

**TOWN OF MONTVILLE
Parks & Recreation Commission
Special Meeting – February 10, 2021 -- 6:00 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 calling from your telephone.

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.

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1. Call to order

Vice-chair Southard called the meeting to order at 6:07 p.m. that was delayed due to technical difficulties.

2. Pledge of Allegiance

All stood and pledged the flag.

3. Roll Call

Commissioners present were Matthew Beaupre, Noah Carver, Jon Chase, Kevin Clang, Morgan Matthewson, Kate Southard, and Rocky Stone. Absent was Commissioner Heather Kenniston. Also present was Director Pete Bushway and Town Council Liaison Colleen Rix, who left the meeting early.

4. Remarks from the Public regarding items on the Agenda (3-minute limit)

Vice-chair Southard asked three (3) times for remarks. There were none.

5. To consider and act on a motion to approve the Parks & Recreation Budget for FY 2021-2022.

Motion by Commissioner Chase; seconded by Commissioner Beaupre to act on and approve the Parks & Recreation Budget for FY 2021-2022. Discussion: Commissioner Matthewson said she did not recall voting to remove holiday decorations (\$5,000) from the budget. Commissioner Chase noted Section C506 of the Charter refers to preparing the Department budget, not Public Works nor responsibility for maintenance. Director Bushway clarified the Department budget references recreation line items only. Commissioner Chase initially proposed amending the motion, secondly discussing the motion as is, or then rescinding it at the regular Commission meeting next week noting for clarification purposes that Parks finances are under the auspices of Public Works and not for approval by the Commission. Commissioner Stone stated the \$5,000 for holiday decorations should go to Public Works; Commissioner Matthewson said the Commission agreed the funds would be more useful for a more appropriate purpose given the times. [Recording Secretary Gathers noted for the record that a special meeting agenda could not be amended.]

Director Bushway noted many line items were close to or similar to the last fiscal year budget. Commissioner Chase said the Mayor McDaniel's proposed budget was on the Town website and suggested the Commission look at his recommendations and discuss the budget accordingly. [Commissioner Clang noted the Mayor's budget on the website is for the current fiscal year.] The Commission then reviewed and discussed the proposed FY 2021-2022 budget in comparison to the adopted budget for the current fiscal year per the summary submitted to the Commission by Director Bushway. The proposed budget shows no change to salaries, part-time recreation programs, advertising, and printing. There is an increase of \$17,600 to Summer Camp due to the increase in minimum wage. Director Bushway responded to Commissioner Carver that the Department is responsible for the holiday tree and parade.

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The Commission also discussed decoration with Commissioner Matthewson stating she supported the idea of the Department doing the decorations and adding the decorations are not limited to Rte. 32. Commissioner Stone said he supports the zero budget, formerly \$5,000, for decorations. Commissioner Beaupre explained the holiday decorations are purchased by the Recreation Department but installed by Public Works. The \$1,000 for the Holiday Parade was discussed and Commissioner Matthewson said it would not be enough to cover costs for the parade. In addition, a line item for signage was considered with the focus on ones for Camp Oakdale and other Recreation facilities and use of the \$5,000 Holiday Decoration line item strictly for Route 32. Commissioner Clang proposed adding signage to the advertising line item so it stays in the budget, but Director Bushway said the verbiage for that line item would need to be changed. A line item for signage in the amount of \$2,000 was proposed by Commissioner Stone.

The budgets for printing, programs, safety equipment, and summer program transportation were unchanged as well as Community Center/Camp Oakdale and equipment. Director Bushway explained the increase for basketball referees was due to increased fees for officials. With the inclusion of the \$2,000 line item for signage, the new total for the proposed FY 2021-2022 Recreation budget is \$299,512.00. Director Bushway explained he would submit the proposed budget to Finance for submission to the Town Council. Commissioner Stone asked Director Bushway if he would share the dates for the upcoming budget meetings. Director Bushway notified the Commission he would not be attending the next meeting due to a scheduled vacation. Commissioner Chase asked if the Mayor's proposed figures could be included with the Recreation budget. Commissioner Clang explained that the Mayor's budget figures obtained by Commissioner Chase from the website were for the previous fiscal year.

Motion by Vice-chair Southard; seconded by Commissioner Carver to table the FY 2020-2021 budget approval. Discussion: none. Voice vote: 7-0, all in favor. Motion carried. Director Bushway said that prior to the budget going to the Town Council the Commission can and should amend the budget.

6. To consider and act on a motion to approve the Capital Improvement Projects for FY 2021-2022.

Vice-chair Southard noted eleven items for the FY 2021-2022 Capital Improvement Projects (CIP). Commissioner Stone stated there was no need for additional fields; Commissioner Chase referenced the authority to use existing facilities in Town such as schools. As posed by Commissioner Stone, Director Bushway responded on what is needed—(1) lacrosse fields for use by boys and girls as all the fields at Camp Oakdale would be in use, and (2) soccer fields as 400 kids play in the fall and use all available fields. He added that trails would tie the Mostowy project to existing property. Director Bushway also said the CIP is submitted with the budget and said support for the Mostowy site plan was good as the figure for it is less. He spoke of his discussion with the Superintendent of Schools to combine projects to keep costs down. The Commission then discussed options for the tennis courts and use of them such as repainting and resurfacing, removing the asphalt on the back four (4) courts and seeding them for grass for small children.

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Commissioner Stone spoke of adding additional funds for more trails—trail development and clearing for the Mostowy Property, CIP Item #1. Commissioner Carver reported the logo developer agreed to help with signage for the fields. CIP Item #2: Commissioner Stone said he reached out to S. Carrol at MHS poles and light fixtures and asked what it entailed. Director Bushway said Public Works hires a company to review the project, spoke of searches for grants, and working with Eversource for a review of needs. Commissioner Stone said he would help out. CIP Item #3: Director Bushway said lit basketball courts was a big need. Commissioner Beaupre said lighted courts would mean less reliance on the schools and suggested an exploratory committee for review of the same. CIP Item #4: Director Bushway spoke of a previous plan for the Community Center that included a pool and an extension to the woods of the community center. The Commission of modifying the item and a cost of a plan and a proposed multi-annex for the existing center. CIP Item #5: Commissioner Beaupre said the funds for the Mostowy Property land development could be taken from special revenue thus Town approval would not be needed. CIP Item # 6: Lighting items were discussed under CIP Item #2. CIP Item #7: Director Bushway said the only ADA playground is at Mohegan School. The Commission discussed potential sites for another ADA playground, planning for it, obtaining a sample for it without cost per Director Bushway, and moving it up on the list to 2022-2023. CIP Items #7, #8, and #9 were discussed under CIP Item #2. It was discussed a study was need for the lighting projects. CIP Items #10 and #11: The Commission discussed the addition of new trails and moving phase 1 up to 2022-2023. Commissioner Stone asked that an updated copy of the CIP is provided to the Commission.

Motion by Vice-chair Southard; seconded by Commissioner Carver to table discussion of CIP. Discussion: none. Voice vote: 7-0, all in favor. Motion carried.

7. Adjournment

Motion by Vice-chair Southard; seconded by Commissioner Matthewson to adjourn the meeting at 8:35 p.m. Discussion: none. Voice vote: 7-0, all in favor. Meeting adjourned.