

Newtown Community Center Committee

July 10, 2018 6:30 pm Council Chambers

THESE MINUTES ARE SUBJECT TO APPROVAL BY THE COMMUNITY CENTER COMMITTEE

Maureen Crick Owen called the meeting to order at 6:35 pm.

Present – Bill Manfredonia, Doria Linnetz, Nancy Doniger (via phone), Fred Taylor, Kinga Walsh, Cheyanne Wirtz

Absent – Bill Buchler, Brian Hartgraves, Jeff Tousignant

Also Present – Maureen Crick Owen, Matthew Ariniello

Election of Chairman -

Ms Wirtz moved to appoint Ms Walsh Chair of Community Center Committee. 2nd by Mr Manfredonia. Discussion followed commending Ms Walsh on commitment since the beginning of this process, grateful she has stepped forward, grateful for vast knowledge she will bring to this project. Unanimous approval

Site visits –

Monday June 25, Mansfield Community Center observations:

Somewhat comparable to Newtown, although they have a gym facility

Used sponsorship for designated areas – Matt will look into if this is allowed in agreement with GE.

Membership desk– needs to be welcoming, collaboration with P&R and CC registrations, part of security plan along with cameras

Full time maintenance person for the pools is important –chlorination, use of pellets to remain consistent with other town pools, housekeeping. Issues with natural light causing shadows and cloudiness, required extra life guard for safety and excess chlorination (will discuss with architect to ensure this will not be a problem in Newtown).

Need program staff designated to CC facility – must collaborate with other town agencies to avoid duplication of efforts

Watch pending legislation requiring a Certified Pool Operator during all hours of pool operation which will affect the budget numbers

Mansfield charges membership fees.

Mansfield ran out of money so on the second floor there is the exercise room and a roof where the three classrooms were planned. They opened 20 years ago. Visit was very helpful with insight as to what is important to have and avoid.

Ridgefield visit is rescheduled for July 19 leaving at 9:30 from parking by Community Center site. Ridgefield has been open for 15 years.

Mr Ariniello, Mr Rosenthal and Mr Tate will meet with GE liason John Godin next week. GE assigned 10 million for the building and 1 million per year for first 5 years for operational expenses.

PBSC Meeting/Construction Report

Steel arrived yesterday at 7am and already the frame is starting to take shape.

Grading and excavating is also going on close to Plymouth Hall.

Electricians are finishing proposals on outside lighting. Fred Hurley has 7 or 8 light poles left we can use and save money.

Sound Technicians provided specs and recommendations for the Community Center. We are looking to see if we can scale back for cost savings. Mr Ariniello is obtaining a comparison on speaker/square footage from other facilities.

Mr Ariniello will meet with Al Miles tomorrow to inquire what is included in IT quotes for the infrastructure to determine what will need to be purchased from the operational budget.

Organizational Structure Committee Update

Proposed structure based on past experience, Ms Mangold's input and other center's staffing recommendations, review of job descriptions and salaries (salaries were not discussed), looking for efficiency in shared staff, **DRAFT attached**, a percentage for salaries on shared personnel will need to be figured out

Aquatics Director will oversee one year round facility and 3 seasonal facilities

Aquatic Coordinator to assist Aquatics Director is for weekends and times when Aquatic Director is not there

Facilities Director must be Certified Pool Operator/Aquatics Facilities Operator

Recommendation made that Senior Center and Community Center will share a maintenance person.

Program Director – non aquatic programs, will collaborate with other programming in town

Marketing and Membership – works as the center's marketing staff, oversees communications and marketing of memberships and programs along with website, email database and develop marketing materials.

Bookkeeper – Assists with payroll, monthly drafts, AP, AR, manage budget, deposits, supporting documents for grants, rental contracts.

Ms Mangold and the recreation staff will be in the Administration section of the Community Center.

Fundraising will start meeting in August, prioritize needs, possibility of scholarships, and grants for program funding.

Previously a financial analysis was done which included a competition pool which would have raised 100's of thousands per year. We have recreation not competitive pools so a new analysis will need to be done once positions and salaries are determined. Hours need to be determined before programming and lifeguard staffing can be determined.

We need the right people in the right positions when we open.

Membership – will create packages, develop rate structure, special events, and potential partnership with NYA, charter membership, presale, and permanent legacy membership.

Kid's Corner- 2 people on at a time (due to bathroom accessibility), while parents are involved in programming, depends on programming schedule.

Community conversations –

Library – renderings will be in library for summer, possibility of pool pass in conjunction with summer reading program

Edmond Town Hall – renderings end of summer to exhibit to different audience then to Municipal Center. Will discuss rental rates and programming.

Ms Place - looking at collaboration and programming needs that the Senior Center cannot meet.

A suggestion was made to have a collaboration meeting for program planning several times a year so we have complementing instead of competing programs. A suggestion was made to consider a menu of options for rental space – we offer this, they offer that etc. this will enable renters to obtain what is best for their event.

Arts Enable – Programs consist of special needs art classes. Denise Taylor will offer programs for off peak times.

There are results to the programming survey taken in 2016 including comments and programming on website (About 800 pages).

Dr Rodrigue – meeting this week to discuss after school enrichment programs for Middle School and transportation needs – this opens opportunity for grants for art enrichment. Afterschool teen programming will be discussed maybe including ping pong, Wii or other games.

Meeting with Mr Benson, Ms Prezler, Ms Chiapetta tomorrow morning to discuss the FHA, outside bathroom access and to obtain thoughts, vision and costs. Discussion on FFH role and event placement, parking and state regulations on traffic access onto state road (traffic study requirements), proposed ice rink, brew pub presence on campus.

Need – drop/off and pick/up procedures, calendar sharing process, face book sharing especially as pictures of progress are posted, perhaps a frame with picture and banner coming June 2019.

Communications plan – news release, monthly newsletter, updates on membership, unveiling of mission statement and logo

Be transparent as possible.

Mission statement/logo –

will try to develop mission statement in committee, marketing expert on committee, Ms Walsh will collect ideas from members and then she will share with entire committee for formulation of statement at August meeting DO NOT HIT REPLY ALL this constitutes a meeting and violates FOIA. A logo contest is a possibility, need to watch timeline, check for pro bono, need mission statement so logo can be created, graphic designer on Brushy Hill, many local artists, discussed thoughts and history of mission statement from previous committee.

Ms Walsh will be requesting availability for August meetings.

SHCF Annual Grant

Tabled so Mr Ariniello can get more information and meet with Mr Rosenthal.

Next meeting is July 24, 2018 at Town Hall South Conference Room at 6:30pm.

Move to adjourn by Ms Wirtz, 2nd by Ms Linnetz.

Meeting adjourned at 8:29pm

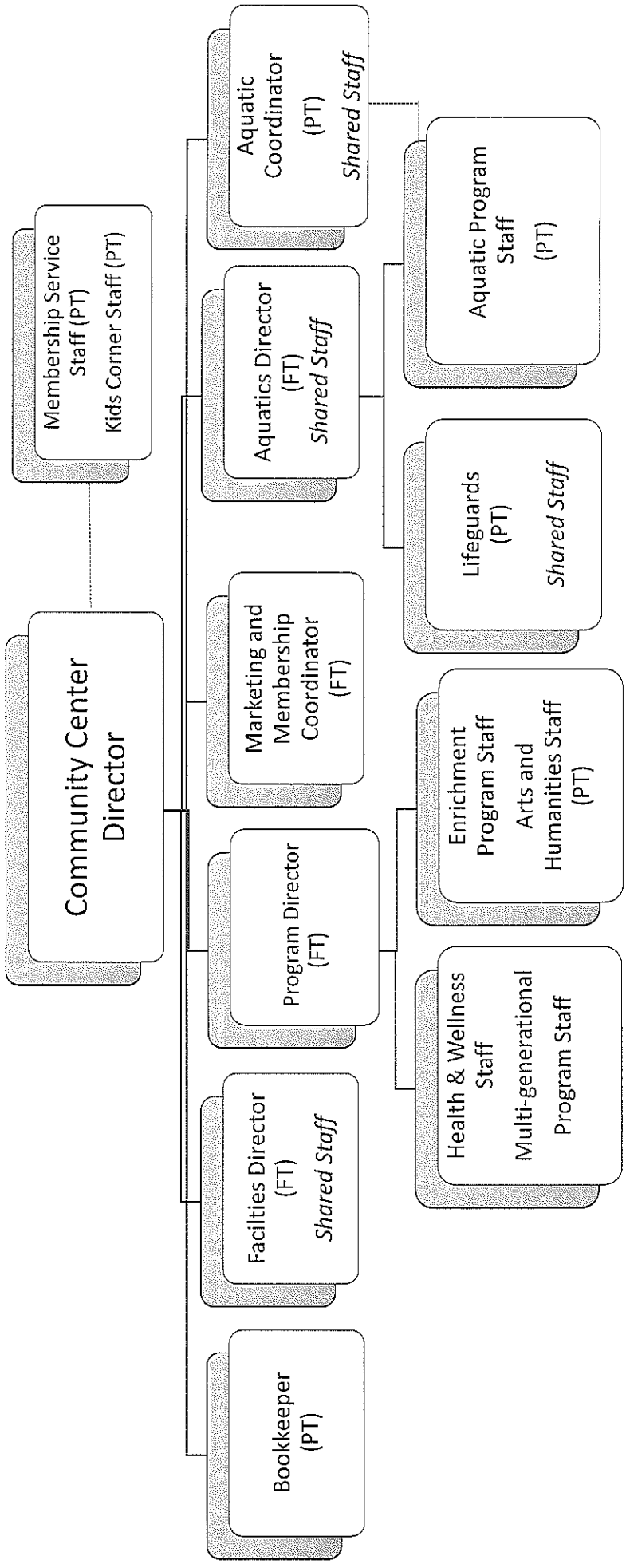
Respectfully submitted,

LeReine Frampton, clerk

DRAFT

7/10/18

COMMUNITY CENTER ORGANIZATIONAL CHART



DRAFT