

**Town of Montville Parks & Recreation Commission**  
**Special Meeting Minutes – November 28, 2018**  
6:30 p.m. – Montville Town Hall – Room 203

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 Matt Beaupre, Joseph Berardy, Mark Bushwack, Danielle Butzgy, Dawn Penman, and Chairman Karen Perkins. Also present was Town Council Liaison Jeff Rogers. Commissioners Rachel Belardo, Jennifer Hajj, and Kristin Ventresca were absent. Parks & Recreation Director Peter Bushway was also absent.
4. Remarks from the Public regarding items on the Agenda (3-Minute limit)
5. To Consider and Act on a Motion to Approve:
  - a. The Regular Meeting Minutes of October 17, 2018.  
Motion by Commissioner Bushwack; seconded by Commissioner Penman to approve the Regular Meeting Minutes of October 17, 2018. Discussion, none. Voice vote; 6-0, all in favor. Motion carried.
6. Director's Report for November 2018 – No comments  
The report was transmitted electronically prior to the meeting.
7. P & R Newsletter for December 2018 – No comments  
The newsletter was submitted electronically prior to the meeting.
8. Reports from Finance – No comments  
The report was submitted electronically prior to the meeting.
9. Unfinished Business
  - a. Dog Park Committee (Update)  
Commissioner Beaupre reported the Committee had a balance of \$2,200 remaining that would be spent on agility equipment for dogs and to purchase a sign. Commissioner Bushwack said the signs would be taken on as a project by the Eagle Scouts but would be uniform in appearance within and along the entrance to the park. He also suggested the purchase of galvanized trash cans with lids for trash and waste. Commissioner Beaupre asked that Public Works look at the opening in the fence and he mentioned the flooding and other issues addressed in Director Bushway's report.
  - b. 2019 Summer Concerts (Update) – No report

c. 2019-2020 Carnival

Commissioner Butzgy reported on a telecom with Scott of Northeast Midway, the carnival company, concerning terms for the upcoming carnival. She said he sent pictures of the rides that will total 12-13. Profit will be \$20% up to \$20,000 or 20% back to the Town in excess of \$20,000. Ticket prices were confirmed and karaoke/deejay was booked. The carnival contract will be sent to Director Bushway. Commissioner Butzgy also commented on the list of vendors obtained from Director Bushway.

d. Discussion of Splash Pad -- *Tabled*

e. Potential Events and Programs

Commissioner Butzgy asked if the Commission had looked at the email she sent that was compiled over the last year of ideas to grow Parks & Recreation. Chairman Perkins asked the Commission for ideas. Commissioner Berardy suggested boat launches from the pier on Dock Road. Discussed followed concerning ownership of the pier and its accessibility to the river for Parks & Recreation events and the Commission asked Town Councilor Rogers to into it. Other suggestions included a winter carnival in conjunction with the Holiday Parade and a food truck festival by Chairman Perkins; also a car show/sock hop by Commissioner Penman.

f. Community Center (Perkins)

Commissioner Perkins asked that this item be removed from the agenda.

g. Advertising for Future Programs/Events

Commissioner Butzgy reported on her telecom with Kristine Rothaupt of Inclined to Design who was approved by the Commission at last month's meeting to assist with increasing the social media presence of Parks & Recreation. She said K. Rothaupt met with Director Bushway but left the meeting confused about goals. Commissioner Butzgy also said K. Rothaupt did not feel comfortable charging the Commission \$250 a month for a few posts per month. Instead, she wants to promote main events and volunteer her time. Commissioner Butzgy suggested creation of a list of events. She also commented on the post for the tree lighting that was just posted and also requested an update from Director Bushway concerning the website and his discussion with IT given the website goes down often.

h. Camp Oakdale Pavilion (Bushwack)

Commissioner Bushwack reported work at the pavilion is ongoing.

i. 2018 Holiday Parade & Decorations

Commissioner Bushwack distributed to the Commission a confirmed list of parade participant and a category list of award of parade award winners received from Director Bushway who told him the church next door would provide free hot chocolate for the event. Commissioner Butzgy suggested that the Judge's Choice be excluded from the award winners list and said the Commission had agreed at a prior meeting that the categories for the same would be limited to three (3). It was also agreed that everyone would receive

certificates for participation. In the event of rain, the tree lighting event will be moved up to Wednesday, December 5<sup>th</sup> from Sunday, December 2<sup>nd</sup>. Commissioner Butzgy also commented that Commissioner Bushwack had brought an extension cord so the exterior light could be viewed after the meeting. It was clarified that the tree lights were purchased by Parks & Recreation and the Town Hall building and lower lights were purchased by Public Works. Town Councilor Rogers stated Public Works worked all week to put up the lights and candy canes. The Commission discussed having the holiday tree and the Town Hall lit at the same time.

j. 2019 Budget

Commissioner Bushwack distributed to the Commission 2019-2020 Budget explanation sheet of significant increases or decreases in line items. Town Councilor Rogers stated it was the Chairman's job to create the budget and discuss it with Director Bushway.

k. 2019 Capital Improvement Projects (CIP)

Chairman Perkins commented on the discussion at the previous month's meeting concerning the development of the land purchase adjacent Camp Oakdale. She said Town Planner Vlaun is willing to attend a Commission meeting and work with the Commission on the project. Chairman Perkins said the Town Planner suggested the land be surveyed for soil content and use. She said she would ask Director Bushway to look into obtaining a surveyor and proposed the appointment of a separate subcommittee for land development.

10. New Business

a. Consideration and action on a motion to approve of the 2019 Meeting Schedule and file with Town Clerk by January 31, 2019.

Motion by Commissioner Penman; seconded by Commission Beaupre to approve of the 2019 Meeting Schedule and file with Town Clerk by January 31, 2019. Discussion: The 2019 Meeting Schedule includes a meeting for August when the Commission generally does not meet. The meeting will remain on the schedule should business arise requiring action or cancelled otherwise. Voice vote, 6-0, all in favor. Motion carried.

b. Consideration and action for nominees for 2019 Commission officers.

Chairman Perkins explained that the policies and procedures require the election of new officers annually. She said a slate of officers would be presented at next month's meeting and nominations should be forwarded to Commissioners Beaupre and Penman.

11. Communications -- None

12. Remarks from the Public

Chairman Perkins asked three (3) times for remarks. There were none.

13. Remarks from Town Council Liaison

Town Councilor Rogers commented he would look into the boat launch discussed earlier. He commended Public Works on its preparation for the tree lighting and installation of holiday lights on the front face of the Town Hall; \$5,000 appropriated by the Town Council

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at its last meeting. Town Councilor Rogers also said adding more lights is not feasible and confirmed that Town Council members would walk in the parade. He also referenced his conversation with Director Bushway about the accessibility of the website and how cumbersome it is to register for activities that even members of the public have reached out to him about with similar complaints.

14. Remarks from Parks & Recreation Director Peter Bushway – *No report*

15. Remarks from the Commissioners -- *None*

16. Adjournment

Motion by Commissioner Bushwack; seconded by Commissioner Berardy to adjourn the meeting at 7:37 p.m. Discussion: none. Voice vote, 7-0, all in favor. Meeting adjourned.

Respectfully submitted by:  
Gloria J. Gathers  
Recording Secretary

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