

Town of Montville
Parks & Recreation Commission
Special Meeting Minutes for May 3, 2017
6:30 p.m. – Montville Town Hall – Town Council Chambers

1. Call to order

Chairman Hartman called the meeting to order at 6:30 p.m.

2. Pledge of Allegiance

3. Roll Call

Present were Commissioners Joseph Berardy, Danielle Butzgy, Jennifer Hajj, Ryan Hartman, Dawn Penman, and Karen Perkins. Absent were Commissioners Rachel Belardo, Matt Beaupre, and Kristin Ventresca. Also present were Parks & Recreation Director Peter Bushway and Fire Marshal Ray Occhialini. Absent was Town Council Liaison Laura Tanner.

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

5. Discuss Plans for the 2017 Carnival

Director Bushway stated that the Contract was received and will be presented to the Town Council at their Regular Meeting on Monday, May 8. Following their approval, the Mayor would be authorized to sign the simple, one-page agreement, which states that a commission of 20% will be paid to the Town for ticket sales, \$700 flat fee will be charged for the concessions, and Rockwell Amusements will pay for 100% of the fireworks. It does not include the specific rides that will be featured at the Carnival. Commissioner Perkins felt that the Contract should be reviewed by the Commission prior to being presented to the Town Council for approval.

Discussion ensued regarding any flexibility with the ticket pricing of \$25.00. A reduction in the price of the tickets with the Commission taking a reduced commission is not possible as the Company strives to keep all ticket prices the same at all of their venues. The Company was agreeable to raising the coupon price to \$5.00 for Bracelet Day, which will be held on Sunday. The coupons will be made available through the *Montville Times* and School Newsletters.

Commissioner Perkins requested that Director Bushway request a Bracelet Day on Thursday, as well. Fire Marshal Occhialini noted that the Oswegatchie Fire Department Carnival is offering tickets for \$2.00/person per ride on Wednesday to Friday and \$25.00 for unlimited rides on Saturday and Sunday from 12:00 to 6:00 p.m., negating the information previously provided to Director Bushway and raising questions as to the Company's honesty and the possibility of negotiating better ticket prices. In light of this finding, Commissioner Hajj suggested reviewing the pricing of other carnivals being hosted by Rockwell Amusements in the area.

Director Bushway reported that three (3) non-profit groups were invited last year at the last minute to sell water, soda, burgers, hot dogs, and ice cream. This year, should the Commission agree to allow non-profit groups, he hopes to place approximately ten (10) tents in the 21 parking spaces located parallel to Chesterfield Road. The remaining parking spaces would remain open for Handicapped Parking. The grass area may also be used for additional vendors. A site plan

will be developed indicating the location of the tents. A list of items that the Carnival Company will be providing and cannot be sold by the vendors was provided to the Commission.

Commissioner Perkins noted that, during their previous discussions, it was decided to exclude any non-profit organizations and concentrate on the Carnival, itself.

A motion made by Commissioner Perkins to exclude non-profit organizations from selling food at this year's Carnival was not seconded. The allowance of a negative motion was briefly discussed.

Motion made by Commissioner Hajj, seconded by Commissioner Penman, to allow non-profit organizations to sell items at the 2017 Carnival. Discussion: Commissioner Perkins reiterated that they should concentrate on the Carnival, itself, before inviting any non-profit organizations. Commissioner Butzgy raised the possibility of also inviting for-profit businesses as well as non-profit organizations. In response to Chairman Hartman who stated that the idea of the Carnival is to host a community event and help community organizations raise funds and not a profit-making event, Commissioner Butzgy felt that the Carnival concurred, but also felt that the Carnival should be held for the enjoyment of the people and, as such, more options should be provided for the attendees, regardless of who is making money. The availability of space for food trucks was discussed. Voice vote, 5-1. Voting in Favor: Commissioners Berardy, Butzgy, Hajj, Hartman, and Penman. Voting in Opposition: Commissioner Perkins. Motion carried.

Motion made by Commissioner Butzgy, seconded by Commissioner Hajj, to allow for-profit vendors at the 2017 Carnival. Discussion: Commissioner Butzgy introduced the possibility of charging for-profit vendors a fee to help cover some of the expenses. Commissioner Hajj suggested sending an open invitation to both non- and for-profit businesses and organizations with a deadline date of May 20 by which non-profit organizations must apply. Any remaining spaces can be offered to interested for-profit businesses on a first-come, first-serve basis. All applications will be reviewed to ensure that there is no duplication of products. Commissioner Hajj felt that not all of items being sold at the Carnival need to be food items and stated the importance of providing a number of various items/activities for the public. She also requested that a list of non-profit organizations and their respective contact information be provided to the Commission. In addition to sending out e-mails, the availability of spaces can also be included within a story regarding the Carnival that will be submitted for publication to *The Montville Times*. Voice vote, 4-2. Voting in Favor: Commissioners Berardy, Butzgy, Hajj, and Penman. Voting in Opposition: Commissioners Hartman and Perkins. Motion carried.

Motion made by Chairman Butzgy, seconded by Commissioner Hajj, to charge for-profit vendors of the 2017 Carnival a flat fee of \$200.00. Discussion: None. Voice vote, 6-0, all in favor. Motion carried.

Motion made by Commissioner Hajj, seconded by Commissioner Penman, to charge non-profit organizations a refundable deposit of \$200.00. Voice vote, 3-3. Voting in Favor:

Commissioners Berardy, Hajj, and Penman. Discussion: None. Voting in Opposition: Commissioners Butzgy, Hartman, and Perkins. Motion failed.

Director Bushway provided a list of the rides offered by the Vendor and stated that he requested additional rides that are geared towards teenagers. The Vendor will offer whatever rides they feel are appropriate, based upon the space provided. Commissioner Hajj felt that it is the Commission's job to ensure that they are provided with the best rides in comparison with their other venues.

The Fireworks Show will be presented on Saturday at 9:30 p.m. from the High School Baseball Field and will be paid for by the Vendor. Fire Marshal Occhialini stated that all of the paperwork is in order for the Fireworks Show and informed the Commission that the sponsor of the fireworks show will need to pay \$1,500.00 for the fire detail, per State Statute. He also recommended that the Commission begin planning the Carnival by January. Discussion regarding the payment of the \$1,500.00 fee was briefly discussed. The waiving of the in-kind services and fees related to Police, Fire, Emergency Services, and Public Works will be included on the Town Council's May meeting agenda for approval.

Commissioner Hajj requested that the Commission be provided with a punch list of tasks for the Carnival so that they can better plan for this and future Carnivals.

Commissioner Perkins stated the need for an additional Special Meeting to discuss the progress of the planning for the Carnival.

Commissioner Perkins confirmed that Director Bushway would speak with the Carnival Company regarding the pricing and inform the Commissioners regarding their response. Discussion ensued regarding what the Commission would like to do should the Company not agree to negotiate on the pricing.

6. Remarks from the Public – *tabled*
7. Remarks from Town Council Liaison Laura Tanner – *not present*
8. Remarks from Parks & Recreation Director Peter Bushway – *tabled*
9. Remarks from the Commissioners – *tabled*
10. Adjournment
Motion made by Commissioner Perkins, seconded by Commissioner Berardy, to adjourn the meeting at 8:00 p.m. Voice vote, 6-0, all in favor. Meeting adjourned.

Respectfully Submitted by: Agnes Miyuki, Recording Secretary for the Town of Montville

AN AUDIO RECORD OF THE MEETING IS ON FILE IN THE MONTVILLE TOWN CLERK'S OFFICE.