

**TOWN OF MONTVILLE**  
**Parks & Recreation Commission**  
**Regular Meeting Minutes – May 19, 2021 -- 6:30 p.m.**  
**VIRTUAL MEETING MINUTES**

The Town of Montville will be utilizing a virtual GoToMeeting service for this meeting.

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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](mailto: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 6:33 p.m.

**2. Pledge of Allegiance.**

All stood and pledged the flag.

**3. Roll Call.**

Present were Commissioners Noah Carver, Kevin Clang, Morgan Matthewson, Deborah Schober, Kate Southard, and Rocky Stone. Absent were Commissioners Matt Beaupre, Jon Chase, 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. -- 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 March 17, 2021.**

Motion by Commissioner Stone; seconded by Commissioner Carver to approve the Regular Meeting Minutes of March 17, 2021. Discussion: None. Voice vote: 6-0, all in favor. Motion carried.

**b. The Regular Meeting Minutes of April 21, 2021.**

Motion by Commissioner Carver; seconded by Commissioner Matthewson to approve the Regular Meeting Minutes of April 21, 2021. Discussion: None. Voice vote: 6-0, all in favor. Motion carried.

**7. Recreation Director's Report for May 2021.**

Director Bushway reported registration for summer camp began on May 17 with 120 registrants through phone calls, emails, and Facebook. It will be a full camp at a cost of \$230 per week; transportation will be provided for four (4) pickup spots; there will be a full staff of 22 counselors, and there will be fewer trips with less children on each trip. He also reported the Food Truck Festival will be held in August and Uncas Health will do a health check of the vendors. Director Bushway received two (2) food truck applications for the carnival; spoke to the high school Athletics Director about having a summer sports basketball clinic; and reported on the completion of the checkerboard at Camp Oakdale done by the Eagle Scout. Registration for summer camp field trips can be done on the Department website or on the paper form per a question by Commissioner Matthewson. Commissioner Carver spoke of the positive feedback from the food truck festival in Groton as reported by *The Day*. Commissioner Matthewson commented on the event which she said was great and well-attended and had 13 food trucks present. Entertainment for the food truck festival and a parking monitor will be provided by the vendor; games will be provided by the Department.

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Commissioner Stone asked Director Bushway to notify the Commission should he need help for the event.

**8. P&R Newsletter for June 2021.**

Chairperson Southard commented the newsletter looked good. Director Bushway said he would add a schedule of events to it. Per a question by Commission Stone concerning carnival advertising, Director Bushway spoke of the Carnival having seven (7) signs and a 3' x 15' banner that should be ready at the end of this week. The Carnival does its own advertising; the Department has no signs but will make up flyers and yard signs. As to radio advertising, Director Bushway said it was done in the past for the Holiday Parade and \$1,500 was used last year for the Carnival. Ads will be placed in *The Day* and *The Bulletin* for the carnival. Commissioner Stone asked about support for summer camp; Director Bushway purchased shelving, storage containers and spoke of replacement of worn equipment with limited space.

**9. Report from Finance – *No comments***

**10. Parks and Facilities**

a. Walk arounds

Commissioner Stone explained upon review of prior minutes from years ago, the Commission conducted reviews of the Department fields and buildings once a year. The Commission discussed a schedule for a possible tour of the facilities during the fall. Director Bushway said typically in the past walk-throughs were conducted in May/June with a 5–10-minute discussion. Tours were not done of Fair Oaks or the Community Center. This item will be kept on the Agenda, and a date in the fall will be chosen.

**11. Unfinished Business**

a. Development of Parks & Recreation Logo

Chairperson Southard reported she sent an email to Town Councilor Jaskiewicz and is waiting to hear back from him concerning the logo.

b. 2021 Carnival

Commissioner Matthewson was excited to report a carnival would be held this year with emphasis currently on obtaining vendors and sponsors. Director Bushway said he is waiting on a contract from the carnival company and to solidifying vendors. Commissioner Stone commented on vendors who backed out due to the carnival date and time. The Committee will be meeting tomorrow to finalize items.

c. 2021 Summer Camp

Director Bushway spoke of camp trips being filled and one (1) at Lisbon Landing that has not been confirmed. The largest camp week has had 140 kids and the least 115. Camp training will take place at Tyl on June 10 from 8-9 p.m. Commissioner Stone spoke of donating popcorn and other items and asked Director Bushway to pick a day. Director Bushway said a

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Camp Carnival Day would occur before the end of summer camp and include a water slide and other activities.

d. Signs for Parks

Commissioner Carver said his friend Kasey will have more time to prepare drafts of signs for presentation at the next meeting.

**12. New Business**

a. Flag Pole at Tennis Courts

Director Bushway reported there is a flag pole at the tennis courts which is not lit and spoke of a volunteer who wants to raise and lower the flag daily. Commissioner Stone was concerned about liability for the Department and said installing lights on it would be under the purview of Public Works. Director Bushway reported on the volunteers who maintain the grounds at Town Hall and would speak with Mayor McDaniel regarding the volunteer.

Motion by Commissioner Stone; seconded by Commissioner Clang to obtain confirmation from Mayor McDaniel for a volunteer to raise and lower the flag at the tennis courts. Voice vote: 6-0, all in favor. Motion carried.

b. Farmers Market

Chairperson Southard reported she has been work at the Farmers Market at the large pavilion at Camp Oakdale on Tuesdays from 4:00 – 7:00 p.m. Vendor applications have been sent out with the opening scheduled for July 6<sup>th</sup>. She toured the Bozrah Farmers Market on Mother's Day as did Commissioner Matthewson to view the crafts, food, soap, etc. and do some recruiting.

**13. Communications -- None**

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

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

**15. Remarks from Town Council Liaison.**

Town Council Liaison Rix remarked she was looking forward to all of the great events told the Commission to keep up the good work.

**16. Remarks from Parks & Recreation Director Bushway.**

Director Bushway spoke of budget negotiations but said he had not received feedback from Finance and anticipated the budget being reviewed by the Town Council. He also reported that three (3) CIP items would also be reviewed by the Town Council--\$5,000 for the Mostowy Property trails; \$12,000 for the Mostowy Property plan; and \$274,000 for repair of the tennis courts. School Administration has considered repair of its tennis courts and both tennis court projects could be bid out together.

**17. Remarks from the Commissioners**

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Commissioner Carver noted the Commission should be talking for another hour. Commissioner Matthewson is looking forward to the events as is Chairman Southard who said she is excited and nervous.

**18. Adjournment**

Motion by Commissioner Matthewson; seconded by Commissioner Clang to adjourn the meeting at 7:12 p.m. Discussion: none. Voice vote: 6-0, 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.**