

Town of Montville Parks & Recreation Commission
Regular Meeting Minutes – September 19, 2018
6:30 p.m. – Montville Town Hall – Room 203

1. Call to Order
Chairperson Perkins called the meeting to order at 6:31 p.m.
2. Pledge of Allegiance
All stood and pledged the flag.
3. Roll Call
Commissioners present were Matt Beaupre, Rachel Belardo, Joseph Berardy, Mark Bushwack, Danielle Butzgy, Jennifer Hajj, Dawn Penman, and Chairman Karen Perkins. Also present were Parks & Recreation Director Peter Bushway and Town Council Liaison Jeff Rogers. Commissioner Kristin Ventresca was absent.

Chairperson Perkins welcomed Mark Bushwack to the Commission.
4. Adjustments to the Agenda
Motion by Commissioner Butzgy; second by Commissioner Penman to move up item 10.1 to A.1 under Unfinished Business. Discussion, none. Voice vote; 8-0, all in favor. Motion carried.
5. 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.
6. To Consider and Act on a Motion to Approve:
 - a. The Regular Meeting Minutes of June 20, 2018.
Motion by Commissioner Butzgy; seconded by Commissioner Belardo to approve the Regular Meeting Minutes of June 20, 2018. Discussion, none. Voice vote; 8-0, all in favor. Motion carried.
 - b. The Regular (Informational) Meeting Minutes of July 18, 2018.
Motion by Commissioner Beaupre; seconded by Commissioner Butzgy to approve the Regular Meeting Minutes of July 18, 2018. Discussion, none. Voice vote; 8-0, all in favor. Motion carried.
7. Director's Report for September 2018
Director Bushway responded to questions by Commissioner Butzgy regarding his report concerning the graffiti at Camp Oakdale that has been covered; the holiday tree that Town Councilor Rogers said he is working to obtain gratis; a Trick-or-Trunk vendor for which Director Bushway is seeking one (1) more vendor; and the congestion and noise from the lights and fire trucks at last year's Trick-or-Trunk to which Director Bushway responded that it would be relocated this year.
8. P & R Newsletter for October 2018

Per discussion, Commissioner Belardo noted a typo on page 2 that will be corrected. Director Bushway reported he is waiting on photos from the Dog Park opening and Town Councilor Rogers agreed to send them to him. Commissioner Butzgy addressed changes requested four (4) months earlier concerning the addition of an icon for Facebook.

9. Reports from Finance

Chairperson Perkins addressed financial activity in the Special Revenue Fund, a sales spreadsheet for the next two months that she requested for the same and the monthly finance reports. Per discussion, it was stated that the revenue fund was a revolving account with funds coming in (\$11,000 for August) and disbursed (\$7,000 for August) monthly. Funds that are made from Parks & Recreation programs goes into the revenue fund. Director Bushway noted that funds from basketball, judo, and summer camp goes into the general fund.

Motion by Chairperson Perkins; seconded by Commissioner Butzgy to move \$726.99 from Summer Camp Programs Line Item #10730530.70 and move it to Line Item #10730530.38 Programs. Discussion: Commissioner Butzgy commented that residents who sign up and pay for programs and then do not attend is unfair. She said those on the waiting list only have a few days' notice. Director Bushway said refunds are given. Voice vote; 8-0, all in favor. Motion carried.

Chairperson Perkins made note for future discussion by the Commission about Summer Camp signup and fees.

10.1 Advertising for Future Programs/Events

Commissioner Butzgy whether the Commission had reviewed the proposal by Kristine Rothaupt of Inclined to Design to market Parks & Recreation programs and events through digital/social media. The Commission discussed the promotional 12-month event calendar that garnered concerns about the following: 1) the availability of free calendars (*Berardy*); 2) the struggle for and competition to obtain advertisers (*Butzgy*); 3) the success rate for getting \$7,000 in time for printing (*Beaupre*); and 4) upfront cost versus profit (*Hajj*). Town Councilor Rogers also mentioned the Town requirement for three (3) competitive bids for items in excess of \$500. K. Rothaupt explained that the number of calendars printed could be tailored to the needs of the Commission and the cost would depend on the number of advertisers/sponsors that would then determine the potential profit for the Commission. Commissioner Hajj spoke about pieces to the process that included branding, logos, taglines and was concerned about the deadline for the end of September to secure sponsorships for printing the calendar by the end of November. In addition, she questioned whether families would buy the calendars given that they are paying for the Parks & Recreation programs and events and given the upcoming holiday shopping season. Commissioner Hajj also expressed concern about the responsibility for last minute posts for events on Facebook that she did not want. The Commission also discussed the Montville Booklet and the potential competition for sponsors. Commissioner Beaupre asked about the \$250 monthly maintenance cost that would be flexible for non-productive Parks & Recreation months. Obtaining bids for promotional items such as umbrellas,

blankets, and water bottles was proposed. Commission Butzgy stated the Commission needed to start somewhere to advance potential plans for recreational ideas such as the splash pad, tennis courts, or a pool. Commissioner Belardo asked if a new website could be developed which would be unofficial and at no cost to the Town that Town Councilor Rogers explained the EDC was looking to do. Director Bushway will speak with IT about the same.

10. Unfinished Business

1. Advertising for Future Programs/Events (*moved up on the agenda*)

Commissioner Butzgy began discussion about the proposal From Kristine Rothaupt ***

a. Dog Park Committee (Update)

Commissioner Beaupre reported on the grand opening of the park stating 40 people and a dozen dogs were present. He commented that Town Councilor Rogers participated in the dog attack demonstration and said the park kiosk has not been installed yet but new garbage cans and sign printing should wrap up the budget for the park. The park will be maintained by Public Works. Town Councilor Rogers reported that the opening was “a blast” and per a comment by Commissioner Hajj about shade trees he said there was sufficient shade from area trees. He also agreed to check into the cleanup of the walkway and tennis court at Commissioner Butzgy’s request. Director Bushway also spoke about the request from Public Works to close the park on Tuesdays from 8 am – 12 p.m. for maintenance. A sign will be mounted in the park kiosk about the cleaning schedule.

b. 2018 Summer Concerts (Update)

This item will be removed from the agenda.

c. 2018 Carnival (Update)

This item will be removed from the agenda.

d. 2019-2020 Carnival

Motion by Commissioner Beaupre; seconded by Commissioner Butzgy to create a Carnival Subcommittee. Discussion: Commissioner Beaupre stated that a lot of the work for the carnival was handled by Director Beaupre. He said the subcommittee would do the legwork for the event to help things run smoother. He added that Director Bushway would continue to handle contracts and vendors. It was noted that the subcommittee would file an agenda and minutes with the Town Clerk and report to the Commission. Town Council Chair McNally clarified that non-voting persons cannot sit on the subcommittee.

e. 2018 Holiday Parade

Chairperson Perkins summarized that judges for the December 2nd parade have volunteered and prizes would be awarded to 1st, 2nd, and 3rd place winners and certificates of participation and gift cards will also be presented. Director Bushway reported that the dance performers will not be available for the event and he is searching for another. Discussion followed regarding Director Bushway’s conflicting ideas regarding the distinction of winners per Chairperson Perkins’ earlier summary about the parade that

marry with the discussion at the March meeting minutes, read into the record by Town Councilor Rogers. Chairperson Perkins asked that the categories for the parade be sent to Director Bushway for review. The Commission discussed having the Chamber Choir perform on stage. The Commission then reviewed pricing and style content for holiday banners as part of the \$5,000 holiday decorations line item approved by the Town Council. Chairperson Perkins asked if everyone had received the information on the banners. The holiday decorations will include decorated wreaths, pole ornaments that will glimmer under the lights such as candy canes and the hardware for the ornaments. Commissioner Bushway talked the proximity of services wires that may be problematic for fit and installation of the decorations. The Commission proposed the installation of ten (10) wreaths and ten (10) more new decorations dependent upon the availability of utility poles. Due to the cost of some of the decorations, Commissioner Butzgy will research for better priced ones.

f. Discussion of Splash Pad

Commissioner Butzgy queried the Commission as to how the splash pad could come to fruition. Town Councilor Rogers proposed the use of tennis court #2 at Camp Oakdale as it is equipped with water and electricity. He suggested funding the project with the Special Revenue Fund in addition to contributions and possible bonding. Town Councilor Rogers also said a membership fee could be charged for use of the splash pad.

g. Discussion of Commission Apparel (Update)

Commissioner Butzgy reported that the apparel had arrived and was being used at present. This item will be removed from the Agenda.

h. Potential Events and Programs -- *Tabled*

i. Family Fun Mud Run

Director Bushway reported that the August 25th event raised \$568.65, more than it did last year, and no children were turned away from the event.

j. Community Center (Perkins) -- *Tabled*

k. 2019 Corn-Hole Tournament

This item will be removed from the Agenda.

l. Advertising for Future Programs/Events – *This item was moved up on the agenda.*

11. New Business

Motion by Chairperson Perkins; seconded by Commissioner Butzgy to move \$15,000 from the Special Revenue Fund into the line item for the Carnival Subcommittee. Discussion: none. Voice vote, 8-0, all in favor. Motion carried.

12. Communications -- *None*

13. Remarks from the Public

Chairperson Perkins asked three times for remarks. Town Council Chairman McNally thanked the Commission for its work. He notified the Commission that its motion under New Business regarding funding for the Subcommittee should have been included as an amendment to the Agenda earlier so the public could comment. T

14. Remarks from Town Council Liaison

Town Councilor Rogers spoke on his discussion with Public Works Director Boudreau and Director Bushway concerning placement of the holiday tree between the wall and Flag pole at Town Hall. He has reached out to a tree grower to obtain the tree and is working on shipment of it. He also addressed the “chaos” at last year’s Trick-or-Trunk previously discussed this evening. Town Councilor Rogers asked about the carnival photo contest on which Commissioner Hajj will provide follow-up. Commissioner Butzgy posed questions concerning the recent Town Council meeting she attended. The dissolution of the Community Center Committee and its use that is available to the public outside of its use by Youth Services and community booklet was discussed.

15. Remarks from Parks & Recreation Director Peter Bushway -- None

16. Remarks from the Commissioners

Commissioner Belardo asked and Director Bushway confirmed there are volunteers for Trick-or-Trunk. Commissioner Hajj commented on the importance of discussion and action on the 2019 Summer Concerts and securing bands for them; earmarking funds for future projects; communication to the public regarding bikers and walkers because the lack of Town sidewalks; and updating and adding space to playgrounds. Commissioners welcomed Commissioner Bushway and thanked Commissioner Butzgy for securing the Commission apparel. Commissioner Butzgy agreed that time limits on discussion was not needed and asked for responses on follow up information presented by Kristine Rothaupt.

17. Adjournment

Motion by Commissioner Beaupre; seconded by Commissioner Penman to adjourn the meeting at 9:41 p.m.

Respectfully submitted by:
Gloria J. Gathers
Recording Secretary

AN AUDIO MEETING RECORD IS AVAILABLE ON THE TOWN’S WEBSITE.