

Community Center Committee Minutes

January 21, 2020

THESE MINUTES ARE SUBJECT TO APPROVAL BY THE COMMUNITY CENTER COMMITTEE

Present: Kinga Walsh, Nancy Doniger, Bill Manfredonia, Kevin Byrne, Fred Taylor, Filippo Formica, Cheyanne Wirtz, Eleanor Cruwys-Hayes

Also Present: Matt Ariniello

Absent: Brian Hargraves, Olivia Deschenes, Doria Linnetz, Jeff Tousignant

Meeting was called to order at 6:32 pm

There was no public.

Ms Walsh introduced the committee to the new Middle School representative, Eleanor Cruwys-Hayes.

Mr Manfredonia moved to accept the December minutes 2nd by Mr Taylor – approved

Ms Wirtz moved to amend the agenda to include discussion and possible action on the 2020-2021 budget.

Ms Doniger 2nd - approved

Directors Report

121,000 fob check- ins have occurred so far. (Still working on getting everyone to fob in) 493 individuals have participated in swim lessons.

Happy New Year! The center saw membership numbers and participation grow again in December and are on track for a large increase again in January. You will see in the attached documents that this program registration is to date our largest bringing in close to \$34,000.00

Below you will find a table of Program Revenue to date for each session:

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|-------------|--------------------|--|
| Late Summer | \$8,544.00 | This session we launched our elementary after school |
| Fall 1 | \$25,604.00 | |
| Fall 2 | \$27,411.00 | |
| Winter | \$33,847.00 | |

programs. These programs include 2 afterschool art classes, a youth yoga and theater program. Registration numbers are at 38 and we will look to continue to grow these programs. As far as transportation, since the school district does not have a stop at FFH [from the elementary schools] we will need to transport the children to the Community Center utilizing town vehicles. Jennifer, Kristin and myself plan to apply to a Public Service License to be able to drive the town bus that is frequently utilized by the Senior Center. In the future, if these programs continue to grow and be successful it might be worth looking into a passenger van for the center and there may be some grant opportunities to assist.

The acoustical panels have been installed in the Activity Rooms and the Health and Wellness space and have proven to be effective early. Beginning this week our window shades will be installed throughout the building and should only be a two day installation. Our Kitchen tile is set to be steamed and sealed towards the end of the week.

During the college break we offered a one month college special which we garnered 9 memberships from. Next month, we will begin to explore the options for all access plans for the summer in conjunction with Parks and Recreation.

Our evening adult programs have gained more traction. We are seeing classes like adult pottery, improv and the cooking classes see success. We currently in the process of working with an app called Class Pass which provides access to different classes. Patrons would sign up for classes through the app, sign a waiver upon entering the center and the Community Center is paid directly from Class Pass.

On the marketing front, In January we had our last billboard scheduled on route 25 and we are beginning to do design our postcard mailers. Justin has continued to assist with marketing duties as a subcontractor for 10 hours a week and I have taken on some of the other roles and responsibilities of that position.

The Kindness Calendar activities in the month of December went well and were well attended We had over 30 attendees making sandwiches for Dorothy Day and Lunches with Love, all of our Giving Tree items were purchased by community members and given out to the local families in need in conjunction with the Newtown Fund.

As discussed in previous meetings, one of the positions that needed to be added was a weekend maintainer. This role assists with weekend set up and take down of multiple spaces as well as housekeeping duties. After being approached by the High School on some opportunities for students in the TAPS program. We have hired a high school student until June to assist, who is paid through the High School's TAP program. He is currently going through training with Jamie and myself.

In an effort to continue to engage our members, in February we will host Community Center Bingo which will entail members to try new programs and challenges and have them initialed. If someone completes a bingo they get to spin the wheel to win a prize. The goal of this strategy is to engage members into all the Community Center has to offer.

The month of February is Healthy Heart Month and Jen and I are in the process of planning activities in partnership with the health department. Activities will include seminars, healthy eating demonstrations and screenings.

This month, we awarded \$2,492.00 in scholarships for programs and memberships. We are so grateful for a donation from the Caroline Previdi Foundation to assist with two swim lesson scholarships for two children under the age of 4.

In a cost saving effort we have purchased a snow blower to assist with winter maintenance with the hopes that this can help us reduce third party winter maintenance fees. This cost is being split with the Senior Center.

The Community Center will be hosting Congresswoman Jahanna Hayes this Tuesday from 6pm-8pm.

We are looking for volunteers to assist with our Chinese New Year's Celebration on January 26th from 2pm-4pm. If you are interested please let me know.

New Business

There was extensive discussion on the pools and pool deck regarding rules and who is responsible for enforcing the rules. Strollers now have a spot to park in the hallway. Swim diapers must be worn until age 4 and will be sold at check in if they are forgotten. Shoes are not allowed on the pool deck and Mr Ariniello will

make sure this is enforced. The committee would like signs on the doors leading into the pool reminding swimmers of the diapers and no shoe policy.

There was lengthy discussion on the budget and capital projects for the 2020-2021 fiscal year. Since the center only has six months of history and has not experienced the highs and lows for the year, a lot of analyzing was done. The original energy estimates provided by the architect and engineering firms were way off so those line items needed to be increased. Separately, some savings were realized under the salaries lines with job sharing but minimum wage increases had to be figured in. The savings found and the underestimated expenses resulted in estimates that are just slightly over double what was spent and earned for the first 6 months.(for the annual estimated cost) The revenue is almost double the first six months in the annual revenue estimate. The committee pointed out that the first six months did not contain the full summer usage (since opened at the end of July 2019) when membership could be down due to vacations and outside pools. The committee then tackled the capital needs that were omitted from the project due to value engineering. The committee agreed that the patio was a must build. This additional area will increase community program availability and increase the desirability of multipurpose room rental. This capital expenditure would help the revenue stream. The committee was reminded that the center's budget is separate from the Town's and is based on a self-sustaining model, does not require Town funds to run, and that fundraising may be used moving forward to help fund the capital line (among other areas such as scholarships).

Mr O'Byrne moved proposed expenses for 2020-2021 budget of \$887,436 and estimated revenue of \$750,000, with a capital expenditure of \$250,000. Mr Manfredonia 2nd motion - approved

Legislative Council sent the request to change the Community Center Committee to a Commission to the Ordinance Committee.

Due to the hour, ***Ms Walsh moved to table the rental agreement discussion and the marketing plan review as well as the feedback on the winter guide to next month's meeting. Mr Manfredonia 2nd - approved***

Ms Wirtz moved to adjourn at 8:37 2nd by Ms Doniger. approved

Respectfully submitted, LeReine Frampton, clerk