

TOWN OF MONTVILLE
Parks & Recreation Commission
Regular Meeting – December 21, 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 6:33 p.m.

2. Pledge of Allegiance.

All stood and pledged the flag.

3. Roll Call.

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

Also present was Town Council Liaison Lenny Bunnell; Director Peter Bushway was absent.

4. Adjustments to the Agenda.

Motion by Commissioner Stone; seconded by Commissioner Matthewson to table Item 12.h from the Agenda. Discussion: none. Voice vote: 5-0; all in favor. Motion carried.

Motion by Commissioner Stone; seconded by Commissioner Carver to move up Item 12.b on the Agenda to 5.a. 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.

5.a Montville Youth Football Field Needs.

Montville Youth Football and Cheer representatives and Executive Board members Kathleen Calash, VP of concessions, fundraising and auxiliary, and Brandon Brown, Football Director VP gave a presentation on the needs of the organization. Handouts of the organization needs were distributed to the Commission that addressed concerns and included a draft of 11-player field revisions. K. Calash thanked the Commission for allowing them to appear stating a need to have all departments work together smoothly and cohesively for the needs of the kids. Public Works Director Carlson will also be notified of their needs. Proposed changes and comments presented by the representatives are as follows:

- Brighten the field where there are dark spots. Some players were accosted and there have been issues with keeping referees safe. Youth Football & Cheer can turn off the field lights if needed as they do not use the sensor lights up to 11:00 p.m. B. Brown has the codes for the lights that can be turned off to save money. Per K. Calash, Director Bushway told them the lights were causing the Town to spend money.
- Parking lot playground concerns.
- Flag pole was to be installed in memory of an athlete who lost his life but has not been done. B. Brown has contacted Town Council Chair McNally regarding it.
- The fieldhouse is being remodeled and looks amazing.
- At three (3) games, bathrooms have been locked and Public Works was called. Youth Football supplies soap and toilet paper for the bathrooms and will work with Director Bushway and Public Works on the same. Chairperson Southard understood the bathrooms are on timers and asked were there keys for them. K. Calash reported on a power outage at a scrimmage when girls were in the bathroom.
- The fieldhouse alarm system has been turned off and it has been vandalized.
- Parking at the field is an issue for K. Calash who has a permanent disability and needs safe access up and down the field.
- Youth Football & Cheer pays for an additional dumpster.
- The field is currently 80 yards and not wide enough; it is also not 100 yards as required by the conference and some of the lines on it are illegal. It was requested that the field be extended now rather than later.
- The football conference requires a perimeter for the field to keep spectators off the field. Metal poles with ropes are currently used; children are getting cut from them and the poles are hard to install.
- Youth Football will host their super bowl this year; it may need to be moved to the high school.
- Youth Football & Cheer is a non-profit organization.
- Parking is needed for four (4); EMTs bring two (2) trucks with them.
- The parking gate needs to be open for ambulance access—the gate is shut not locked.
- Policing needs to be done to keep dogs from defecating on the field—it is not allowed and is a safety hazard.

K. Calash and B. Brown concluded its presentation and thanked the Commission stating they want to see the facilities used.

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

a. The Regular Meeting Minutes of November 16, 2022.

Motion by Commissioner Carver; seconded by Commissioner Stone to approve the Regular Meeting Minutes of November 16, 2022. Discussion: none. Voice vote: 5-0, all in favor. Motion carried.

7. Recreation Director's Report for November 2022.

Commissioner Stone reported the architectural study for the Mostowy Property is complete and there are no limitations for use of it. Chairperson Southard reported the Holiday Parade went well and heavily attended.

8. Report from Finance.

Chairperson Southard noted for the record she did not notice that the entire Commission was not sent a copy of the Finance Report on the email from Director Bushway that she will address.

9. December Newsletter.

Chairperson Southard reported the December newsletter is not complete as noticed by Director Bushway.

10. Parks and Facilities

a. Walk Arounds

Chairperson Southard reported there are two (2) areas of Department facilities that need to be reviewed. She and Commissioner Matthewson will take on that task.

b. ARPA Funds

Chairperson Southard reported the ARPA Committee allocated funds for a summer concert series under the direction of Parks & Recreation. Commissioner Stone reported on a special meeting of the Ad-hoc Covid Committee that Town Councilor Bunnell was unable to attend. Commissioner Stone noted an approved list of expenditures as reported in the Town Council minutes that included \$65,000 for a Parks & Recreation was deleted and a police department fence and a Camp Oakdale fence were added without clarity. The ARPA meeting minutes also do not reflect the expenditures. Town Councilor Bunnell recalled no discussion on the same but said Town Council Chair McNally had a list of items approved by the Covid Committee and reported that the fence was moved to active bids.

11. Unfinished Business.

a. Camp Oakdale Large Pavilion Repairs

Chairperson Southard reported two (2) bids came back for repair of the columns at the Camp Oakdale Large Pavilion; one (1) was for \$171,000 and the other for \$274,000. Discussion will be had to rethink project.

b. Montville Carnival 2023

Commissioner Matthewson reported no meeting was held

c. Exploratory Committee for a New Community Center

Commissioner Stone reported the exploratory committee met this evening and information from the New London Community Center was reviewed as a starting point. Per a scale overlay, a new Town community center will not fit the existing area but the Committee will move forward with a recommendation. Funds are available to attain plans for the project in a timely manner that will be forwarded to the Town Council for consideration concerning a building committee. Per a question by Town Councilor Bunnell, Commissioner Stone remarked there is space for the community center but not for everything, specifically the cost for running and maintaining a

pool. An architect will be sought for basic concepts and incurred costs by other towns that have pools.

d. Stage/Tent Canopy

Commissioner Matthewson reported on her follow-up regarding a stage/tent canopy. A 50' x 30' tent with sides, backing and a logo can be obtained. The cost, \$37,901, also includes stakes and a sandpit for the tent. Bids went out by the company to 20 different suppliers.

e. Summer Concert Series

Chairperson Southard reported on the allocation of \$10,000 by the ARPA Committee for the summer concert series. She and Bill Bauer have been communicating and a contract has been prepared for review by the Town Attorney. Tuesday has been chosen for the series to begin at 7:00 p.m. following the Farmers Market. She clarified for Town Councilor Bunnell that only one (1) band will perform each night during the series. Town Councilor Bunnell reported per discussion by the Town Council that Tuesday is the only available night as weekends would compete with others in the area. Commissioner Matthewson reported the stage tent/canopy can be taken down and set up again.

f. Archaeological Study

An update on this study was reported earlier in the meeting by Commissioner Stone.

12. New Business

a. Tennis Court Update

Chairperson Southard reported the tennis court fence and posts have been removed but no work has been done in two (2) weeks. Commissioner Stone emailed Director Bushway for a new construction schedule and reported no asphalt work will be done until May/June based on the temperature for it to cure. Foundation and rebar can be done. Commissioner Matthewson remarked days are built into the schedule for rain or other delays.

b. Montville Youth Football Field Needs.

This item was moved up on the Agenda to Item 5.a.

c. To Consider and Act on a Motion to Approve the Slate of Nominees of the 2023 Parks and Recreation Commission Officers for Election at the January 18, 2023 Meeting.

Motion by Commissioner Carver; seconded by Commissioner Stone to approve the Slate of Nominees of the 2023 Parks and Recreation Commission Officers for Election at the January 18, 2023 Meeting as follows: **Chair: Kate Southard; Vice-Chair: Rocky Stone; Secretary: Morgan Matthewson.** Discussion: none. Voice vote: 5-0, all in favor. Motion carried.

d. To Consider and Act on a Motion to Approve the Parks and Recreation Meeting Dates for 2023.

Motion by Commissioner Carver; seconded by Commissioner Matthewson to approve the Parks and Recreation Meeting Dates for 2023. Discussion: none. Voice vote: 5-0, all in favor. Motion carried.

e. To Consider and Act on a Motion to Approve the 2023-2024 Recreation Budget.

Motion by Commissioner Carver; seconded by Commissioner Stone to approve withdrawing the 2023-2024 Recreation Budget. Discussion: Commissioner Stone commented his Commission colleagues to not have the budget for review. Additionally, the scholarship for \$5,000 is included in the budget but not approved by the Commission. He and Chairperson Southard met with Director Bushway to request an additional \$10,000 more to the budget than that of last year; \$293,245 last year versus \$313,345 for the upcoming fiscal year. Voice vote: 5-0, all in favor. Motion carried.

f. To Consider and Act on a Motion to Approve the Capital Improvement Plan for 2023-2028.

Motion by Commissioner Carver; seconded by Commissioner Stone to withdraw the motion to approve the Capital Improvement Plan for 2023-2028. Discussion: none. Voice vote: 5-0, all in favor. Motion carried.

g. To Consider and Act on a Motion to Approve moving \$743.24 from line item #10730-51073, PT Recreation Program to #10730-53070, Summer Camp Program.

Motion by Commissioner Carver; seconded by Commissioner Matthewson to withdraw approval to move \$743.24 from line item #10730-51073, PT Recreation Program to #10730-53070, Summer Camp Program. Discussion: Commissioner Stone will speak with Director Bushway concerning the balance of this line item. Voice vote: 5-0, all in favor. Motion carried.

h. To Consider and Act on a Motion to Approve a new line item 2023-2024 Recreation Budget to include \$5,000 for Recreation Camp Scholarships.

This motion was withdrawn from the Agenda under Item A., Adjustments to the Agenda.

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 remarked it is unclear what the wants are of the youth football. He asked them to bring figures to the Commission to consider any changes. Chairperson Southard was also not clear on the involvement of Public Works and financial considerations. Forming a subcommittee to review needs versus wants was proposed by Town Councilor Bunnell.

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

Director Bushway was absent from the meeting.

17. Remarks from the Commissioners.

Commissioner Matthewson wished all a Merry Christmas, Happy Holidays, and to drive safely. Commissioner Stone remarked the youth football presentation was a good one but said more discussion particularly for the purpose of one game. Is there a need for more practice fields or

year-round requirements given there are other organizations who need to be considered. Chairperson Southard wished a Happy Hannukah, Happy Holiday and New Year.

18. Adjournment.

Motion by Commissioner Carver; seconded by Commissioner Matthewson to adjourn the meeting at 7:45 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.**