

STAFFORD RECREATION COMMISSION

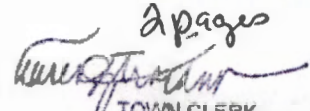
RECEIVED
STAFFORD, CT

Regular Meeting
Zoom Video Conference Meeting

2024 FEB 12 AM 7:55

Meeting Minutes

Meeting Date: Wednesday February 7, 2024

2 pages

TOWN CLERK

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

Members Present: Dave Bachiochi, Harold Blake Hatch, Bill Utermarck, Tom Topping, Matt Martel, Jose Scarpa

Members Absent: Todd Levesque, Tyler Hanna

Recreation Director: (Open)

Athletic Director: Damian Frassinelli (not present)

Guests Present: Laura Lybarger

- 1.) **Call Meeting to Order** – Dave called the meeting to order at 7:03 p.m. The number of commission members present 6 constitutes a quorum (5 of 8).
- 2.) **Review and Accept Minutes from previous meeting** – Minutes from the 1/04/2024 meeting were reviewed. A **MOTION** to accept the minutes was entered by Jose Scarpa – second by Blake Hatch. Vote to accept the minutes was unanimous except for one abstention (Tom).
- 3.) **Correspondence:** letters & email; visitors & public comment
Dick Deary has resigned from the Commission, having moved out of state. The Commission thanks Dick for his service, insight, and dedication to Recreation in Stafford.
- 4.) **Old Business**
 - a. **Proposed Update to Recreation Commission reporting documents** Dave reviewed the proposed updates to the second of two documents. The documents are accessible from the town website under Recreation Commission and were last updated in 2015. One called Recreation Program Reporting Guidelines was updated and approved last month. It is used as guidance for the youth sports organizations on how and what to report annually to the Recreation Director. 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 provide a copy of their bylaws and their Segregation of Duties Structure (ideally included in their bylaws). A third change to direct the completed document to the Town Hall staff with attention to the Recreation Department has been accepted by the First Selectman's office. Further, a change to remind submitters to submit no later than June 1 of the fiscal year was added. On a **MOTION** by Blake, seconded by Tom, the Commission approved the new language. The two documents are attached.
 - b. **Budget submission for FY 2024-2025** – Dave reviewed the budget feedback from the Selectman. The request from the Selectman's office to all organizations is to seek to submit a plan with zero increase. Toward that end, two items identified to be reinstated for the summer rec program to be

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

viable, camp staff and transportation, were removed. The Selectman have requested and received approval from the ARPA Commission to fund \$66K for those items in the summer 2024 program. The rationale is to support active efforts to make the summer program self-funding through participant registration revenue, fund raising and scholarship donations going forward starting with the 2025 season. As a start, revenues associated with the summer camp are being itemized and earmarked for use in the subsequent years program. While work still needs to be done to achieve a fiscal balance, the summer program can continue with a commitment to avoid a fiscal cliff once ARPA grants expire. We will keep an eye on the revenue earmarked for camp in the upcoming years. Additionally, two other line items were removed – seed money for Other Programs and funds for Volunteer Recognition activities. These were not spent this past year but do prove valuable when needed. Dave will follow up on a question regarding the Utilities – Electricity line item and what that actually pays for.

5.) New Business

- a. **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. Dave reviewed some of the specific tasks the proposal recommends be handled by the town hall staff, which can be handled by volunteers, and which will remain unattended to. The updated partnership proposal is attached. Guest Laura Lybarger advised us about the state of After School daycare/activities at West Stafford School (Family Resource Center – FRC) and Stafford Elementary School (STEAM grant). Dave will follow up with the program leadership for each, for alignment if nothing else. Several suggestions to mandate that the youth programs each have representation on the Commission were made, and Dave will update the proposal accordingly. It was suggested that an in-person citizen focus group be conducted to further help refine the proposal. Several roles are identified to be filled by new volunteers on the Recreation Commission who could fill the 4 current vacancies.
- b. **Youth Sports programs “state of the program” update including financial SOD**
Bill assisted with contacting the youth football program. Dave was subsequently notified they will comply. We continue look forward to reviewing youth football.

6.) Set Agenda for Next Meeting

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

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

Vote: The vote was unanimous, and the meeting was adjourned at 8:36p.m.

Next regular meeting is Wednesday March 6, 2024 at 7:00pm.

Respectfully Submitted

Dave Bachiochi, Acting Recording Secretary

2/8/2024
Date

David Bachiochi
Signature

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