

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 May 6, 2014

Meeting was called to order at 5:33pm.

Attendance:

Present: Ron Bathrick, Kristen Brandt, Marc Fasano, Carole Franceschet, Kim Karlin
Chris Orris, Michelle Spader

Absent: Paul Kottage, Donna Malley

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 March 4, 2014:

Michelle Spader made a motion to accept the Minutes of March 4, 2014, seconded by Carole Franceschet.

2. Correspondence:

None.

3. Old Business:

Marc Fasano gave a high level summary as well as commented on the efforts put forth of the April Child Abuse Prevention month as well as the April 26th Prescription Medication Takeback.

4. New Business:

- a. *Review of Nominations for Second Annual Community Services Recognition Award:* Upon the March 31, 2014 deadline, four nominations were received. Upon these submissions, a total of two organizations (Father James F. Donaher Council 3733 of the Knights of Columbus and the North Haven Rotary) and two individuals were nominated (Officer Valdemar Queiroga and 8 year old resident Nola Coyle). Upon review of the nomination applications and a lengthy discussion, Kim Karlin made a motion to select Officer Queiroga as the individual recipient of the Community Services Recognition Award, seconded by Carole Franceschet. Chris Orris made a motion to select the North Haven Rotary as the recipient organization of the Community Services Recognition Award, seconded by Ron Bathrick, all were in favor.

Carla Riccio will contact each recipient to inform them of their award and invite them to the September 2, 2014 meeting where they will receive their certificate of recognition.

- b. *Review of Toys for Teens effort and Promotional Card:* Resident Terry Gagliardi was present to provide a summary of the Toys for Teens Initiative that she is taking on, a historical narrative on her past efforts in getting gifts for older children, her reason behind wanting to help and the

vision she has in making it successful. She sought the approval of the commission to support this initiative as well as review the promotional card to help spread the word in order to start obtaining donations.

Ms. Riccio indicated that the current method used to seek donations for the holidays (both young and older children alike) has been through running an annual press release and posting an announcement on the Town website as the holidays approach. That being said, Mrs. Gagliardi's role would be to help layer the promotional efforts in getting the word out from a grassroots marketing approach. Her efforts would include attending the Recreation Annual Halloween parade as well as the Tree Lighting in order to pass out 3.5" x 8.5" promotional cards seeking donations, among other efforts. She would also bring these cards to local businesses and ask that they allow them to be displayed for distribution.

Chris Orris made a motion to support the initiative brought forth by Mrs. Gagliardi, seconded by Carole Franceschet. All were in favor.

The commissioners reviewed the content of the draft of the promotional card and provided their feedback to Mrs. Gagliardi for her revision. She will provide a revised card for the Commission's review at the September meeting.

IV. Director's Report:

a. Director's Report:

Edward J. Swinkoski, Director of Community Services and Recreation

Community Services:

Energy Assistance The energy assistance season concluded on 5/1/14. Mr. Swinkoski reported that 310 applications were taken this energy season (which started October 7, 2013).

Outreach Fund Monetary Donations: Mr. Swinkoski reported a \$222.00 donation to the food bank was made by Quinnipiac University in March 2014. Also in March a \$2,500.00 donation to the fuel bank was made by St. John's Church, and a \$1,500.00 donation to the fuel bank by North Haven Congregational Church in April 2014.

Food Donations: Mr. Swinkoski reported that 1 box and 19 bags of food were donated in March 2014, and 14 boxes & 4 bags of food donated April 2014.

Food Disbursements: Mr. Swinkoski reported that 351 meals were distributed (= 39 people) in March 2014, and he reported 225 meals were distributed (= 25 people) in April 2014.

Daycare:

Mr. Swinkoski reported the current enrollment in both Daycare Programs. Preschool currently have 14 children (with one opening) with a waiting list of 2. All School Age slots are filled with a capacity of 30 children with 6 on the waiting list.

Youth Services:

Project Graduation: has been changed to take place on June 19, 2014 at Quassy Amusement Park.

Prescription Medication Take Back: The prescription medication take back took place on Saturday, April 26, 2014 from 10am-2pm at Fire Headquarters. There was a steady flow of traffic at Fire Headquarters with 6 filled trash bags taken by the DEA at the end of the event with an estimated street value of \$50,000. A large number of Oxycodone's were surrendered, as well as prescriptions dated back to 1980.

c. Finance Report:

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

Community Services: YTD snapshot of Community Services expenditures:
91.5% of budget expended YTD.

Welfare: YTD snapshot of Welfare expenditures:
33.7% of budget expended YTD.

Senior Center: YTD snapshot of Senior Center expenditures:
83.4% of budget expended YTD.

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

Emergency Fund (Fund 204): as of 4/30/2014:

Food: YTD Balance \$14,794.91

Fuel: YTD Balance \$7,048.34

Misc: YTD Balance \$35,565.24

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

Outreach Fund (Fund 304): as of 4/30/2014:

Service Outreach: YTD Balance: \$5,552.19

Project Graduation: YTD Balance: \$26,343.64

5. Public Comment:

None.

6. Adjournment:

Kristen Brandt made a Motion to Adjourn, seconded by Chris Orris. The meeting was adjourned at 6:14p.m. The next meeting will take place on Tuesday, September 2, 2014.