

AMENDED: April 18, 2018

**Town of Montville Parks & Recreation Commission
Special Meeting Minutes – March 28, 2018
6:30 p.m. – Montville Town Hall – Town Council Chambers**

1. Call to Order
Chairperson Perkins called the meeting to order at 6:30: p.m.
2. Pledge of Allegiance
All stood and pledged the flag.
3. Roll Call
Commissioners present were Joseph Berardy, Danielle Butzgy, Jennifer Hajj, Dawn Penman, Rachel Belardo, and Karen Perkins. Also present were Parks & Recreation Director Peter Bushway and Town Council Liaison Jeff Rogers. Commissioners Matt Beaupre, Ryan Hartman, and Kristin Ventresca were absent.
4. Remarks from the Public regarding items on the agenda with a three-minute limit
Chairperson Perkins asked three (3) times for remarks. There were none.
5. To Consider and Act on a Motion to Approve:
 - a. The Regular Meeting Minutes of February 21, 2018.
Motion made by Commissioner Penman; seconded by Commission Belardo to approve the Regular Meeting Minutes of February 21, 2018. Discussion: none. Voice Vote, 6-0; all in favor. Motion carried.
6. Director's Report for March 2018
Per discussion, Chairman Perkins confirmed with Director Bushway there would be no problem with use of the high school given end of school year activities for the carnival. Discussion continued regarding summer camp and water access at Tyl and other locations for water activities. The carnival will be advertised on social media.
7. P & R Newsletter for February 2018
Commissioner Butzgy made suggestions about the overall content of the newsletter that should include highlight upcoming events including the Mother's Day event and the carnival that should be more prominent with its own page for 1-2 months with general information about the activities
8. Reports from Finance – No comments
9. Unfinished Business
 - a. Community Center Building Committee (Update)
In the absence of Commissioner Ventresca, Commissioner Penman stated that the surveys concerning the community center had possession of them prior to them being tallied.

b. Dog Park Committee (Update)

Commissioner Beaupre reported that Chris Lawton was to come speak to the Commission on the rules for the dog park.

c. 2018 Summer Concerts (Update)

The summer concert scheduled for August 4, 2018, from 6:00 p.m. – 8:00 p.m. will be a Beatles tribute. Vendors have not been contacted as of yet and other activities are being considered. Two (2) Public Works personnel and Director Bushway will be present at the concert. The police will be notified of the event.

d. 2018 Carnival (Update)

Commissioners continued discussion of the upcoming carnival to be held on June 21-June 24. The band River of Dreams will perform on Saturday, June 23 followed by fireworks at 9:30 p.m. Invites will be extended to vendors for food and shopping will be sought via social media and volunteers secured. Vendors must submit an application. Pre-registration for open mic will be advertised. A beer tent with no liability to the Town is being considered and is being reviewed by Lt. Bunnell and Fire Marshal Occhialini. Corn hole boards and inflatables were also discussed. Tickets prices may range from \$80 for the 4-day event that will include a bracelet and/or \$20 each for Thursday – Friday and \$25 each for Saturday – Sunday. The carnival company, Rockwell Amusements, will pay for half of the advertising for the event.

e. 2018 Holiday Parade

Commissioners Butzgy, Penman and Chairperson Perkins will be judges for the Parade. Director Bushway said certificates will be given to all who participate with three (3) “best in show” for 1st, 2nd, and 3rd place event floats. Use, placement, and lighting for the stage was discussed in addition to a performance by the school district chamber choir and a local, live radio feed.

f. 2018 Summer Camp – *No discussion*

g. Discussion of Splash Pad – *Tabled*

h. Discussion of FY 2018-2019 Budget and CIP

Finance received the upcoming year budget on March 20 and Mayor McDaniel will present his budget to the Town Council on April 8 – 9.

i. Discussion of Commission Apparel (Update)

Reporting on behalf of Commissioner Hartman, Commissioner Butzgy had no status update but said that too many apparel changes may have been phoned in since the vendor is now emailing updates.

j. Potential Events and Programs

Commissioner Perkins said a list is being maintained for potential events. Commissioner

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Butzgy created a link that can be edited. The list includes Family Game Night, Food Truck Festival, Winter Carnival, Family Feud and others. Commissioner Hajj suggested road races that Town Councilor said could be coordinated with the Taste of Montville. Director Bushway suggested Family Fun Run with parent and child participation.

k. Youth Basketball -- *(This item will be removed from the Agenda.)*

10. New Business- None

Commissioner Butzgy said that she emailed a link after the last meeting concerning banners and flags, as discussed earlier, but has not received responses. Town Councilor Rogers suggested posting U.S. flags from Memorial Day to Labor Day and asking Town businesses to sponsor the cost for them. Commissioner Butzgy said that new ones would have to be purchased each year.

11. Communications -- None

12. Remarks from the Public

Chairperson Perkins asked three times for remarks. Resident Wills Pike of Oakdale confirmed the date for the high graduation; the awarding of the water contract with work to begin after graduation; and the receipt of department budgets by the Finance Committee.

13. Remarks from Town Council Liaison

Town Councilor Rogers apologized to Commissioner Butzgy for failing to bring the flag book for dressing up Route 32. He commented on the low attendance at last year's summer concert with a suggestion to move the stage to Route 163 and his disappointment that commissioners were absent from the event. Commissioner Butzgy noted that at least one commissioner was at each event and Chairman Perkins stated there has been no lack of communication amongst the Commission members. Town Council Rogers also proposed changes to the booklet discussed earlier that he said should include more pictures promoting Parks & Recreation events such as the summer camp and the carnival and a picture of Director Bushway, identifying him with the Department. The Commission continued discussion of the booklet and its next edition that comes out in April-May. It was noted that sponsors are sought for the booklet and equally pooled between Youth Services, the Senior Center, and Parks & Recreation. It was also noted by Chairman Perkins that there is not a limit the number of pages that each entity is allowed. Commissioner Hajj commented that knowing when the draft booklet is due and when the booklet will be published is important. Town Councilor Rogers added that everything in the Newsletter should be in the booklet.

14. Remarks from Parks & Recreation Director Peter Bushway

Director Bushway reported the Easter Egg Hunt went well with a large number of children and their parents present. A little over 200 children attended. He said an adjustment will be made next year so that parents can stand on the sidelines and not the field.

15. Remarks from the Commissioners

Commissioner Hajj commented that she attended the Easter Egg Hunt at 1:05 p.m. and noted it had concluded. Referring to earlier discussion regarding the booklet, she said it would be helpful to know when the draft for it is due. She also requested that the running events be sent out to commissioners with the meeting minutes or the Director Bushway's report.

16. Adjournment

Motion made by Commissioner Penman; seconded by Commissioner Hajj to adjourn the meeting at 7:44 p.m. Discussion, none. Voice Vote, 6-0, all in favor. Meeting adjourned.

Respectfully submitted by:
Gloria J. Gathers
Minutes/Recording Secretary

A MEETING RECORDING IS AVAILABLE ON THE TOWN'S WEBSITE