respectfully submitted by,

Gloria J. Gathers

Recording Secretary, Town of Montville

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