



REGULAR MEETING
WEDNESDAY, December 5, 2018, 7:00 PM SENEY ROOM, TOWN HALL
MINUTES

1. Call to order by Chair Steve Bordua was at 7:10 PM.
Attendance: Steve Bordua, Cynthia Antos, Robbie L'Heureux, Diane Keefe, Kimberly Prescott, Robert Monahan
Absent: Donna Godzik, Thomas Jourdan
Staff: Miranda Skaradowski, Acting Recreation Director
Dotti Durst, Recording Secretary
2. **Motion to approve the Minutes of September 19, 2018 by K. Prescott seconded by R. L'Heureux carried unanimously.**
3. Treasurer's Report
 - a. General Fund Budget Report: 11/29 document distributed
 - b. Miscellaneous Revolving Account Report: the 11/29 document was distributed. The basketball line items were reviewed. Boys are in line with projections, but Girls did not develop as hoped, as some went into the school team and there were insufficient numbers; that group was cancelled. Review of the stipend to the Director: there are 3 payouts to over the term of the program, based on 15 students registering. Refunds are possible for enrollees depending on how far into the program it occurs, with the issuance of the tee shirt a pivotal point.
 - c. Fund Balance-no report
4. Correspondence: none
5. Interim Director's Report: presented in writing
 - Camp bus fees are under review and may need to be increased due to ambiguous language in the arrangements
 - Senior crafts will discontinue until spring
 - The Salem Cross Inn trip enrolled 44, an excellent count
 - Movies in the Park: perhaps start a little earlier in the season so it is not so cold by the final performance
 - The Princess (father/daughter) Ball has 135 enrolled (both the child and the adult) with a goal of 150.
 - Pumpkin decorating was more popular than planned for, so for next year, consider increasing from 35 to 50 pumpkins.
 - The new Basketball Director, Rob Tenant, is off to a great start
 - Swim gym (Feb/March) planning is underway. There is interest in the Y. However, the current after-school bus run does not pass that location (in Putnam)
 - School security is a major topic; at a meeting with the Superintendent of Schools

we reviewed the Locked Doors policy on Game Days, and Active Shooter Training will be held soon. We may want to go further and examine the Emergency Plans.

6. Old Business

- a. Status of Recreation Director- permanent position; nothing to report
- b. The schedule of 2019 meetings has gone to the Town Clerk. If needed, a Special Meeting is permitted. (See below)
- c. Discussion of Turkey Trot 2018: Expenses are not all in but the event was nicely successful. Income was \$11,322.35 which, after expenses, allows the contributions to TEEG (50%), The Thompson Trails Committee (25%) and the Recreation Department for Parks and Playgrounds (25%). A photo session with the media is being set up for when the distribution takes place. This year the tee shirts were particularly admired, in part because of the rich color selected; consider adding a dozen or so extra to the order for non-runners to purchase. The Turkey Trot Committee itself has met and made some notes for an even better program for 2019. A suggestion that people be encouraged to park at the Fire Station was cautioned- they will need consideration of creating a pedestrian path using cones for safety reasons.
- d. Camp bus: pricing may have to be modified (see Director's report)

7. New Business

* Before-School Program: 35 children are registered. Accordingly, the staffing should be increased by one supervisor in order to comply with the State standard for of 1/10 staff to student ratios. S. Bordua-of course we want to be fully staffed. Let's investigate the possibility of an arrangement with a potential new supervisor that will allow that person's need to be in attendance fluctuate with actual student counts, as there may be a pattern indicating when there are typically fewer than 30 students present. We also need to examine the Revolving Financial Sheet to determine if all of the payroll expenditures are posted up to the minute.

Motion by D. Keefe seconded by C. Antos to add a Supervisor-level staff person to the Before School Purely Rec program, contingent upon favorable review of the budget numbers by the Chair and the Recreation Director, carried unanimously.

*After-School Program: C. Athos and K. Prescott will swing by between 3:45 – 4 PM to take a fresh look at how everything is going.

8. Citizens' Comments: Chair Steve Bordua wished all members a Merry Christmas.

9. Announcements: There is a vacancy on the Recreation Commission