

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 4, 2016

Meeting was called to order at 5:32pm.

Attendance:

Present: Ron Bathrick, Kristen Brandt, Carole Franceschet, Michael Nappe, Chris Orris, Michelle Spader

Absent: 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 6, 2016:

Carole Franceschet made a motion to accept the Minutes of September 6, 2016, seconded by Kristen Brandt. All were in favor.

2. Correspondence:

None.

3. Old Business:

*Project Graduation:* Ron Bathrick provided an update to his fundraising efforts since the last meeting. He reported that a car wash took place at McDonald's as well as fundraising efforts outside of the entrance of Stop and Shop on Washington Ave. Details to conduct a fundraiser at Chick-Fil-A on Universal Dr. are currently being planned.

4. New Business:

a. Director's Report:

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

Community Services:

*Energy Assistance:* Mr. Swinkoski reported that the 2016-2017 energy assistance season began on Wednesday, September 28<sup>th</sup>. Appointments are 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. Appointments have been going well so far. 15 households applied in the first week, and an average of 12-15 households are expected to apply weekly. Appointments are already booked through the beginning of November.

*Food Bank Monetary Donations:* A donation of \$65.00 was presented by Donald and Rosemary Clark from DR Clark & Associates following their annual Shred it Event.

*Food Donations:* Mr. Swinkoski reported that 2 donors provided donations to the food bank. Stephen Andreucci (Andreucci Trucking) donated 10 cases of pancake mix. Kathy Merwin donated 12 bottles of juice, 8 pies and 2 gallons of ice cream.

*Shred Event:* Mr. Swinkoski mentioned that DR Clark & Associates held their annual shred event on Saturday, September 17<sup>th</sup>. Participants were asked to bring non-perishable food items in order to have their items shredded. All donations will benefit the Community Services food bank. Approximately 1,300 food items were collected and delivered to the food bank. All goods were organized by food type and checked for expiration dates.

*Food Disbursements:* Mr. Swinkoski reported that 40 families were served in September.

*3<sup>rd</sup> Annual Coat Drive run by Stop and Shop and the North Haven Masonic Lodge:* Mr. Swinkoski reminded the Commission that coats have begun being collected from October 1<sup>st</sup> through October 22<sup>nd</sup>. Drop off locations will be at Stop and Shop, all North Haven Public Schools and Community Services. Coats will be distributed at the North Haven Masonic Lodge at 30 Church St., North Haven on October 22<sup>nd</sup> from 10:00am-2:00pm. Last year 212 coats were collected. 15 people came to the event and took a coat home. Remaining coats were going to be delivered to the Veterans of America.

*Fuel Bank Monetary Donations:* A donation of \$100.00 was received from Montowese Baptist Church c/o Rev. J.P. Morgan.

*2016 Holiday Season of Giving:* Thanksgiving food distribution will take place on Monday, 11/21 from 1-4pm. 59 families received Thanksgiving food last year. Residents may begin signing up on the first of November. Approximately 60-70 households are once again anticipated. Christine Orris and Michael Nappe offered to volunteer on distribution day.

*Food Bank Replenishment:* A discussion took place regarding how the food bank is replenished and which stores have been utilized to purchase food items. It was discussed that while Big Y has been utilized towards the purchase of food bank items and emergency food cards in the last few years, it was suggested that Stop and Shop be utilized as well. Stop and Shop, with the help of Deb Zavarella, has been very supportive in community outreach efforts including food drives to benefit the food bank and community coat drives.

#### Daycare:

Mr. Swinkoski reported that 13 preschool slots are filled with two vacant spots. Additionally, 29 out of 30 School age slots are filled, with one opening available.

#### Youth Services:

*Prescription Medication Takeback:* Mr. Swinkoski announced that the next *Prescription Medication Takeback* will take place on October 22, 2016 at Fire Headquarters from 9:00 am to 2:00 pm.

#### Counseling:

*Staff updates:* Mr. Swinkoski reported that North Haven Counseling Services welcomed Maria Perez as the new Health Claim & Billing specialist.

*Current census:* Mr. Swinkoski reported that the current client caseload is approximately 160 clients. There is no current waitlist for services and we have received about nine new referrals this month which have all been scheduled for admission to the Counseling Services program.

b.) Finance Report:

Mr. Swinkoski distributed budget reports (ending September 2016) to the Commission for their review and welcomed any questions. 24.2% of the total departmental budget has been expended YTD.

*Community Services:* YTD snapshot of Community Services expenditures:  
23.5% of budget expended YTD.

*Welfare:* YTD snapshot of Welfare expenditures:  
7.5% of budget expended YTD.

*Senior Center:* YTD snapshot of Senior Center expenditures:  
25.7% of budget expended YTD.

Additionally, the report of the Emergency Fund (Fund 204) (ending September 2016) were also distributed to the Commission for their review.

5. Public Comment:

None.

6. Adjournment:

Chris Orris made a Motion to Adjourn, seconded by Michelle Spader. The meeting was adjourned at 5:54p.m. The next meeting will take place on Tuesday, December 6, 2016.