

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 November 6, 2012

Meeting was called to order at 5:30p.m.

Attendance:

Present: Kristen Brandt, Lou Criscuolo, Kim Karlin, Paul Kottage, Donna Malley, Chris Orris,  
Krista Polinsky.

Absent: Marc Fasano

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

1. Acceptance of Minutes of the Special Meeting held on October 2, 2012:

Krista Polinsky made a motion to accept the Minutes of October 2<sup>nd</sup>, 2012, seconded by Kristen Brandt.

2. Correspondence:

None.

3. Old Business:

*Tour of Community Services:* Upon the request of Chair Donna Malley at the October meeting, a tour was provided to the new members of the Community Services Commission prior to the start of the November meeting. Community Services offices, Counseling Center, Food Bank and Day Care were visited.

*Community Services Commission Award:* At the October 2<sup>nd</sup> Community Services Commission Special meeting, Chair Donna Malley created distributed to the commission a draft of the nomination forms (one for submission to nominate an individual, and the other for submission to nominate a company or organization based in North Haven).

After a discussion, the Commission agreed that both nomination forms looked good. A draft of a press release announcing these nominations as well as directing residents to the Town website to download, print, complete and return these nomination forms will be created for the review and approval of the commission at the December 5<sup>th</sup> meeting.

The press release will be submitted to the local newspapers in January 2013. It was determined that the deadline for nominations will be March 31<sup>st</sup>, 2013. The commission will review all nomination and discuss and vote on the winners at the April 9, 2013 meeting. Those who have been chosen will be asked to attend the June 2013 meeting in which they will receive a certificate of recognition from the Community Services Commission.

*Outreach Fund:* At the October 2<sup>nd</sup> Community Services Commission Special meeting, Mrs. Malley asked Mr. Swinkoski how many scholarships had been awarded through the Outreach Fund since the June 2012 meeting. As promised, Mr. Swinkoski provided a summary to the Commission which highlighted that since the revision of the uses of the Outreach Fund were determined by the Commission at the June meeting, 16 total requests came in for Outreach Assistance. Of the 16 requests, 11 of these requests were awarded (5 of the applicants did not follow through), for a total of \$1,990.00 in Outreach Funds utilized. These funds were applied to programs including Summer Playground Programs, Strength and Conditioning Camps, summer school and Moppet Minders tuition.

Procedures for individuals / organizations requesting use of the Outreach Fund were reviewed by the commission. In summary, any organization or individual must complete the application for utilization of Outreach Funds in order to be considered for assistance.

#### 4. New Business:

*Edward J. Swinkoski, Director of Community Services and Recreation*

##### a. Director's Report

#### Community Services:

*Energy Assistance:* Mr. Swinkoski reported that since the start of the energy assistance season on *Wednesday, September 19<sup>th</sup>*, 119 applications have been completed to date. Appointments for North Haven residents are available on Wednesdays (1-4pm) and Thursdays (9am-12pm) in the Community Services office. Reported last month was 51 applications season to date. This was approximately the same amount from last year.

*Monetary Donations:* Mr. Swinkoski reported that \$6,625.00 was donated by North Haven Congregational Church for the Food Bank in October 2012.

*Food Donations:* Mr. Swinkoski reported that 16 bags/ 3 boxes of food donated in October 2012. Mr. Swinkoski indicated that Webster Bank has agreed to donate food to our food bank this year.

*Food Disbursements:* 180 meals were distributed ( 20 = people) in October 2012.

*2012 Holiday Season of Giving:* The Holiday food distribution schedule has been determined: Thanksgiving food distribution is scheduled for Monday 11/19 & Tuesday 11/20 from 1-4pm. As of the meeting, 28 already have already signed up. Mr. Swinkoski then reported that holiday food distribution is scheduled for Wednesday 12/19 & Thursday 12/20 from 1-4pm. Food distribution is available for North Haven residents who must show proof of residency.

Lastly it was reported by Mr. Swinkoski that the Holiday toy selection appointment schedule has been determined and shared this information with the commission. They will be available Monday December 17<sup>th</sup> through Friday December 21<sup>st</sup> from 9am-4pm. Residents will be able to call starting the day after Thanksgiving to schedule their appointment. Appointments will be available in 30 minute increments. The Toy Selection Program is intended for income eligible North Haven families with children ages 18 and under. There is a limit set at 4 gifts maximum per child. Families must present a driver license or photo ID and complete a one page application upon arrival.

A discussion took place regarding the recipients of the Toy distribution. It was recommended and agreed upon by the Commission that the distribution would be limited to North Haven residents who are parents, guardians or direct caregivers only; no grandparents (unless they can supply valid proof of being the direct caregiver or guardian).

*Hurricane Shelter:* Mr. Swinkoski reported that an emergency shelter was opened at North Haven High School during Hurricane Sandy, through the help of Senior Center Manager Judy Amarone. During this storm, while only one resident was housed, the Town was prepared to assist up to 90 residents if needed. Transportation was on site for those who needed rides, access to the cafeteria was available stocked with food, along with cots, blankets, and pillows and cable TV. Staff was in place, nurse was on call, along with communication with the Police and Fire Department. With residents without power after the storm the Senior Center was prepared to serve hot meals to those without power.

Additionally, Mr. Swinkoski shared that charging stations were made available at the library, showers at the Recreation Center were made available, of which many residents utilized.

Ms. Karlin complimented the Town's use of the reverse 9-1-1 alert system to keep residents informed on progress throughout the storm. This sentiment of the commission was one of appreciation of these recorded phone calls from Mr. Freda. Ms. Riccio mentioned to the commissioners that any residents who did not receive a phone call and wish to be added to the call list can register at [www.ct.gov/ctalert](http://www.ct.gov/ctalert). Ms. Karlin also recommended that the link to the website be added to the Town website. Ms. Malley agreed with this recommendation and suggested that Community Services perhaps post an informational blurb regarding this in the local media.

#### Counseling Services:

Mr. Swinkoski reported that the current open client census at the Center is approximately 165 clients.

Group programs: Mr. Swinkoski discussed the variety of groups currently being offered by the counseling services including: Anxiety Management Group, Substance Abuse Relapse Prevention Group, the Men's Med Management Group and the Smoking Cessation program. The new groups are a Men's processing group, a Women's processing group, a Young Adults Group called Exploring the Archetypes Within, and a group therapy group focusing on Grief and Loss. We will also offer a holiday stress management group beginning in mid-November. Attendance at all groups has increased.

#### Youth Services:

To make a "MADD Presence", staff members from MADD CT were at the North Haven vs. Daniel Hand football game to distribute red rubber bracelets with the MADD logo on them, a small card with printed facts about underage drinking, and their signature red ribbons. Additionally, during halftime, Congresswoman Rosa DeLauro, State Senator Len Fasano, State Representative Dave Yaccarino, and First Selectman Michael Freda took the field. Congresswoman DeLauro addressed parents, reminding them of the importance of discouraging youth to consume alcohol. Mr. Freda commented on how the entire town has made a commitment to keeping our youth safe.

#### b. Finance Report

Mr. Swinkoski distributed budget reports for (ending October 31, 2012) to the Commission for their review.

*Community Services:* 2012 YTD snapshot of Community Services expenditures:  
30.8% of budget expended YTD (right on budget).

*Senior Center:* 2012 YTD snapshot of Senior Center expenditures:  
32.4% of budget expended YTD (right on budget).

Additionally, reports of the Daycare, Emergency Fund (Fund 204) and the Outreach Fund (ending October 31, 2012) were also distributed to the Commission for their review.

5. Public Comment:

None.

6. Adjournment:

Chris Orris asked for a Motion to Adjourn, seconded by Kim Karlin. The meeting was adjourned at 6:06p.m.