

STAFFORD RECREATION COMMISSION

Regular Meeting

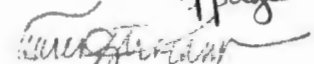
Zoom Video Conference Meeting

Meeting Minutes

Meeting Date: Wednesday January 3, 2024

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STAFFORD, CT

2024 JAN -8 PM 4:00

4 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, Harold Blake Hatch, Todd Levesque, Bill Utermarck, Jose Scarpa

Members Absent: Richard Deary, Tom Topping, Matt Martel, Tyler Hanna

Recreation Director: (Open)

Athletic Director: Damian Frassinelli (not present)

Guests Present: None

- 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 11/7/2023 meeting were reviewed. A **MOTION** to accept the minutes as amended was entered by Blake Hatch – Second by Todd Levesque. Vote to accept minutes was unanimous.
- 3.) **Correspondence:** letters & email; visitors & public comment
None
- 4.) **Old Business**
 - a. **Proposed Update to Recreation Commission reporting documents** Dave reviewed the proposed updates to two documents. The documents are accessible from the town website under Recreation Commission and were last updated in 2015. One is called Recreation Program Reporting Guidelines. 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. An independent audit report is to be reviewed annually. 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. On a **MOTION** by Todd, seconded by Pepe (Jose), the Commission approved the new language. The updated document with changes in red is attached. The second document is called Recreation Commission Expenditure Justification. This document template is used by the youth organizations annually to request the stipend provided by the town to offset their expenses. Two changes were added requiring each organization to provided a copy of their bylaws and their Segregation of Duties Structure (ideally included in their bylaws). A third change is still required to identify who receives this information. Dave asked that the Commission give him until the next meeting to work with the Town Hall staff to identify the most appropriate point of contact (in the absence of a Recreation Director). Action tabled until next meeting.

Schedule of Regular Meetings for CY 2024 (1st Wednesday except July and August):

Jan 3, Feb 7, Mar 6, Apr 3, May 1, Jun 5, Sep 4, Oct 2, Nov 6, Dec 4

- b. **American Rescue Plan Act** commission update (Dave providing as an FYI from next day update)
 - i. **AED Devices / Training**
A second training session available to the general public at no charge to the residents is planned for the first week of February, likely on Thursday 2/1/24. The training includes CPR and AED instruction, and a Stop the Bleed segment.
No news on the installation of the additional of the remaining three outdoor units per 1/4/24 ARPA update.

5.) New Business

- a. **Budget submission for FY 2024-2025** – The Commission reviewed the budget proposal prepared by Dave. The request from the Selectman’s office to all organizations is to seek to submit a plan with zero increase and to submit it no later than January 11. Comparing to the 2023-2024 budget, several items need to be reinstated for the summer rec program to be viable. Dave indicated he would seek further information from the town hall staff prior to submitting. The items include support for transportation, support for lifeguard training and funding for camp staff. These items were partially covered by a \$75K ARPA grant this past summer. On a **MOTION** by Pepe (Jose), seconded by Bill, to submit the budget with the Recreation Department (staffing for a director) and necessary summer rec program expenses restored was approved 4-0 with Blake abstaining.
- b. **Recreation Department partnership proposal** – At the request of the First Selectman, Dave has developed the beginnings of a partnership proposal to have existing town hall staff take on some of the duties of the Rec Director while continuing to lean on volunteers for some duties that they mostly handle today.
- c. **Youth Sports programs “state of the program” update including financial SOD**
Dave has received updates from 5 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.
We continue look forward to reviewing youth football.

6.) Set Agenda for Next Meeting

- a. Recreation Expenditure Justification
- b. Recreation Department partnership proposal (Dave)
- c. Update from Recreation Director (open)

7.) Adjourn – MOTION: Blake moved to adjourn meeting. Bill seconded the motion.

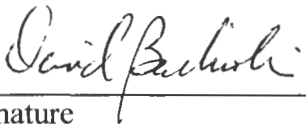
Vote: The vote was unanimous, and the meeting was adjourned at 8:09p.m.

Next meeting is Wednesday February 7, 2024 at 7:00pm.

Respectfully Submitted

Dave Bachiochi, Acting Recording Secretary

1/7/2024
Date


Signature

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Stafford Recreation Commission

Recreation Program Reporting Guidelines

Revised 01/03/2024

Programs in the Town of Stafford that are listed on the "Stafford Recreation Commission Budget Expenditure Report" will adhere to the following guidelines. All reports and documentation described below will be submitted to the Recreation Director. In the absence of a Recreation Director, the Board of Selectman shall appoint an interim person to oversee these guidelines. Any new organization that wants to get started is encouraged to contact the Recreation Director and will adhere to the following guidelines.

- Submit annually the Operational Expense report with the requested accompanying data. See attachment 1.
- Request in writing the facility usage requirements for its primary season (2 months notice).
- Submit all dates and times for sign up and registration information (2 months notice). It is preferable to post a link to this information accessible from the StaffordSports.org website.
- Request in writing any additional season of play facility usage requirements other than its primary season. This may come with a fee due to the town as it is a secondary season (2 months notice).
- Once a new president of an organization is in place, a meeting with the Recreation Director is mandatory (within 1 month).
- Maintain a financial segregation of duties structure to manage the funds of the organization. Expense approval authority should be kept separate from expense payment authority, for example.
- Review independent audit reports annually, if applicable.
- Requests for fundraising dates, i.e., tag day, boot drop, car washes and other solicitation of the public, need to be first approved by the Recreation Director (2 months notice) prior to seeking location or facility permission from the Town Hall.
- Request in writing any changes or upgrades to the town facility used by the program. No work will be started until approved by the Recreation Director.
- Each program is required to have a code of conduct for players, parents and coaches signed and on file.
- The president of each organization will appear in front of the Recreation Commission to give a "state of the program" report annually at the October Recreation Commission meeting. See attachment 3 for a sample report.
- Prior to participating in any of the organization's activities, every adult volunteer must have a background check processed, as administered by each organization. Each organization must use their governing body's process for background checks, or if not available, a service identified by the Town of Stafford must be used. Background checks must be renewed every two years.
- Prior to participating in any of the organization's activities, every adult volunteer must take concussion awareness training and certification. Awareness training and certification is available through the Centers for Disease Control and Prevention at

<http://www.cdc.gov/concussion/headsup/youth.html> . Concussion awareness training must be renewed annually. The US Center for SafeSport Training is a suitable alternative.

- Prior to participating in any of the organization's activities, every adult volunteer must take sexual abuse awareness training. Awareness training must be reviewed annually. Awareness training is available at these links:

<https://s3.amazonaws.com/files.leagueathletics.com/Images/Club/20122/sll-supportingdocuments/SexualAbuseAwareness.V2.pdf>

<http://www.preventtogether.org/Resources/Documents/NationalPlan2012FINAL.pdf>

- Each organization that participates outdoors will publicize the thunder and lightning policy guidelines published by the National Federation of State High School Associations

<https://www.nfhs.org/media/4295169/guidelines-on-handling-practices-and-contests-during-lightning-or-thunder-disturbances-final-2-14-21.pdf>

These guidelines provide a default policy to those responsible or sharing duties for making decisions concerning the suspension and restarting of practices and contests based on the presence of lightning or thunder.

Proactive Planning

1. Monitor local weather conditions before and during practices and contests.
2. Identify an evacuation plan, including identification of appropriate nearby safe areas.
3. Criteria for suspension and resumption of play:
 - a. When thunder is heard or a cloud-to-ground lightning bolt is seen, the leading edge of the thunderstorm is close enough to strike your location with lightning. Suspend play for thirty minutes and take shelter immediately.
 - b. Thirty-minute rule. Once play has been suspended, wait at least 30 minutes after the last thunder is heard or flash of lightning is witnessed prior to resuming play.
 - c. Any subsequent thunder or lightning after the beginning of the 30-minute count will reset the clock and another 30-minute count should begin.
 - d. When independently validated lightning-detection devices or mobile phone apps are available, this technology could be used to assist in making a decision to suspend play if a lightning strike is noted to be within 10 miles of the event location. However, you should never depend on the reliability of these devices and, thus, hearing thunder or seeing lightning* should always take precedence over information from a mobile app or lightning-detection device.
- * – At night, under certain atmospheric conditions, lightning flashes may be seen from distant storms. In these cases, it may be safe to continue an event. If no thunder can be heard and the flashes are low on the horizon, the storm may not pose a threat. Independently verified lightning detection information would help eliminate any uncertainty.
4. Review the lightning safety policy annually with all administrators, coaches and game personnel and train all personnel.
5. Inform student-athletes and their parents of the lightning policy at start of the season