

**Town of Montville Parks & Recreation Commission**  
**Regular Meeting Minutes – December 18, 2019**  
6:30 p.m. – Montville Town Hall – Room 203

1. Call to Order  
Chairperson Perkins began the meeting at 6:30 p.m.
2. Pledge of Allegiance  
All stood and pledged the flag.
3. Roll Call  
Commissioners present were Matt Beaupre, Danielle Butzgy, Jennifer Hajj, Heather Kenniston, Dawn Penman, and Chairperson Karen Perkins. Commissioner Mark Bushwack, Parks & Recreation Director Peter Bushway, and Town Council Liaison Colleen Rix were absent. A quorum was present.
4. Adjustments to the Agenda -- *None*
5. Remarks from the Public regarding items on the Agenda (3-Minute limit) -- *None*
6. To Consider and Act on a Motion to Approve:
  - a. The Regular Meeting Minutes of November 20, 2019  
Motion by Commissioner Beaupre; seconded by Commissioner Penman to approve the Regular Meeting Minutes of November 20, 2019. Discussion: none. Voice vote, 6-0, all in favor. Motion carried.
7. Director's Report for December 2019  
Chairperson Perkins asked if there were questions about the Director's Report. Commissioner Beaupre commented he did not know of the soft opening to present new agility equipment at the Dog Park. Commissioner Butzgy said she did not understand Paragraph 2 of the report regarding discussion with Board of Education Superintendent Pallin of the Community Center and her plans regarding the Transition Academy. She also asked whether a pond could be included per the results of the Mostowy Project survey outline of wetlands on the property. Chairperson Perkins said she would include all comments in an email to Director Bushway for feedback. Commissioner Butzgy also spoke about plans for holiday decorating next year so decorations could be purchased on sale for next year. Commissioner Penman asked who was Corine Conoza as noted in Director Bushway's report. Chairperson Perkins stated she is involved with Brady's Brigade and the plan to reserve a room for playtime at the Community Center for children with special needs.
8. P & R Newsletter for January 2020  
Chairperson Perkins asked if there were questions concerning the newsletter. Commissioner Penman commented the summer camp counselor article should be deleted. Chairman Perkins spoke about signup paperwork, dates, and the email address.

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([montvillecarnivalthe 2020@gmail.com](mailto:montvillecarnivalthe2020@gmail.com)) that should be added to the newsletter for the 2020 Carnival. She also reported on an email from Director Bushway the contract for the March 18, 2020, Boston bus trip that has a \$250 refundable fee. She questioned whether anyone has signed up for the trip and the deadline for the same. Chairman Perkins told newly appointed Commissioner Kenniston that her name and email address would be added to the newsletter.

9. Reports from Finance

Chairman Perkins asked whether anyone had questions regarding the financial report. Commissioner Butzgy commented on the advertising line item which to date had only expensed \$168 since July and referenced her request approved at the last meeting to double the budget for this line item for the upcoming 2020-2021 fiscal year. She said programs and the bus trips should be advertised in the newspaper. Commissioner Hajj asked about placing a flyer on the gym door advertising the bus trips. Commissioner Butzgy also commented that funds unspent were returned to the Town last year which she said will need to be explained given the request for increasing the advertising line item. She stated, if funds will be returned to the Town this year, it should be forecasted now.

10. Unfinished Business

a. 2020 Carnival

Commissioner Penman reported that the date and entertainment for the 2020 carnival have been confirmed. She also said that a vendor from upstate New York sent information regarding their cheese-stuffed pepperoni and the Carnival subcommittee are waiting to hear back. Commissioner Beaupre asked about the carnival company used last year which is still in place. Chairman Perkins asked Commissioner Butzgy about contact or email to Scott, the carnival company contact person.

b. Potential Events and Programs (Volleyball Tournament/Bus Trip)

The Commission discussed advertising for the bus trips with Commissioner Penman's proposal to send information to Superintendent of Schools Pallin so it can be put in a flyer to send home in backpacks. Commissioner Kenniston suggested basketball and other activities for kids. Commissioner Beaupre suggested adding the dates for the bus trips to the newsletter—St. Patrick's Day trip to Boston on March 14, 2020; Christmastime in New York on Saturday, December 12, 2020; and finalizing a date for a summer trip to Newport, RI, that does not conflict with Sailfest and other summer events. Commissioner Hajj commented on her request of three (3) months ago for more yoga sessions to which Chairperson Perkins said Director Bushway had spoken to someone regarding the same. At the request of Chairperson Perkins, "2020 Bus Trips" will be added as a new agenda item under New Business and Commissioner Hajj asked that "yoga" be added to Potential Events and Programs in place of "bus trip." Chairperson Perkins will add to the email to Director Bushway a request for information on additional yoga sessions and the inclusion to the newsletter of the dates for the upcoming bus trips.

c. 2019 Holiday Parade and Decorations

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The Commissioners spoke about what was a success and what was not regarding this year's Holiday Parade. Commissioner Butzgy said the event went well but she was unimpressed with the music and spoke of her suggestion to play Christmas music between that and the start of the play. She said she used her cell phone and propped in front of a mike. Chairman Perkins said electricity was a problem with circuit breakers blowing, having run out of hot chocolate, and it being the first year for having hot chocolate and a vendor. She also asked if a thank you was sent to the Boosters for use of their equipment. Commissioner Beaupre spoke about the popcorn machine being "taken off the hands" of the Boosters and/or for payment—he was not sure nor whether Director Bushway had spoken to them. Commissioner Butzgy also commented there was not enough advertising done about food there being food at the parade. Commissioner Beaupre added that the vendor should not have been stationed across the street. The Commission continued discussion of the parade as follows: 1) The tree lighting was better but not a "wow" (Butzgy); 2) bushes around the tree were not lit as planned (Beaupre); 3) rope lights were to be used on fence (Perkins); 4) people were asking for popcorn to take home (Beaupre); 5) the Mohegan Fire Department is seeking to raise more funds to light all of the poles on Rte. 32 (Butzgy) and Chairman Perkins will contact the Fire Chief about it; 6) try to advertise to have more people for the tree lighting (Hajj); 7) parking was done in in nonpublic safe areas (Beaupre) and those areas should be blocked and advertised accordingly (Penman); and 8) it was noted that the decoration budget was not strictly for the parade (Butzgy). Per discussion regarding the 2020 parade the Commission agreed to have more flags; small flags at Oakdale and Town Hall, and blow-up decorations. Commissioner Hajj asked if Director Bushway was keeping a list of the decorations and Chairman Perkins reported they would not have the dancers and they had double-booked themselves. (This item will be added to New Business on the January meeting agenda as "2020 Holiday Parade and Decorations.")

d. Consideration and action concerning the 2020-2021 CIP.

Chairperson Perkins commented the revised 2020-2021 CIP was emailed to the Commission for their review as discussed at the November meeting. Motion by Commissioner Penman; seconded by Commission Beaupre to approve the 2020-2021 CIP. Discussion: Commissioner Penman asked whether the CIP was in the appropriate order as discussed which the Commission confirmed. Voice vote, 6-0, all in favor. Motion carried.

11. New Business

a. To consider and act on a motion to approve the slate of officers proposed by the Nominating Committee.

Motion by Commissioner Beaupre; seconded by Commissioner Hajj to approve the 2020 Commission slate of officers, as proposed by the Nominating Committee. Discussion: Commissioner Beaupre presented the slate as follows: Chair – Karen Perkins; Vice-chair – Danielle Butzgy; Secretary – Dawn Penman. Voice vote; 6-0, all in favor. Motion carried.

- b. To consider and act on a motion to approve the 2020 Parks & Recreation Meeting Schedule.

Motion by Commissioner Beaupre; seconded by Commissioner Kenniston to approve the 2020 Parks & Recreation Meeting Schedule. Discussion: Commissioner Butzgy asked whether the April 2020 meeting was during the spring break. Commissioner Penman confirmed it did. Voice vote; 6-0, all in favor. Motion carried.

12. Communications -- *None*
13. Remarks from the Public  
Chairman Perkins asked three (3) times for remarks. There were none.
14. Remarks from Town Council Liaison -- *None*
15. Remarks from Parks & Recreation Director Peter Bushway -- *None*
16. Remarks from the Commissioners  
The Commissioners welcomed Commission Kenniston and wished each other a happy holiday.
17. Adjournment  
Motion by Commissioner Penman; seconded by Commissioner Butzgy to adjourn the meeting at 7:10 p.m. Discussion: none. Voice vote, 6-0, all in favor. Meeting adjourned.

Respectfully submitted by:  
Gloria J. Gathers  
Recording Secretary, Town of Montville

*An Audio Record is on the Available on the Montville Town Website.*