

Community Center Committee Minutes

May 21, 2019

THESE MINUTES ARE SUBJECT TO APPROVAL BY THE COMMUNITY CENTER COMMITTEE

Present: Kinga Walsh, Jeff Tousignant, Brian Hargraves, Nancy Doniger, Bill Manfredonia, Kevin Byrne

Also Present: Matt Ariniello

Absent: Cheyanne Wirtz, Fred Taylor, Doria Linnetz, Filippo Formica, Olivia Deschenes, Nolan Adis

Meeting was called to order at 6:30pm

Approval of 5/7 minutes tabled until next meeting.

Directors Report

Construction Update-

We are entering the largest piece of the project left which is the tiling of the pool deck which will begin this week. HVAC units have been installed on the pool deck and overhead lighting is almost fully complete. Hallway tiling has begun on the East Wing and interior cabinetry is being placed in. Sidewalk installation in front of the building has been completed and will continue on to the Senior Center next week. I will be on site this week as United Alarm begins security installation as well as the town's vendor for paper goods begins to install dispensers. The construction company will continue to administer mechanical training in the coming weeks and the furniture order will be placed this week.

Aquatics/ Programming Update-

The aquatic staff for the Community Center is about 95% complete. I still need to finalize the aqua fitness instructor and a couple of swim lessons instructor. We had one full lifeguard class on May 8 -10 and another full class starting May 24-26. Due to an overwhelming response we will be offering another class June 17-19. Summer and Fall I Aquatic Programs are finalized. We are in the process of planning Water Safety Week (a week of free swim lessons) sponsored by Redwoods Foundation. This program will help assist us with Fall registration. Jen has been busy organizing Fall programming and solidifying instructors for programs. We are working on Grants through the CT Office of the Arts for up to \$3,000 towards the Adaptive Art program and up to \$15,000 for all art programming in the coming months.

Other Updates:

Membership Sales will begin on Saturday, June 8th at the Municipal Center. I have currently put together a schedule of hours that people will have the opportunity to purchase a membership (copy will be available at the meeting). An email blast will go out to all individuals who have supplied us email addresses knowing that Membership Sales will begin as well as PR through social media and the Newtown Bee.

The following positions have been posted to the website (Welcome desk staff, Bookkeeper and Lead Play Maker) and we have a slate of Facility manager Interviews beginning this week. We have started software training with the Community Pass team. Program data will be entered into our database in the next 2 weeks prior to membership sales beginning. At our next meeting we will have the events for Welcome Week

finalized and be able to share with the Committee. We have applied for a grant through the State of CT to support Swim Lessons and had some very productive development meetings with local businesses who plan to support the center through development initiatives.

Discussion on guest passes.

Mr Manfredonia moved four guest passes per calendar year will be given per membership level. Ms Doniger 2nd the motion - approved

Old Business –

The Board of Ed is changing security vendors and will be replacing the cameras at the end of the school year. Pending approval the cameras will be donated for reuse at the center.

The town paper vendor is donating the paper good holders for the center.

Discussion on needs to be obtained before CO can be issued. Discussion on wish list to enhance the center's offerings.

Marketing material needs to have qualifiers defining free. Example free guest passes should have asterick and qualifier stating 4 complementary guest passes per calendar year per membership.

Discussion on pictures being used on marketing material. More pictures need to be used that are non-senior.

Representatives from Park and Rec, Community Center and Community Center Committee met with NYA representatives to reinforce respect, integrity and collaboration in program offerings and scheduling.

Mr Tousignant suggested getting together quarterly to plan out each seasons programming.

Advertising should be changed from July 2019 to summer 2019.

Review and discussion on Assistance application and employee handbook for action at June 4th meeting.

Discussion on FFH Master Plan Review survey. Some of the items in the survey are being addressed by the Community Center. Ms Walsh offered to send a note to the committee to let them know what the center will cover to avoid duplication of items.

Offers of pollinator plants and other landscaping items have come in. We need an erosion plan approved by Conservation to proceed.

Ribbon cutting date should be able to be firmed up at the June 4th meeting.

Discussion on question and answers to be used during public sessions coming up. Membership sales will start on June 8th at the Municipal Center.

Meeting was adjourned at 8:31pm

Respectfully submitted,

LeReine Frampton, clerk