

TOWN OF MONTVILLE
Parks & Recreation Commission
Regular Meeting Minutes – February 17, 2021 -- 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.

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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 Chairperson 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 6:39 p.m.

2. Pledge of Allegiance.

All stood and pledged the flag.

3. Roll Call.

Present were Commissioners Matt Beaupre, Noah Carver, Jon Chase, Kevin Clang, Morgan Matthewson, Kate Southard, and Rocky Stone. Absent were Commissioner Heather Kenniston, Recreation Director Peter Bushway, and Town Council Liaison Colleen Rix. A quorum was present.

4. Adjustments to the Agenda.

Motion by Commissioner Chase; seconded by Commissioner Carver to delete the word "Parks" from Agenda Item 12.b and Item 17, per amendments specified by Commissioner Stone. Discussion: none. Voice vote; 7-0, all in favor. Motion carried.

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

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

6. To Consider and Act on a Motion to Approve.

a. The Regular Meeting Minutes of January 20, 2021.

Motion by Commissioner Beaupre; seconded by Commissioner Stone to approve the Regular Meeting Minutes of January 20, 2021. Discussion: Commissioner Chase objected to inclusion of the Addendum to the minutes, a presentation summary given by Attorney Richard Cody, stating he was reluctant to approve it since it had not been reviewed by Attorney Cody and proposed to redact the minutes to read "Attorney Richard Cody attended the meeting and answered questions regarding the Charter, Bylaws, and Ordinances." Commissioner Stone also suggested adding refer to the audio recording for Attorney Cody's presentation. A vote was not made on this motion.

Motion by Commissioner Chase; seconded by Commissioner Stone to amend the Regular Meeting Minutes of January 20, 2021 to incorporate the changes proposed by Commissioner Chase and Commissioner Stone. Voice vote: 7-0, all in favor. Motion carried.

b. The Special Meeting Minutes of February 10, 2021.

Motion by Commissioner Stone; seconded by Commissioner Matthewson to approve the Special Meeting Minutes of February 10, 2021. Discussion: none. Voice vote: 7-0, all in favor. Motion carried.

7. Director's Report for February 2021.

Commissioner Stone said he did not realize there was an Abuse and Molestation Policy and thought it was out of context to reference the Superintendent of Schools regarding the CIP

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project for the tennis courts. Commissioner Beaupre explained anyone hired by the Recreation Department requires a background check due to interaction with children. Commissioner Matthewson confirmed the policy stating her husband had to undergo one.

8. P&R Newsletter for March 2021.

Commissioner Chase said the newsletter is useful to inform the public of activities but said there is a bit of information that is not useful and spoke of working with Director Bushway to tweak it, so the public knows about the Commission. Commissioner Stone noted Parks & Recreation and the Recreation Department are different entities and references to them needs to be cleaned up. Commissioner Matthewson understood the distinction for budget purposes but said Director Bushway and the Department are identified as Parks & Recreation. The Commission discussed the perception of the Department and having the information about it correctly identified. Commissioner Clang noted the Commission is called the Parks & Recreation Commission. Commissioner Chase stated there is not a Parks & Recreation Department; it is the Recreation Department that has parks responsibility. Vice-Chair Southard said the Commission works in conjunction with Public Works for the parks and with the Recreation Department for activities. Commissioner Stone said Public Works used to attend Commission meetings and would try to get it to happen again.

9. Report from Finance

This Agenda item was tabled until next month as the Commission did not receive the financial report.

10. Review of Recent Programs and Events

The Commission discussed the basketball that will not proceed as the schools will not allow use of their facilities and only twenty-seven signed up for the different age levels.

11. Upcoming Programs

Vice-Chair Southard mentioned the Diamond Painting class, an upcoming event in the newsletter.

12. Unfinished Business

a. Development of Parks & Recreation Logo

Commissioner Carver commented on the logo that was updated by the designer from the feedback of the Commission at last month's meeting. It was noted the simple design and the color made the logo adaptable for general use.

Motion by Commissioner Stone; seconded by Commissioner Carver to authorize payment of \$100 by Recreation Director Bushway from the Advertising line item to Kaycee Cagney for design of the Parks & Recreation logo. Discussion: none. Roll Call vote: *In favor*: Commissioners Beaupre, Carver, Chase, Clang, Matthewson, Southard, and Stone. *Opposed*: none. Vote: 7-0, all in favor. Motion carried. Commissioner Stone said the logo should be presented to the Town Council for approval. Vice-Chair Southard she would follow up with Town Councilor Rix about it.

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b. Mostowy Property

This Agenda item was tabled for additional information.

c. Potential Events and Programs

Commissioner Matthewson stated she has looking around for ideas and found something underway in another department but said she was keeping her eyes open.

d. To consider and act on a motion to approve the Recreation budget for FY 2021-2022.

Motion by Commissioner Chase; seconded by Commissioner Southard to approve the FY 2021-2022 Recreation budget and presented and discussed at the Special Meeting of February 10, 2021. Discussion: none. Roll Call vote: *In favor:* Commissioners Beaupre, Carver, Chase, Clang, Matthewson, Southard, and Stone. *Opposed:* none. Vote: 7-0, all in favor. Motion carried.

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

Commissioner Chase commented the Commission would be approving a plan, not projects, as it was not in a position to approve projects. Commissioner Stone said the CIP Plan matches Director Bushway's plan. Commissioner Clang described them as recommendations.

Motion by Commissioner Chase; seconded by Commissioner Carver to approve the CIP as presented and discussed at the Special Meeting of February 10, 2021. Discussion: Commissioner Stone explained that under agency it says Recreation Department and according to the Charter the Commission is supposed to do the budget and present it to Finance. He handed out a revised budget as discussed at the February 10 Special Meeting. He spoke of Item #2 and asked whether additional ball fields were needed and said he had spoken with the former high school athletic director who coordinated field use. Commissioner Stone said the athletic director told him there were basically no requests to use Town fields, but independent agencies reached out to the schools for use of the artificial turf. Commissioner Beaupre provided feedback from his involvement with soccer for separate programs. He said the Town would use the schools for softball programs and some through the Recreation Department and the Tyl field in addition to the one across from the Community Center was used for summer camps and the school properties for parking and fireworks. He also said the \$12,000 that was discussed was not strictly for ball fields. Commissioner Chase stated the Town needs to make an investment and referenced the Town and Board of Ed budget negotiations. As to the \$12,000, he said the discussion was about the tennis courts, overgrown basketball courts, the soccer field with the water issue during spring spoke of a presentation to the Town Council to take care of what we have. He proposed developing a plan to care for those concerns and to consult an engineer for corrective measures. Commissioner Clang commented an additional field would be beneficial as fields are overloaded when in use and said a turf field would be better. Commissioner Matthewson agreed with Commissioner Clang and spoke of her children practicing soccer at Tyl on a ball field with no lines and said there was no playground for her 4-year-old. Discussion continued

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about the use of Town fields by athletic leagues and the MOA's between the parties and Commissioner Stone suggested learning more about the organizations and their relationship with the Commission and how they would affect construction of further facilities said Commissioner Chase. Commissioner Beaupre agreed the school fields were underused. Vice-Chair Southard said she was a huge proponent of youth sports but needed numbers to make a decision and whether we have the space or not. Commissioner Stone proposed changing CIP Item #2 a development plan for Town properties. He withdrew his motion.

Motion by Commissioner Clang; seconded by Commissioner Matthewson to amend CIP Item #2 to read, "Plan & Engineering of Mostow Property and other portions of Camp Oakdale." Discussion: none. Roll Call vote: *In favor*: Commissioners Beaupre, Carver, Chase, Clang, Matthewson, Southard, and Stone. *Opposed*: none. Vote: 7-0, all in favor. Motion carried.

Motion by Commissioner Clang; seconded by Commissioner Stone to approve the CIP FY 2021-2022, as amended. Discussion: none. Roll Call vote: *In favor*: Commissioners Beaupre, Carver, Chase, Clang, Matthewson, Southard, and Stone. *Opposed*: none. Vote: 7-0, all in favor. Motion carried.

13. New Business

a. To consider and act on a motion to approve the Election of Officers.

Motion by Commissioner Beaupre; seconded by Commissioner Southard to appoint Matt Beaupre as Commission Secretary. Discussion: none. Voice vote: 7-0, all in favor. Motion carried.

Motion by Commissioner Beaupre; seconded by Commissioner Chase to appoint Commissioner Stone and Commission Vice-Chair. Discussion: none. Voice vote: 7-0, all in favor. Motion carried.

Motion by Commissioner Beaupre; seconded by Commissioner Carver to appoint Kate Southard as Commission Chair. Discussion: none. Voice vote: 7-0, all in favor. Motion carried.

b. To consider and act on a motion on possible revisions or other action in connection with the Commission Bylaws.

Motion by Commissioner Chase; seconded by Commissioner Carver to repeal the Commission Bylaws. Discussion: Commissioner Stone disagreed with the motion addressing the last paragraph of the Charter and said bylaws are policy that require work and spoke of having a short-term bylaw committee. Commissioner Chase spoke of amendments to bylaws and said some are unworkable—the maintenance committee requiring a maintenance plan, monitoring, and meeting each month and also the finance committee to prepare a budget in January—since neither committee is operational. Commissioner Stone said bylaws can be amended by a 2/3 vote at any meeting and said there are some that have things that work, and others have structure that can fixed. He proposed a review of bylaws and the making of suggestions for discussion at the next meeting. Commissioner Beaupre commented on what

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the bylaw committee is supposed to do and said it is not specific to any member. Commissioner Stone said the bylaw committee could be made to go away and said he was willing to work with Commissioner Chase. This motion was tabled, and no vote taken.

14. Communications

Commissioner Beaupre spoke of the resignation of Commissioner Kenniston received last week. Commissioner Stone said Town Councilor Rix was copied on the resignation that was in the Town Council meeting minutes. Chair Southard said she would follow up with Town Councilor Rix about it.

15. Remarks from the Public of Non-Agenda items (3-minute limit)

Chair Southard asked three (3) times for remarks. There were none.

16. Remarks from Town Council Liaison. -- None

17. Remarks from Parks & Recreation Director Bushway. -- None

18. Remarks from the Commissioners

Commissioner Stone congratulated Chair Southard on her landslide election. Commissioner Clang wished everyone a safe ride home. Commissioner Chase said he appreciated the discussion. Commissioner Beaupre remarked he looked for the survey concerning the community center as discussed at the special meeting and said he would forward it. Chair Southard congratulated Commissioner on his appointment as vice-chair and Commissioner Beaupre for “sticking with it.”

19. Adjournment

Motion by Chair Southard; seconded by Commissioner Matthewson to adjourn the meeting at 8:36 p.m. Discussion: none. Voice vote: 7-0, all in favor. Meeting adjourned.

Respectfully submitted by,
Gloria J. Gathers
Town of Montville Recording Secretary/Minutes Clerk

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