

**TOWN OF MONTVILLE**  
**Parks & Recreation Commission**  
**Regular Meeting Minutes – June 16, 2021 -- 6:30 p.m.**  
**VIRTUAL MEETING MINUTES**

The Town of Montville will be utilizing a Hybrid GoToMeeting service and In-Person attendance for this meeting.

**Please register to attend the meeting at:**

**<https://global.gotomeeting.com/join/877213573>**

*After registering, you will receive a confirmation email  
containing information about joining the meeting.*

or by **telephone** or **VOIP: +1 (669) 224-3412** at the time of the  
meeting Access Code: **877-213-573**

*Applicable toll charges may apply f connecting via telephone.*

On March 14, 2020, Governor Ned Lamont issued an Executive Order 12 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.

**Town of Montville--Parks & Recreation Commission  
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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 (7:15 p.m.), Denise Gladue, Deborah Schober, Kate Southard, and Rocky Stone. Also, present was Recreation Director Peter Bushway. Absent were Commissioners Kevin Clang and Morgan Matthewson, and Town Council Liaison Colleen Rix. 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 May 19, 2021.**

Motion by Commissioner Carver; seconded by Commissioner Gladue to approve the Regular Meeting Minutes of May 19, 2021. Discussion: None. Voice vote: 7-0, all in favor. Motion carried.

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

Director Bushway reported he has been working on carnival matters for the past two (2) weeks and this week focused on training of Summer Camp staff from 3:30 p.m. – 8:00 p.m. Camp counselors also had first and CPR training this week at the Chesterfield Firehouse. Some of the counselors are high school students which is the reason for more training. Thus far, there are 50-60 fewer children registered for summer camp that is fairly significant given the cost increase to \$70 per week. Per Commissioner Stone's comment on the golf instruction, Director Bushway reported the 6-week instruction is for adults only due to insurance purposes. The cost for instruction is \$50 per lesson and the Department would get \$10.

**8. Report from Finance**

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Director Bushway reported the financials do not show certain expenditures. Five (5) plastic picnic tables have been ordered for Camp Oakdale, sturdier and thicker ones at a cost of \$1,000 each. They will be expensed before the end of the fiscal year. Responding to questions, Director Bushway responded expenses will be under due to Covid and line-item transfers are anticipated.

**9. Parks and Facilities**

Chairperson Southard reported she asked Public Works Director Bourdeau to call in regarding Camp Oakdale, an area across from the pavilion proposed for use as the future site for the Farmers Market. Commissioner Chase wants to know what has been done stating the seeding period may pass for potential use of the area in the fall. Commissioner Stone reported there has been no feedback from the Town Council about the Mostowy Property.

Public Works Director Bourdeau called in to the meeting and said the proposed area can get graded but cannot be walked on once seeded. Commissioner Chase spoke of the eye sore condition of the area and appropriate times to plant, seed, and germinate the area. He said he was hopeful for improvement to it as its condition reflects back on the Commission and Director Bourdeau. Director Bourdeau spoke of road paving and lack of staff during the warmer months due to vacations but said he could rake and mow the edges of the area pending a decision by the Commission as to use of it. He also commented it would not be difficult to ready the field for next season as funds were available for it but said the area must be roped once seeded to keep cars off it. Also, he has a purchase order for loam for the first two weeks of July. Commissioner Chase spoke of identifying budget funds for a fence to use for the future and spoke of equipment to level the area and tree removal. The Commission then discussed parking at the field that Public Works Director Bourdeau said would be an issue and spoke of contacting the DOT for crosswalk signs for Route 163 near Oxoboxo Dam Road. Director Bourdeau also commented the outhouse would be relocated to a more discreet area that is there for use by volleyball players.

**10. Unfinished Business**

**a. Development of Parks & Recreation Logo**

Chairperson Southard reported she spoke to Town Councilor Jaskiewicz who will recommend the logo goes to the Town Council for consideration and action.

**b. 2021 Carnival**

Director Bushway spoke of the upcoming inspection by the Fire Marshal and the Building Inspector and said repairs, if any, will be made quickly. He also commented on the henna artist who has been texting Chairperson Southard, setup tomorrow, and the fireworks setup. Volunteers will be available to help.

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c. 2021 Summer Camp

Director Bushway reported bus stop locations for summer camp participants. For the benefit of Commissioner Chase who arrived late, Director Bushway reported summer camp capacity is 140-160 kids per week with a maximum allowance of 230. Older kids make up the larger group of participants. There are nine (9) returning counselors who have two-plus years of experience. New games will be introduced such as role playing and theme of the week, each discussed during the training program. Counselors must be prepare a lesson plan of activities that change every 30 minutes.

d. Signs for Parks

Commissioner Carver circulated his cell phone to show templates of proposed Camp Oakdale signage, standard with directional indicators, as discussed at a prior meeting. Commissioner Stone reiterated previous comments two (2) meetings ago by Public Works Director Bourdeau and finalizing the signage for the four (4) main areas—recreation, dog park, and the two (2) pavilions. Commissioner Chase commented on the long discussion had by the Commission as to the signage needed and online appearance of park facilities previously referenced by Commissioner Carver. The Commission agreed to review new mockups signs for the main areas of the recreation complex.

e. Farmers Market

Chairperson Southard reported the Committee is seeking 5 – 6 vendors with ten (10) being the goal with the potential for more. She also responded to Commissioner Carver that Tuesday nights was decided for the market as no others occur on that day.

f. Parks Walk Arounds

The Commission agreed to leave this item on the agenda so a date could be picked to tour/inspect the parks by a individuals or a special meeting as proposed by Commissioner Chase. Commissioner Stone reported per prior meeting minutes park tours/inspections were done regularly. Commissioner Chase proposed setting up a schedule; Chairperson Southard said she would prepare one.

**11. New Business -- *None***

**12. Communications -- *None***

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

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

**14. Remarks from Town Council Liaison.**

Town Council Liaison Rix was absent from the meeting.

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

Director Bushway thanked the Carnival Subcommittee for its hard work and advised all to wear shorts and bring an umbrella.

**16. Remarks from the Commissioners.**

Commissioner Stone commented the Carnival Subcommittee and Director Bushway for extra work involved in bringing back the event. Commissioner Carver was thankful for leaving the Town Hall with sun still out.

**17. Adjournment.**

Motion by Commissioner Carver; seconded by Commissioner Beaupre to adjourn the meeting at 7:27 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.**