

WOODBIDGE RECREATION DEPARTMENT

John Adamovich – Recreation Director

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

WOODBIDGE RECREATION COMMISSION MEETING AGENDA

Meeting by webex

Monday, August 24, 2020

7:00 P.M.

VIA TELE-CONFERENCE NOTE: IN ACCORDANCE WITH GOVERNOR LAMONT'S EXECUTIVE ORDER #7b. SECTION 1, WHICH SUSPENDS THE OPEN MEETING REQUIREMENTS OF IN-PERSON PARTICIPATION, AUDIO AND VIDEO OF THIS SPECIAL MEETING WILL SIMULTANEOUSLY BE TELEVISED ON CHANNEL 79 AND youtube@wgatv79 IN ORDER TO ALLOW THE PUBLIC TO VIEW AND LISTEN TO THE MEETING. IN PERSON ATTENDANCE WILL NOT BE PERMITTED.

1. Call to Order
2. Public Comments (limit 5 minutes per group or individual)
please email public comments by 4 pm on Monday, August 24, 2020 to recreation@woodbridgect.org
3. Minutes
4. Liaison Reports
5. Chairman's Report / Vice Chairman's report
6. Pool
7. Personnel
8. Director's Report
 - a) Fitness Center
 - b) Outdoor Facilities
 - c) Tennis Courts
 - d) Programs/Sports
 - e) Financial Report
9. Policies and Procedures
10. Correspondence
11. Other Business as may be added to the agenda by a 2/3 vote of the commission.
12. Adjournment

Join as an

attendee: <https://woodbridgect.webex.com/woodbridgect/onstage/g.php?MTID=e5cd4248d1fdf8fe80e59857886ae3bee>

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RECREATION COMMISSION MEETING MINUTES Monday, June 22, 2020

IN ACCORDANCE WITH GOVERNOR LAMONT'S EXECUTIVE ORDER #7b. SECTION 1, WHICH SUSPENDS THE OPEN MEETING REQUIREMENTS OF IN-PERSON PARTICIPATION, AUDIO AND VIDEO OF THIS SPECIAL MEETING WILL SIMULTANEOUSLY BE TELEVISED ON CHANNEL 79 AND youtube@wgatv79 IN ORDER TO ALLOW THE PUBLIC TO VIEW AND LISTEN TO THE MEETING. YOU MAY ACCESS IT HERE AT: https://www.youtube.com/watch?v=j2Eaauvu_pQ

PRESENT:

Commission Members present: Mary Alvarado, William DeRosa, Michael Helfenbein, Smith Mowry, and Andrea Weinstein

Staff: John Adamovich, Recreation Director, Theresa Bahner, Pool Director ,

Board of Selectmen Liaison: Mica Cardozo

Meeting Host: Jon DeMayo

Recorder: Jim Franco

Public: none

1) Meeting called to order at 7:05 pm

2) Public Comments: none

3) Minutes: , Andrea Weinstein **made a motion to approve the minutes from Monday, February 24, 2020. Smith Mowry seconded the motion. All voted in favor. Andrea Weinstein made a motion to approve the minutes from Tuesday, May 19, 2020. Smith Mowry seconded the motion. All voted in favor. Michael Helfenbein and William DeRosa abstained**

4) Liaison report: Mica explained that the budget passed and has a one percent decrease. Discussion is ongoing with the Darling House. The Fitness Center is still scheduled to be in one of the bays at the Old Firehouse. The Amity turf replacement project is having some health concerns which has delayed the project. The referendum had passed. Woodbridge did not vote in support of the turf, it was the other two towns.

5) Chairman's Report/Vice Chairman's report: Andrea mentions how Recreation is continued to have virtual programming to promote community wellness, and mental and physical health. We need to take care of each other and a call for wellness. Also, she mentions that over 300 people showed to the peaceful protest at the Town Green. Smith compliments Theresa and John-Michael for the virtual programming, and thanks John, Jon, and Jim for being so flexible in getting the programs off the ground – great job.

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6) Pool: John met with Brad and Dave Reilly to work out a schedule for WAC and the public to use the pool. WAC will use the pool on Monday, Wednesday, and Fridays, 10 am to 4 pm. The custodian will be on site 9:45 am to 6 pm. They initially wanted six days per week 11 am to 3 pm. The Pool will be open for general swim 9 am to 12 noon on Tuesday, Thursday, Saturday. Dave Reilly will be in charge of WAC. Jon DeMayo will be the pass checker when Recreation is using the pool. People will have to stay 6 feet apart. Plexiglass will be installed. Swimmers must come in dressed. John stated that QVHD said showers must be available and open to the swimmers. The Ladies room showers are 10 feet apart, and the men's showers are 8 feet apart. Benches will be marked off. This will run from July 15th until August 31. This will be the only part of the building open. Dave Reilly will be helping John. Dave will have 15 swimmers at a time, at 15 feet apart. Recreation will have 6 swimmers at a time in half hour intervals. Swimmers will have to sign up for times ahead of time. Brad has money in his budget and he will be supplying the PPE and masks. Masks will be required going into the pool area and then again when the swimmer is leaving the pool area. Social distancing must be observed at all times. A discussion will about opening the pool will take place with Beth, Tony, and the Superintendent. The Commission stresses 6 swimmers per half hour. It could be 9am to 12 or to 1 pm. There cannot be 2 people in a lane. WAC has 90 members. They will be divided into groups of 15. This will not be for competition, because many events are still cancelled. This is just to get the kids out. If Rec. swimmers forget a mask, we will supply a mask. Andrea stressed that if there is a resurgence in COVID 19, than we will pull the plug. Recreation will take the persons name, time, and temperature. John said that we can do this. Mary restressed Dave's plan of 15 kids at 15 feet apart, in a designated area. In September it is hopeful that the hours will expand.

Andrea Weinstein made a motion to support this plan to open the pool for WAC and adult swim 21 and over, July 15 to August 31, with COVID-19 safety precautions and regulations in effect, and in the event that the illness resurges, to close the program as soon as possible, until safe to reopen, pending concerns from Town Council and the budget. Smith Mowry seconded the motion. All voted in favor. The regulations will be posted in the newsflash and newsletter. Swimmers cannot enter without their temperature taken. They also cannot enter without a mask. All employees, including lifeguards will be required to have their temperature taken and wear a mask. There will be only one guard because there is only one guard bathroom. Gerry is one of the custodians that can also lifeguard. The doors will be open with X's on the floor. Michael questioned about the Town's liability. John stresses that we are following what the Governor has set out in phase 2. This will be presented to Town Council. A fall plan will follow. The next Recreation meeting is August 24th to discuss plans for the fall. Mica arises the budget concern. John said that we have the money. It will cost \$6,000 and we have \$13,000 in the account. Guards will cost \$2,000

7) Personnel: none

8) Director's Report:

A) Fitness Center: Closed

B) Outdoor Facilities: Open. The playground is open. The Town has asked us to post signs from Gerry Weiner saying COVID-19 rules must be followed while using Town athletic fields and playgrounds, including: - masks required, maintain 6 feet distance and equipment is not sanitized; use at own risk. Adam has placed porta potties at all the fields.

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C) Tennis Courts: Tennis courts are open. We are very busy with permits. Pickleball is being played on court 3. People have to wear a mask and follow the rules. The Beecher courts are in good condition.

D) Programs and Sports: We will not have programs until September. We have limited spacing. It will have to be cleared through the school. We don't have our own building like Orange. John mentioned that the Road Race has not been cancelled, as of yet. The summer concerts have been cancelled. The virtual summer camp is running. 10 am to 12 noon. It is 3, forty-minute periods for 6 weeks. John-Michael Adamovich is doing exercising. Kim Nunes is teaching about animals. John explained how Theresa is doing a fabulous job. She is working so hard. We could not do this without her. Theresa is doing this because the pool is closed. The Town took all other funding away. Theresa stepped up. There are 5 families enrolled in camp. Each family has 3 to 5 members. There are 15 different classes through the week. There is storybook. Monday is Mother Nature, Travel Tuesday. Tuesday is also photography. John-Michael has a virtual Running Club on Tuesday and Thursday, and a virtual boot camp on Monday and Friday. John-Michael did a great job running the program in the heat. The cost per family is \$100, which will be used as a credit towards next year's programs. Plus if space is limited next year, they will have priority registration. Mica inquired about how the program was publicized. A newsflash was sent out, it was in the newsletter, it has been posted on the front page of the Town's website, and facebook page. It also has been on other facebook pages such as Beth-Wood, Woodbridge Watch, and Community forum. John mentioned that we will not be having a t-shirt design contest. We are too small of a staff.

E) Financial Report: In good shape. We will not overspend. The current expenses are at \$447,516.97 77.8% Last year at this time, we were \$528,514.45 90.5%. Expenses should be at 66.64%, so we are below where we should be, but slightly above last year, because of only one snow day this winter. Current income is \$124,248.72 51.4%. Income at this time last year was \$231,341.31 88.4%.

9) Policies and Procedures: none

10) Correspondence- A)The Commission wants the field users to be aware that COVID 19 rules must be followed while using the Town athletic fields, and playgrounds, including masks required, maintain 6 feet distance, and that equipment is not sanitized: use at your own risk. Field Requests: Beth-Wood Baseball – no conflicts, The Grind Baseball – travel team that will pay the rental fee – no conflicts. Mark Aferson – same request as previous years – no conflicts. James Graham adult soccer – same request as previous years – no conflicts. James Vick Foundation – non-profit. Acorn Hill not available at all. Pease Rd available Wednesday and Saturdays 1 -4, all except Saturday, August 1. Amity Youth Boys Lacrosse – Cannot start on Tuesday and Thursday until September, and starting time needs to be 5:30 pm. Travel softball. Not available at Center until 12 noon on Saturday, and 11 am on Sunday. Amity High school Pool request – not able to accommodate because no custodian on duty to clean the facility properly. Amity Cross – Country request and girls Soccer requests – no conflicts. Woodbridge Soccer requests-no conflicts. Ezra academy request – no conflicts. Milford Amigos & Visar Gjeloshi– full field rental - league needs to coordinate schedule, 8 am to 10 am. Amity Little League softball – formerly Beth-Wood softball.

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Need to start at 5:30 pm. Everson soccer – need to start after 6pm on Sundays.

Andrea Weinstein made a motion to approve the field requests with the listed changes, especially Everson after 6 pm on Sundays. Michael Helfenbein seconded the motion. All voted in favor.

11) Other Business: none

Next meeting August 24th 7:00 pm

12) Michael Helfenbein **made a motion to adjourn. Mary Alvarado seconded the motion. All voted in favor. Meeting adjourned at 8:45 pm.**

Respectively Submitted,

Jim Franco
Office Manager



FOR 2021 02

Current income

ACCOUNTS FOR:
100 GENERAL FUND

ORIGINAL APPROP TRANSFRS/ ADJUSTMTS REVISED BUDGET YTD EXPENDED ENCUMBRANCES AVAILABLE BUDGET PCT USED

1-5-5100 Departmental Revenues

1-5-5100	45210	RECREATION FEES	-46,238	0	-46,238	.00	.00	-46,238.00	.0%
1-5-5100	45230	RENTALS - POOL	-6,250	0	-6,250	.00	.00	-6,250.00	.0%
1-5-5100	45240	RENTALS - CENTER	-62,733	0	-62,733	.00	.00	-62,733.00	.0%
1-5-5100	45241	RENTALS - CENTER	-5,500	0	-5,500	.00	.00	-5,500.00	.0%
1-5-5100	45250	FIELD RENTALS	-1,750	0	-1,750	.00	.00	-1,750.00	.0%
TOTAL Departmental Revenues			-122,471	0	-122,471	.00	.00	-122,471.00	.0%
TOTAL GENERAL FUND			-122,471	0	-122,471	.00	.00	-122,471.00	.0%
TOTAL REVENUES			-122,471	0	-122,471	.00	.00	-122,471.00	.0%

08/17/2020 14:25
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TOWN OF WOODBRIDGE
YEAR-TO-DATE BUDGET REPORT



Income last year at this time.

FOR 2020 02

ACCOUNTS FOR: GENERAL FUND ORIGINAL APPROP TRANFRS/ ADJUSTMTS REVISED BUDGET YTD EXPENDED ENCUMBRANCES AVAILABLE BUDGET PCT USED

1-5-5100 Departmental Revenues

1-5-5100	45210	RECREATION FEES	-158,794	0	-158,794	-20,871.50	.00	-137,922.50	13.1%*
1-5-5100	45230	RENTALS - POOL	-12,500	0	-12,500	-10,955.92	.00	-1,544.08	87.6%*
1-5-5100	45240	RENTALS - CENTER	-61,227	0	-61,227	.00	.00	-61,227.00	.0%*
1-5-5100	45241	RENTALS - CENTER	-5,500	0	-5,500	-920.00	.00	-4,580.00	16.7%*
1-5-5100	45250	FIELD RENTALS	-3,500	0	-3,500	-3,400.00	.00	-100.00	97.1%*
TOTAL Departmental Revenues			-241,521	0	-241,521	-36,147.42	.00	-205,373.58	15.0%*
TOTAL GENERAL FUND			-241,521	0	-241,521	-36,147.42	.00	-205,373.58	15.0%*
TOTAL REVENUES			-241,521	0	-241,521	-36,147.42	.00	-205,373.58	15.0%*

FOR 2020 02

Expenses last year at this time

ACCOUNTS FOR: 100 GENERAL FUND	ORIGINAL APPROP	TRANSFRS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
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1510-00 50114 RECREATION DIRECT	46,360	0	46,360	7,132.32	.00	39,227.68	15.4%
1510-00 50210 REGULAR ASSISTANT	33,540	0	33,540	13,214.90	.00	20,325.10	39.4%
1510-00 50215 REGULAR CLERICAL	49,650	0	49,650	7,638.40	.00	42,011.60	15.4%
1510-00 50320 PART-TIME SEASONA	386,201	0	386,201	101,659.68	.00	284,541.32	26.3%
1510-00 50330 PART-TIME MAINTEN	18,428	0	18,428	13,540.75	.00	4,887.25	73.5%
1510-00 50420 OVERTIME CLERICAL	0	0	0	179.03	.00	-179.03	100.0%*
1510-00 50700 BUY BACK SICK	2,050	0	2,050	.00	.00	2,050.00	.0%
1510-00 52160 BANKING	3,000	0	3,000	1,159.89	.00	1,840.11	38.7%
1510-00 54210 COMMUNICATIONS -	1,000	0	1,000	69.13	.00	930.87	6.9%
1510-00 54500 CAR ALLOWANCE	1,250	0	1,250	154.40	.00	1,095.60	12.4%
1510-00 54620 PROF. DEVELOPMENT	350	0	350	105.00	.00	245.00	30.0%
1510-00 54710 Programs and Publ	13,770	0	13,770	11,427.67	2,916.33	-574.00	104.2%*
1510-00 55110 OFFICE	5,528	0	5,528	172.06	.00	5,355.94	3.1%
1510-00 55120 TECHNICAL	13,026	0	13,026	3,859.52	1,660.25	7,506.23	42.4%
1510-00 55130 MAINTENANCE	3,500	0	3,500	808.42	.00	2,691.58	23.1%

TOTAL Recreation Department	577,653	0	577,653	161,121.17	4,576.58	411,955.25	28.7%
TOTAL GENERAL FUND	577,653	0	577,653	161,121.17	4,576.58	411,955.25	28.7%
TOTAL EXPENSES	577,653	0	577,653	161,121.17	4,576.58	411,955.25	28.7%



FOR 2021 02

Current Expenses

ACCOUNTS FOR: GENERAL FUND ORIGINAL APPROP TRANFRS/ADJUSTMTS REVISED BUDGET YTD EXPENDED ENCUMBRANCES AVAILABLE BUDGET PCT USED

1510-00 Recreation Department

1510-00	50114	RECREATION DIRECT	48,707	0	48,707	5,292.21	.00	43,414.79	10.9%
1510-00	50210	REGULAR ASSISTANT	18,360	0	18,360	1,859.12	.00	16,500.88	10.1%
1510-00	50215	REGULAR CLERICAL	52,170	0	52,170	5,617.92	.00	46,552.08	10.8%
1510-00	50320	PART-TIME SEASONA	172,666	0	172,666	9,810.31	.00	162,855.69	5.7%
1510-00	50330	PART-TIME MAINTEN	4,605	0	4,605	.00	.00	4,605.00	.0%
1510-00	50700	BUY BACK SICK	2,050	0	2,050	.00	.00	2,050.00	.0%
1510-00	52160	BANKING	2,000	0	2,000	.00	.00	2,000.00	.0%
1510-00	54210	COMMUNICATIONS -	1,000	0	1,000	69.95	.00	930.05	7.0%
1510-00	54500	CAR ALLOWANCE	1,275	0	1,275	120.67	.00	1,154.33	9.5%
1510-00	54620	PROF. DEVELOPMENT	1,350	0	1,350	105.00	.00	1,245.00	30.0%
1510-00	54710	Programs and Publ	6,190	0	6,190	11.67	.00	6,178.33	.2%
1510-00	55110	OFFICE	5,528	0	5,528	236.17	.00	5,291.83	4.3%
1510-00	55120	TECHNICAL	13,026	0	13,026	421.84	.00	9,514.00	27.0%
1510-00	55130	MAINTENANCE	3,500	0	3,500	421.84	2,109.20	968.96	72.3%
TOTAL Recreation Department			331,427	0	331,427	25,669.66	3,496.40	302,260.94	8.8%
TOTAL GENERAL FUND			331,427	0	331,427	25,669.66	3,496.40	302,260.94	8.8%
TOTAL EXPENSES			331,427	0	331,427	25,669.66	3,496.40	302,260.94	8.8%

