Newtown Community Center Commission
8 Simpson Street Newtown, CT
February 20, 2024

The minutes are subject to approval at the next meeting of the Newtown Community Center Commission.

Mr Taylor called the meeting to order at 6:30pm. The meeting was held in the Community Center Meeting Room.

Present: Kinga Walsh, Jean Coville Dawe, Cheyanne Wirtz, Fred Taylor, Jenn Larkin, Maureen Crick Owen, Stephanie Sklanka
Absent: Isabel Khazadian, Alexander Savo
Also Present: Matt Ariniello

Ms Owen moved to approve the minutes of January 16, 2024. Second by Ms Coville Dawe approved

Welcome to Ms Sklanka. The commission is excited to add her expertise to the Commission.

Communications- Call from VNA chair, Ms Tietjen, regarding the handicapped changing table that is still not installed yet. VNA donated the table in 2017 but the wall that was built can cannot support it despite it being planned for initially. Upon completion of pool HVAC project, Mr Ariniello to find a structural engineer to have then detail what is needed (scope, timing, impact to NCC locker room usage, etc). Goal is to get the wall safe to install. Ms Walsh will reply to Ms Tietjen regarding the problem. Ms Coville Dawe offered to help Ms Walsh. Anonymous call was made to the Health Department outlining issues with therapy pool: it is being used almost solely by children, water is colder and has strong chlorine smell. Mr Ariniello explained that the temp was lowered 3 degrees to help with HVAC issue, which was communicated to members. Three months of chlorine usage was turned over to the Health Department. The Center does not segregate members.

Director's report and financials– attached
The Finance Director is reviewing the shared Aquatic position.
Investigations are to be conducted to determine if it the decking is rising due to the clay under the building or another issue. Weston and Sampson will be assisting with a reort to help us move forward.
Outdoor playscape appropriation is on the Selectman's agenda for tonight.
$250,000 for playscape and $250,000 for HVAC will bring revenue-to-date balance down to break even at this point.
Ms Wirtz moved to approve the playground design. Ms Coville Dawe seconded the motion. approved

Amend meeting schedule
May 20th was listed in error it should be May 21,2024. Ms Coville Dawe moved to amend the calendar to Tuesday May 21, 2024. Second by Ms Wirtz approved

Strategic subcommittee
Ms Larkin and Ms Sklanka volunteered to work on this subcommittee. Looking to reignite work started before Commission member turnover and create a five or ten year plan for growth.

Volunteer opportunities
Bunny breakfast March 24th has good sales already. Volunteers are needed.

Other business
Housekeeping costs are raising as of January 1st due to minimum wages.
Senior classes in the therapy pool were having issues with the glare in the morning. Instructors moved to the area between the pools to eliminate the glare. Sharp glare can cause health problems with some seniors. Ms Coville Dawe expressed gratitude from members she had spoken to for the Center's quick response to address issue.

Ms Wirtz moved to adjourn at 7:25pm.

Mr Taylor adjourned the meeting at 7:25pm.

Respectfully submitted,

LeReine Frampton, clerk

Directors Report 2/21

Traditionally, the winter months are robust for membership at the Community Center. This past month, we observed a surge with 134 new members joining in January. We have also noticed a consistent uptick in weekend usage, prompting us to enhance weekend staffing to accommodate this trend.

Spring registration is now open for programs starting on February 26th.

From March 11th to 15th, we will host our 2nd annual Member Appreciation Week, featuring activities, prizes, and events for our members. The planning process is underway, and we aim to release details in the next week.

With the approval of our Capital Improvement Plan projects, I have drafted appropriations for the boards to consider at their upcoming meetings. Both appropriations, set at $250,000 each, are for the playscape and the Aquatic Center HVAC. This week, I will present an estimate of nearly $5,000.00 to the Public Building and Site Commission for the roof assessment related to the HVAC project. Once the appropriation is approved, we hope to proceed with the first step.

In regards to the pool settlement issues, I will be meeting with the team from Weston and Sampson the pool designers on February 21st to discuss next steps.

Regarding budget updates, we have received final confirmation that health insurance for full-time staff has increased by 10%, as opposed to the initially projected 9%. Additionally, unforeseen changes to a shared position with Parks and Recreation will result in an $8,500.00 increase in the full-time salary line item. Lastly, we are anticipating final bids for landscaping contracts, and Parks and Rec has rebid its landscaping for all properties.

Final bids have been received for the fencing project around the playscape, with the Friends of the Newtown Community Center covering the $9,500.00 project cost. We are still on track to break ground in May.

I'm delighted to announce a $6,000.00 grant from Step into Swim that will assist in providing swim lesson support to low-income families and offer training funds for swim instructors.

We have issued our tax deduction letters for childcare last week.

Job postings for Summer Day Camp Behavioral Interventionist positions are now open, and interviews for applicants have begun. We've received a significant number of applications for these roles. Other positions include Summer Camp Day Camp Counselor, Project Adventure Counselor, Race 4 Chase mentors, Swim Lesson Instructor, and Opening Lifeguard.

A heartfelt thank you to all volunteers who supported our Sweetheart Ball, which attracted nearly 200 participants. The Better Day Cafe once again successfully sold Valentine's Day Cookie Kits, with sales reaching nearly 150 kits.

Last week, we welcomed 28 YMCAs to the kickoff celebration for this year's Race 4 Chase program. Thanks to the CMAK foundation for their grant, enabling us to run this program for the fourth consecutive year.

We are in need of volunteers for our Breakfast with the Bunny on March 24th. Volunteers can volunteer anytime from 7 am until 1 pm. The sign up genius link will follow.

Newtown Community Center - Special Revenue Fund ESTIMATE
From July 1, 2022 through July 31, 2023

Revenues:	Acct	Approved Budget-Fiscal Year 2022-2023	JULY 2022	AUG 2022	SEPT 2022	OCT 2022	NOV 2022	DEC 2022	JAN 2023	FEB 2023	MAR 2023	APR 2023	MAY 2023	JUN 2023	Deferred Revenue Adjustment	YTD 2022-2023
State Grants	4280	-					46,570									
NPC Grants	4281	-								5,342		5,000				
Federal Grants	4290	-														-
Rental Income	4291	30,000	3,147	2,205	7,949	7,845	4,740	5,772	8,512	10,852	7,824	8,132	7,131	3,259	(5,897)	77,366
Other Grants	4295	-														-
Charges for Programs	4301	88,000	225,484	28,065	28,596	28,774	20,479	23,679	21,709	21,445	149,671	75,449	47,858	(194,600)	(256,526)	476,608
Charges for Aquatic Programs	4302	160,000	33,621	17,161	15,654	21,869	9,940	19,031	25,605	41,914	23,872	41,429	14,542	7,463	(29,580)	272,100
Membership Fees	4303	514,224	61,455	61,526	67,813	71,394	71,571	73,970	84,843	81,651	83,772	82,366	74,481	83,650		898,492
Special Events	4304	15,000	35	75	306	267	619	88	110	168	71	5,683		10		7,433
NCC-Childcare	4306	-														-
Interest on Investments	4400	22,000	21,090		5,630	10,469	10,248				56,116	10,469	10,821	53,926		178,768
Misc. Revenue	4500	-				53,749	25	5,248			5,248					64,270
Income-Community Café	4510	8,000	949	241	1,242	366	298	120	193	375	102	310	241	304		4,740
Income-Healthy Vending	4520	-							249			221				470
Donations	4550	50,000	2,290	4,211	7,133	2,250	1,000	656	10,000	970	6,842	8,307	30	2,780		46,468
Donations-GE	4555	1,000,000							1,000,000							1,000,000
Scholarships	4560	-	3,500													3,500
Transfers In	4600															-
																-
Revenues Total		1,887,224	351,571	113,484	134,322	196,983	165,490	128,564	1,151,219	162,717	333,516	237,366	155,103	(43,208)		3,030,215
Expenditures		Approved Budget-Fiscal Year 2022-2023	JULY 2022	AUG 2022	SEPT 2022	OCT 2022	NOV 2022	DEC 2022	JAN 2023	FEB 2023	MAR 2023	APR 2023	MAY 2023	JUN 2023		YTD 2022-2023
Salaries & Wages - Full time	5110	299,902	17,922	18,036	27,054	18,036	19,550	29,636	23,026	23,026	34,539	23,026	23,026	23,026		279,901
Salaries & Wages - Part Time	5115	379,000	69,057	70,364	43,803	29,482	26,668	26,250	26,430	29,492	44,459	31,051	33,920	38,392		469,368
Salaries & Wages - Seasonal	5117															-
Salaries & Wages - Childcare	5119		1,890	1,236								252				3,378
** Group Insurance	5210	53,187	4,432	4,432	4,432	4,432	4,432	4,432	4,432	4,432	4,432	4,432	4,432	4,435		53,187
Social Security Contributions	5220	50,368	6,720	6,776	5,265	3,553	3,476	3,696	3,679	3,948	5,938	4,086	4,282	4,501		55,922
Retirement Contributions	5230	15,037	963	933	1,352	902	902	1,121	1,151	1,151	1,727	1,151	1,151	1,151		13,656
Fees & Professional Services	5301					1,105	787		42			126	139			2,199
Special Events	5304	15,000	400			329	360	570					78	271		2,007
Marketing	5330	4,000		737			119	42		292	126	550	192			2,058
Water/Sewers	5411	40,000					11,414			8,594			10,232			30,240
Repair & Maintenance Srvs	5430	26,500	2,049		5,357	398	2,348	7,535	3,559	3,086	3,038	2,627	519	9,363		39,881
Copier Leasing	5443	4,000														-
Contractual Srvs	5505	101,000	1,123	11,137	18,610	8,464	10,462	17,995	9,086	15,035	11,482	11,641	10,274	15,364		140,674
Dues, Travel & Education	5580	5,000		478	857		759	1,006	330	329	376	700	126	1,407		6,367
General Supplies	5610	12,000		409	1,349	777	382	1,064	830	2,339	2,169	2,674	578	1,107		13,679
Office Supplies	5611	5,550		311	1,024	339	994	1,248	2,150	1,597	690	1,281	392	740		10,765
Program/Recreation Supplies	5612	15,000	1,039	3,016	1,099	565	1,753	1,093	1,338	1,122	1,694	1,229	1,580	1,047		16,574
Pool Supplies	5614	20,000		2,739	3,633	858	33	2,090	3,354	348	2,660	2,749	3,416	5,073		26,956
Community Events	5617			275	775		91	1,296				2,588				5,026
Childcare/NCC	5618															-
Energy-Natural Gas	5621	45,000			6,066	2,945	4,915	6,386	8,515	8,437	6,815	6,127	4,601	3,691		58,498
Energy-Electric	5622	92,000			23,326	8,942	7,079	308	8,137	15,874	6,961	6,778	6,850	13,495		97,750
Community Café	5630			375	56	790	1,281	735	354	912	481	636	285	577		6,482
Equipment	5746	8,000						21					8,300			8,321
Capital	5749	40,000	13,300	24,800	10,658	59,245	931	21,314	8,059	13,427	565	175	81	6,158		158,713
NPC Expenditures	5804		7,427	344	443		240			1,465	1,865		1,211			12,995
Other	5895	35,000	4,391	3,795	15,470	5,013	4,873	3,595	7,694	6,909	6,488	10,835	7,889	4,716		81,670
Expenditures Total		1,265,544	130,714	150,193	170,629	146,175	103,851	131,433	112,164	141,816	136,505	114,714	123,557	134,515		1,596,267
Revenues over Expenditures			184,616	(46,372)	(25,122)	50,808	61,640	(2,869)	1,039,055	20,901	197,011	122,651	31,546	(177,723)		1,433,948
Beginning Fund Balance		3,745,083	3,745,083	3,929,699	3,881,327	3,856,205	3,907,013	3,968,653	3,965,784	5,004,839	5,032,971	5,229,982	5,353,183	5,384,729		
Ending Fund Balance			3,929,699	3,881,327	3,856,205	3,907,013	3,968,653	3,965,784	5,004,839	5,032,971	5,229,982	5,353,183	5,384,729	5,505,008		5,505,008

$53,187.00 Yearly medical benefit paid in August
$4,432.25 monthly payment

Newtown Community Center - Special Revenue Fund ESTIMATE
From July 1, 2023 through July 31, 2024

Revenues:	Acct:	Approved Budget-Fiscal Year 2023-2024	JULY 2023	AUG 2023	SEPT 2023	OCT 2023	NOV 2023	DEC 2023	JAN 2024	FEB 2024	MAR 2024	APR 2024	MAY 2024	JUN 2024	Deferred Revenue Adjustment	YTD 2023-2024
State Grants	4280	50,000														-
NPC Grants	4281	-					5,342									5,342
Federal Grants	4290	-														-
Rental Income	4291	55,000	14,547	9,413	4,440	6,973	6,696	4,903	6,268							53,240
Other Grants	4295	-						10,000								10,000
Charges for Programs	4301	420,000	278,595	26,241	38,952	28,884	16,327	27,133	24,011							440,142
Charges for Aquatic Programs	4302	189,000	38,017	27,184	14,047	32,644	20,644	30,991	30,250							193,775
Membership Fees	4303	745,000	77,071	76,146	84,006	79,457	77,798	85,305	87,275							567,058
Special Events	4304	15,000		30	185	208	5	78								506
NCC-Childcare	4306	-														-
Interest on Investments	4400	138,000	92,896	100	7,289	10,571	11,009	120	117							122,103
Misc. Revenue	4500					5,248		553	5,248							11,049
Income-Community Café	4510	7,500	380	299	200	790	544	367	314							2,894
Income-Healthy Vending	4520	850		274		361										636
Donations	4550	40,000	7,811	392	1,420	5,500	4,815	1,013	2,432							23,383
Donations-GE	4555															-
Scholarships	4560	-														-
Transfers In	4600															1,430,127
Revenues Total		1,660,350	416,517	140,079	150,538	170,637	143,179	160,462	155,915							

Expenditures	Acct	Approved Budget-Fiscal Year 2023-2024	JULY 2023	AUG 2023	SEPT 2023	OCT 2023	NOV 2023	DEC 2023	JAN 2024	FEB 2024	MAR 2024	APR 2024	MAY 2024	JUN 2024		YTD 2023-2024
Salaries & Wages - Full time	5110	315,961	23,516	23,498	33,105	24,574	24,574	24,574	24,574							178,415
Salaries & Wages - Part Time	5115	479,844	69,520	78,222	56,631	37,175	39,512	37,159	32,302							350,521
Salaries & Wages - Seasonal	5117															-
Salaries & Wages - Childcare	5119															-
** Group Insurance/LI/LTD	5210	57,319	56,360	253	340	245	259	755	(321)							57,891
Social Security Contributions	5220	60,327	7,043	7,707	6,790	4,670	4,849	4,666	4,269							39,994
Retirement Contributions	5230	16,812	1,176	1,175	1,517	952	952	952	952							7,675
Fees & Professional Services	5301	1,000			147	229		529								905
Special Events	5304	5,000					154									154
Marketing	5330	2,500		273												273
Water/Sewers	5411	42,000					13,254									13,254
Repair & Maintenance Srvs	5430	27,500		3,297	1,363	1,648	2,464	1,576	2,262							12,610
Copier Leasing	5443	4,000														-
Contractual Srvs	5505	173,279	1,656	18,415	14,266	9,936	9,182	13,421	21,420							88,295
Dues, Travel & Education	5580	6,200		100	837	286	93	1,311	367							2,993
General Supplies	5610	12,000		381	1,244	581	1,543	2,335	156							6,240
Office Supplies	5611	9,050		1,442	239	448	16	600	1,013							3,757
Program/Recreation Supplies	5612	20,570	751	2,761	1,671	632	1,214	1,318	622							8,970
Pool Supplies	5614	23,500		11,093	3,169	2,223	461	4,954	530							22,430
Community Events	5617	5,000		238	457			363	521							1,579
Childcare/NCC	5618															-
Energy-Natural Gas	5621	59,000		3,693	3,294	3,738		7,947	4,576							23,248
Energy-Electric	5622	128,000		10,585	9,292	9,631	7,848	8,376	9,943							55,673
Community Café	5630			176	180	1,912	104	866	174							3,411
Equipment	5746	8,750														-
Capital	5749	140,000		3,090	9,124	1,821		4,505	12,659							31,199
NPC Expenditures	5804															-
Other	5895	65,000	5,791	3,760	5,306	4,862	4,612	3,937	4,407							32,675
Expenditures Total		1,662,612	165,813	170,159	148,971	105,562	111,089	120,143	120,425							942,161
Revenues over Expenditures			250,704	(30,080)	1,567	65,075	32,090	40,320	35,490							487,967
Beginning Fund Balance			5,176,351	5,427,055	5,396,945	5,403,838	5,474,167	5,506,257	5,546,577							
Ending Fund Balance			5,427,055	5,396,945	5,403,838	5,474,167	5,506,257	5,546,577	5,582,067							

$56,360.00 Yearly medical benefit paid in August

Newtown Community Center

Membership Count – November 2023

2021

Membership Category	March	April	May	June	July	August	Sept	Oct	Nov	Dec
Annual Adult	21	20	22	22	17	19	21	21	20	19
Annual Family	68	72	69	70	69	74	78	77	74	79
Annual Senior Couple	22	22	22	21	19	19	20	21	21	20
Annual Senior	36	40	47	47	42	41	49	46	39	37
Annual Single Parent Family	11	11	11	11	13	14	15	14	13	13
Annual Youth/ Teen	2	3	3	3	3	3	3	3	1	1
Monthly Adult	149	152	159	173	161	166	177	179	160	160
Monthly Family	694	702	722	758	775	799	818	825	822	838
Monthly Senior Couple	76	76	72	79	83	86	91	91	91	96
Monthly Senior	265	268	266	280	275	285	313	346	322	328
Monthly Single Parent Family	104	113	116	129	131	134	139	143	136	143
Monthly Youth/ Teen	61	64	64	70	64	62	70	62	56	53
Volunteer First Responders	7	9	10	10	14	14	8	8	9	10
Volunteer First Responder Family	7	16	18	18	18	24	27	27	28	28
Employee Membership	6	6	8	9	12	12	12	12	13	13
3 Month Family Membership										
3 Month Youth Membership										
College Membership Special	0	1	3	7	3	0	0	0		1
4 month Family Membership										
4 month Youth membership										
Membership Units	1,529	1,575	1,612	1,707	1,699	1,752	1841	1875	1805	1839
Total Members			4,246	4,527	4,689	4,829	4,856	4,979	4,936	5,058
Scholarships Awarded			4	3	5	3	7	0	1	0

2022

Membership Category	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Annual Adult	20	19	17	16	16	17	16	15	14	14	13	14
Annual Family	80	81	82	79	80	84	77	75	77	78	73	76
Annual Senior Couple	16	18	19	19	19	18	17	18	18	19	17	17
Annual Senior	41	41	42	47	47	45	40	40	43	41	38	44
Annual Single Parent Family	13	13	11	11	11	10	8	8	5	5	6	9
Annual Youth/ Teen	1	2	2	3	3	3	4	4	3	4	2	2
Monthly Adult	166	170	184	194	203	196	187	188	199	200	198	199
Monthly Family	874	908	968	987	994	1024	1008	1037	1060	1068	1069	1077
Monthly Senior Couple	98	96	97	97	95	94	99	103	105	111	110	110
Monthly Senior	331	338	353	358	384	372	364	384	393	408	404	413
Monthly Single Parent Family	152	152	168	171	172	174	170	168	167	163	156	163
Monthly Youth/ Teen	55	69	78	90	99	102	100	103	105	111	106	107
Volunteer First Responders	10	10	9	13	10	9		9	9	5	5	6
Volunteer First Responder Family	41	38	46	46	47	48	50	40	45	45	42	47
Employee Membership	15	15	15	15	15	16	16	16	16	16	16	16
3 Month Family Membership		9	10	11	1	0			9	11	11	7
3 Month Youth Membership		22	27	30	5	0			4	7	7	3
College Membership Special	2			0		4	3	1	0	1	0	1
4 month Family Membership												
4 month Youth membership												
Membership Units	1915	2,001	2,113	2,187	2,152	2,180	2,159	2,187	2,250	2,307	2273	2311
Total Members	5,254	5,428	5,804	5,795	5,901	5,926	5,920	6,034	6,155	6,186	6,136	6,225
Scholarships Awarded	4				3							8

2023 / **2024**

Membership Category	Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec	Jan (2024)
Annual Adult	14	15	16	19	19	17	17	17	18	18	17	18	16
Annual Family	76	75	80	81	77	77	74	79	82	79	76	78	75
Annual Senior Couple	18	17	19	18	19	19	17	18	18	16	14	14	15
Annual Senior	47	47	52	50	54	53	54	56	54	54	54	53	53
Annual Single Parent Family	9	9	9	8	12	12	13	16	15	16	12	12	12
Annual Youth/ Teen	2	2	2	2	2	3	2	0	0			1	1
Monthly Adult	201	202	199	196	190	197	197	198	203	196	190	196	195
Monthly Family	1096	1113	1140	1166	1178	1194	1200	1207	1205	1196	1184	1203	1239
Monthly Senior Couple	117	116	115	112	107	106	106	106	112	119	124	122	120
Monthly Senior	425	426	431	440	448	452	457	463	478	481	487	492	505
Monthly Single Parent Family	170	169	179	188	187	192	190	186	185	189	186	186	189
Monthly Youth/ Teen	104	102	107	107	113	118	112	115	114	115	118	116	118
Volunteer First Responders	15	15	7	8	7	7	8	9	9	12	7	8	8
Volunteer First Responder Family	47	47	13	12	14	14	13	14	12	9	10	10	14
Employee Membership	16	17	17	17	17	17	13	13	18	18	18	18	18
3 Month Family Membership	17	17	16	4	5			2	0			1	1
3 Month Youth Membership	7	7	7	6	7			2	0				1
College Membership Special	0	0			1			1	0			2	
4 month Family Membership													1
4 month Youth membership													2
Membership Units	2381	2396	2398	2434	2,457	2,477	2,469	2,493	2,511	2,518	2,497	2,532	2,583
Total Members	6,337	6,376	6,586	6,683	6,744	6,856	6,843	6,918	6,896	6,825	6,807	6,912	7,046
Scholarships Awarded			4	6	3	4		2				4	