

**Stonington Recreation Commission  
Special Meeting  
Wednesday, January 30, 2013 at 6:00 PM  
Human Services Room**

Present: Chairman C. Michael Crowley and Vice-Chair Frank Prachniak  
Commissioners: Joe Ciriello, Joe McKernan, Beth Quesnel, and Larry Theadore  
Director of Finance Maryanna Stevens, CPA  
Youth & Family Services Administrator Leanne Theodore  
Recreation Administrator Joseph Mendonca, Jr.

Absent: Commissioner Paulla Solar

I. Publics' Opportunity to Address the Commission  
No Comments

II. Recreation Activity Fund Discussion  
Chair Crowley stated that there are multiple questions regarding the Recreation General & Special Activity Funds. He stated this discussion was a fact finding mission, nothing personal, trying to get to root of where we are.

Maryanna Stevens, Director of Finance

Director Stevens stated the numbers she is presenting are not new; show a \$57K loss, however there were \$45-46K in capital improvements (infrastructure investment) paid out of the Recreation Activity Fund, such as: basketball court resurfacing; Haley's Way Playground updates, and tennis court repairs.

After capital expenditures, an analysis of programs shows Summer Camp Program at an \$11K loss, Senior Exercise and Adult Fitness also showing a loss. Over all, a net loss of \$5.6K, the majority from the Summer Playground Program.

Director Stevens stated Administrator Mendonca can charge capital infrastructure to Facilities' Maintenance line, or she can add a capital expense line item. She also stated that timing issues may contribute; i.e.; revenue coming in one fiscal year before July, expense in the following fiscal year, after July 1<sup>st</sup>.

Commissioner McKernan asked where the program revenue goes. Director Stevens stated revenues are applied to the Recreation Special Activity Fund; only expenses hit the Recreation General Fund.

First Selectman Ed Haberek, Jr. asked if expenses charged against the Recreation Special Activity Fund include officials & instructors. Director Stevens stated that they do.

Commissioner Ciriello asked for clarification regarding resident taxes. Director Stevens explained that the Recreation General Fund is generated from taxes; the Recreation Special Activity Fund is from program revenue.

Administrator Mendonca stated that he attempts to use the General Fund first before Special Activity.

Director Stevens clarified that there is no budget for infrastructure in the General Fund.

Vice Chair Prachniak asked if there was any reason not to spend General Fund immediately.

Administrator Mendonca stated that the General Fund is completely expended, or money is encumbered at the end of the year.

Chair Crowley stated that the way book keeping was done it was virtually impossible to get a hand on what was happening; need to update book keeping procedure.

Vice-Chair Prachniak believes the capital expense line will clarify expenses.

Director Stevens clarified that when refunds are given out, revenue accounts should be debited, refunds should not get put under an expense line. Money allocated from the General Fund for officials & instructors can be transferred to Special Activity so that all transactions come out of Special Activity; she would create an "Operating Transfers In" line.

Vice-Chair Prachniak asked Administrator Mendonca if he had questions; Administrator Mendonca stated that he did not, this will streamline things.

Chair Crowley stated that the three programs losing money need to be evaluated.

Administrator Mendonca stated that he sent out an exercise report last February, those classes (Cardio Sculpt & Pilates) were cancelled. When classes have a direct line item then expenses are charged there; otherwise they are charged to the generic 211 account.

Director Stevens stated that this coming fiscal year Other Salaries & Officials & Instructors are bundled into one line item.

Vice-Chair Prachniak stated that the Commission used to see the budget before it went in, why not now? He has not seen the budget in several years.

Chair Crowley asked how is budget developed if you do not know what you are spending? He believes the Commission should be part of building the budget before it is proposed.

First Selectman Haberek, Jr. stated that Department heads put the budget together & forward to him, then he and Director Stevens sit with the department heads to review, then he presents to Board of Finance.

Chair Crowley stated that next year he would like to sit with Administrator Mendonca & brainstorm.

Vice-Chair Prachniak questioned the Playground losses.

Director Stevens stated the East Lyme costs approximately \$600-\$700, but their camp is not as long as Stonington's, and there is no lunch included.

Youth & Family Services Administrator Leanne Theodore stated that she applies for the Summer Food Grant every year, and that provides the summer food benefit for the Summer Camp. She also reviewed the scholarship worksheet with the Commission. Households are screened based on Federal Poverty Guidelines, and granted anywhere from a 15% - 85% scholarship (with the exception of a DCF referral, which may provide a 100% benefit). Scholarships granted for Recreation last summer were \$2,712.

Administrator Mendonca stated that he increased fee for Playground to \$250 this year, should bring in additional \$7K, but said to keep in mind that summer staff minimum wage will also go up. He stated he expects to break even, does not need to worry about 10K loss.

Vice-Chair Prachniak stated that with 150 kids & extra \$50, brings approximately \$7K more, with expenses being the same how can we balance?

Administrator Mendonca stated that he is revisiting field trips, but scholarships will affect things.

Chair Crowley requested Administrator Mendonca put something together.

### III. Election of Officers

Chair of Recreation Commission

Vice-Chair Prachniak made a motion to elect C. Michael Crowley Chair of the Recreation Commission. Motion seconded by Commissioner Theodore, all in favor, motion approved.

Vice-Chair of Recreation Commission

Chair Crowley made a motion to elect Frank Prachniak Vice-Chair of the Recreation Commission. Motion seconded by Commissioner Quesnel, all in favor, motion approved.

IV. Secretary's Report

A motion was made by Commissioner Ciriello to approve the Secretary's Report. Motion seconded by Commissioner Theadore and approved.

V. Budget Report

- a. General Fund
- b. Special Activity

A motion was made by Commissioner Quesnel to accept the budget reports. Motion seconded by Vice-Chair Prachniak and approved.

VI. Communications

Dave Nolan requested use of softball fields Saturday June 29<sup>th</sup> & Sunday June 30<sup>th</sup> for girl's 13-15 softball tournament.

Administrator Mendonca suggested \$50 fee, and stated that questions need to be addressed, such as: is a site supervisor necessary? is the score board needed?; are lights needed? Also require proof of insurance & liability. A protocol needs to be set; if facility is rented.

Chair Crowley requested Administrator Mendonca put policy together, and asked if there will be a difference for charities? He also asked if a letter is generated when the Town takes over the fields.

Administrator Mendonca will draft policy for next meeting

VII. Programs

a. Winter Programs- Update

- Volleyball (13 Total Teams; 2 Divisions, A-7, B/C-6)
- Basketball
  - REC/COMO Youth League(Gr3-8;254;16B/11G Teams)
  - Men's Over 30 (18)
  - Men's Over 18 (Starting in Feb.)
  - High School Boy's League(4 Total Teams; 27 Players)
- Futsal
  - MS Girl's (6)
  - MS Boy's (7)
  - HS Boy's (14)
- Tennis
  - USTA Quick start (16)
- Boomers (14)
- Zumba (M 8/W 8)

Administrator Mendonca stated there is a loss due to facility rental associated with Zumba, have gone to Zumba punch cards, will give until summer to see how it progresses.

VIII. Recreation Administrator's Report

High school Rec Basketball League: Administrator Mendonca expressed thanks to JDML Group (McDonalds), Anthem Sports, Stonington Pizza Palace, Davis Standard; he will send thank you letters

IX. Other Business

b. Updates/Future Projects Sub Committees Progress

- Spellman Restrooms

- Money donation from Ellison Evans, Commissioner Quesnel will be involved.

c. Athletic Field Task Force

- Chair Crowley stated that one person is requesting organic infill; will be decided next meeting

X. Chairman's Comments

None

XI. Meeting Adjourned

A motion was made by Commissioner Quesnel to adjourn. Motion seconded by Commissioner McKernan and approved. Meeting adjourned at 7:34PM.

Respectfully Submitted,



C. Michael Crowley, Chairman