

WOODBIDGE RECREATION DEPARTMENT

John Adamovich – Recreation Director

11 Meetinghouse Lane
Woodbridge, CT 06525
203-389-3446

RECREATION COMMISSION APPROVED MEETING MINUTES Monday, February 25, 2019

PRESENT:

Commission Members present: Robert Hill, Smith Mowry, Dwight Rowland, and Andrea Weinstein.

Staff: John Adamovich, Director, David Cohen, Recreation Senior Supervisor, Christopher Bahner, Assistant Pool Director

Recorder: Jim Franco, Office Manager

Meeting called to order at: 7:09 pm

1) Public Comments: none

2) Minutes: **Dwight Rowland made a motion to approve the minutes of Monday, January 28, 2019. Smith Mowry seconded the motion. All voted in favor.**

3) Liaison Reports: none

4) Chairman's/ Vice Chairman's report: none

5) Pool: Christopher reports that the pool and swim lessons are going great. The spring session of swim lessons is starting to fill. Orange residents will begin to use our pool on Friday, March 1. We have a reciprocal agreement with Orange when our pool is closed for repairs. Smith inquires about Saturday swim lesson. Chris explains that the lessons were not covering the cost of the instructors. Smith explained that Orange had lessons on Saturday, and that this might be an opportunity to get some children that were in their program. Dave also mentioned that some parents at gymnastics were inquiring about Saturday swim lessons. Chris will meet with Theresa about the possibility of resuming Saturday swim lessons.

6) Personnel: Ryan Nuzzo– swim instructor at \$10.10 per hour. He has passed his background check and sex offender list. Dwight **made a motion to approve the new swim instructor. Smith Mowry seconded the motion. All voted in favor.**

7) Director's Report:

A) Fitness Center: Fine. Attendance numbers are up. We have cracked down on attendance. In the future, if the budget needs to be cut 3%, Tuesday, and Thursday might be a possible way of saving some monies and still keep the Fitness Center open five out of the seven days per week. At this point if cuts need to be made, it would affect programming. Bob said that John presented an honest budget presentation. There are only 48 fitness memberships. Two days may need to be eliminated. Andrea said that she would hate to cut programming. The Commission would like to see more publicity, especially a greater section in the monthly newsletter. Jim exclaimed that he is the only full timer and there is just so much that he can do. John Adamovich added that Jim needs help, and that Jon DeMayo should be the full time Assistant Office Manager and Rectrac Recorder.

B) Outdoor Facilities: The Pease Rd fields are closed, but the playground is accessible. The fields are fenced off.

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C) Tennis Courts: Closed

D) Programs/Sports: Dave designed large posters to be hung up at various locations around town, including the Library.

i) Triathlon -. Thursday is the deadline for sponsorships. We have 5 so far. Fliers will be distributed thru Beecher and the Bethany Junior High. An email will be going out thru the webpage and the activity emails. E) Financial Report The current expenses are at \$337,571.92, 58.2%. Last year at this time, we were \$356,978.98 61.4%. The cuts and pool closure is why we are down. Current income is at \$116,912.72 44.7%. Last year, we were at \$114,781.65, 43.1%. Bob has a concern of meeting the goal. Jim explains that spring registration has just begun, and registration will pick up. Smith asked about camp staffing. We fill positions for those counselors that are not coming back. He explained in the Big Camp the ratio is 1 to 4 and in the Pre-school camp the ratio is 1 to 3. If an age group gets bigger, then more counselors are hired as needed. We keep the same number of staff members each year. John does not want to see cuts to the programs because he does not want it to hurt the children.

8) Town Plan: no report

9) Dog Park: Fund raising

10) Skating Rink: John just came from the CUPOP meeting, and they voted unanimously in favor of the skating rink. Hockey will be allowed at certain times, and posted at the rink. We will look into the next step or Board to go to. The Commission would like to see this done in time for next winter.

11) Policies and Procedures: A) Anti-Bullying. John looked thru 17 different policies and gathered the best. Once the policy is approved by the Recreation Commission, it will be sent to the Summer Camp Director and Assistant Director for their review before sending it over to the Town Attorney. Then, the Town Attorney will review the policy over. It will be a 3 tier system. Andrea questioned is there anything so inappropriate that someone can be removed for the first offense. The line should contain, depending on the severity, Recreation reserves the right to remove membership immediately. Mandatory reporters should be a training that is looked into. Many coaching leagues now require it. It is require of anyone that interacts with children. You cannot talk with a child alone. Two adults must be present. We have the Youth Protection policy in place. The Commission would like to look into other town recreation departments to see if they do mandatory reporter orientation. They added that “cell phone use may not be permitted during camp hours”. A line should be added for the legal guardian/ parent to sign saying “I, the legal guardian/ parent have read and reviewed with the child the anti-bullying policy. The first infraction will be a verbal warning. The second will be a parent notification, followed by a suspension if it happens again. John added that there have not been major issues at camp. We investigate everything before we make any decisions.

B) Center Room Rental: Andrea pointed out three areas. In rule 2, “expressed” permission

In rule 6, why would there be an additional billing? Jim gave the example of additional custodial fees that may be required for clean up.

After rule 17, it should be titled “Fee schedule to reserve use of “the Center Building” instead of “Fee schedule to reserve Town Building”. Bob Hill made a motion to approve the Center Building Regulations and Procedures document with the mentioned modifications, and the hope to have it online. Dwight Rowland seconded the motion. All voted in favor

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13) Correspondence:

A) Jim explained that Everson agreed to the 2 field charge. John said that Recreation would be able to use the third field if necessary. Jim clarified that Amity Softball and High School got back to him, and that one group uses Center 1 on Saturday mornings while the other uses Center 2. The JCC also submitted their normal field request. Bob added that the next set of field requests should ask to include the organizations mandatory reporting policy. **Bob Hill made a motion to approve the 2019 Spring field requests from Amity High School and Amity Little League and the JCC Spring field request. Andrea Weinstein seconded the motion. All voted in favor.**

14) Other Business: none

Dwight Rowland made a motion to adjourn the meeting. Bob Hill seconded the motion. All voted in favor. Meeting adjourned at 8:35 pm.