

**Stonington Recreation Commission  
Special Meeting  
Wednesday, May 16, 2012 at 10:00 AM  
Town Hall Meeting Room**

Present: Chairman C. Michael Crowley and Vice-Chair Frank Prachniak  
Commissioners: Joe Ciriello, Paulla Solar and Larry Theadore  
Human Services Director Beth-Ann Stewart  
Finance Director Maryanna Stevens  
Recreation Administrator Joseph Mendonca, Jr.  
Absent: Commissioners Joe McKernan and Beth Quesnel

I. Review of Recreation Financials

Chair Crowley stated he and the First Selectman called the meeting to discuss budget reports and transactions. In the last meeting the Commission was unclear regarding the revenue that each program takes in versus the cost to run the program; Chair Crowley stated he feels the report handed out is not clear; he wants to determine what is required in order to get the cost basis for every event or program that occurs.

Vice-Chair Prachniak concurred, and stated it is confusing when costs come out of various accounts.

Administrator Mendonca stated that an additional summary report was handed out to provide clarification, and he is unsure of what else to provide.

Chair Crowley produced reports discussed last week.

Finance Director Maryanna Stevens stated she prepares these reports on a monthly or quarterly basis, and can address any questions. Director Stevens stated there are timing differences, so revenue may come in a different month than expenses.

Human Services Director Beth-Ann Stewart provided the example of the Summer Camp program, where revenue comes not only in a different month, but also in a different fiscal year altogether. Participants pay the fee for the program from February through April, but the costs are incurred typically from the end of June through the following fiscal year in August.

Vice-Chair Prachniak asked if there is a way to run a report on the program so that all revenue and expenses can be seen together.

Director Stevens stated she can run a by program every month, but there will always be a timing issue; data can be exported into Excel in order to create a complete report, and she can also run a calendar year report.

Chair Crowley requested to keep it as simple as possible.

Vice-Chair Prachniak stated since it is the Recreation Commission's responsibility to keep track of program success, reports need to be clear.

Administrator Mendonca stated the current report is a summary

Vice-Chair Prachniak stated he wants to look at a program and decide if it is viable.

Discussion ensued regarding maintenance expenses, and overall balance of the Recreation Special Activity fund. Maintenance expenses will be encumbered in the general fund as well as special activity, depending on where the work is performed (i.e. softball field).

Vice-Chair Prachniak discussed the Summer Playground Program, and stated salaries are currently under miscellaneous; Administrator Mendonca will move to appropriate line by next meeting.

Chair Crowley stated that there are so many different reports, and this isn't necessary; he would like just one report detailing revenue and expense for each program.

Director Stewart stated the Summer Playground Program results in a loss, and that the Youth & Family Division has been contributing significantly, otherwise the Playground Program would reflect even more of a loss. She can provide all the information the Commission requests, but most likely major equipment expenses have caused overages and removed the "comfort zone".

Commissioner Ciriello stated that is exactly what happened.

Chair Crowley stated he is also concerned about the new fields, since revenue will be required to support cost.

Director Stewart stated the plan going forward is to put any equipment purchases under facilities, but a definition of equipment required.

Discussion ensued; if something is purchased for Softball only, the cost goes to Softball, if the purchase is for more than one program, the cost goes to maintenance.

Administrator Mendonca stated he can break out or charge to one line item based on Commission preference.

Chair Crowley stated there is still maintenance needed on facilities – pavilions, dugouts; he would like to look at expenses and create projections, believes they have enough equipment.

Administrator Mendonca stated the only equipment expense is for tires.

Commissioner Ciriello asked if a time study was ever done, so that maintenance hours worked or expenses can be projected. He requested the Commission decide on reports required.

Chair Crowley stated he wants simple reports.

Director Stevens stated a Recreation Activity Fund cover sheet will be provided.

Further discussion ensued regarding the maintenance budget and personnel, and whether a percentage of maintenance salaries should be charged to each program.

Chair Crowley stated this would be overkill, as long as Administrator Mendonca is comfortable with the maintenance expense, he is fine, and he just wants to see revenue & expense.

Discussion determined percentages will be decided before the season and applied.

The First Selectman asked about trips and the Rachel's Challenge Chain Reaction event; Director Stewart stated these are not Recreation programs.

Chair Crowley stated that once program over, he wants to be able to determine how it did.

Administrator Mendonca will note the program status (i.e. program over, beginning, in progress)

Additional discussion about equipment ensued. If equipment is purchased for multi use, it will be charged to multi lines, if purchased for only one program then the cost stays with the program.

Chair Crowley stated he is not concerned with equipment expenses.

Vice-Chair Prachniak asked if Recreation is totally responsible for the pavilions.

Discussion ensued regarding the pavilions; painting has occurred due to a conversation between the First Selectman and Chair Crowley. Public Works picks up the garbage.

Director Stewart stated Director of Public Works Joe Bragaw paid for the port-a-jon expense at the pavilion, Recreation only paid for the playground port-a-jon. Director Stewart has Public Work's account number to pay for toilets; Human Services was asked to handle scheduling.

Chair Crowley stated he is disappointed, as he believes the pavilion is a Recreation project, and he wants to do more things there.

Commissioner Theodore asked how the pavilion could be considered recreation.

Chair Crowley stated he wants to add more to add to taxpayer enjoyment; he thinks the pavilions should be a Recreation responsibility.

Vice-Chair Prachniak stated he understands where Chair Crowley is coming from; pavilions are part of the Spellman Park Recreation Complex, and families go there for picnics.

Commission discussion; if Commission wants to add improvements to the pavilions, discuss with Director Bragaw so that he is aware.

Chair Crowley discussed creating 5 year plan.

Director Stewart suggested community block grants, the First Selectman agreed that is a good idea.

## II. Meeting Adjourned

A motion was made by Commissioner Ciriello to adjourn. Motion seconded by Commissioner Solar and approved. Meeting adjourned at 10:59AM.

Respectfully Submitted,

Handwritten signature of C. Michael Crowley in cursive, with the word "Chair" written to the right of the signature.

C. Michael Crowley, Chairman