TOWN OF MONTVILLE
Parks & Recreation Commission
Regular Meeting – September 16, 2026 -- 6:30 p.m.
Town Council Chamber – Montville Town Hall

MEETING MINUTES

Comments will only be accepted at times designated for public comments by the Chair of the meeting. The Montville Town Council Rules of Procedure, decorum, timeliness, and suitability shall be followed and enforced.

1. Call to order.
Chairperson Stone called the meeting to order at 6:35 p.m.

2. Pledge of Allegiance.
All stood and pledged the flag.

3. Roll Call.
Present were Chairperson Rocky Stone and Vice-Chair William Barlow, and Commissioners Jon Chase (6:41 p.m.), Mary Hillman, and John Plikus. Absent were William Bauer, Deborah Schober, and Morgan Matthewson. A quorum was present at 6:41 p.m.

Also present were Recreation Director Peter Bushway, Town Council Liaison Kate Southard and Mayor Lenny Bunnell.

Discussion was had that of the last four (4) meetings there has not been a quorum although notice is sent to the Commission to respond to attendance at the meeting. A new commissioner is pending but has not been vetted by the Town Council due to illness. It was noted that it is a lack of consideration for failing to respond to the meeting email as the Commission is short a member. A request was made by Mayor Bunnell that the meeting notice be forwarded to him. A special meeting of the Town Council will be requested regarding the new member or any other candidates that apply, per Town Councilor Southard.

4. Alternations to the Agenda -- None

5. Remarks from the Public regarding items on the Agenda (3-minute limit).
Chairperson Stone asked three (3) times for remarks. There were none.

6. To Consider and Act on a Motion to Approve.
a. Meeting Minutes of August 19, 2026 (Informational)
b. Meeting Minutes of July 15, 2026
c. Meeting Minutes of June 17, 2026 (Informational)

Motion by Vice-Chair Barlow; seconded by Commissioner Plikus to approve the meeting minutes of August 19, 2026 (Informational), July 15, 2026, and June 17, 2026

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(Informational). Discussion: none. **Voice vote: all in favor.** *(Action was taken on this Agenda item upon the seating of a quorum.)*

7. <u>Recreation Director's Report for September 2026.</u>

Recreation Director Bushway reported on Department activities as follows:

- Construction will begin for the pickleball/tennis parking lot on December 28, 2026 and notice will be sent out concerning the same. The project is expected to take 2-4 weeks to complete.
- A meeting was held with Engineer Kyle this morning regarding the above-mentioned plan and for one (1) handicap parking spot near the bathroom. Per a question from Mayor Bunnell on the same, the plan for a designated handicap parking spot was explained by the Recreation Director who was advised to get guidance on the same from the Office of the Fire Marshal. Once the plans are finalized bid opening date for the project is expected by the end of the week.
- The digitally formatted Community Booklet that is approximately 32 pages is now on the website.
- Trick-or-Trunk is scheduled for October 24th and there are several trunks signed up in addition to food trunks for the event. The week prior there will be pumpkin decorating on October 17th and the weekend of the October 10th, the Recreation Director will be at Stop & Shop from 9:00 a.m.—12 noon collecting candy for Trick-or-Trunk.
- A road closure for the Holiday Parade is scheduled, and two (2) people have been in touch regarding participation.
- All recreation programs have started and are looking good. A renter has paid $400 for a new volleyball net as the existing one was damaged on Saturday and is on order from Jaypro. Two (2) rentals are scheduled for this coming weekend and one (1) for the following weekend.

Chairperson Stone reported on a comment from Commissioner Matthewson regarding the Community Bulletin—the Christmas lights are referenced for December but not the parade. The Recreation Director noted that the parade is noticed on the community bulletin board. Anyone interested in helping with these events should contact the Recreation Director.

8. <u>Report from Finance.</u>

Recreation Director Bushway reported that the finances are looking good. He noted that Summer Camp transportation expenses were exceeded by $335 what was projected even given one (1) less trip. This cost will be reconciled with a transfer of funds. The Recreation Director also confirmed that all approved expenditures taken out of Acct. #079 such as the privacy screen have been expensed and nothing is outstanding.

9. <u>October Newsletter.</u>

Recreation Director Bushway reported that the October newsletter is a work in progress. He was provided a tutorial on Canva by Town Councilor Southard—the cost for it is $250 but Youth Services is paying $120. The Town Councilor explained Youth Services may be using a generic account than the Town account. It was explained the program has different versions, i.e. business

and professional and noted that it is also a tool for the Recreation Director to help him do his job better according to the Chairperson. The Holiday Market page with its date will be forwarded for posting in the newsletter by Town Councilor Southard.

10. Unfinished Business.

Chairperson Stone reported on unfinished business as follows:

a. Projects and funding status:

1) Pickleball Parking Improvements ($175,000 State Bond)

The Chairperson noted that this item was discussed earlier in the meeting—people can still play pickleball, but it is a matter of figuring out parking. The shortfall of funds questioned by Commissioner Chase were referenced as the cost for design plans that should be included in projects going forward and included in the budget.

2) Large Pavilion Phase 1 Parking Improvements ($200,000 State Bond)

The Chairperson reported that this plan will not get done until spring as Recreation Director Bushway must have it go through Planning & Zoning. The plan will be reviewed with the Commission once finalized and currently includes a paved entrance to the main road, a paved area before the bathrooms, planted trees as a buffer and planters in place of the stones. The main concern is the lines for parking and keeping it contained. The number of parking spots has not been laid out—probably 40-50 spots with lines—but a determination must be made as to whether it will affect handicap parking. An additional element was to eliminate major drainage.

3) Pickleball Camera Project ($26,250 CIP Budget)

There was no news to report on the progress of this project from Town Councilor Southard, however it was reported by Mayor Bunnell that the cameras at the boat launch are currently being installed.

4) Camp Oakdale Parking Improvements ($1,150,000 CIF Grant)

Chairperson Stone reported about work on the bids discussed earlier in the meeting. The work on this project is scheduled to begin in mid-June with completion the third week in July in 2027.

5) Community Center Discussions

Chairperson Stone noted that a presentation was made to the Town Council three (3) years ago—the project needs to move forward.

11. New Business. -- None

12. Communications.

a. Invitation to Fairy Land grand opening.

Chairperson Stone reported that this project targeted by the Girl Scouts is completed and the grand opening is Saturday, September 26th at 10:00 a.m. at the Mostoway Property. The flagpole in front of the basketball courts is the meeting spot for the event.

13. Remarks from the Public (3-minute limit).

Chairperson Stone asked three (3) times for remarks. Mayor Bunnell remarked on the following: 1) he will have some information about the pickleball/tennis court cameras and 2) a lot of work needs to be done to the football field, and the damage will not occur again per discussion with the Recreation Director. It was reported by the Chairperson that youth played on the rainy field and tore it up. Discussion was had with the Recreation Director about the authorization for

cancellation. The choice to play was made by the game referee according to the Recreation Director who explained that games are not cancelled nor are they rescheduled. It was explained to the referee that the game ruined the field for the next year. Consideration for a resolution to cancel football field games was proposed. Discussion was also had about altering the MOU for authorized time personnel and the decision maker for cancelling a game and/or certain conditions that would require cancellation. It was noted that Town employees were present for garbage removal and refreshing the bathrooms. Play after 5:00 p.m. was previously prohibited and as well the Commission is the custodian of the field. Creating appropriate rules and enforcing them was a suggested topic for the next Commission meeting to allow awareness by the parties of the policy and/or resolution and thereafter the MOU. It was also noted that referees usually have the power to make change and reschedule. Also, the question was raised could the Athletic Director, the Parks & Director and/or the Mayor cancel that game for safety reasons as it was pouring rain on that day. The Recreation Director also noted that the scheduler was present at the meeting, "then send him the bill was the comment" of the Vice-Chair.

14. Remarks from Town Council Liaison Southard.

Town Councilor Southard reported that the Town Council is made aware about the Community Center Committee within the next month or once they are seated.

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

16. Remarks from Commissioners.

Commissioner Chase remarked on having attended a steering committee meeting last week for Town Plan of Conservation and Development ("PCOD") that must be updated every 10 years and included representatives from the Town boards and commissions. A series of meetings will be held quarterly over the next few years. He was asked for the goals and requests of this Commission that he represented as follows: 1) grants for capital improvement and that the CIP priorities of the Commission be mentioned in the plan--the cost of the them and facilities; 2) as development occurs that sufficient park space for recreational needs to balance the needs of the residents is included in the PCOD as there may be less in the future given proposed development; and 3) to delegate for things such as a community center—"if they can pay we the Commission have ideas." A public meeting of the POCD will be held on September 29th from 6:00 p.m.—8:00 p.m. at the Community Center concerning the plan as it moves forward.

17. Adjournment.

Motion by Vice-Chair Barlow; seconded by Commissioner Plikus to adjourn the meeting at 7:23 p.m. Discussion: none. **Voice vote: all in favor. Motion approved.**

Respectfully submitted by,

Gloria J. Gathers
Recording Secretary
Town of Montville

AN AUDIO RECORDING OF THE MEETING IS AVAILABLE ON THE TOWN OF MONTVILLE WEBSITE UNDER THE "RESOURCES" LINK.