

**TOWN OF MONTVILLE**  
**Parks & Recreation Commission**  
**Regular Meeting – November 17, 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, Jon Chase, Denise Gladue, Deborah Schober, Kate Southard, and Rocky Stone. Absent were Commissioners Noah Carver, Kevin Clang, and Morgan Matthewson. A quorum was present.

**4. Adjustments to the Agenda.**

Motion by Commissioner Beaupre; seconded by Commissioner Stone to add New Business Item 12b, Officer Nomination Committee. Discussion: none. Voice vote: 6-0, 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. Resident Jeff Rogers, 146 Forsyth Drive, Oakdale remarked on Item 11a of the Agenda. He stated he donated three (3) signs to Camp Oakdale which he paid to have made at a cost of \$1,200 and were to be professionally painted. He expressed dissatisfaction the signs were rejected for use at Camp Oakdale.

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

- a. The Regular Meeting Minutes of October 20, 2021.

Motion by Commissioner Gladue; seconded by Commissioner Beaupre to approve the Regular Meeting Minutes of October 20, 2021. Discussion: None. Voice vote: 6-0, all in favor. Motion carried.

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

Chairperson Southard asked for questions/comments concerning the report by Director Bushway who was absent from the meeting. Commissioner Beaupre inquired about the grant for the 8-foot walkway; Commissioner Stone explained its location was on a map of one of the meeting attachments.

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

9. November Newsletter

Chairperson Southard commented on the newsletter graphics; Commissioner Stone noted the Commission logo on it and asked where it could be posted. Commissioner Gladue noted she had not received the newsletter since joining the Commission. Commissioners Stone and Chase commented on how to distribute the newsletter to residents—printing copies to leave on the front counter of the Town Hall (*Chase*) or have a campaign to have residents sign up for it (*Stone*).

10. Parks and Facilities

a. Walk Arounds

Chairperson Southard deferred to Commissioner Chase for his report on Camp Oakdale small pavilion. Commissioner Chase responded to his having missed meetings due to out-of-town professional meetings. He reported on recent visits to the former swimming/parking lot area filled with stone and debris resulting from the Oxoboxo Dam repairs causing damage to the asphalt surface. Per review of the damage by Mayor McDaniel and the Town Engineer, it was deemed pointless to make repairs as the entire area needed resolution. With the Mayor's support, a check in the amount of \$1,000 was received for project damage from the contractor and put into the General Fund to use for a designated purpose in the future. Public Works Director Bourdeau will have a pile of asphalt removed by the contractor and on schedule. The small pavilion parking lot area is getting bad with hopes to improve it. Public Works Director Bourdeau had the brush at Route 163 cleared. As to the grass planting inquiry by Chairperson Southard, Commissioner Chase reported it had not been done and although good growth has occurred it is not the final vision. He also feels it was good to have Public Works Director Bourdeau present at Commission meetings on a regular basis. A summary of the scope of work from the Commissioners' tours will be listed, reviewed, and prioritized.

11. Unfinished Business.

a. Parks Signage

Commissioner Stone reported Commissioner Carver sent him samples late today of signage. He reported Public Works Director Bourdeau wants a detailed mockup with dimensions so Commissioner Stone drew up one to identify the main park areas, functional ones so the project can proceed. Commissioner Chase reported he spoke with the Tax Assessor concerning addresses for the signage stating some of the park areas are given the same address but said a solution may be pending. Commissioner Beaupre noted the mockups from Commissioner Carver just has the street number and address that overpower the sign. Commissioner Stone commented street addresses can be added; Commissioner Chase spoke of discussion about including the logo on the signage. It was agreed any new signs should match existing ones and clarified in discussion with Commissioner Carver.

b. American Rescue Plan Funds

Chairperson Southard reported she and Commissioner Stone have begun to list projects on a spreadsheet, one used by the Town Council they used to create their own. Commissioner Stone reported he asked Public Works Director Bourdeau a few months ago to meet with the Town

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Engineer, CLA, as he wants to work with them to develop a plan. In addition, he plans to attend the next Public Works meeting.

c. Carnival 2022

Chairperson Southard reported she missed the last meeting. Commissioner Stone did attend the meeting and was updated on what occurred at the prior meeting.

12. New Business.

a. Holiday Light Parade

Chairperson Southard reported per discussion with Director Bushway that the parade will extend from Church Funeral Home to the Town Hall and will take place on Saturday, December 5 at 5:00 PM. She also reported three (3) judges are being sought; one will be Commissioner Matthewson as well as three (3) to assist with lining up parade participants at the beginning of the parade.

b. Commission Officer Nomination Committee

Commissioner Beaupre reported the nomination committee typically consists of the vice-chair and two (2) other commissioners. Commissioners Beaupre, Chase, and Stone agreed to participate.

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.

Chairperson Southard apologized for failing to recognize Town Councilor Bunnell at the start of the meeting but said she was happy he is here. Town Councilor Bunnell stated he was honored to present and called the Commission an asset to the Town for attracting activities. He said the Commission did not get enough notice for its involvement with kids and others and commented on how to get the newsletter out the public and the discussion about signage. Town Councilor Bunnell wished everyone a safe, relaxing and happy Thanksgiving.

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

17. Remarks from the Commissioners.

The Commissioners welcomed Town Councilor Bunnell as liaison and remarked on comments made earlier by Resident Jeff Rogers concerning parks signage.

18. Adjournment.

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