

Town of Montville Parks & Recreation Commission  
**Regular Meeting Minutes for May 18, 2016**  
6:00 p.m. – Camp Oakdale Pavilion

1. Call to Order

Chairman Scott LaVallie called the meeting to order at 6:02 p.m.

2. Roll Call

Present were Commissioners Joseph Berardy, Nancy delaCruz, Ryan Hartman, Kerri Lawton, and Scott LaVallie. Absent were Commissioners Matt Beaupre, Eileen Cicchese, Karen Perkins, and Kristin Ventresca. Also present was Parks & Recreation Director Peter Bushway. Absent was Town Council Liaison Laura Tanner.

3. Adjustments to the agenda

The following item was added to the Agenda:

10(a) Tour of Facilities

4. Remarks from the Public regarding items on the agenda with a three-minute limit – *none*

5. To consider and act on a motion to approve:

a. The Regular Meeting Minutes of April 20, 2016

Motion made by Commissioner Lawton, seconded by Commissioner Berardy.

Discussion: The following changes were proposed:

page 2, item 6, line 2:

...Commissioner Lawton had a meeting with ~~a~~ *guy Rockwell Manager* on site...

page 3, item 9(a)1, sentences 2- 4:

He added that part of the extra expense is for the height expansion from 16-25 ~~feet~~ *inches*....when broken down would not ~~have~~ *require* a whole lot of space....should be reviewed by *Vice* Chairman Hartman and Public Works Director Bourdeau.

page 3, item 9(a)2, line 2:

...Justin *Lamprey* have been signed...

page 4, item 9(d), lines 5-7, 9:

Commissioner Lawton also spoke about a ~~flag~~ *banner* being hung for the event. She called the Mayor's office regarding the ~~flag~~ *banner* and was referred to a representative at Eversource. She also proposed a *portable* digital sign...Marshal has two (2) *portable* electronic sign boards.

page 4, item 9(d), seventh line from the bottom:

...would give her the name of a contact person at the ~~Lions Club~~ *Knights of Columbus* regarding parking.

page 4, item 9(d), second and third line from the bottom:

...Fire Marshal would need to assess the pop-ups ~~and speak with the carnival company to tap into their electric generator tents.~~

page 5, item 8, delete third sentence:

~~Mention was made of Youth Services doing it as a fundraiser to which Chairman LaVallie commented that the offer would be evaluated next year.~~

page 6, item 11, last sentence:

...a lot of towns provide day care but not thru ~~public works Parks & Recreation.~~

page 6, item 13, last sentence:

...could meet with her ~~and Commissioners Delacruz and Hartman on Friday, April 29<sup>th</sup> after the meeting.~~

page 7, item 15, first sentence:

...adjourn the meeting at ~~8<sup>00</sup>~~ 8:00 p.m.

Motion made by Commissioner Lawton, seconded by Commissioner Delacruz, accept the minutes as amended. Voice vote, 5-0, all in favor. Motion carried.

6. Director's Report for May 2016

The parking/bathroom area at the Pavilion is being graded, will be seeded, and concrete paddings, which will be handicap accessible, will be installed. The electricity at both the Pavilion and Camp Oakdale has not yet been installed, delaying the opening of the bathrooms. The seal-coating of the Camp Oakdale parking lot has also been delayed due to low overnight temperatures.

Referring to the inspection of the Carnival site, Commissioner Lawton reported that the Fire Marshal made only one request to their site plan for the carnival: to place the portable toilets at least 10 feet from the building.

7. P&R Newsletter for June 2016

The following changes to the Newsletter were proposed:

Montville Summer Carnival:

~~Admission fee to the carnival is free. Rides will be \$~~  
*Admission and Parking is free. Ride tickets can be purchased at the Carnival.*

Summer concerts:

Frankie Justin ~~Lampley~~ *Lamprey*  
Plenty of *free* parking.

Summer Outdoor Movie:

We are hosting ~~an~~ *a free* outdoor movie night...

Summer Camp:

~~Registration is \$50 per week for Montville Residents only and for children ages 5-12. Camp is for Montville residents only, ages 5-12 years old. Registration is \$50 per week. Must be 5 prior to beginning of camp.~~

8. Reports from Finance  
Previously discussed transfers are expected at the end of the budget season, along with additional transfers.
9. Unfinished Business
  - a. 2016 Summer Concert
    - 1) Purchase Stage (Chairman LaVallie)  
The bid packages are out and are scheduled to close on June 3. Very minimal changes to the order are expected. Commissioner Lawton suggested the Fire Marshal review stage specifications prior to ordering the stage.
  - b. Future of Fair Oaks Community Center – *none*
  - c. Camp Oakdale – *see Tour of Facilities*
  - d. Carnival (Commissioner Lawton)  
A quarter-page ad for the Carnival will be published on the front page of *The Montville Advertiser* and a quarter-page ad will be published on the back page of their paper that is distributed to the towns of Griswold, Voluntown, and Preston. The Fire Marshal has agreed to lend the Commission the portable digital signboards. The signs will be placed at Fair Oaks and at a location to be determined along Route 32. The sign-up sheet was circulated for the Commissioners to confirm their time slots for ticket sales. A flyer will be submitted to the Schools for inclusion in their Digital Backpacks. Discussion regarding requiring battery operated lanterns to light the pop-up tents for the non-profit organizations at the event(s) rather than lighting that will require the Fire Marshal's approval was discussed with the Fire Marshal. Any ideas to draw an audience, e.g., a giveaway, opening the carnival to certain groups for a limited time, etc., were requested and may be sent to Commissioner Lawton.
  - e. P&R Website (Commissioner Lawton)  
An events button leading the viewer to a calendar of programs and events has been added to the Department's WebTrac site.
  - f. 2016 Summer Movie Series (Commissioner Hartman)  
Commissioner Lawton will aid Commissioner Hartman in securing food vendors for the event. The screen has been tested and the movie has been selected. Director Bushway will secure the license for the movie showing.

- g. Community Tag Sale (Commissioner delaCruz)  
Ads will be published in both the *Norwich Bulletin* and *The Day* newspapers on Thursday, Friday, and Saturday and was published in last week's *Montville Times*. Over 20 people have signed up so far for the event.
- h. Mother's Day Craft Event (Commissioner delaCruz)  
Though 28 individuals signed up, less than half attended the event. Those who did attend had a good time and a small collection of donated goods were received for Old Lyme and Montville Animal Control.
- i. Dog Park Committee Update  
Commissioner Hartman will forward the minutes to the Commissioners. The Committee is in need of additional support. A \$1,000.00 donation was received from the Mohegan Sun and funds were also raised from the Tag and Plant Sales.
- j. Budget  
Chairman LaVallie reported that those items that were requested for addition to their budget were cut. With regards to the additional insurance (Waiver of Subrogation) their instructors will need to obtain, it was suggested to encourage the instructors to draft a letter, along with a quote from their insurance company(ies), to be sent to the Mayor and the Finance Committee. A petition drafted by the participants/residents was also suggested. The Commission's options include subsidizing the insurance through their special revenue funds or canceling programs.

10. New Business

a. Tour of Facilities

Pavilion: The Pavilion was painted and some minor repairs were made last year as an Eagle Scout project. As previously stated, the bathrooms are in the process of being graded. Meanwhile, portable toilets are available. The volleyball court has been installed with moveable lines.

Tennis Courts: New caps for the tennis posts have been ordered. The area around the horseshoe pit has been rototilled.

Camp Oakdale: The condition of the grass was commended. The Football League continues to request fencing to help control overzealous audience during the games.

The stage for the Summer Concert will be placed at the same location as last year and, possibly, the screen will be placed there for the Summer Movie Night, as well. Placing the screen before the scoreboard, facing the bleachers, was also suggested, but would

be dependent upon the availability of electrical outlets in the immediate area.

Bright yellow fencing caps were installed last year. A Jox Box was installed at home plate on the baseball field, resulting in easier maintenance from wear.

Four (4) benches, which have been bolted to concrete pads, and six (6) picnic tables were purchased and their locations will be determined by Commissioner Perkins.

It was noted that the signage regarding the Dog Ordinance has not yet been installed.

Fair Oaks:

The Commissioners took a tour of the rooms/areas in which Youth Services will be utilizing/residing, as well as those for wrestling and dance. The Mom's Club will be moving to the Library. Commissioner Lawton stated the need for a Parks & Recreation office at Fair Oaks. Discussion ensued regarding the de-installation of the poles, which hold electrical boxes, located in the field behind the building.

11. Communications – *none*

12. Remarks from the Public – *none*

13. Remarks from the Commissioners – *none*

14. Remarks from Town Council Liaison Laura Tanner – *not present*

15. Adjournment

Motion made by Commissioner Lawton, seconded by Commissioner Berardy, to adjourn the meeting at 8:01 p.m. Voice vote, 5-0, all in favor. Meeting adjourned.

Respectfully Submitted by:

Agnes Miyuki, Recording Secretary for the Town of Montville