

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, October 6, 2015

Meeting was called to order at 5:37pm.

Attendance:

Present: Ron Bathrick, Marc Fasano, Carole Franceschet, Kristen Brandt,
Michael Nappe, Chris Orris & Michelle Spader.

Absent: Paul Kottage, Donna Malley.

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

1. Acceptance of Minutes of the meeting held on September 1, 2015:

Michelle Spader made a motion to accept the Minutes of September 1, 2015, seconded by Kristen Brandt. All were in favor.

2. Correspondence:

None.

3. Old Business:

Community Services Recognition Awards: Marc Fasano brought up the idea of slightly adjusting the format of the awards for the upcoming year. After a lengthy discussion and feedback from the Commission, it was decided that the award recipient pool be expanded to include to a youth category, in addition to individual community members (any age) and businesses in the community. Furthermore, in order to boost the candidate pool, Mr. Fasano recommended that the Commission be given the ability to nominate candidates (which previously was reserved for community members). Additionally, Mr. Fasano discussed the idea of allowing up to three award recipients in each category. Chris Orris made a motion to accept these recommended modifications to the Community Recognition Award protocols, seconded by Carole Franceschet. All were in favor.

Mr. Fasano encouraged the commissioners record any noteworthy behavior of potential candidates as they see it happening throughout the duration of the year, so they can be brought up for review during nomination time. Once all nominations are in and candidates are being reviewed, the commission will revisit the idea of possibly reformatting the award ceremony, based upon the suggestion of Michelle Spader.

4. New Business:

a. Director's Report:

Edward J. Swinkoski, Director of Community Services and Recreation

Community Services:

Energy Assistance: Mr. Swinkoski announced that the 2015-2016 energy assistance season began yesterday, Monday, October 5th. He reported that the first day of appointments went well.

Appointments are available on Mondays (1-4pm) and Tuesdays (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.

Food Bank Monetary Donations: Mr. Swinkoski reported on the following Food Bank Monetary and Food Donations: D.R Clark & Associates (Shred Event on 9/19/15). 25 boxes of food were collected for donation to our food bank, and the following monetary donations were collected:

\$30.00 - Debra Norkin Martorelli

\$50.00 - Mary Lesser

\$25.00 – one Stop and Shop gift card

Additionally, a \$25.00 donation was made anonymously earlier in the month

Food Distribution:

Mr. Swinkoski reported that 16 people (144 meals) were served in September 2015.

Fuel Bank:

Mr. Swinkoski reported that there were no Monetary Donations for September.

2nd Annual Coat Drive run by Stop and Shop: Mr. Swinkoski reported that 212 coats were collected this year (62 more coats collected than last year). 15 people came to the event and took a coat home. Any remaining coats were to be delivered to the Veterans of America.

2015 Holiday Season of Giving: Mr. Swinkoski reported that Thanksgiving food distribution would be taking place on Monday, 11/23 from 1-4pm. 72 families received Thanksgiving food last year. Residents may begin signing up on the first of November. Approximately 70 households are once again anticipated.

Carla Riccio shared with the Commission that they are in the process of taking inventory of the food bank to determine the need for this year's Thanksgiving and Christmas food distributions. The current food supply will be utilized first in addition to donated food received. Any additional needed items will be purchased prior to the distribution.

Toys for Tweens: Ms. Riccio shared with the Commission that resident Terry Gagliardi plans on heading up this initiative once again this year. The campaign will officially kick off right around Thanksgiving. She will begin speaking to businesses in Town for their willingness to participate. The promotional cards and signage will be revised for this holiday season.

Youth Services:

Prescription Medication Takeback: Mr. Swinkoski reported on the results of the Prescription Medication Takeback (sponsored by the DEA) that had taken place on September 26th from 8:00am to 12:00pm at

Fire Headquarters. He reported the following items had been surrendered at the event: A combination of pills of Hydrocodone (1,784), Benzodiazepine (826), Tramadol (572), Morphine (251), totaling 3,433 items. Additionally, 7 Fentanyl patches, with a retail value of \$19,600 (according to Angelo Annunziata and Mary-Lou Galushko, CVS Pharmacists, North Haven). DEA held responsibility for the disposal of these medications following the event.

Project Graduation: When inquiring about Project Graduation fundraising efforts, Mr. Swinkoski shared with the commission that he and Youth Services Administrator Nancy Leddy plan to sit down with the Board of Education to discuss the future plans of Board of Education's involvement as well as students' fundraising efforts for this annual event. Mr. Swinkoski shared that having the Board of Education's support with this event is integral, as this should be a joint venture.

b. Finance Report:

Mr. Swinkoski distributed budget reports for (ending September 2015) to the Commission for their review and welcomed any questions.

Community Services: YTD snapshot of Community Services expenditures:
25% of budget expended YTD (\$189,206.24)

Additionally, reports of the Emergency Fund (Fund 204) and the Outreach Fund (Fund 304) (ending August 2015) were also distributed to the Commission for their review.

Outreach Fund (Fund 304): as of 9/30/2015:

Service Outreach: YTD Balance: -\$144.81

Project Graduation: YTD Balance: \$7,083.66

Emergency Fund (Fund 204): as of 9/30/2015:

Food: YTD Balance \$9,545.64

Fuel: YTD Balance \$2,708.22

Misc: YTD Balance \$34,642.11

Toys: YTD Balance \$772.36

5. Public Comment:

None.

6. Adjournment:

The meeting was adjourned at 6:18p.m. The next meeting will take place on Tuesday, December 1, 2015.