

STAFFORD RECREATION COMMISSION

Regular Meeting

Zoom Video Conference Meeting

Meeting Minutes

Meeting Date: Wednesday November 1, 2023

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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, Harold Blake Hatch, Tom Topping, Bill Utermarck, Jose Scarpa

Members Absent: Richard Deary, Todd Levesque, Matt Martel, Tyler Hanna

Recreation Director: (Open)

Athletic Director: Damian Frassinelli (not present)

Guests Present: Rich Smith

- 1.) **Call Meeting to Order** – Dave called the meeting to order at 7:15 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 10/4/2023 meeting were reviewed. Blake suggested we modify the final sentence in 4.b.iii to read “The consensus expressed was that it is a useful project helping to close the field availability gap.” removing a reference to the Recreation Department. A **MOTION** to accept the minutes as amended was entered by Blake Hatch – Second by Bill Utermarck. Vote to accept minutes was unanimous.
- 3.) **Correspondence:** letters & email; visitors & public comment
 - a. Dave has received a request from the town hall to submit our request for meetings in 2024. Members in attendance were in favor of maintaining our meeting cadence, which is the first Wednesday of the month (except July and August) starting at 7pm and held via Zoom. Dave will touch base with the balance of the membership and research feasibility of hosting a Zoom from the town hall conference rooms in advance of the December meeting. This will be finalized at the next meeting.
- 4.) **Old Business**
 - a. **Proposed Update to Recreation Commission reporting documents** Dave reviewed the proposed updates 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 will bring a final proposal to the December for Recreation Commission action.
 - b. **American Rescue Plan Act** commission update (Dave)
 - i. AED Devices / Training (12/7)

Schedule of Regular Meetings for CY 2023 (1st Wednesday except July and August):

Jan 4, Feb 1, Mar 1, Apr 5, May 3, Jun 7, Sep 6, Oct 4, Nov 1, Dec 6

A second training 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.

As a reminder, all AED devices have been installed except three external units planned for Levinthal Run to support outdoor activity around the campus.

- 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. **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.

We look forward to reviewing youth football and youth basketball at the December meeting.

- b. **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. The benchmark includes the towns of Tolland, Vernon, Somers, Ellington, and Stafford. Dave has drafted a presentation advocating for a Recreation Department for use at the Board of Selectman meeting after November 21. It was suggested that the Board of Finance get the same presentation.
- c. **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. Tom seconded the motion.

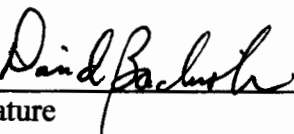
Vote: The vote was unanimous, and the meeting was adjourned at 8:03p.m.

Next meeting is Wednesday December 7, 2023 at 7:00pm. Topics include updates from the football and basketball youth sports programs as we consider next fiscal year’s stipends, updates to the reporting guidelines, and a report on the results of the Recreation Department presentation.

Respectfully Submitted

Dave Bachiochi, Acting Recording Secretary

11/2/2023
Date


Signature