

Community Services and Recreation  
DRAFT MINUTES/UNAPPROVED

To: Community Services Commission Members

From: Edward J. Swinkoski, Director of Community Services and Recreation

Re: Commission Meeting, December 6, 2016

Meeting was called to order at 5:31pm.

Attendance:

Present: Ron Bathrick, Carole Franceschet, Donna Malley, Michael Nappe, Chris Orris, Michelle Spader, Robin Wilson

Absent: Kristen Brandt

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

Ron Bathrick welcomed newly appointed commissioner, Robin Wilson, and thanked her for her willingness to serve on the Community Services Commission.

1. Acceptance of Minutes of the meeting held on October 4, 2016:

Michelle Spader made a motion to accept the Minutes of October 4, 2016, seconded by Carol Franceschet. All were in favor.

2. Correspondence:

None.

3. Old Business:

*Thanksgiving Food Distribution Recap:* Ron Bathrick shared how successful the food distribution went and thanked everyone who helped including those who volunteered their time at the distribution, posted on Facebook the need to drive in last minute donations, as well as those who donated food. Ron shared his account of how appreciative he noticed all of the families were.

*Holiday Food Collection:* In light of the food bank's last minute scramble to acquire large quantities of staple items for the Thanksgiving food distribution, Michelle Spader brought up the question as to why there are duplicative efforts in collecting food between the Community Services food bank and the North Haven Congregational Church's food bank, and wondered if there has there been consideration in combining efforts.

Mrs. Spader commented that she had read a newspaper article shortly before the holiday distribution, noting that North Haven Congregational Church (next door) had received a tremendous amount in donations (however the Town food bank was short on items). She wondered that with the several collection bins that are disbursed in Town buildings collecting food, people might have assumed that the collected food is going to the Town of North Haven's official food pantry. She wondered if there has ever been conversation as to combining food banks into one collaborative effort. She commented on

what a wonderful job Scott Morrow does and how well run it is. Ron Bathrick indicated that he will get in touch with Scott Morrow to get some historical perspective and discuss the matter.

*Project Graduation:* Ron Bathrick provided an update to his fundraising efforts since the last meeting, as well as shared the fundraising efforts that he lined up from February through June 2017. He indicated that everything has been overall positive thus far.

#### 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, which began on Wednesday, September 28<sup>th</sup> is in full swing. 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. 148 applications have been taken so far this season.

*Food Bank Monetary Donations:* Mr. Swinkoski reported that following monetary donations during the month of November: \$500.00 from Susan Pepe, \$100.00 from Elaine LaVelle, \$100.00 from Skyway Restoration and five \$25 Stop and Shop cards, plus a shopping cart of food from the Order of Eastern Star.

*Food Donations:* Mr. Swinkoski reported that 13 donors brought several bags of food in October. 20 donors brought several bags of food; Stephen Andreucci (Andreucci Trucking) donated 15 cases of Del Monte tomato sauce in November.

*Fuel Bank Monetary Donations:* A donation of \$1,500 was received from North Haven Congregational Church following their annual golf tournament.

*3<sup>rd</sup> Annual Coat Drive run by Stop and Shop and the North Haven Masonic Lodge:* Mr. Swinkoski reported that 269 coats were collected this year on October 22, 2016 at the Masonic Lodge (212 coats were collected in 2015, 205 coats collected in 2014). Only one household of 3 (15 people came to the event and took a coat home last year). Remaining coats were delivered to the Veterans of America.

*Food Disbursements:* Mr. Swinkoski reported that 27 households came in for food this October and 24 households came in for food in November (outside of the Thanksgiving meal distribution).

*2016 Holiday Season of Giving:* Thanksgiving food distribution took place 11/21 from 1-4pm. 61 families received Thanksgiving food (compared to 59 households in 2015). Holiday food distribution will take place Wednesday, 12/14 from 1-4pm. Residents sign ups began November 28<sup>th</sup> (43 households signed up in 2015).

*Toy/gift selection:* Starting 11/28, residents began scheduling their appointments. Appointments are available from Mon.12/19 through Friday 12/23 from 9am-4pm. So far 33 families have signed up. (Compared to 12 last year). 53 families participated last year. Appointments will be available in 30

minute increments. The Toy Selection Program is intended for income eligible North Haven families with children ages 18 and under. Limit set at 5 gifts maximum per child, plus a puzzle, arts and crafts item and a board game. Families must present proof of residency and complete and sign a one page application upon arrival.

Daycare:

Mr. Swinkoski reported that all 15 preschool slots are filled. 30 School Age slots are filled.

Youth Services:

*Prescription Medication Takeback:* Mr. Swinkoski reported that semi- annual *Prescription Medication Takeback* will take place on October 22, 2016 at Fire Headquarters from 9:00 am to 2:00 pm. It was the 12<sup>th</sup> Take Back the Town has partnered with the DEA, and the 13<sup>th</sup> Take Back hosted by the SAAC. A total of 2,450 pills/liquids were returned the day of the event.

Counseling:

*Current census:* Mr. Swinkoski reported that the Current census is approximately 170 clients. There is no current waitlist for services. Additionally, for the months of October and November, North Haven Counseling Services received nineteen (19) new referrals. In the last two months there have been at least eight (8) new admissions and nine (9) discharges.

b.) Finance Report:

Mr. Swinkoski distributed budget reports (ending October 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:  
31.6% of budget expended YTD.

*Welfare:* YTD snapshot of Welfare expenditures:  
10.0% of budget expended YTD.

*Senior Center:* YTD snapshot of Senior Center expenditures:  
33.3% of budget expended YTD.

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

5. Public Comment:

None.

6. Adjournment:

Donna Malley made a Motion to Adjourn, seconded by Carol Franceschet. The meeting was adjourned at 6:10 p.m. The next meeting will take place on Tuesday, January 3, 2017.