

Parks and Recreation Memorial Gifts Ad Hoc Committee

Wednesday, January 23, 2013, Conference Room, Town Hall South

Present: Rich Boritz, Jan Brookes, Amy Mangold, Maureen Crick Owen, RoseAnn Reggiano

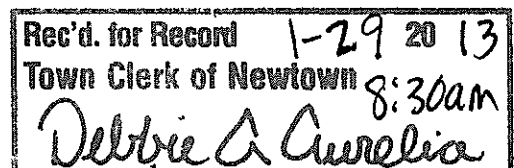
Chairman Boritz called the meeting to order at 3:02 PM. The committee approved the minutes of the January 15, 2013 meeting.

Old Business

Reports - Mrs. Owen had showed the committee the gift policies of the Arlington, Massachusetts, and Moraga, California. She presented a proposed Memorial and Donation Application that will be presented to the P & R Commission. Mrs. Owen had also written a standard note to thank everyone who has donated to the P & R Department as a result of December 14.

Mrs. Brookes discussed phone conversations with Jennifer Johnston of Healing Newtown. Healing Newtown, housed in the old Ace Hardware building, is collecting art sent to the town and archiving it. Once fully open, Healing Newtown will offer art programs to the public. Anyone will be able to drop in and create their piece of art to be added to those already there. Director Mangold said that Mrs. Johnston and she had discussed a fundraiser organized by the Lathrop School of Dance for the benefit of a P & R garden. Mrs. Mangold said that she wasn't sure if the fundraiser was intended to benefit the butterfly garden that might be part of the new Dickenson Park play-scape, or a sustainable garden in the planning phase for the Fairfield Hills campus. She said that there when donations are made, it's very important to ask donors to clearly state their intentions for the use of their donations.

Mr. Boritz said that he had been in contact with the Volunteer Center. Under the direction of Deborah Zukowsky, Deb Zuker, and Robin Fitzgerald, the association has created a database of donations. Their goal is to determine which donations are duplications, and to thank all those who have given to Newtown. Mr. Boritz gave the VC descriptors that would guide them in getting appropriate donations to the P & R Department, such as trees, benches, walkways, etc. If a donation has already been given to P & R, it will stay in the department. Mr. Boritz reported that there are three databases – the one created by the Volunteer Center, the town, and United Way. These databases can't "talk" to each other. The Newtown Technology Department (Scott Sharlow) and the Volunteer Center (Deborah Zukowsky) are trying to resolve this situation. One issue they want to determine is how to simplify the process of accepting donations. Director Mangold would like the VC to ask other town departments if donations intended for but needed by SH School could be used by them.



New Business

Director Mangold discussed offers of prospective donations.

The committee recommended that by Friday, February 1, the P & R Department copy the donations it has received, noting if the donation has been accepted. Projects that are completed, such as programs donated to the town, won't be a part of this list.

The committee recommended the following process for recording donations:

1. P & R Directors respond to all calls to make donations that come into their offices.
2. Calls to which the directors can't respond will be returned by committee members who will ask the prospective donor what his/her intention is. For example, does the donor intend that the donation will go to a school, park, or future memorial?
3. Send notification of the donation to the VC.

The committee recommends that the following items be added to agenda of the next P & R Commission meeting:

1. Preservation of CIP funding.
2. Impact of gifts on the P & R budget.

Committee Assignments

1. Mrs. Own and Mr. Boritz will return phone calls to prospective donors to ascertain their intentions.
2. Mrs. Owen will update the list of donated goods and services.

Respectfully Submitted,

Jan Brookes
Ad Hoc Committee Secretary

TOWN HALL SOUTH
3 MAIN STREET
NEWTOWN, CT 06470
TEL. (203) 270-4340
FAX (203) 270-4333



AMY E. W. MANGOLD
DIRECTOR

TOWN OF NEWTOWN

PARKS AND RECREATION DEPARTMENT

MEMORIAL AND DONATION APPLICATION

The Newtown Parks and Recreation Commission receives many requests annually to install park benches, various plantings and other amenities at facilities under their jurisdiction. It is the intent of the Commission to encourage and facilitate public and private gifts, bequests, and such contributions that enhance, beautify, improve, supplement, support or otherwise benefit the Town's park and recreation system.

General Information

Applicant: _____

The name of the organization, if any, which you represent:

Is this organization exempt under Section 501(c)(3)? _____ Yes _____ No

Contact Email and Phone: _____

Address: _____

Description of Project or Program

Description of Donation: _____

Proposed Location of Donation (if applicable): _____

Type of Donation: _____

Total Cost of Donation/Estimated Budget (includes purchase, tax, shipping and installation):

Please attach detailed supporting documentation of this estimate.

Please describe how this project or program enhance, preserve, protect and promote the Town of Newtown's Parks and Recreation facilities: _____

Please describe the arrangements you have made for the following. Kindly include your plan of action, whether and by whom it has been reviewed and approved, and what specific steps you plan to take to accomplish your objectives:

_____ Fundraising

_____ Procurement of in-kind goods and services. Describe goods and services here:

_____ Solicit Volunteers. Describe the activities of such volunteers here:

Implementation of Project or Program

Please describe the steps necessary to achieve your objectives and your anticipated time line: _____

Many thanks for your interest. A member of the Commission or an employee of the Parks and Recreation Department will contact you shortly.