

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, January 5, 2016

Meeting was called to order at 5:30pm.

Attendance:

Present: Ron Bathrick, Carole Franceschet, Donna Malley, Michael Nappe, Michelle Spader

Absent: Kristen Brandt, Marc Fasano, Chris Orris

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

1. Acceptance of the Minutes of Meeting held on December 1, 2015:

Michelle Spader made a motion to accept the Minutes of December 1, 2015, seconded by Carole Franceschet.

2. Correspondence:

None.

3. Old Business:

2014 Holiday Season of Giving:

Vice Chair Ron Bathrick, chairing the meeting on behalf of Marc Fasano, asked Carla Riccio how the distributions for the holidays went to which she provided a positive summary. Ms. Riccio indicated that there was a surplus of hams and turkeys upon conclusion of the distribution, and the department plans on immediately beginning to distribute them to the families who access the food bank monthly.

Mr. Bathrick also gave an account of his observations while volunteering with his daughter during the holiday. Among the great feedback, he did mention that he did spot some outdated items during the food distribution. Ms. Riccio explained that while all food in the food pantry was within the 'sell by' date at the start of the holiday season, the flood of donations that streamed in during the holidays made it easy to miss some expired items that came in.

Ms. Riccio indicated that since the conclusion of the holiday, all outdated items have been removed from the shelves of the food bank and been given to their food bank volunteer who will use it. She mentioned they will begin exploring other local organizations that could possibly use the expired food. Mr. Bathrick wondered if the Senior Center could be one of the recipient organizations. Ms. Riccio stated that she would follow up with Judy at the Senior Center to see if they would be interested.

In addition to food, Ms. Riccio mentioned that a surplus of small children's bicycles also exists following the holiday toy distribution. She shared that the surplus has created a storage issue in the toy storage room, as these remaining bikes have obstructed the small space that remained for families to walk through. Ms. Riccio has begun spreading the word about the availability of the bikes but also welcomed suggestions. Michelle Spader suggested that an announcement be posted on the Town

Facebook page reminding residents that the Birthday toy bank is available year round. Additionally, Donna Malley suggested that the school social workers be notified. Michael Nappe suggested that families currently obtaining services at Community Services be reminded.

4. New Business:

a. Director's Report:

Edward J. Swinkoski, Director of Community Services and Recreation

Community Services:

Energy Assistance: Since start of energy assistance season (10/1/15), Mr. Swinkoski reported that 148 applications have been taken and processed. The deadline to apply for oil is March 15, 2016. The last day to apply for gas or electric is May 1, 2016.

Food Bank Monetary Donations: Mr. Swinkoski reported that no monetary donations for food came in during the month of December.

Toy Bank Monetary Donations: Mr. Swinkoski reported the following donations for December: \$150.00 from N.E.W. 34th Charitable Corporation, \$100.00 from David & Nancy Kyder, and \$10.00 from Linda Astmann. Donations for *Toys for Tweens* included \$150.00 from Melinda Lincoln, \$25.00 from Andrea and Kevin Samperi and \$20.00 from Robert O'Connell.

Food Donations: Mr. Swinkoski reported the following donations for December: 12 hams donated by O.F. Mossberg & Sons; other food donations came from Carter Mario, Webster Bank, SAFT America and resident Peggy Carter. North Haven Fire Department once again provided a variety of fresh pies (as well as a handful of turkeys and other sides collected).

Holiday food distribution took place on Monday, December 21st from 1-4pm. Mr. Swinkoski shared with the Commission that 43 families received Holiday food (compared to 54 households in 2014).

Holiday toy selection took place by appointment from Monday, December 14th through Friday, December 18th from 9am-4pm. Mr. Swinkoski reported that 53 families took part this year (compared to 68 households in 2014). 57 families/organizations donated to the distribution this year (compared to 48 in 2014). A total of 92 individuals were served. The breakdown of ages was as follows: 0-9 years – 40; (71 in 2014), 10-12 years – 22 (35 in 2014), 13-18 years – 30 (44 in 2014). Carla Riccio shared with the commission that everything went very smoothly and the new shelves on wheels worked out perfectly.

Toys for Tweens Recap: Ms. Riccio reported that they were able to successfully meet the need of all children this year (tweens and teens included). Much of the success was due to the Toys for Tweens initiative; specifically the gift cards that were donated through the program.

Emergency Assistance 2015 recap: Mr. Swinkoski reported that 42 Emergency Assistance cases were requested of Community Services in 2015. Of the 42 requests, 34 were granted. (63 requested, 57 granted in 2014). 30 were emergency fuel requests (46 in 2014). 8 were emergency food requests (13 in 2014). 4 were miscellaneous emergency requests (4 in 2014) which included car insurance so person could drive to job interviews, a water shutoff, a prescription request and warm clothing.

Counseling:

Mr. Swinkoski reported that the December census at the Town of North Haven Counseling Center was approximately 160-170 clients. Approximately 90 clients currently receive medication management services with Yvonne Kull, APRN.

Daycare:

Mr. Swinkoski reported the current enrollment in both Daycare Programs. Preschool currently has all spots filled with 15 children and a waiting list of 2. 21 out of 30 School Age slots are filled with no waitlist. Open spots are currently being advertised.

b. Finance Report:

Mr. Swinkoski distributed budget reports for (ending December 2015) to the Commission for their review and welcomed any questions. 49.6% of the overall budget expended YTD.

Community Services: YTD snapshot of Community Services expenditures:
52.6% of budget expended YTD.

Welfare: YTD snapshot of Welfare expenditures:
32.4% of budget expended YTD.

Senior Center: YTD snapshot of Senior Center expenditures:
45.1% of budget expended YTD.

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

Outreach Fund (Fund 304): as of 12/31/2015:

Service Outreach: No activity.

Project Graduation: YTD Balance: \$7,083.66

Ron Bathrick asked for clarification on the operating cost of this event and also had several other questions regarding fundraising for this year's event. Mr. Swinkoski indicated that he would follow up with Nancy Leddy regarding the meeting that she had previously with Dr. Cronin and Russ Dallai.

Mr. Swinkoski indicated that he would find out the extent of participation the Board of Education will have in this year's event and fundraising efforts and let the commissioners know.

Both Mr. Bathrick and Michael Nappe offered their assistance in the efforts.

Emergency Fund (Fund 204): as of 12/31/2015:

Food: YTD Balance \$9,045.64

Fuel: YTD Balance \$3,963.60

Misc: YTD Balance \$34,192.11

Toys: YTD Balance -\$896.86

5. Public Comment:

Four North Haven High School students were in attendance as an extra credit assignment for their Government class. They each introduced themselves and shared with the Commission what interested them and what they hoped to learn from the meeting.

6. Adjournment:

Donna Malley made a motion to adjourn, seconded by Carole Franceschet. The meeting was adjourned at 6:02p.m. The next meeting will take place on Tuesday, March 1, 2016.