

TOWN OF MONTVILLE
Parks & Recreation Commission
Regular Meeting – July 20, 2022 -- 6:30 p.m.

MEETING MINUTES

The Town of Montville has lifted the mask mandate effective Monday, February 28, 2022, throughout Town facilities in coordination with our schools. Although the mask mandate has been lifted, Uncas Health strongly recommends that all individuals, both vaccinated and unvaccinated, continue to wear masks indoors.

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 6:31 p.m.

2. Pledge of Allegiance.

All stood and pledged the flag.

3. Roll Call.

Present were Commissioners Matt Beaupre (6:35 p.m.), Noah Carver, Jon Chase, Kevin Clang, Deborah Schober, Morgan Matthewson (6:34 p.m.), Kate Southard, and Rocky Stone. Absent was Commissioner Denise Gladue. A quorum was present.

Also present were Director Peter Bushway and Town Council Liaison Lenny Bunnell.

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 June 15, 2022.

Motion by Commissioner Carver; seconded by Commissioner Chase to approve the Regular Meeting Minutes of June 15, 2022. Discussion: none. Voice vote: 8-0, all in favor. Motion carried.

7. Recreation Director's Report for July 2022.

Director Bushway reported Summer Camp is completely full with 230 kids present. Yesterday, a trip was taken to a Connecticut Sun game and a visit to a trampoline park will take place on Friday, July 22. More information needs to be obtained for the proposed 38' x 38' outdoor gym; a location for it and scheduling a meeting with the representative of National Fitness Campaign.

8. Report from Finance.

Director Bushway reported there is no year-end report yet nor are the 2021-2022 books closed. A report is expected by August. The Department accounts are not in the red but not a lot of funds were obtained.

9. May Newsletter.

Director Bushway reported on the Food Truck Festival on August 6 to include the New Rising Sun band, face painting, and a bounce house. A review of other upcoming events as noted in the newsletter were also mentioned, specifically the August 13 Night Shift concert, the August 20 Mud Run that Youth Services is funding and marketing, and the dance camps that were held. Commissioner Stone noted the newsletter lists the Mud Run scheduled for two dates, August 6 and August 20.

10. Parks and Facilities

Chairperson Southard reported a new Public Works Director has been hired. She and Commissioner Stone will attend the next Public Works meeting to discuss Department specific items. Commissioner Chase reported on speaking with the Finance Director a few months ago about working on a plan of maintenance per the Town Charter for the Department. He also spoke with Mayor McDaniel and asked for a copy of the Public Works Director job description. Chairperson Southard was copied on an email about the request. Per the FOIA, he requested a copy of the job description and told the Mayor of the desire to work with the new hire regarding responsibility for Parks & Recreation matters. Town Council Liaison Bunnell shared the concern about the job description noting there was a collective bargaining issue about suitability. He noted John Carlson has worked for the Town for 24 years, lives in Town, and is a hard worker who cares for the Town. He is optimistic about Commissioner Chase's concern.

11. Unfinished Business.

a. Carnival 2022

Commissioner Matthewson reported a wrap-up Carnival meeting was held about things that went well and several changes for next year's event. Many attended the event. She noted the last vendor emailed about payment received. Responding to Commissioner Chase, she reported income for the event was \$19,000 and expenses of \$11,250. The cost to attend was \$30 this year as opposed to \$20 last year. Commissioner Matthewson and Director Bushway thanked all of the vendors who participated.

b. Montville Farmers Market

Chairperson Southard reported the season is going well and on the success of Kid's Day two weeks ago. The next Tuesday event will have some classic cars, additional food truck vendors and music by Double D's. There has been positive feedback about the Farmers Market that includes the cooking demonstration by Chef Kim in addition to the massage therapist. Commissioner Matthewson expressed thanks about the volunteer who directed parking. Chairperson Southard noted care was given to have handicapped parking near the front. Director Bushway commented he has the handicap signs used as the Carnival.

c. Status of ARPA Purchase Orders

Chairperson Southard reported on questions from Town Council Chairman McNally and Town Councilor Mandler about the status of projects. Director Bushway reported he spoke with Public Works Director Carlson about the tennis courts. Per a question by Commissioner Stone, Chairperson Southard will contact Senator Osten about the anticipated \$500,000 State funding. Commissioner Stone asked about further delays and the anxiety from the ARPA Committee and the Town Council to get projects done. Director Bushway reported on action required about the disparity of Federal and State funds and on information tomorrow from the new company about the tennis and pickleball courts. The project was contingent as the Finance Director was out of the office according to Town Councilor Bunnell who spoke with her today and her need to speak with Director Bushway as soon as possible. Other projects questions from Commissioner Stone to Director Bushway were the following:

1. Handicap Playgrounds. Per Director Bushway, there are currently three (3) different designs with two (2) different companies. A copy was distributed by Director Bushway to the Commission for review. Per a question by Commissioner Chase, an addition will be put on the Fair Oaks playground according to Chairperson Southard. The cost for these are under \$150,000.
2. Outdoor Grills. Director Bushway is working with Public Works to have them installed and conferred with Chef Kim about them at the last Farmers Market.
3. Schofield Park. Per Director Bushway, there is a concern about the upper area although the purchase order has already been sent. Commissioner Stone reported Town Councilor Mandler spoke with the pond owner about the drawing to have the area still look like a park and for a space to store containers. Commissioner Chase of the owner's concern about vehicles driving over the area and a possible gate.
4. Camp Oakdale. Commissioner Stone reported \$55,000 has been allocated and the potential loss of funds if the project does not proceed with the plan from the CLA engineer. Director Bushway reported Town Councilor May is working with the plan to create temporary columns so the pavilion roof can be replaced.
5. Mostowy Property. Director Bushway reported Public Works Director Carlson is aware of the well and the two (2) large trees that require attention in addition to the field requiring loam and seed. Drainage close to fields needs to be assessed for activity so no one is injured.
6. Soccer Field Bleachers. Director Bushway and the Public Works Director have assessed a location on the west side and tentatively discussed purchasing bleachers with a corrugated roof as there is limited room in the area.
7. Tennis Courts. Commissioner Stone stated the cost for the tennis courts is holding up the project. Chairperson Southard reported the estimate received a few months ago was \$85,000.

12. New Business. -- *None*

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 Councilor Bunnell remarked on the new Public Works Director and the Commission having talked for a year about the ARPA projects. He reported on the retirement of Finance Director Hart in two (2) weeks that will cause a delay although the salary for the position was just increased. He also thanked Godfrey, the volunteer parking official at the Farmers Market, for his ongoing service to the Town.

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

17. Remarks from the Commissioners.

Commissioner Stone remarked he met with Public Works Director Carlson to review and move along Department projects and expressed looking forward to working with him. Chairperson Southard remarked on the immediate need to work on all ARPA projects.

18. Adjournment.

Motion by Commissioner Carver; seconded by Commissioner Beaupre to adjourn the meeting at 7:17 p.m. Discussion: none. Voice vote: 8-0, 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.**