

# WOODBRIIDGE RECREATION DEPARTMENT

John Adamovich – Recreation Director

11 Meetinghouse Lane  
Woodbridge, CT 06525  
203-389-3446

RECREATION COMMISSION  
MEETING MINUTES  
Monday, May 23, 2022

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## PRESENT:

Commission Members present: Mary Alvarado, Michael Helfenbein, Smith Mowry, and Jane Shernow

Staff: John Adamovich, Recreation Director, Theresa Bahner, Pool Director, and Christopher Bahner, Assistant Pool Director

Board of Selectmen Liaison: David Vogel

Board of Finance Liaison: Dwight Rowland

Meeting Host: Jon DeMayo

Recorder: Jim Franco

- 1) Meeting called to order at 7:09 pm
- 2) Public Comments: no public comments.

3) Minutes: Jane Shernow **made a motion to approve the minutes from Monday, April 25, 2022. Smith Mowry seconded the motion. All voted in favor. Michael Helfenbein abstained.**

4) Liaison report: A) David Vogel reported that at the May 11<sup>th</sup> of the Board of Selectmen, the Board approved the new online registration system for Recreation – CivicRec. Also, the displaying of the Summer Concert Banner was approved. The Board is working on the strategic plan. It is in the planning stage. Mike questioned David about the plan. David said that the Town would like to work it in a way that the townspeople can have more input. David mentioned that Andrea is now on the Firehouse Committee. The project is moving forward. The money is there, and it has been approved. B) Dwight reported that there was not enough to vote at the Annual Town Meeting, so the budget passed. The State of CT set a mil rate cap on motor vehicles at 32.46. So, the mil rate on residences will be adjusted. The state will be reimbursing. Dwight added that the architect has been selected for the Firehouse project.

5) Chairman's Report/Vice Chairman's report: A) Smith mentioned that the triathlon is on Saturday, June 11 at 9am. Smith has been working with Jim, Jon, John, and Theresa on this program and thanked them. Staff and volunteers should be there 8am to 11 am. It has been three years since the event was held last.

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6) Pool: Theresa reports that the pool is running great. Swim lessons are great. Social distancing is still being practiced. We are accommodating as many people as possible. Theresa is getting ready for summer camp. She will be holding the swim tests for the triathlon. It is mandatory that each participant take a swim test. Safety is important. If a child does not take a swim test, he/she may still participate in the other two events. So far, nine out of the thirty-five registered have taken their swim test. Michael questioned the covid protocols for the event. Theresa emphasized that it will be one participant per lane. Smith added that the children will go in heats, by their grade, and they will be spread out.

7) Personnel: Summer Camp staff list included in packet. Max Corvino for camp safety personnel. Eric Yang for lifeguard. Everyone has passed their background checks and sex offender list check. Max and Eric will be making minimum wage at \$13.00 per hour. **Michael Helfenbein made a motion to approve the summer camp staff list along with Eric Yang as lifeguard and Max Corvino as security personnel. Mary Alvarado seconded the motion. All voted in favor.**

8) Director's Report:

A) Fitness Center Fine.

B) Outdoor Facilities: Open. John mentioned a problem with Lacrosse and the soccer goals. The fields look gorgeous. Parks does a great job.

C) Tennis Courts: Being used. Jim and John mentioned that the new pickleball lines were painted on court 4. Now pickleball can be played on courts 3 and 4.

D) Programs and Sports: Spring sports are winding down.

E) Financial Report: The expenses through April are at \$410,607.58 which is at 79.0%. We should be at 83%.. Last year at the end of April, we were at \$214,936.38. It was 66.0%. The income through April was \$146,194.38 at 81.0%. Rec. fees that were collected was \$83,246.66. The percentage of which that was paid by credit card is 90.7%. Income at this time last year was \$106,283.17, that is 86.8 %.

F) Emergency Plan: The emergency plan that John has worked on was included. It details what to do in emergencies such as bomb threats, fire, drownings, weather emergency, etc. This came out of a fire alarm incident that needed to have more clarity. We haven't had such a document before. Mike said it is a great document, and thanked John. John said he worked with Fire Marshall Joe Cappucci, and the Superintendent. He did not consult with Police Chief Frank Cappiello. Mike suggested to have Frank look it over. A spelling error was detected on page three, evacuation. John said that Dr. Budd did look it over. This will go to all staff. Smith thanked John. **Michael Helfenbein made a motion to approve the Recreation Emergency Plan. Jane Shernow seconded the motion. All voted in favor.**

9) Policies and Procedures: none

10) Correspondence- Jessica DiMatteo- The Luke R. Smith Foundation. Jim mentioned that due to adult soccer, they won't be able to use the big field until 12 noon. **Smith Mowry made a motion to approve the Luke R. Smith Foundation field request. Jane Shernow seconded the motion. All voted in favor.** Ryan Baldassario field request for Ultimate Frisbee. Jim mentioned three dates that the field is not available.

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June 16, July 14, and July 21. Jim suggested that they can use Wednesday evenings that week because the Woodbridge Rec. softball program is not running. Michael suggested that they contact Amity to use their field. Dwight added that the person can complete an online form for Amity. Mary suggested the Town Green. Jim replied that there are no lines on the Town Green field. John suggested Acorn Hill on the field in between. Smith questioned the residency rule. Jim responded that since it does not meet the residence requirement, they will have to pay the going rate for the field, which will be \$50 per usage for the two hour time period. Jane Shernow **made a motion to approve the field request for the dates that we can accommodate. Michael Helfenbein seconded the motion. All voted in favor.**

11) Other Business: none

Next meeting June 27, 2022 7 pm.

12) **Michael Helfenbein made a motion to adjourn. Jane Shernow seconded the motion. All voted in favor. Meeting adjourned at 7:57 pm.**