

TOWN OF MONTVILLE
Parks & Recreation Commission
Regular Meeting Minutes – March 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.

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 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.

Chairperson Southard called the meeting to order at 6:35 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, Denise Gladue, Kate Southard, and Rocky Stone. Absent were Commissioners Morgan Matthewson and Deborah Schober, and Town Council Liaison Colleen Rix. Also present was Recreation Director Peter Bushway. A quorum was present.

4. Adjustments to the Agenda. -- None

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

Chairperson 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 February 17, 2021.

Motion by Commissioner Beaupre; seconded by Commissioner Carver to approve the Regular Meeting Minutes of February 17, 2021. Discussion: none. Voice vote: 7-0, all in favor. Motion carried.

7. Recreation Director's Report for March 2021.

Director Bushway reported the Diamond Painting class on March 13th was filled. He responded to Commissioner Beaupre about the repair of the tennis courts, a Department CIP item, and his discussion with the high school athletic director to combine its tennis court project with that of the Recreation Department to obtain a quote. Director Bushway said the high school does not intend to repair its courts although it would make sense to have the work done at the same time as it would be more cost effective. Commissioner Stone voiced concern about the use of the Camp Oakdale courts being taken from residents and Commissioner Chase questioned how. He also expressed disappointment with the schools. Commissioner Chase said the Department courts should be kept in shape and funds sought for their repair. Director Bushway stated use of the tennis courts by residents occurs after 5:00 p.m. and said there is no schedule now for Saturdays. He said Public Works will repair the cracks at the courts with the material used for potholes. Commissioner Chase inquired about the bathrooms at Camp Oakdale. Director Bushway said they are not usable due to vandalism and said Public Works supplies a portable unit.

8. P&R Newsletter for April 2021.

Chairperson Southard commented the newsletter looked good, was full of activities, and hoped to see more. Director Bushway responded to Commissioner Stone the newsletter

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would go out in two (2) weeks and the names of the two (2) new commissioners would be added.

9. Report from Finance

Commissioner Stone asked Director Bushway for an accounting of the summer camp funds needed until the end of June of the current fiscal year budget stating it would be helpful for the Commission. Director Bushway said 30-33 hours of training and a week and couple of days of summer camp would be covered in this fiscal year but said he was not sure if other line items would be effected.

10. Review of Recent Programs and Events

Director Bushway reported dance classes are going well but there is no open enrollment as the classes are preparing for a recital. Classes are virtual and since the State is reopening many want to take in-person classes. Gymnastics enrollment is upcoming, but he is waiting on State guidelines.

11. Upcoming Programs

Director Bushway reported he met with someone who wants to begin an archery program, indoors or outdoors, but he would prefer outdoors. Training with the instructor is open to children and adults with the goal of having consecutive classes with three (3) persons at a time. Sanitary precautions will be in place. Director Bushway also reported he spoke to a woman who wants to start a field hockey program.

12. Parks and Facilities

Chairperson Southard stated Commissioner Stone had asked that she add this Agenda item for discussion each month. Commissioner Stone distributed a handout to the Commission, a map with references to Town parks and facilities, to obtain what is needed from Public Works and what the Department needs to update or make aesthetic improvements. He spoke of having directional signs for the dog park, tennis courts, pavilions, bathrooms, etc. Commissioner Beaupre commented on plans a few years ago for signs and a proposed kiosk. Director Bushway said the fields were numbered because they are multi-use. He also reported the kiosk was obtained last spring but, Public Works has not installed it and added the need for two (2) additional signs for 'no smoking' and 'no dogs on the fields.' Commissioner Chase spoke of having consistency in the signs and kiosk. Commissioner Stone spoke of having unintrusive signs on the trails, the size of Camp Oakdale, and noted the trails on the Mostowy Property.

The Commission discussed cohesive, similar colored signs with the logo and development of them while waiting for Town Council approval on the logo, per Commissioner Chase. Commissioner Stone stated the Mostowy Property must remain as it is named spoke of the Camp Oakdale pavilion areas, the appropriately placed shrubs and bushes, and the area across the street where a pond is located. Commissioner Chase commented on the condition of some areas of Camp Oakdale that are used as a dump and said rules and policies need to be established. He also spoke about inspection of Department properties given the nine (9)

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members on the Commission. Commissioner Stone said there may be funding for some work to be done this year and asked about thoughts for the kiosk. Commissioner Beaupre said rules and guidelines for Camp Oakdale and events were to be posted at the kiosk; Director Bushway added the kiosk was also to be used to post upcoming and special events. Additionally, Commissioner Stone talked about signage at the five (5) main areas and entrance points to Camp Oakdale and a map as a handout and for placement on the website.

The Commission then discussed driving directions to Camp Oakdale with Commissioner Carver commenting on a Google search that defined its location as the Town Hall. Adding a list of Department facilities with their address and sprucing up the maps on the Town website in addition to locating a source to develop the signs were also discussed. Identifying the ball fields, options for the driveway, use of the advertising line item, and use of the advertising and summer camp line-item funds if it does not occur were also considered. Commissioner Carver said he would speak to his friend who designed the logo for input. Commissioner Stone also spoke of tying the Mostowy Property together with Camp Oakdale as a consideration and suggested the Commission come back with ideas for discussion at next month's meeting.

13. Unfinished Business

a. Development of Parks & Recreation Logo

Chairperson Southard stated the logo has been submitted and she is awaiting feedback.

b. Mostowy Property

Chairperson Southard spoke of obtaining funds to designate trails and cleanup up the property and about a flat area with existing trees on Route 163 that could be used as a picnic area with tables or an outdoor classroom. Commissioner Chase said the existing trails need to be widened and cleaned up otherwise the areas that were improved will become overgrown again. Commissioner Beaupre asked if Public Works could do that work; Director Bushway said once cleanup is done you want access to it from the park, not Route 163. Commissioner Chase said he had spoken with Public Works Director Bourdeau about having someone do the work and wondered if it would cause a problem with the union or procurement protocol as the Charter language gives the Commission the authority. Commissioner Stone suggested getting a cost for trail maintenance so the Commission can decide; Commissioner Chase said he would check into it.

c. Potential Events and Programs

This item was discussed under Agenda Item 11.

d. To consider and act on a motion to approve to possible revisions or other actions in connection with the Commission Bylaws.

Commissioner Stone handed out to the Commission a marked-up copy of the bylaws and suggested the item be tabled to next month. He said he would forward the copy to the absent Commissioners.

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14. New Business

a. 2021 Carnival.

Chairperson Southard said the Carnival Committee that consists of Commissioner Stone, Matthewson, and Southard met this month and are moving forward as if the carnival will happen. The dates chosen for the event are June 25, 26, and 27, 2021 but may have to be changed. Director Bushway said the concert for June 27 has been arranged but said it may be held back by Covid restrictions. He also said the Committee wanted to kick things up a notch this year with suggestions for pony rides, a magician, and a dunk tank. Director Bushway also reported the carnival company proposed June 18, 19, and 20 but those dates may need to be changed due to graduation. He added that Sailfest was cancelled and said he did not know what the State restrictions would entail i.e., sanitizing every ride and the number of people who can enter the event. He also said the fireworks company is also on board and must pay for permits from the State, Town, and Fire Department that are nonrefundable. Commissioner Chase asked who was the obligated party on the contracts; Director Bushway replied Mayor McDaniel is the designee but said he also signs off on some things.

b. 2021 Summer Camp.

Director Bushway reported he has received emails and Facebook queries about summer camp and said if the school system allows use of their facilities it is good to get away from the heat. He also said he prefers the location of the high school are there are more amenities but heard the gym floor may be replaced. Director Bushway said the program has not been at the MHS in 2-3 years and also said Tyl has a smaller gym and less outdoor space. Commissioner Chase asked if relief funding could be sought for Covid measures; Director Bushway affirmed those items are identified as potentially reimbursable. Commissioner Beaupre asked if those items would not be a credit back to the Recreation budget. As for overspending the program budget, Commissioner Stone said the summer camp budget was overrun but not the Recreation budget. Director Bushway stated the summer camp always operates on a deficit and said it is the reason why the General Fund has \$48,000 but also said the Town Council could be petitioned for additional funds.

c. To consider and act on a motion to appoint a liaison to the Farmer's Market Committee. Motion by Commissioner Chase; seconded by Commissioner Carver to appoint Chairperson Southard as the liaison to the Farmer's Market Committee. Discussion: Chairperson Southard said she would love to do it as she has a vested interest. Voice vote: 7-0, all in favor. Motion carried.

15. Communications

Director Bushway spoke of a mother whose son is an Eagle Scout candidate and provided them with information regarding volunteerism with the Department. He also is waiting for a proposal from someone he spoke with who is looking for a square-shaped location to use as a checkerboard and said frisbees will be used as checker pieces.

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

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

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17. Remarks from Town Council Liaison. -- *None*

Chairperson Southard said Town Council Liaison Rix sent an email that said she was unable to attend the meeting.

18. Remarks from Parks & Recreation Director Bushway. -- *None*

19. Remarks from the Commissioners

Commissioner Beaupre welcomed the two (2) new commissioners and said he hoped the meeting was not too long. Commissioner Carver also extended a welcome as did Chairperson Southard. Commissioner Gladue said she was looking forward to working with everyone.

20. Adjournment

Motion by Chair Southard; seconded by Commissioner Beaupre to adjourn the meeting at 8:24 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.**