

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 March 4, 2014

Meeting was called to order at 5:31pm.

Attendance:

Present: Ron Bathrick, Marc Fasano, Carole Franceschet, Paul Kottage, Donna Malley,  
Chris Orris

Absent: Kristen Brandt, Kim Karlin, Michelle Spader

Staff: First Selectman, Michael J. Freda

Edward J. Swinkoski, Director of Community Services and Recreation

Carla Riccio, Secretary

1. Acceptance of Minutes of the meeting held on January 7, 2014:

Marc Fasano made a motion to accept the Minutes of January 7, 2014, seconded by Carole Franceschet.

2. Correspondence:

Mrs. Malley received a letter from the Connecticut Agricultural Experiment Station seeking permission to post a summer research assistant position.

3. Old Business:

None.

4. New Business:

*a. Nominations for Second Annual Community Services Recognition Award:* Mrs. Malley reported that to date no nominations have been received. She asked the Commission to suggest individuals or organizations for consideration that they feel may be deserving of the Community Services Commission Recognition Award. A discussion took place among the commissioners regarding prospective candidates and organizations. Nominations for these prospective candidates will be sought among community members. The deadline for nominations is March 31, 2014. Final review of nominations will take place at the May 6<sup>th</sup> meeting. Nomination forms are available on the Town website under Announcements as well as in the Community Services office.

*b. Child Abuse Awareness Month: April 2014:* First Selectman Freda shared with the Commission that resident Raymond Fowler will be presented to the April 2014 Board of Selectmen Meeting to kick off the month of awareness, an initiative that he was instrumental in creating in town.

Mr. Freda asked Secretary Riccio to share with the Commission the summary of the efforts that will put forth this year in the Town's 3<sup>rd</sup> annual observance of Child Abuse Awareness Month.

The large sign that reads, “April is Child Abuse Awareness Month; North Haven Stands up for Children” that was created last year will once again be posted on the Community bulletin board on the Town green and will run the first and last weeks of April. Additionally a small sign will be hung on the 4-sided posting board in front of town hall and will hang for the entire month of April.

Another 192 pinwheels have been ordered and will be placed in the ground in front of the Main Town Hall Building. This “pinwheel garden” includes a sign affixed into the ground that reads, “*These Pinwheels Represent Our Commitment to Happy, Healthy and Safe Childhoods.*”

Child Abuse Awareness double sided information cards will be distributed around town. These cards along with the 8.5” x 11” fliers will be hung and made available in a variety of places in town.

Additionally Mr. Freda indicated that he is considering doing another television show through NHTV in which he will bring a representative from the Department of Children and Families for a discussion. This show would be filmed and run throughout the month of April. Donna Malley indicated that she would reach out to the DCF Representative who presented the year prior at the April Board of Selectman meeting to see if she would be available to do another show with Mr. Freda on NHTV.

#### IV. Director’s Report:

##### a. Director’s Report:

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

#### Old Business:

##### Community Services:

*Energy Assistance:* The energy assistance season for oil applicants concluded on March 1, 2014. Gas and Electric applicants are still welcome to apply until May 1, 2014. 232 applications have been taken and processed since the start of the energy season (October 7, 2013).

*Outreach Fund Monetary Donations:* Mr. Swinkoski reported a \$250.00 donation was made by Rotaract in February 2014.

*Food Donations:* Mr. Swinkoski reported 6 boxes of food were donated in February 2014.

*Food Disbursements:* 162 meals were distributed (=17 families) in February 2014.

##### Daycare:

Mr. Swinkoski reported the current enrollment in both Daycare Programs. Preschool currently have 15 children (all slots are filled) with a waiting list of 2. All School Age slots are filled with a capacity of 30 children with no waiting list.

##### Youth Services:

*Project Graduation:* has been scheduled to take place on June 23, 2014 at Quassy Amusement Park.

*Prescription Medication Take Back:* The next prescription medication take back will take place on Saturday, April 26, 2014 from 10am-2pm at Fire Headquarters.

c. Finance Report:

Mr. Swinkoski distributed budget reports for (ending February 28, 2014) to the Commission for their review and welcomed any questions.

*Community Services:* YTD snapshot of Community Services expenditures:  
72.4% of budget expended YTD.

*Senior Center:* YTD snapshot of Senior Center expenditures:  
69.1% of budget expended YTD.

Additionally, reports of the Daycare, Emergency Fund (Fund 204) and the Outreach Fund (Fund 304) (ending February 28, 2014) were also distributed to the Commission for their review.

***Emergency Fund (Fund 204): as of 2/28/2014:***

Food: YTD Balance \$15,072.91

Fuel: YTD Balance \$4,487.96

Misc: YTD Balance \$36,915.24

Toys: YTD Balance \$1,266.92 (plus an additional \$600.00 in Toys R'Us gift cards).

***Outreach Fund (Fund 304): as of 2/28/2014:***

Service Outreach: YTD Balance: \$5,802.19

Project Graduation: YTD Balance: \$25,168.64

Sandy Hook Fund (to be turned over to Sandy Hook): Balance: \$4,756.12.

Mr. Freda indicated that the next time he and Mr. Swinkoski meet, they will determine the action plan to turn over these funds to Newtown.

5. Public Comment:

None.

6. Adjournment:

Chris Orris made a Motion to Adjourn, seconded by Paul Kottage. The meeting was adjourned at 5:59p.m. The next meeting will take place on Tuesday, May 6, 2014.