

Community Services and Recreation

DRAFT MINUTES/UNAPPROVED

To: Community Services Commission Members

From: Eileen P. Pettit, Acting Director

Re: Commission Meeting of February 4, 2008

Meeting was called to order by Chairman Laurie Jean Hannon at 5:35 p.m.

I. Attendance:

Present: Laurie Jean Hannon, Frank Kruglik, Scott Leamon, Judith Mackay, Antoinette Giordano-McKeon, Thomas Balga, Walter Heinig.

Staff: Dan Riccio, Jr. (Secretary), Eileen Pettit, Acting Director.

Absent: Michael Compare, William Carey.

II. Acceptance of Minutes:

Correction of previous minutes from January 2, 2008 meeting was proposed by Scott Leamon. The Sub-Committee reviewed all applications for position of Community Services Director.

Acceptance of minutes were voted on by Scott Leamon, and Seconded by Thomas Balga.

III. Correspondence:

An inter-office memo was received from Alan Sturtz reminding the Commission that agendas and minutes are to be posted in the Town Clerk's Office (agendas 48 hours before the meeting and minutes three business days after the meeting). He would also like telephone numbers (home and work) and email addresses of commission members and a list of meeting dates.

IV. Directors Report:

Community Services Division:

Energy Assistance: Since October through today, 224 applications have been processed (30 are pending for additional paperwork). Paperwork is submitted to Community Action on behalf of the resident and CAA makes the decision. The applicant is notified by a letter from CAA.

Day Care: The Day Care has been accredited by NYEAC. The staff at the Day Care put a tremendous amount of time and effort into this. The Director would also like to acknowledge the staff in the Finance Office for their assistance with providing necessary documentation to complete the application. A copy of the letter sent to the Department from the State of CT and also a press release, which was sent to all the local newspapers, was distributed to each commission member.

Senior Center: Effective January 2, 2008 Sue Tienken-Jung started as the new program coordinator. This position had been vacant since August when the former employee left on Family Leave. Judith Cormier, Senior Center Manager, did an outstanding job keeping programs and events at the center running smoothly.

The Senior Center is also the recipient of two new computers with internet access for the members of the center. Our thanks to Robin Wilson of the Quinnipiac Chamber of Commerce who applied for a Technology Grant through AT&T and also the Chamber which designated The Joyce C. Budrow Center as the recipient.

The Department thanks Alan and Marianne Fontana for their generous donation of \$600.00 for a new bocce shed to store equipment.

Board of Finance Meeting: A proposed budget was presented for the next fiscal year. Some much needed work has to be done at the Senior Center, mostly cosmetic. Ms. McKeon asked if we secured bids for the work and Ms. Pettit said someone working for the town went out and estimated the cost is over \$18,000. No safety issues were noted. The Finance Department is investigating a grant to cover the cost, otherwise we will put a request in the capital budget.

V. Finance Report:

Community Services: Eliminated Pager line. Goal is to make budget more realistic.

Homemakers Line: Changed to Event and Program Expenses.

Welfare Budget: Cut back on Travel line

Senior Center: Added money to Heat-Heating Plant Maintenance line – increased Bus repair. Eliminated QVHD-Flu shots.

Day Care: Balance. fluctuates because we receive reimbursements from the State.

Emergency Fund: No activity – Outreach - \$65.00 spent at Rustic Oak for Christmas Lunch.

Nothing to report on Project Graduation.

VI. Old Business:

Mr. Heinig asked Ms. Pettit how much money was spent in the Emergency Fuel Fund. Ms. Pettit answered \$700.00.

Interviews are being conducted by Ms. McCarty for the position of Director of Community Services.

VII. New Business:

Ms. Hannon proposed a Community Recognition Thank You Breakfast. Ms. McKeon will call the Courier to see if the group could be nominated as Person of the Week.

The members decided they would like to have this special day on Wednesday, March 5, 2008 at 8:30 a.m. They would also like to recognize the Day Care staff for their accomplishments.

At the next meeting on Tuesday, March 4, 2008 the Commission would like to have Judith Cormier come that evening to speak to the members.

VIII. Public Participation:

There is none to discuss.

IX. Adjournment:

Judith Mackay made a Motion to Adjourn, seconded by Walter Heinig. Meeting was adjourned at 6:13 p.m.

