

SEYMOUR RECREATION COMMISSION

SPECIAL MEETING

APRIL 28, 2010

COMMUNITY CENTER

The meeting was called to order at 7:15 PM by Chairperson, Joe LaRovera.

MEMBERS PRESENT: Joe LaRovera – Jennifer Harkey – Lisa Andrzejewski – Glenn Green – Joe Falcha – Gary Bruce - Jack Ahearn, Director.

MEMBERS ABSENT: Christine Battis – Missy Orosz, PT Associate Director

PUBLIC COMMENT: Al Consilio explained the basics of the fly fishing program which he would like the Recreation Department to sponsor. Sessions would be held at the convenience of the participants. He would prefer groups of 3-4 people to teach skills to at the cost of \$30.00 per four hour program. He would provide all of the equipment and would take care of the schedules, as well as the payment for the program. Everything would take place outdoors, possibly at Osbornedale State Park. This is strictly a catch and release program. He is requesting the Recreation Department to help advertise the program if allowed.

APPROVAL OF MINUTES:

A motion was made by Jennifer and seconded by Lisa to approve the minutes of March 23, 2010.
Joe L. – yes Jennifer-yes Lisa-yes Glenn-yes Joe F. – abstained Gary-abstained

TREASURER'S REPORT: Lisa asked for clarification regarding line item 620-500 with a balance of \$2,172.55 as of April 28, 2010. Jack confirmed that there would be enough money in the line item to finish the fiscal year programming plans.

A motion was made by Lisa and seconded by Jennifer to accept this report. All in favor, motion carried.

DIRECTOR'S REPORT:

-Cougar's Den – (*see Old Business)

-Spring Programs – the two morning toddler programs for May and June are almost filled.

-Kickball Kids Class (6-9 year olds) is filling fast.

Youth Volleyball Club for (10-14 year olds) - few openings left.

-Summer Camp- over 250 children are already registered at this time with more coming in daily. Last year 361 were registered for the camps.

-Tennis program – is not scheduled yet but will be advertised soon.

-Travel/Trips – Jack reported that the “Stars on Ice” show on Tuesday, 4/20 was well received. The trip to Ireland starts next week (5/2-5/14)

-Possible trip June 16 – Walking with Dinosaurs at Harbor Yard. Jack is getting a price for a bus for this event. More details to come.

-Saratoga overnight trip – will take place August 18-19, 2010.

-Family swim program is ending with 2 extended nights remaining due to the pool closing earlier in the season.

-AAU program – ends 5/27. This group pays the rental fee and supplies their own equipment.

OLD BUSINESS:

-Youth Center – a revised schedule was given out last month. The Chatfield PTA President and Vice President attended the Chatfield School 5th grade night which had 11 children participate. PTA Presidents from the other schools will be encouraged to attend their school nights as well. Lisa will call the LoPresti PTA for volunteers for the LoPresti 5th grade nights. Additionally, volunteers are needed for the for the all schools 5th grade night in June. Volunteers are always needed and have been secured for 6th and 8th grade nights in April.

Missy and Joe L. submitted paperwork for two Matthie’s grants of \$2,000 to purchase a new pool table, ping pong table, air hockey and fooziesball for the Cougar’s Den, plus two scoreboards and two rollaway basketball hoops. Decisions regarding the grants is not expected until August.

-Travel/Trips – Jack informed the Board that no figures for any planned trips have been given to the Finance Board at this time. At this point, no trips are planned for upcoming fiscal year. Gary reminded the Board that any trips should come before the Board before being offered to the town. Board members should approve the trips planned prior to meeting with the First Selectman regarding funding.

It was again recommended that programs or trips run by the Recreation Department, which generate revenue should have that money put back into the Recreation Department budget.

-Summer Camp – CPR and First Aid training dates for counselors needing this training will be held May 14-15-16 with the same trainer as prior years. After some discussion, it was suggested that the amount to cover the cost of this training be listed under the 500 line item and removed from the salary line item in the budget.

The Policies and procedures have been condensed and updated by Jack and Missy. Updates to the Counselor Handbook are still not complete. Documentation including policies and procedures, walker forms, medical alert forms and Doctor’s Signed Authorization Forms were not distributed as part of the handbooks at registration night as previously requested by the Board.

Jack stated that he met with Paul Roy regarding the bus transportation fee of \$2.00 for summer swim program and that this idea was not approved by Paul. This raised concerns with the Board regarding affordability of offering swim (covering bus fees and lifeguard fees) facing this year's budget cut in salaries. Jack and Joe L. will meet with Paul to discuss this issue. It was also recommended that the Board consider incorporating this fee into the registrations fee for next year. One additional recommendation was for approval of program fees and program scheduling to be discussed by the Board prior to flyer distribution.

-Outside Vendors- Joe L. and Lisa reported that town legal counsel had only today provided response regarding follow up questions concerning vendors and the Recreation Department. Counsel provided copies of the Hold Harmless Agreement and Application form. Enough information was not provided and Joe L. and Lisa have agreed to follow up again to obtain the rest of the information previously requested.

-Spring Programs- As was agreed upon in the April meeting, in an effort to provide additional programming without hiring assistants, Missy would look for students in need of volunteer hours to assist with Spring programming. Jack reported that Missy indicated that she was not in need of any volunteers. Lisa emphasized that with so many programs already full or almost full, volunteers would allow the Recreation Department to offer more children participation. Jack agreed to speak with Missy to secure volunteers for the programs that are now in place so that children would not be turned away from programming. The volunteers could be students in need of volunteer hours or parents willing to help out.

Jack reported that with respect to late fees for late registration of programming, he spoke with Paul Roy and he was not in favor of this policy. The Board recommended that when Jack and Joe L. meet with Paul regarding bus fees for swim, this issue be revised.

NEW BUSINESS:

Communications – A motion was made by Joe F. and seconded by Jennifer to sponsor Al Consilio's fly fishing program as presented. All in favor, motion carried.

A letter from Jim Caprio, Ice Cream man requesting permission to sell ice cream at the summer camps again this year.

A motion was made by Jennifer and seconded by Glenn to grant permission to Jim Caprio to sell ice cream at the summer camps again this summer. All in favor, motion carried.

A letter was received from Cathy Goodrich, Principal of Seymour High School, requesting use of the Community Center on June 8 from 6:00-9:00 PM to hold a Zumba Class to raise funds for Seymour Pink.

A motion was made by Gary and seconded by Joe F. to grant permission for Seymour High School to hold a Zumba Class on June 8, 2010 to raise funds for Seymour Pink. All in favor, motion carried. Jack will discuss any further details with Cathy Goodrich.

Budget- Lisa reported that the proposed town budget for salaries was \$5,000 lower than the proposed budget submitted to the Board of Finance and led discussion regarding suggestions to cut salary programming costs. The two largest salary items are summer camp and basketball and discussion regarding ways to lower these costs was discussed. Joe F. proposed suggestions of ways to lower basketball programming salaries from reducing programming length or adding volunteers. Lisa suggested cutting 4 counselors from the summer program. It was suggested that summer programming have 2 Head Counselors, 2 Assistant Counselors and 17 Counselors. While week one would experience high Counselor Camper ratios, based on last year's average attendance numbers, 17 counselors (in addition to the HC and AC's) should accommodate the camper needs. Additionally, Lisa mentioned that with the anticipated return of the majority of last year's staff, the programming week one should be more familiar to staff and parents, making the high numbers less of a factor for concern. There was discussion regarding capping the number of campers, however, provided that the numbers do not significantly exceed last year's volume of 361, it was generally felt that a reduced staff of 17 should accommodate the camps. Joe L. and Lisa presented the Board with some staffing hours, rates and totals for use as a guideline for discussion. While the final budget is unclear, Jack and Missy will continue interviewing and tentatively plan to hire 2 HC, 2 AC and 17 counselors as a working model. It was also suggested that younger teens or volunteers "shadow" the counselors and act as "counselor's in training" to become familiar with the program and to provide assistance to the camp. This would provide younger teens with experience with the program to better ready them for a counselor position in the future. It was stated that one concern to this system is the added responsibilities for supervision counselors would have for these "trainees. There will be a cutoff date of Monday, June 28, 2010 for signups for summer camp.

-Skate Park- Joe L. and Jack will meet with Paul Roy to discuss this and report next month. As of now, the park will not be open this season.

-Background Checks for all Part-time Employees – Joe F. is working with Paul Roy to obtain information regarding the town's policy regarding background checks for part-time employees. Joe will follow up next month. Jack indicated that the Recreation Department uses the police department for all background checks. It was noted that no background checks were performed last year for the counselors.

A motion was made by Lisa and seconded by Jennifer to table the unaddressed summer camp program items until the May meeting. All in favor, motion carried.

-Tabled to next meeting –

- Missy's role in assisting with camp day to day activities and training days
- Supervision of camps on daily basis
- Adult supervision on field trips and new locations for trips
- counselor hours/pay rates (ratios are being worked on at present)
- rainy days at the Community Center
- ordering of supplies and tee shirts
- renegotiating cell phone contract
- late fee for pick ups

A motion was made by Joe F. and seconded by Jennifer to adjourn the meeting at 9:29 PM. All in favor, meeting adjourned.

The next regular meeting scheduled to be held on **Wednesday, May 26, 2010** at the Community Center. **Members are reminded to contact Joe L. if they cannot attend.**

Respectfully submitted minutes but not yet approved
Jean Banks, Recording Secretary