

STAFFORD RECREATION COMMISSION

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2023 OCT 11 AM 8:01

Regular Meeting

Zoom Video Conference Meeting

Meeting Minutes

Meeting Date: Wednesday October 4, 2023

3 pages
TOWN CLERK

Members: Chairman - Dave Bachiochi, Secretary - open, Harold Blake Hatch, Tom Topping, Todd Levesque, Richard Deary, Bill Utermarck, Jose Scarpa, Matt Martel, Tyler Hanna

Members Present: Dave Bachiochi, Richard Deary, Harold Blake Hatch, Todd Levesque, Jose Scarpa

Members Absent: Tom Topping, Bill Utermarck, Matt Martel, Tyler Hanna

Recreation Director: (Open)

Athletic Director: Damian Frassinelli (not present)

Guests Present: Rich Smith, Jim Tantillo

- 1.) **Call Meeting to Order** – Dave called the meeting to order at 7:03 p.m. The number of commission members present 5 constitutes a quorum (5 of 9).
- 2.) **Review and Accept Minutes from previous meeting** – Minutes from the 9/6/2023 meeting were reviewed. A **MOTION** to accept the minutes with no noted changes was entered by Dick Deary – Second by Todd Levesque. Vote to accept minutes was unanimous.
- 3.) **Correspondence:** letters & email; visitors & public comment
 - a. **Flag Football field request.** Dave reported that he received a request from the adult Flag Football league in Enfield to use a field in Stafford on one of 3 dates in October. This is the same league that played in Stafford some 10+ years ago. Olympic Field was not available on the dates requested. Hyde Park remains in a very waterlogged condition. Other suggestions cited at the meeting were the JV baseball field currently used by SHS for football practice, Heritage Park and the SMS large field currently used extensively by the youth soccer program.
 - b. **Membership:** Blake Hatch and Matt Martel have had their commission membership renewed for another 5-year term.
 - c. While not covered in the meeting, Dave has received a request from the town hall to submit our request for meetings in 2024. This will be discussed at the next meeting.
- 4.) **Old Business**
 - a. **Budget and Priorities** feedback
Little new to report. Dave reported that he is working on a formal presentation to the Board of Selectman targeting mid-November for delivery.
 - b. **American Rescue Plan Act** commission update (Dave)
 - i. **AED Devices / Training (12/7)**
A series of training events were approved and a second session available to the general public at no charge to the residents is planned for December. The training includes an hour for CPR and AED instruction, and a half hour for Stop the Bleed. The next session will likely be

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announced in a few weeks. This is very good and every resident should take advantage of this.

All AED devices have been installed except three external units planned for Levinthal Run to support outdoor activity around the campus.

- ii. Summer Recreation Program – no update yet. A full report will be provided once available.
 - iii. Blake asked to review the background of the Musco lighting installation project at the SHS Varsity soccer field. He was seeking agreement that this shovel-ready project has the support of the commission membership. The consensus expressed was that it is a useful project helping to close the field availability gap, but that a Recreation Director remains the highest priority need at this time.
- c. **Olympic Field STEAP grant** activity update. No news, from September: Dave reported the newly installed playground has opened and looks really nice. Basketball courts are complete. Irrigation portion of the project remains targeted for the November timeframe to get the well drilled.

5.) New Business

- a. **Proposed Update to Recreation Commission reporting documents** Dave reviewed some updates proposed to this document. This document is accessible from the town website under Recreation Commission and was last updated in 2015. It is used as guidance for the youth sports organizations. Substantive changes proposed include identifying a delegate to review the information from the youth sports organizations in the absence of a Recreation Director and a request to identify the financial segregation of duties structure in place for each sport in the annual “state of the program” report. The motivation for this proposal is to protect the volunteers, now and in the future, from any temptation of fraudulent action and more importantly to discourage any perception of such fraudulent behavior. Blake further suggested we add a formal audit annually to the document. Dave still wants to vet the changes with the town hall, so any further action is tabled until the November meeting. UPDATE: Dave did meet with Lynn Nenni and Beth DaDalt on 10/5, receiving some guidance on how to approach the change.
- b. **Youth Sports programs “state of the program” update including financial SOD**
Dave has received updates from 4 of the 6 youth sports organizations. The updated inventory document will be shared with commission members and sports organizations once we get the updates from football and basketball. He explained that the simplest financial SOD structure should consist of separation of duties between who handles incoming revenue versus who handles outgoing payments. Once the information is gathered, I hope to seek some external assistance to identify any weaknesses or vulnerabilities.
Jim provided a detailed review of the baseball report. Baseball enrollment is improving. And youth softball participation has now exceeded youth baseball participation in the age groups where both play. All encouraging news. Two challenges cited include new occurrences of vandalism at Kealy Field, and the presence of people vaping at the fields thinking there is a distinction between smoking and vaping. We should look to enhance the signage at a minimum.
Dave quickly reviewed some updates to the youth soccer inventory and some updates provided by Eric Bartholomew regarding youth wrestling. We look forward to reviewing youth football and youth basketball at the November meeting.
- c. **Recreation Department Benchmark & Future State** – Dave has been interviewing the Recreation Directors from nearby towns to establish a regional benchmark for how their departments operate. Nothing new to report since last month. Dave is assembling a summary for use at the Board of Selectman presentation.
- d. **Update from Recreation Director** – No report. No Recreation Director has been appointed yet. This item will be tabled until it becomes appropriate again.

6. **Adjourn – MOTION:** Blake moved to adjourn meeting. Jose seconded the motion.

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Vote: The vote was unanimous, and the meeting was adjourned at 8:40p.m.
Next meeting is Wednesday November 1, 2023 at 7:00pm. Topics include updates from the football and basketball youth sports programs as we consider next fiscal year's stipends, and updates to the reporting guidelines.

Respectfully Submitted

Dave Bachiochi, Acting Recording Secretary

10/9/2023
Date

David Bachiochi
Signature