

Town of Montville Parks & Recreation Commission
Regular Meeting Minutes – September 20, 2017
6:30 p.m. – Montville Town Hall – Town Council Chambers

1. Call to Order
Acting Chairperson Karen Perkins called the meeting to order at 6:01: p.m.
2. Pledge of Allegiance
All stood and pledged the flag.
3. Roll Call
Commissioners present were Joseph Berardy, Matt Beaupre (6:55 p.m.), Rachel Belardo, Danielle Butzgy, Jennifer Hajj, Dawn Penman, Kristen Ventresca, and Karen Perkins. Also present were Parks & Recreation Director Peter Bushway, Town Council Liaison Joseph Jaskiewicz, Finance Director Theresa Hart, and Public Works Director Donald Bourdeau.
4. Adjustments to the Agenda
The Commission agreed to move up Agenda Item 12.c on the agenda.
5. Remarks from the Public regarding items on the agenda with a three-minute limit
Acting Chairperson Perkins 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 July 19, 2017.

Motion made by Commissioner Ventresca; seconded by Commissioner Belardo to approve the Regular Meeting Minutes of July 19, 2017. Discussion: none. Voice Vote, 7-0; all in favor. Motion carried. (Commissioner Beaupre was not present for the vote.)
7. Town Finance Director Terry Hart: Instructor Requirements for Parks & Recreation Programs
Commissioner Ventresca stated the purpose for the insurance presentation provided by Finance Director Hart along with insurance representative Dan Anderson was to acquaint the new commissioners of the insurance requirements for P&R instructors and for purposes of expanding activities as stated by Commissioner Butzgy. T. Hart spoke about insurance requirements for Parks & Recreation (“P&R”) instructors engaged in passive (basket weaving, sewing) and active (basketball, Zumba) programs. Finance Director Hart and Representative Anderson said the Town’s insurance coverage is in place to protect it and does not extend or include coverage for P&R instructors but covers events that take place outside of Town, such as a karate class at the Mystic Aquarium. They answered Commissioners’ questions regarding a molestation rider that is usually covered under general liability as well as other potential insurance-related scenarios—bus trips, assistance provided by volunteers, and requirements for programs for children under and over age 18. D. Anderson asked that he be contacted should insurance questions arise that fall into

“gray areas.” Finance Director Hart identified the instructor requirements for an ‘active’ program that include a liability waiver, contract (W-1099 employee), general liability certificate, proof of auto insurance, and workers’ compensation coverage for extra persons, other than the instructor. Resident Karl Butzgy asked a question regarding the Town’s insurance coverage for volunteers and extra activities. Finance Director Hart referenced an insurance packet that each of the Commissioners were to receive. She stated she would email this information to them.

8. Director’s Report for August 2017 (*An Agenda correction noted: ‘September’ 2017.*)

Director Bushway responded to Commissioners’ questions and comments regarding his report. Commissioner Ventresca asked for statistics about the Mud Race—the number of children who participated and the amount of money raised –while Commissioner Butzgy expressed her children’s enjoyment of the event with the hope that it will next year with more mud and water slides. Commissioner Ventresca also questioned the cost for video monitoring paid by the Department which Director Bushway said was for a camera in the dance room, a one-time fee.

12.c Montville Road Race (Montville Rotary) (*This item was moved up on the agenda.*)

Michael Lopez of the Montville Rotary Club gave a presentation on its involvement in and the history of the Montville Road Race. He said the 10K Masters race had taken place for 40+ years and a 5K race was instituted in 2016 is supported by sponsors such as the Montville Polish Club. Donations from this year’s race were given to the Field Good Organization, a body of EMS personnel and nurses involved in relief efforts for 9/11. M. Lopez said the goal is to grow the race with additional runners to make it a more popular, attractive event. He spoke of coordination meetings with Director Bushway and his appreciation for student volunteers, public safety personnel, and others who took part in the race on September 10 that raised \$3,500. M. Lopez said he is currently working with Director Bushway and Resident Michael Doherty to plan for the 2018 race—sponsors, online registration, professional timer—with plans to coordinate the event with the Taste of Montville that is being planned for the fall of 2018. Resident Michael Doherty explained that the Taste of Montville is an idea to bring an event to the Town center. The plan proposes to include food samplings, a car show, and musical entertainment to have it be one big, town event. Public Works Director Boudreau responded to Commissioner Butzgy’s question about the sign at the Community Center staying in place for the winter. He said the sign was paid for by Public Works and was not in a snow plowing area.

9. P & R Newsletter for October 2017

The Commissioners identified changes to the newsletter—removal of R. Hartman as chair, a rain date for the Trick or Trunk event, and the placement of the program registration period on the front page. Also discussed was the inclusion of email addresses of Commissioners next to the Commission name. Town Councilor Jaskiewicz said the Town Councilors have Town assigned email addresses and suggested the Commissioners create addresses specifically for Commission business.

10. Reports from Finance

Commissioner Belardo inquired about the line item for Summer Camp. Director Bushway explained that those who are on the waitlist do not make payments. Commissioner Butzgy asked about purchases for summer camp programs to which Director Bushway responded that purchases are made by credit card through Dime Bank. He also said that refunds for Summer Camp are provided. Additionally, Director Bushway said the bill from the Board of Education for the use of the bus is outstanding.

11. Unfinished Business

a. Community Center Building Committee Update

Commissioner Ventresca reported there has been no movement on the project.

b. Dog Park Committee Update

Commissioner Beaupre reported there has not been a meeting since June. He also said a meeting with the fence company has been rescheduled for next week and Mr. Lawton will be present.

c. 2017 Summer Concerts (*Agenda correction: '2018' Summer Concerts*)

Commissioner Butzgy suggested that preparation for the 2018 concerts should begin early. Director Bushway reported on band negotiations for the event.

d. 2017 Carnival

This item was left on the agenda to discuss what lessons were learned from the initial event.

e. Future Events & Programs – *No report*

f. 2017 Summer Movie Series

Director Bushway reported that 137 people showed up for the event. The Montville Youth Football manned the concession stand and raised \$300.

g. News Letter Template (Commissioner Hajj)

Commissioner Hajj asked that this item be removed from the agenda as it is complete.

Motion by Penman; seconded by Commissioner Beaupre at 8:00 p.m. to extend the meeting 15 minutes. Discussion; none. Voice Vote, 8-0, all in favor. Motion carried.

h. 2018 Carnival

Commissioner Butzgy asked about food trucks for the event. Director Bushway commented on a list obtained from Ledge Light with contact information regarding the same. Commissioner Ventresca asked that he email the list to her. Suggestions for fireworks (Commissioner Perkins) and a beer tent and petting zoo (Commissioner Butzgy) were discussed. Town Councilor Jaskiewicz agreed to check on permitting for a beer tent. Commissioner Hajj suggested that contact with nonprofits for the event should start now. Town Councilor Jaskiewicz asked if there was carnival committee. He suggested that a subcommittee be formed and have the meetings posted for 6:00 p.m. prior to the

Commission's regular meeting time of 6:30 p.m. for the convenience of the Commissioners and Recording Secretary.

i. Establishment of New Programs - ***Tabled***

j. Tennis Court 2

Commissioner Butzgy reported that it was discussed at the last meeting to have the area cleaned up for potential use as a splash pad. Public Works Director Boudreau said that the asphalt would be removed from the area and leveled for now which will make the area look better. Lighting for the area was also discussed. Commissioner Hajj proposed an ice skating rink for the area. Public Works Director Boudreau said he would obtain a diagram of the area for review.

Motion by Commissioner Butzgy; seconded by Beaupre, at 8:15 p.m. to extend the meeting an additional 15 minutes until 8:30 p.m. Discussion, none. Voice Vote (show of hands), 6-0-2. Motion carried.

12. New Business

a. Remaining Events for 2017

Commissioner Ventresca commented that according to Director Bushway's monthly report help is needed for the Trick or Trunk event. Director Bushway said two (2) volunteers were needed to check car trunks and hand out candy and another two (2) volunteers were needed to help park vehicle. He also said volunteers should arrive by 4:00 p.m., since the event starts at 5:00 p.m. Once the cars are parked, the volunteers who assist with parking would then be off duty. Responding to a question by Acting Chairperson Perkins concerning the booth, Director Bushway stated it was needed to store canned goods and candy. Commissioners Butzgy and Hajj commented on a prior request for a list of all P&R events. Commissioners Penman, Butzgy, Belardo, and Beaupre (*tentative*) volunteered for the event with Commissioner Butzgy stipulating she did not wish to park cars.

The Holiday Parade on December 3rd was also discussed. Commissioners Beaupre, Penman, and Perkins volunteered for the event. Commissioner Beaupre asked about a P&R float that was previously a submarine according to Director Bushway. Commissioners Butzgy, Penman, and Perkins agreed to meet regarding the same.

Commissioner Hajj announced she would be unable to attend the next two (2) meetings.

Commissioner Butzgy commented to the Commission about complaints she heard as to how the basketball program has been run—coaches choosing players, stacking teams, and choosing assistants—and the rationale sometimes used for these actions, such as car pools. Town Councilor Jaskiewicz commented that there should be a draft system like they use in Little League and asked why that option was not utilized. Director Bushway explained the past/current procedure for developing the teams, then the Commissioners discussed a draft process, adjustment for scoring, preliminary games, and the responsibility for preparing evaluations (which is done by the coaches). Commissioners concluded that

Director Bushway would appoint the coaches and assistant coaches would be discussed thereafter. Commissioner Berardy proposed a preliminary game schedule for making adjustments for teams. Commissioner Hajj proposed a team development process that she described as fair and unbiased and said that by the Commission having acknowledged the problem people will be more accepting of change.

Motion by Acting Chairperson Perkins; seconded by Commissioner Butzgy; that the Commission removes time limits on their meetings. Discussion, none. Voice Vote, 8-0, all in favor. Motion carried.

b. Discussing the Steps for Suggesting a Program and/or Event
Commissioner Hajj spoke about a rotating 12-month event schedule and suggested an agenda item entitled *Events for Next 6 Months* or *Events for Next 12 Months*.

c. Montville Road Race (Montville Rotary) (*This item was moved up on the agenda.*)

13. Communications -- *None*

14. Remarks from the Public

Acting Chairperson Perkins asked three times for remarks. There were none.

15. Remarks from Town Council Liaison

Town Councilor Jaskiewicz remarked on the content and positive direction of the Commission stating communication at all levels is key. He also inquired about a question that came up at the last Town Council meeting concerning a \$50 charge for use of water to a group washing cars at Fair Oaks. Commissioner Ventresca said the charge had been in place for the past five (5) years and Public Works Director Boudreau commented that the Town Clerk had no recollection of how the charge was initiated. P&R Director Bushway stated that the \$50 charge is not kept by the Department but goes into the Town's General Fund. Town Councilor Jaskiewicz asked was there a policy for the charge and who implemented it. Director Bushway recalled having a discussion about it when he took on his position. Town Councilor Jaskiewicz stated he would do some research on the issue.

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

17. Remarks from the Commissioners

Commissioner Ventresca reiterated her request for a list of events for the P&R program year and restated her dismay that she would be out-of-town for two of the events. The Commissioners agreed it was a "good" meeting. Acting Chairperson Perkins said the key to the success of the Commission is communication that "all involved [the] youth."

18. Adjournment

Motion made by Commissioner Ventresca; seconded by Commissioner Butzgy to adjourn the meeting at 8:55 p.m. Discussion, none. Voice Vote, 8-0, all in favor. Meeting adjourned.

Respectfully submitted by:

Gloria J. Gathers

Recording Secretary, Town of Montville

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