

TOWN OF MONTVILLE
Parks & Recreation Commission
Regular Meeting – October 19, 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 6:04 p.m.

2. Pledge of Allegiance.

All stood and pledged the flag.

3. Roll Call.

Present were Commissioners Matt Beaupre, Deborah Schober, Morgan Matthewson, Kate Southard, and Rocky Stone. Absent were Commissioners Noah Carver, Jon Chase, Kevin Clang, and Denise Gladue. A quorum was present.

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

4. Adjustments to the Agenda.

Motion by Commissioner Beaupre; seconded by Commissioner Stone to change Agenda, Item 6a to read “*Special*” Meeting, not “*Regular*” meeting. Discussion: none. Voice vote: 5-0, 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. There were none.

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

- a. The Special Meeting Minutes of September 22, 2022.

Motion by Commissioner Stone; seconded by Commissioner Matthewson to approve the Regular Meeting Minutes of September 22, 2022. Discussion: none. Voice vote: 5-0, all in favor. Motion carried.

7. Recreation Director’s Report for October 2022.

Director Bushway reported the start of work on the tennis courts will begin the first week of November. Per a question from Chairperson Southard regarding the number of vehicles for Trick-or-Trunk, Director Bushway reported there are currently 34. Chairperson Southard will be at the event to help. Commissioner Stone noted an away game at Tyl and parking there. Director

Bushway reported the fire/police will be parking cars; four (4) police officers and four or five fire police will be present.

8. Report from Finance.

Director Bushway reported the new Finance Director started on Monday and the Treasurer will be retiring on Friday. The Treasurer position will be taken over by a current employee that will leave an open position for accounts payable. Commissioner Stone noted a negative balance for the summer camp line item; Director Bushway reported a bill has yet to be received from the BOE for summer camp. The Director addressed a question from Commissioner Beaupre concerning the \$7,500 for buses and more expenditures for the current fiscal year. He explained the funds for buses would come from the transportation line item. Also, there were additional expenditures that carried over into July due to delayed shipments received in July and for trips that were more expensive than anticipated. The Commission discussed the disparity in funds for the summer camp line item given the \$18,000 loss for year end 2022 and anticipated costs for it next year. To start summer camp next year, it was determined that \$4,000 would be needed. The part-time recreation line item can be used for the summer camp shortfall according to Director Bushway. Chairperson Southard remarked a motion will be written for action at the next meeting to transfers funds to the summer camp line item.

9. November Newsletter.

Chairperson Southard sent Director Bushway an email about the Holiday Farmers Market to add it to the newsletter. Director Bushway reported having contact from Linda Jean about the memorial ornaments for placement on the holiday tree.

10. Parks and Facilities

a. ARPA Projects

Director Bushway reported on the upcoming demolition of the tennis courts and pending receipt of the post tension rods for the project. The project is expected to be poured and completed within 4-6 weeks, before Christmas. The Commission was given a color chart for the playground equipment to be installed in the spring. Director Bushway explained a rendering of the colors chosen by the Commission will be done to review and confirm the colors. Light colors such as gray are suggested for slides to prevent skin burns. Montville colors were suggested as an option, as well. Color combinations were discussed by the Commission—Montville colors, Canadian, and New England were chosen for renderings. Director Bushway also reported on the architectural study and the paperwork for it that is near completion for the Mostowy Property; the specifics of the property will be reviewed next week, specifically wetlands and other issues. Commissioner Stone noted this is a CIP item for the Mostowy Property.

Commissioner Stone posed discussion on repair of the Camp Oakdale pavilion and making a request to the ARPA Committee for funds in addition to the \$55,000 to complete the rest of the repairs estimated at \$91,400 for an anticipated total project cost of \$146,000. He reiterated what has been discussed at previous meetings, the potential for the ARPA Committee to pull back funds for unfinished projects although it has been willing to work on expressed needs and provide funds for them. The existing ARPA projects were reviewed as follows:

- Camp Oakdale grills – one (1) was purchased and the project completed.

- Schofield Picnic Area – Director Bushway spoke with the Town Engineer concerning the area near the beach, grass and beach area; but the Fire Department was to discuss a plan for the paved area with the engineer. Commissioner Stone tried to meet with the Fire Department but it has not happened. This project is considered one that needs to move forward. Funds of \$10,000 were allocated.
- Farmers Market Parking Area – Funds of \$10,000 were allocated for this project to improve the field. Director Bushway reported the funds for seed/loam for the area he believed came from the Public Works budget by former director D. Bourdeau. But the area could use further seeding due to damage from vehicle abuse of it.
- Clearing of trails at the Mostowy Property was funds designated for it was \$5,000.

Commissioner Beaupre deemed the pavilion was an actual need that should be moved forward for work in the spring given safety issues. Commissioner Stone reported the estimate from CLA is \$146,000. Town Councilor Bunnell asked whether a bid was sought stating it is not binding; Commissioner Beaupre agreed one could still be obtained. The needs for the pavilion that include the roof, trusses, electricity, costs that may fluctuate were reviewed in addition to other ARPA projects. Chairperson Southard suggested moving the funds for the bleachers, \$24,000 (since they are not a necessity) and the \$10,000 for the improvement for the Farmers Market field to the pavilion. Other projects discussed were:

- Funding to repave the rear parking lot for \$83,000 and Public Works Director Carlson's comments at the last meeting about obtaining information on wetlands and concerns with repaving may remove this project, per Town Councilor Bunnell.
- \$50,000 for improvement of the Fair Oaks field; not all of these funds may be needed.

The savings from these projects is well over \$100,000. A proposal to meet with the ARPA Committee to shift funds as a savings factor was suggested. Commissioner Stone asked Director Bushway to work with CLA to obtain a quote. Chairperson Southard and Commissioner Stone will attend the next ARPA Committee meeting with a proposal to consolidate.

b. Camp Oakdale Athletic Fields Parking and Safety

Chairperson Southard reported another letter was sent to the ARPA Committee. Commissioner Stone reiterated discussion at the last meeting regarding illegal parking, safety issues, open gates, and access road parking. He has attended some meetings and events with nothing seemingly out of order and the gates were closed. At a football game, the gates were wide open and four (4) cars were parked near Public Works. Rules for the park would be made by the Commission according to Director Bushway; Commissioner Stone referenced the written agreements with the groups and suggested meetings with them. Town Councilor Bunnell commented signage is important in addition to police presence. He suggested Director Bushway notify the police of calendared events. More explicit rules, abiding by the rules, keeping the gate closed, more signage concerning parking were discussed. Town Councilor Bunnell remarked the definition of authorized vehicles must be explained by Director Bushway to Lt. Radford; next year the definitions can be defined with the leagues. Commissioner Schober suggested administering a pass with an appropriate charge per event and include an expiration date on it, an idea also for next year. Also, reiteration that vehicles can make drop-offs but must park in the lot needs to be emphasized. Town Councilor Bunnell proposed drafting an agreement to strengthen the rules for

next year. It was discussed that parking has exasperated the problem; Commissioner Beaupre spoke of his involvement in sports and said parking was not allowed and does know what has changed. Town Councilor Bunnell suggested putting an item on the agenda for review of the agreement; Commissioner Beaupre asked Director Bushway if he would send a copy of the current agreement to the Commission; and Commissioner Matthewson inquired if a directional arrow marker can be painted for egress purposes as it is the only allowed vehicular route, to prevent unnecessary “discussions” from drivers who ingress instead.

c. Walk Arounds

The Commissioners reported on their walk arounds, Department site assessment tours, the same site assignments they each were assigned last year. The reports were as follows:

- Camp Oakdale Trails – No activity occurred on this item since last year’s suggestions. Development of a new map to define the trails but though someone else had volunteered to complete it. Per Director Bushway, Town Councilor May agreed to work on it. Signs at all trail entrances and identify them with pertinent information; update tree markings; remove/replace old “habitat” signs; add Mostowy Property access from the Yellow Trail; research/repair and/or replace Red Fitness Trail workout stations; clear and mark the 550 Foot Trail and the 400 Foot Trail. The list will be consolidated and then contact will be made with the Building Inspector. *(Commissioner Stone)*
- Desjardins Place – There have been no changes made from last year. The park only has a basketball court and playground equipment but could use some improvement. There is also no signage that identifies it as the park cannot be seen from the bottom of the hill. A suggestion for signage as a possible Eagle Scout project was mentioned. *(Commissioner Beaupre)*
- Camp Oakdale Sports Fields, Parks, Play Areas – The condition of the park is the same as last year. Bleachers (not a necessary expense at this time) , lights and a fence that at least goes around the travel field are needed. The fence is necessary at the bottom of the hill to prevent retrievable of balls from the woods on the Meetinghouse Lane side. The lights are need for practices; practice schedules had to be changed as kids could not be seen on the field. *(Commissioner Matthewson)*
- Kobyluck Field – The dugouts have fencing around the top that looks like chicken wire and is in need of repair to prevent injuries. The field also does appear to level. *(Commissioner Schober)*
- Camp Oakdale Large Pavilion – The fencing around it is has holes on the main road needs repair otherwise the condition of it is the same as last year. Landscaping is needed around the perimeter of the outhouse. *(Chairman Southard)*

11. Unfinished Business.

a. Farmers Market

Chairperson Southard reported there will be a Holiday Farmers Market on November 12 from 11:00 a.m. – 3:00 p.m. Fifteen vendors are currently signed up for the event but at least five (5) more are being sought. Food trucks are being pursued, specifically a barbecue and a cannoli truck. Attendance at the Farmers Market was large during the season and a lot the vendors were teachers. Parking continues to be the major issue.

b. Ice Skating Rink

Director Bushway reported he, Chairperson Southard, and Commissioner Stone are reviewing ice skating rinks online for placement on the north battery of tennis courts that is lighted. The cost for the rink ranges from \$12,000 - \$40,000 and is labor intensive to maintain every day the ice must be shaved and hot water (in the location the water will be call). The target date is the first week of December through the second week in February. Commissioner Stone remarked a plan should be placed before the ARPA Committee quickly as Phase 2 funds are dwindling. A professional ice rink of 85 feet x 210 feet in the range of \$18,000 - \$25,000 will be considered and if purchased will be used for community events. Storage and a trailer for the rink may be an additional expense for it.

12. New Business

a. Appointment of Exploratory Committee for a New Community Center.

Chairperson Southard commented on having to appoint a chair for the Exploratory Committee, a committee, for a new community center. She appointed Commissioner Stone who she described as thorough and is knowledgeable about numbers and building things; he agreed to accept the appointment. Commissioners on the committee will include Commissioners Beaupre, Matthewson, Schober, and Stone and they are expected to be working on it for a couple of years. The previous committee was appointed by the Town Council per research by Commissioner Stone. Commissioner Beaupre commented he may have the survey from the former community center committee who created it to determine interest for the project but it was then disbanded. Town Councilor Bunnell suggested developing objectives and defining the charge for the committee. Ideas for the project will be presented to the Town Council, according to Commissioner Stone, as he thinks there is interest now and indicated the Commission was asked to formulate information on the same. Town Councilor Bunnell spoke on the Public Safety Building Committee. The original committee included community members, the Commission Town Council Liaison, a Commission member, Public Works, and the Building Department. Commissioner Stone reported \$25,000 was obtained to having drawings completed for the project. Town Councilor Bunnell suggested petitioning the Town Council for more funds.

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 Bunnell.

Town Councilor Bunnell reiterated his comments regarding the Department agreement for events at park facilities and emphasized being mindful of it by adding it to the meeting agenda for follow-up. He also remarked draft agreements should be put in place for next year.

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

17. Remarks from the Commissioners.

Commissioner Matthewson remarked on looking forward to the Holiday Farmers Market and will be there for her birthday cannoli.

18. Adjournment.

Motion by Commissioner Beaupre; seconded by Commissioner Matthewson to adjourn the meeting at 7:48 p.m. Discussion: none. Voice vote: 5-0, 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.**