

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, September 2, 2014

Meeting was called to order at 5:30pm.

Attendance:

Present: Ron Bathrick, Marc Fasano, Carole Franceschet, Paul Kottage, Donna Malley,
Michelle Spader.

Absent: Kristen Brandt, Kim Karlin, Chris Orris.

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 May 6, 2014:

Marc Fasano made a motion to accept the Minutes of May 6, 2014, seconded by Michelle Spader.

2. Correspondence:

None.

3. Old Business:

Review of revised Toys for Tweens promotional card: Resident Terry Gagliardi returned with a second revision of her promotional card for the Commission's review. Upon the review of the revised draft, the Commission provided further suggested modifications for Mrs. Gagliardi's revision. She ensured that once these revisions are made, the draft would be circulated via email for the next round of reviews.

Additionally, Mrs. Gagliardi provided a packet of information for each of the commissioner's review which included three estimates for printing costs, rack card holders, print advertising costs, as well as a list of businesses who expressed their willingness to promote this initiative by displaying the rack cards and/or being a participating gift drop off location.

Local business owner Nick Conti from Sav-Rite Liquors was present to show his support for this initiative and discuss some ideas that he had in mind for his own store in support.

Upon the review of paper type, quantity of printing, and all other associated costs (minus the print ad) to promote this initiative, it was determined that approximately \$600.00 would cover the expense. Marc Fasano made a motion to accept \$600.00 as the budgeted amount to support this initiative, seconded by Carole Franceschet. All were in favor. The proposed roll out date for promoting *Toys for Tweens* will be November 1, 2014.

New Business:

Presentation of Certificates of Recognition: Commission Chair Donna Malley presented a certificate of recognition to Debbie Volain, President on behalf of the North Haven Rotary Club, as the second annual Community Services Recognition Organization Award Recipient. The Rotary was selected among the nominees to receive this award for their ongoing contributions to the North Haven community.

Mrs. Malley then presented a Certificate of Recognition to Officer Valdemar Queiroga, as the second annual Community Services Recognition Individual Award Recipient for his great initiatives as well as generous contributions to the youth in North Haven within the last year.

IV. Director's Report:

a. Director's Report:

Edward J. Swinkoski, Director of Community Services and Recreation

Community Services:

Energy Assistance: Mr. Swinkoski announced that the 2014-2015 energy assistance season will be starting Monday, October 1st. A press release went out to the media that residents are now welcome to schedule their appointments to apply. Appointments will be available on Wednesdays (1-4pm) and Thursdays (9am-12pm) in the Community Services office, located in the Town Hall Annex Building, 5 Linsley St. This service is available by appointment for North Haven residents. As a courtesy to current counseling clients, energy appointments will be scheduled around client's counseling appointments.

Outreach Assistance Applications: From May through August 2014, 16 households applied for Outreach Assistance. All households qualified and were awarded assistance to pay for various recreational programs including playground programs, summer school and school supplies. A total of \$3,025.00 was awarded through the Outreach Fund.

In regard to Town Emergency Assistance, Ms. Riccio reported that currently 15 households are receiving Emergency food card assistance and shared the great response she has received from the recipient families. Ms. Riccio was pleased to report that the families have been adhering to the rules and protocols assigned to receiving this benefit.

Food Donations: Mr. Swinkoski reported that 4 boxes and 4 bags of food were donated in June 2014, 23 bags of food were donated in July 2014, and 1 box & 16 bags of food donated August 2014.

Food Disbursements: Mr. Swinkoski reported that 243 meals were distributed (= 27 people) in June 2014, 495 meals (55 people) in July 2014, and 342 meals were distributed (=38 people) in August 2014.

Fuel Bank Donations: No monetary donations were made in June, July and August 2014.

Food Bank Renovation: Mr. Swinkoski shared with the Commission of the plan to renovate the room that currently acts as the Town food pantry. Renovation efforts include purging the outdated food, tearing down the wooden shelving, cleaning out the room and replacing the floor and repainting the walls.

Donation of School supplies: Mr. Swinkoski reported that Community Services received a large donation of school supplies from Home Depot in North Haven. They were so gracious to do a drive for us and delivered three large copy paper size boxes.

Youth Services:

Project Graduation: Mr. Swinkoski provided a final report regarding the 27th Project Graduation, which took place on June 19, 2014. A total of 225 students attended the event, with most students remaining at the Senior Breakfast. With the assistance of a committee of Senior Parents, more than 100 raffle prizes were donated for the Senior Raffle.

Mr. Swinkoski reported that donations had been extremely low this year, with only 15 families donating to the event. Business donations simply doubled the number of donations. The following donations were reported:

Income included:

Family Donations: \$1,524.00
Business Donations: \$4,735.00
SDE Enhancement Grant: \$6,125.00
Student Ticket Sales: \$2,300.00
Total Income: \$14,684.00

Expenses included:

Quassy Amusement Park: \$12,999.00
Bus Transportation: \$4,250.00
Hypnotist: \$850.00
New Haven Sign: \$240.00
Total Expenses: \$18,339.00

Less Donations/Ticket Sales: \$14,684.00
Cost to Town: \$3,655.00

a. Finance Report:

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

Community Services: YTD snapshot of Community Services expenditures:
17.5% of budget expended YTD.

Welfare: YTD snapshot of Welfare expenditures:
11.0% of budget expended YTD.

Senior Center: YTD snapshot of Senior Center expenditures:
16.5% of budget expended YTD.

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

Emergency Fund (Fund 204): as of 8/31/2014:

Food: YTD Balance \$14,056.76

Fuel: YTD Balance \$6,085.62

Misc: YTD Balance \$35,556.35

Toys: YTD Balance \$1,366.92 (plus an additional \$600.00 in Toys R'Us gift cards).

Outreach Fund (Fund 304): as of 8/31/2014:

Service Outreach: YTD Balance: \$2,095.19

Project Graduation: YTD Balance: \$17,025.28

5. Public Comment:

None.

6. Adjournment:

Paul Kottage made a Motion to Adjourn, seconded by Ron Bathrick. The meeting was adjourned at 6:17p.m. The next meeting will take place on Tuesday, October 7, 2014.