

Community Services and Recreation

DRAFT MINUTES/APPROVED

To: Community Services Commission Members

From: Edward J. Swinkoski, Director of Community Services and Recreation

Re: Commission Meeting December 6, 2011

Meeting was then called to order at 5:33pm

Attendance:

Present: Marc Fasano, Lou Criscuolo, Paul Kottage, Donna Malley, Jim Marshall
Judith Meyers, Krista Polinsky.

Absent: Maggie Jensen, Christine Orris.

Staff: Edward J. Swinkoski, Director of Community Services and Recreation
Carla Riccio, Secretary

1. Acceptance of Minutes of meeting held on November 1, 2011:

In the unapproved meeting minutes, Christine Orris was not listed as present at the November 1st meeting. Ms. Riccio indicated that Mrs. Orris would be added to the attendance. Jim Marshall made a motion to accept the Minutes of November 1, 2011 as corrected, seconded by Marc Fasano.

2. Correspondence:

None.

3. Old Business:

2011 Holiday Season of Giving: At the November 1, 2011 meeting, the commission had agreed to put new guidelines into place for this year's toy distribution including setting an age restriction and a limit of the number of items available per child. The commission had agreed to set the age limit at 13 years of age.

Mr. Marshall suggested to the commission that the age restriction previously set be raised to meet the needs of the older children. Additionally, Ms. Riccio provided the commission with the feedback that she had received from the public regarding the age restriction, which supported the idea of increasing the age restriction to accommodate the older children, including those in high school.

After a discussion among the commission, Krista Polinsky made a motion to increase the age restriction of the holiday toy selection from 13 years of age to 18 years of age, seconded by Jim Marshall. All were in favor.

Ms. Riccio reported to the commission that she was pleased with the number of donations that have been received thus far. Based upon the current number of donations received, donations anticipated and the number of North Haven families signed up for the toy selection, Ms. Riccio suggested that the gift restriction previously set at 2 gifts per child to be increased.

Jim Marshall made a motion to increase the gift restriction to range between 2-4 gifts per child for the holiday distribution, seconded by Paul Kottage. All were in favor.

Ms. Riccio will revise the press release and resubmit it to the media, revise the intake forms, as well as contact those donors and families who had previously expressed interest with the older children. From this point on in the holiday season, she will begin requesting donation that will target 14-18 year olds.

Courageous Parenting Workshop:

At the November 1st meeting, Donna Malley discussed the idea of offering Courageous Parenting as a mandatory requirement for North Haven High School students who are involved extracurricular activities. Ms. Malley received a copy of the letter that North Branford High School had sent out to their athletes and passed it around for the commission's review.

Mrs. Malley asked Mr. Swinkoski if funds would be available to conduct this workshop presented by Ginger Katz, which Ms. Malley believed would cost \$1,300. Mr. Swinkoski indicated that funds are available in the Outreach Fund. Ms. Malley stated that if the Commission were interested in moving this idea forward, then she would meet with Superintendent Cronin. Mr. Marshall stated that while this decision and coordination of the program would be made through the school (Superintendent, Athletic Director, etc.), the Commission's role would be to financially supporting the Program by granting use of funds through the Outreach Fund. Ms. Malley indicated that she would follow up and meet with Dr. Cronin and the Athletic Director to discuss the Commission's proposed financial support of this possible project.

4. New Business:

Edward J. Swinkoski, Director of Community Services and Recreation

a. Director's Report

Daycare:

Mr. Swinkoski reported on the Thanksgiving Feast that the preschoolers had on Tuesday, November 22nd. A complete dinner was served to the children as well as guests from some of the Departments in the Town. Mr. Swinkoski reported that the food was excellent and the children were well behaved while they ate their meal.

Senior Center:

Mr. Swinkoski talked about the Senior's Holiday Party which took place at Zandri's on December 2nd. He reported that over 340 seniors participated in the 2011 annual party, which both Wallingford and Cheshire seniors were invited to join North Haven this year.

Additionally, Mr. Swinkoski mentioned that the annual Senior to Senior Breakfast took place that morning at North Haven High School on December 6th.

Community Services:

Energy Assistance: Mr. Swinkoski reported that 156 applications have already been taken in the first two months of the program. Appointments continue on Wednesdays from 2-4:30pm & Thursdays from 9am-12pm.

November Donations:

Monetary Donations: The following donations were reported by Mr. Swinkoski:

\$1500 – RTC (\$750 for food/ \$750 for fuel)

\$100 – Skyway Roofing (for food)

\$100 -the Kyder Family (for food)

\$225 – N.H.H.S. Faculty (for food)

Food Donations: Clergy and members of Liberty Community Church (540 Washington Ave) organized a food drive for the Department of Community Services. It was approximated that they provided the Community Services food bank with enough food to feed 20 families for Thanksgiving.

Thanksgiving Food Distribution: A total of 48 households were provided meals during the 2011 Thanksgiving season.

Christmas Food Distribution: Will take place Wednesday, December 21st & Thursday December 22nd, from 1-4pm. Mr. Swinkoski reported that currently 19 families have signed up.

In response to a question from Mr. Marshall regarding the inventory of the food bank, Ms. Malley confirmed that in her volunteering at the food bank, she sees that the shelves are full and stocked, ready for the Christmas food distribution. Ms. Riccio indicated that the final anticipated donations (which include the frozen turkeys) will arrive the day of the food distribution (due to freezer storage limitations).

Mrs. Polinsky and Mrs. Malley asked whether there was enough support to distribute food and toys. Ms. Riccio indicated that the distributions are both staffed and no additional staffing would be necessary however any commissioner would be welcome to help.

Toy Selection: will take place by appointment the entire week before Christmas, from Monday December 19th through Friday, December 23rd. 20 families have already signed up.

Commissioners With 12/31/11 Term ends: Commissioners Donna Malley, Judith Meyers and Maggie Jensen have Commission terms ending 12/31/11. Mr. Swinkoski requested that they contact Valerie in the First Selectman's office to express their intent in continuing.

North Haven High School Interact Club Recognition: Mrs. Meyers and Mr. Fasano both brought to the Commission's attention an article highlighting the efforts of North Haven High School's Interact Club in successfully raising \$4,500 in donations for toys for 300 children through DCF's Foster and Adoptive Services New Haven office. Mrs. Meyers suggested that a letter of recognition or a certificate of recognition be sent to them on behalf of the Commission. Ms. Riccio will coordinate the creating and sending the certificate on the Commission's behalf.

The Commission also indicated that they would like to discuss the possibility of presenting certificates from the Community Services Commission to groups and individuals for their donations and services to the community at the next meeting.

Coat Drive: Marc Fasano also acknowledged the success of Dave Yaccarino's coat drive as the community brought forth a large sum of coats, hats, scarves and gloves drive throughout the month of November (11/1-11/30). Collected goods will be issues to Community Services and other needy groups in the area.

b. Finance Report

Mr. Swinkoski reviewed Mr. Swinkoski began by reviewing the YTD snapshot of the Emergency Fund, followed by the Outreach Fund.

Emergency Fund (Fund 204) activity for November 2011:

Contributions:

Food: \$1,268 in food contributions. Currently \$6,777 in fund.

Fuel: \$750 in fuel contributions. Currently \$11,734 in fund.

Misc: \$155 in miscellaneous. Currently \$36,541 in fund.

Expenses:

\$3,245 in providing emergency oil assistance to 9 households

Mr. Swinkoski indicated that when donations are given, donors will specify where they would like the donation applied. If they are not specified, then the donation goes into the Miscellaneous account.

Mr. Marshall indicated that based upon the fuel assistance activity and current balance in the fuel account line, then he suggested that future donations should be encouraged to benefit the town fuel fund.

Outreach Fund (Fund 304) activity for November 2011: No activity. Two accounts exist in this fund.

Currently \$14,563 in one account and \$26,789 in the other.

Ms. Polinsky requested that a discussion regarding the use of the Outreach Funds. The discussion surrounding the Outreach Fund will take place at the February 2012 meeting. Ms. Riccio will send the pertinent documents to the Commission in advance of the meeting.

Daycare: 2011 YTD snapshot (through November 2011): Currently -\$6,574.

Mr. Swinkoski distributed budget reports (ending November 30, 2011) to the Commission for their review.

5. Public Comment:

None.

6. Adjournment:

Marc Fasano made a Motion to Adjourn, seconded by Krista Polinsky. The meeting was adjourned at 6:15pm.

The next meeting will take place on Tuesday, February 7th at 5:30pm.