

**TOWN OF MONTVILLE
Parks & Recreation Commission
Regular Meeting Minutes – July 21, 2021 -- 6:30 p.m.
MEETING MINUTES**

All persons in attendance must wear a face mask if not fully vaccinated and remain six feet from others.

Comments will only be accepted at times designated for public comments by the Chair of the meeting. The Montville Town Council Rules of Procedure, decorum, timeliness, and suitability shall be followed and enforced.

1. Call to order.

Chairperson Southard called the meeting to order at 6:32 p.m.

2. Pledge of Allegiance.

All stood and pledged the flag.

3. Roll Call.

Present were Commissioners Matt Beaupre, Noah Carver, Jon Chase (7:05 p.m.), Kevin Clang, Denise Gladue, Morgan Matthewson, Deborah Schober, Kate Southard, and Rocky Stone. Also, present were Recreation Director Peter Bushway and Town Council Liaison Colleen Rix. A quorum was present.

4. Adjustments to the Agenda.

Motion by Commissioner Stone; seconded by Commissioner Carver to add Unfinished Business, Item 10.f, Summer Camp, to the Agenda. Discussion: None. Voice vote: 9-0, all 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.

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

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

Motion by Commissioner Carver; seconded by Commissioner Clang to approve the Regular Meeting Minutes of June 17, 2021. Discussion: None. Voice vote: 9-0, all in favor. Motion carried.

7. Recreation Director's Report for July 2021.

Director Bushway reported the carnival made a healthy profit of \$8,850.11 and had the highest attendance since its inception. The band put on a great performance; the fireworks went well, and parking was at capacity. He gave kudos to the Subcommittee for the excellent job done by them. Director Bushway also reported he met on Monday, July 19 with the owner/contractor concerning the tennis courts where work will begin on them in mid-August to conclude mid-September. Plans concerning the project may need a permit due to the proximity to wetlands concerning drainage parallel to Simpson Lane and away from Route 163. Two (2) of the tennis courts will be setup with lines for pickleball and the other four (4)

Town of Montville--Parks & Recreation Commission
Regular Meeting Minutes
Wednesday, July 21, 2021

courts will have a different surface. Also, a maintenance garage was not approved under CIP, so the Building Department noticed him about a small, metal structure with a roof, but no doors or walls that will be disassembled, reassembled, and converted by Public Works and placed at an undetermined site at Camp Oakdale for Department storage. A small garage building at the Camp may be taken down and replaced with the metal structure. The Food Truck Festival scheduled for August 7 at the Camp Oakdale ball fields currently has 15 food trucks lined up in addition to a band and dance group performances, and lawn games supplied by the Department from 12:00 – 7:00 PM. Commissioner Stone asked about a presentation from the Eagle Scout candidate as reported. Director Bushway reported the scout was the same young man who at age 12 mowed 50 lawns for free, a national event. This scout now wants to build a visitor kiosk with maps at Camp Oakdale.

8. Report from Finance

Director Bushway reported the year-end financials for FY 2020-2021 will not be closed by the Finance Department until the second week in August due to purchased items that remain on backorder due to backlogs and a lack of labor because of Covid-19. The Department is awaiting summer camp items and Finance is not sure how to account for the items as receipt of them may not occur until after August.

9. Parks and Facilities

a. Park Development Plan

Chairperson Southard and Commissioner Stone spoke of items discussed by the Commission concerning the Department facilities and parks over the past year and Commissioner Stone organized them into a Park Development Plan. He spoke of being approached by two (2) Town Counselors on a subcommittee concerning Cares Act Funds. The Counselors are seeking input on items to be considered for the funds in order to formulate ideas for a development plan. The Commission then reviewed and discussed the plan prepared by Commissioner Stone which he and Chairperson Southard said was open to changes. [The development plan is attached as Appendix A to the minutes and include bracketed comments on specific items.] Commissioner Stone also reported that Commissioner Chase was at a planning meeting tonight about obtaining a street number and sign for the dog park. Director Bushway spoke of an email from Mayor McDaniel regarding the Cares Act Subcommittee that would prioritize items submitted for consideration. In addition to the development plan, the Commission discussed whether there was usable space at Palmer Field (*Beaupre*); requests for bucket swings (*Bushway*); the lack of picnic tables and elevating the dugouts to ground level at the Mohegan baseball field (*Beaupre/Bushway*); the Community Center which was not included on the development plan; and of needs for disc golf.

b. CARES Act Funds.

Chairperson Southard and Commissioner Stone will finalize the plans discussed under Agenda, Item 9.b with Director Bushway for submission to Public Works.

10. Unfinished Business

a. Development of Parks & Recreation Logo

Town of Montville--Parks & Recreation Commission
Regular Meeting Minutes
Wednesday, July 21, 2021

Commissioner Carver reported, "We have one." Chairperson Southard commented she was happy it was approved.

b. 2021 Carnival

Chairperson Southard stated this item had already been discussed this evening and reported the Subcommittee had its wrap-up meeting to discuss what things regarding the carnival did or did not go well and what could be improved. She and Commissioner Matthewson will work on these items and Chairperson Southard noted some vendors have already been slotted for next year's carnival. Commissioner Beaupre proposed using Special Revenue funds to purchase a popup canopy that says "Montville Parks & Recreation" to put up a sign for information that will help identify the Commission. He also said putting a logo on the canopy would not be expensive. Chairperson Southard asked Director Bushway to look into new signage.

c. Signs for Parks

Commissioner Carver reported Casey is still working on sign mockups under the Camp Oakdale signs that should be ready for review by the Commission at its next meeting. Commissioner Chase said discussion arose about signage from a reporter's comments regarding the Farmers Market. Inquiries with Planning & Zoning and the Fire Department saw value to identify the location by an address, information that is stored in a common system by the Town Assessor. These departments are working together, and it appears that obtaining a street address for the Farmers Market in the Town computer system is doable.

d. Farmers Market

Chairperson Southard reported the Farmers Market is small but growing. At the event yesterday, July 20 there was an excellent crowd, and the food truck present was pleasantly surprised by the turnout and its said owner said it would return and tell food truck friends about the market. The Committee is seeking more vendors and food trucks. Chairperson Southard also reported on an August 10 car show with a live band present.

e. Parks Walk Arounds

Chairperson Southard commented on discussion by Commissioner Stone at last month's meeting about evaluative walks around the Department properties and said she created a list of them. She asked the Commissioners to voluntary tour the properties in September and report back to the Commission on each at its October meeting. Assignments are as follows:

- Camp Oakdale fields – Commissioner Matthewson
- Camp Oakdale trails – Commissioner Stone
- Mostowy Property – Commissioner Clang
- Camp Oakdale tennis courts/dog park – Commissioner Gladue
- Camp Oakdale large pavilion – Chairperson Southard
- Camp Oakdale small pavilion from Beach Avenue/Schofield Park – Commissioner Chase
- Community Center – Commissioner Carver
- Cobalt Field – Commissioner Schober

Town of Montville--Parks & Recreation Commission
Regular Meeting Minutes
Wednesday, July 21, 2021

- DesJardins Playground – Commissioner Beaupre

f. Summer Camp.

Director Bushway reported summer camp is into Week 5 with a movie visit scheduled for tomorrow at Lisbon Landing. Masking is required for children ages 5-12. He also reported attendance is lower and spoke of behavioral issues not identified on camp applications. Also, the staff is younger, 16-17 years old, having been hired since losing six (6) 19–24-year-old staff since May. Director Bushway spoke of the varying degrees of behavior issues exhibited by camp children and of the paraprofessional that works with them in the afternoons, discussions with parents, and one consequence when the camp fee was returned to a parent.

11. New Business -- None

12. Communications

Director Bushway noted the Eagle Scout project was included in his monthly report. He also reported former commissioner Ryan Hartman was willing to obtain sponsors for a disc golf course at the Mostowy Property by soliciting area businesses to purchase the goals for the course. Director Bushway explained the upper level of the property is flat, an area for the expansion of fields of approximately 50 acres. At least three (3) are needed for extension of the soccer program.

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 remarked it was good to hear the Farmers Market is doing well and said her mother brought her corn from it. She also said she was excited about the Food Truck Festival.

15. Remarks from Parks & Recreation Director Bushway.

Director Bushway had no further remarks.

16. Remarks from the Commissioners

Commissioner Chase remarked on relocating a portable space outhouse discussed by Public Works Director Bourdeau at last month's meeting. Commissioner Beaupre remarked on the success of the carnival that he said went well in addition the fireworks, the crowd, the benefit of holding the event earlier, and the ancillary help. Commissioner Clang remarked he was out of town and did not attend the carnival although he heard good things about it. Commissioner Carver marveled on the lack of rain during the carnival. Chairperson Southard thanked everyone for taking a walk-through assignment of the Department properties.

17. Adjournment

Motion by Commissioner Carver; seconded by Commissioner Beaupre to adjourn the meeting at 7:40 p.m. Discussion: none. Voice vote: 9-0, all in favor. Meeting adjourned.

Town of Montville--Parks & Recreation Commission
Regular Meeting Minutes
Wednesday, July 21, 2021

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.**

APPENDIX A



PARKS DEVELOPMENT PLAN

CAMP OAKDALE RECREATION COMPLEX

176 Meetinghouse Lane

1. Add identifying sign
2. Install kiosks
3. Integrate existing Mostowy Park trails into Camp Oakdale Trail system
4. Upgrade Mostowy Park Trails
5. Add Pavilion to Mostowy Park for outdoor learning activities
6. Add disk golf to Mostowy Park

CAMP OAKDALE DOG PARK

xxx Simpson Lane

1. Obtain Street number
2. Add identifying sign
3. Add additional Dog Park directional signs
4. Perform Tennis Court approved Capital Improvements [**Payment may be available through Covid funds. This item will also be presented to the Cares Act Subcommittee.**]
5. Add Pickleball courts [**The cost for four (4) at \$75,000 will take up half the space of the older tennis courts.**]
6. Light Flagpole

CAMP OAKDALE PAVILLION

75 Oxoboxo Dam Road [**The Farmers Market was held here last week, and online registration is available for it.**]

1. Add identifying sign
2. Add on-line reservation system
3. Develop Landscaping plan
4. Implement Landscaping Plan [**CIP funds were requested for this item.**]
5. Add Handicap Accessible Playground [**Potential funding from the Cares Act and a quick price for a 60' x 60' space would be \$120,000.**]

Town of Montville--Parks & Recreation Commission
Regular Meeting Minutes
Wednesday, July 21, 2021

OXOBOXO BROOK PAVILION

xxx Oxoboxo Dam Road [**Commissioner Chase is at a Planning Meeting about securing a street number and sign.**]

1. Obtain Street Number
2. Add identifying sign
3. Add on-line reservation system

SCHOLFIELD PARK

78 Oxoboxo Dam Road

1. Complete grading and sodding of Farmers Market Lot
2. Upgrade Scholfield Park
 - a. Establish Picnic Area [**Upgrade and /or replace grills.**]
 - b. Repair / Upgrade Parking Area [**Parking was discussed which has no clear means of egress in or out of the lot.**]
3. Improve crosswalks to Farmers Market Lot
4. Develop Pond accessibility
 - a. Canoeing, Row Boats, etc.

DESJARDINS PLAYGROUND

29 Desjardins [**Where do you park was discussed.**]

1. Install new Playground
2. Explore use of abutting Montville owned land

Note: The bracketed information represents Commissioner comments.