

TOWN OF MONTVILLE
Parks & Recreation Commission
Regular Meeting Minutes – April 21, 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 6:34 p.m.

2. Pledge of Allegiance.

All stood and pledged the flag.

3. Roll Call.

Present were Commissioners Matt Beaupre, Noah Carver, Jon Chase, Morgan Matthewson, Deborah Schober, Kate Southard, and Rocky Stone. Absent were Commissioners Kevin Clang and Denise Gladue. Also present were Recreation Director Peter Bushway and Town Council Liaison Colleen Rix who was present remotely. A quorum was present.

4. Adjustments to the Agenda.

Motion by Commissioner Stone; seconded by Commissioner Chase to move up New Business, Item 12.a, Eagle Scout Project on the Agenda after Item 5. Discussion: none. Voice vote: 7-0, all in favor. Motion carried.

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

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

12.a. Eagle Scout Project.

Eagle Scout Shawn Steisel of Troop 93 presented a proposal for a Giant Checkers project to be situated on the other side of the volleyball court at Camp Oakdale. He and fellow scouts will work on the project and it will be scheduled with Director Bushway before work is started. A handout of the project was presented to the Commission. Director Bushway said a small container will be provided for storage and replacement of it and said it may eventually be maintained by the Department or the Town which has yet to be considered.

Motion by Commissioner Chase; seconded by Commissioner Stone to approve and support the Eagle Scout Project proposed by Shawn Steisel at the asphalt area near the Camp Oakdale large pavilion. Discussion: none. Voice vote, 7-0, all in favor. Motion carried.

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

a. The Regular Meeting Minutes of March 17, 2021.

This item was tabled until next month.

7. Recreation Director's Report for April 2021.

Director Bushway reported on a meeting earlier with school administration and Mayor McDaniel when approval was given for Tyl as a site for summer camp for twenty children. Guidance from the State concerning transportation and use of masks is pending. The May 10 registration will be noticed in the *Montville Times* and the booklet prior to the date. School administration has concerns about the use of masks and having breakfast and lunch inside of the building, but the kids can eat outside. The use of the high school will not be an option as

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the gym floor is scheduled for repair. Tyl is a smaller space than the high school but does provide shelter in the event of rain. Covid cleaning items will probably be purchased, and masks will come from the supply purchased by Mayor McDaniel. Public Works will provide maintenance and cleaning supplies for sanitizing.

8. P&R Newsletter for May 2021.

Director Bushway commented on the crafts for Mother's Day stating children can choose a craft including one that says "I love you, Mom" as options per questions by Commissioner Matthewson and Commissioner Gladue and Schober by email. He also confirmed that all items in the newsletter was "a go" to Commissioner Stone.

9. Report from Finance

Director Bushway responded to Commissioner Stone for clarification of line-item funds for the summer camp program. The \$900 for first aid training is paid through the summer camp line item. He also confirmed the estimated summer camp expenditure for part-time staff as \$33,000 leaving a balance of \$14,000; the estimated equipment cost of \$3,000 would leave a negative balance of \$1,800 that would require a funds transfer.

10. Parks and Facilities

Chairperson Southard stated Public Works Director Don Bourdeau was invited to the meeting to update the Commission on the status of the parks and respond to Commissioner questions. She said the Farmer's Market want to make use of the field across from the parking lot off of Route 163 once it is cleared and asked when it would be available for use, ideally as a multi-use area. Public Works Director Bourdeau reported the field has been cleared but does not have grass as its use would depend on how it would be used. Commissioners discussed the danger of the area for use as a playing field due to traffic and the lack of grass and a fence. Director Bourdeau said seeding the field would start in May, but grass would not produce until September or October and is dependent on the weather therefore, he could not commit to a date as to when the field would be ready. He explained he would need to research the costs and said the field would be usable once grass is established otherwise, foot traffic would wear it out. Also, there is no irrigation system in that area so a hardy grass would be appropriate.

Chairperson Southard then asked if there was proper equipment to clear the Mostowy Property trails or if someone had to be hired. Director Bourdeau said a plan needs to be assessed for the property stating there was a building on it but was willing to work together with the Commission to develop plan. Presently, roads areas are priority for mowing particularly during the summer with staff vacations; but, in late fall mowing can be done at the property. Public Works is equipped with the property to get the mowing done or the Commission can contract to have someone else do it. Responding to Commissioner Chase about the tree removal on the Mostowy Property, Director Bourdeau said the trees were dead and hazardous but said he would work with the Commission on replacement trees. He also commented on the LED lights that were installed on the pavilion to replace the ones on a pole that were falling down. The lights are on photo cell / switch to direct both ways and attractive for nighttime activities at the pavilion. Director Bourdeau responded to

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Commissioner Stone about a long-term plan, potential CIP improvements for the tennis courts at Camp Oakdale, and funds for signage improvements. Repairs versus replacement are being considered for long-term and CIP items that are pending receipt of a professional opinion but, all options are being considered. As for signs, they are budgeted under maintenance and upkeep. The type of sign, whether it is decorative, and the finish (wood or metal) are factors needed. Director Bourdeau said he would work with the Commission to formulate ideas. Commissioner Stone said a plan would be developed and presented to him. Chairperson Southard thanked Director Bourdeau for his attendance at the meeting and his feedback.

11. Unfinished Business

a. Development of Parks & Recreation Logo

Chairperson Southard reported she had not heard back from Councilor Jaskiewicz about the logo. Commissioner Carver reported Casey was willing to look at sign recommendations and make prototypes of them. Commissioner Chase said he hoped the matter is resolved soon and commented on his drive to Colchester and saw the signage Commissioner Stone spoke of at a prior meeting.

b. To consider and act on a motion to recommend to the Town Council that the Mostowy Property be opened for public use for passive recreation.

Motion by Commissioner Chase; seconded by Commissioner Beaupre to recommend to the Town Council that the Mostowy Property be opened for public use for passive recreation. Discussion: Commissioner Chase said Public Works Director Bourdeau's comments summed up the property for public use. Commissioner Stone asked whether the item needed to be included under Parks as it was the intent for Commission jurisdiction. Commissioner Chase said it was deemed so per Town Charter. Commissioner Southard commented the property has been surveyed and has recreational trails. Director Bushway said there must be a way to access the property from the stone wall, not Route 163 and Commissioner Chase agreed since there are parking lots and restrooms at each end. Director Bushway also said these are goals for the future. Discussion: none. Voice vote: 7-0, all in favor. Motion carried.

c. To consider and act on a motion to accept the By-Law markups as presented to the Commission by R. Stone on March 17, 2021.

Motion by Commissioner Stone; seconded by Commissioner Carver accept the By-Law markups as presented to the Commission by R. Stone on March 17, 2021. Discussion: Commissioner Stone the motion speaks for itself. Commissioner Chase spoke of the review and changes to the By-laws and said the Commission may need to replace functionality moving forward with an inspection of facilities. Discussion: none. Voice vote: 7-0, all in favor. Motion carried.

d. 2021 Carnival

Commissioner Matthewson reported multiple vendors have been contacted and everyone are enthused for this year although questions remain regarding Covid restrictions for June. None of the vendors were willing to commit.

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e. 2021 Summer Camp

Chairperson Southard remarked this topic had already been discussed. Director Bushway responded to Commissioner Stone concerning summer camp needs and extra funding. He reported he has spoken with veteran staff and said some items are getting old and need replacing. He mentioned storage for the Community Center and metal shelving. Commissioner Stone asked if a list could be provided for the next meeting and prior to the end of the fiscal year as it would be a good time to purchase and supported by the Commission. Commissioner Chase spoke to discussion by the prior chair regarding Covid response measures for families and asked if summer camp could be made available for disadvantaged kids. Director Bushway said he would speak with the Finance Department as to whether it is allowed and commented there had two (2) complete scholarships expensed in his 11 years with the Department. Commissioner Chase asked if there was a different way to achieve it and said income must be an issue for some families. Director Bushway reported two (2) families have asked for a reduction having noticed the cost went up \$10 per week and mentioned minimum wage had increased for all staff. He said payment plans are used and some are referred to alternative sources for help.

12. New Business

- a. Eagle Scout Project – *(This item was moved up on the Agenda.)*

13. Communications

Director Bushway reported on a grant received by Youth Services for signage for fields, bleacher and other areas. Handouts of the two (2) signs that each say “Just Breathe” were given to the Commission. One of the signs is for Montville parks and the other for Montville fields. The signs will be 2-feet tall and 4-feet wide and although they can be wider, he suggested to the Bureau to obtain 3–4 in this size with a larger one at the entrance. The Bureau has not contacted school administration for possible locations for the signs. It is the decision of the Commission to approve the signs that were received this day. Potential locations for the signs include fields, parks, the entrance to the bleachers, tennis courts, Desjardin Park, and 4-6 signs at Camp Oakdale. Director Bushway the grant received came from state/federal agencies and said the signs are in color, green, and will be placed at the Camp Oakdale small and large pavilions. He responded to Commissioner Stone he did not know what the signs were made from nor would they be lawn signs, per a question by Commissioner Carver. Commissioner Matthewson liked the green color.

Motion by Commissioner Stone; seconded by Commissioner Matthewson to allow Youth Services to erect sign at the discretion of Director Bushway at park facilities. Discussion: Commissioner Carver said the signed complemented the logo; Commissioner Matthewson suggested one be placed at the Public Works building at Camp Oakdale. Voice vote: 7-0, all in favor. Motion carried.

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

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

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15. Remarks from Town Council Liaison.

Town Council Liaison Rix said she was super excited about the carnival and the Mostowy Project.

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

17. Remarks from the Commissioners

Commissioner Beaupre and Chairperson Southard welcomed Commissioner Schober.

18. Adjournment

Motion by Commissioner Beaupre; seconded by Commissioner Stone to adjourn the meeting at 7:55 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.**