



City of Ansonia

253 Main Street
Ansonia, Connecticut 06401

RECEIVED FOR FILE

16 AUG -8 AM 8:40

Justina Hayes
CITY CLERK
ANSONIA, CONNECTICUT

ANSONIA RECREATION COMMISSION

August 2, 2016

Regular Meeting

Present: Al Smith, Chairman
Jeff Devine
Timothy O'Reilly
Steve Sobolisky
Paul Velardi

Absent: Anne Lynch - excused

Others Present: Jeff Coppola, Recreation Director
Alison Rublemann, ANC Director – arrived 6:20 p.m.
Richard Kaslaitis, 4th Ward Alderman

The Regular Meeting of the Ansonia Recreation Commission was called to order by Chairman Smith at 6:03 p.m.

All present rose and Pledged Allegiance to the Flag.

The secretary called the roll and there was a quorum present.

Approval of Minutes - 05/03/16

Mr. Devine made a motion to approve the minutes of the May 3, 2016 regular meeting. Mr. Velardi seconded. All in favor, so carried.

There was discussion on how to handle something that is said during the public session and it is not in the minutes. The Commissioners discussed minutes and verbatim minutes. It was explained that everything is not written word by word for minutes and that they are a summary of what had been said. It was agreed that if someone would like to speak during the public session they will have to submit in writing their statement for the record so that it will be recorded as such in the minutes and the statement is placed on file.

Discussion continued on the public submitting their written statement for the record if they wish to have it recorded in the minutes.

Mr. Velardi made a motion to provide instruction to anybody who wants their comments entered into the record. The comments be submitted in writing to the commission. Mr. Sobolewski seconded.

Mr. Velardi said that people can say whatever they want. If they want their comments entered into the minutes they will have to submit them in writing.

Mr. Coppola stated there should be no talking between the commission members and the public during the public session. Any answers to questions should be after the public session.

Chairman Smith called for a vote on the motion. All were in favor, the motion carried.

Public Session

Mr. Velardi advised those present that those addressing the Commission during the public session will be limited to 5 minutes.

Carol Mastersanti
11 Walter Lane
Oxford, CT

Rec 080216

Ms. Mastersanti stated she would send the secretary a written statement of what she is stating to the commission this evening.

Below is the written statement from Carol Mastersanti received via e-mail from Ms. Mastersanti on 8/3/16 at 12:26 p.m. (copy on file in Town Clerk's Office)

August 3, 2016

To: Jo-lynn, Secretary for Ansonia Parks and Recreation

From: Carol Mastersanti, 11 Walter Lane, Oxford, CT 06478

RE: Recap of public topic I brought up at August 2, 2016 Parks and Recreation meeting

Please put public comments in minutes for public review

I started by introducing myself. I stated I was an Oxford Cheer Head coach for the last 4 years. I came to the Ansonia Parks and Recreation regarding an issue with Amy Butler Benjamin.

Marie Kashuba, VP of Oxford Youth Cheer received an email from Amy Butler on October 12, 2015 regarding the following:

Oxford attended a safety review at the Ansonia Armory last October, along with other towns. Because Ansonia and Oxford were competing in competition, one of my assistant coaches asked Amy to leave the the room. (What I didn't mention last night was that my assistant coach checked with the head safety judge to find out if it were appropriate) It was, and Amy was asked to leave the room. She did, but was noticeably not happy. In conjunction with this, Donald Mastersanti, my husband, attended Ansonia's showcase. An open, paid event to anyone. There are NO (NO TAPING or RECORDING) signs, etc. and Donald taped their routines. We are lifetime Ansonia residents, I am in the process of opening up a cheer gym, and he was asked to be there because of interest by people in Ansonia joining our cheer gym. This taping was not used to change Oxford routines. NOTE: I just found out about this email in May of 2016.

I decided I was not going back to Oxford's program and 30+ parents asked me if I would try starting my own AYC league because Oxford was moving to Pop Warner and they were unhappy with the league. I obtained a National AYC membership in Feb, 2016. In April, 2016, my membership was pulled because of a complaint letter that came from Ansonia and Shelton, cheating. I contacted

Shelton who knew nothing about the situation and had no idea their name was mentioned in a complaint letter. NOTE: I have a copy of a letter from Shelton. I asked the Ansonia Board if they knew any knowledge of this complaint letter and I said that if there was a complaint issued to another town, I believed it would have been something the board would have had to vote on. According to what I took away from the meeting, no one had any knowledge of this complaint. I requested that Amy Butler Benjamin be suspended until a full investigation was done involving her involvement of myself and 3 other Oxford coaches not being able to coach for ANY AYC organization in the US. I stated slander and defamation of character to false accusations. Short: I told the board this story was all made up so I wouldn't be able to start my owe league. I was told I would have to get in touch with the cheer board. I asked whom they were, no one could give me that answer. I was told to look on the website. I also stated if they, cheer personnel, knew nothing about this issue, that I had proof.

There was a gentlemen sitting there that told me to go to Keesha, regional person. I replied by saying NO. She will not do anything about it.

End of written statement from Ms. Mastersanti.

Mr. Velardi advised Ms. Mastersanti to document her concerns and provide them to the Cheer Board and ask them to document it.

Ms. Mastersanti asked who on the Cheer Board.

Mr. Brad Zealor said Keisha.

Chairman Smith asked three (3) times if there was anyone else who wished to address the Commission. There being no one he called for a motion to close the public session.

Mr. Velardi made a motion to close the public session at 6:25 p.m. Mr. O'Reilly seconded. All in favor, so carried.

Reports: Alison Rublemann, ANC Dir.

Alison Rublemann was present.

Ms. Rublemann reviewed her monthly report with the commission members. She stated there is a lot going on at the Nature Center. She said she worked with Mr. Coppola on Nature Days and Summer Camp which was a huge success. On July 15, 16 and 17, Basement Systems built a new Playground for the Nature Center. She said about \$170,000 was donated in materials and labor to the City of Ansonia by Basement Systems. She wrote a letter thanking him and there will be a proclamation in September at the ribbon cutting. She said there are people from all towns visiting the park.

Ms. Rublemann said the Nature Center will be the site for the “Week of Caring” sponsored by Valley United Way Corporate Volunteer council which includes UI, Unilever, Prudential, Homewood Suites Hilton.

Ms. Rublemann said she has submitted her Annual Report. She said she sees a need for a business plan for the Nature Center. They have never had one. She said the City should think about investing money for the park. She is discussing this with the Mayor and Ms. O’Malley, ECD Dir. She said the Nature Center runs on a very small budget. The Nature Center has in-kind services, grants, etc. to help run the Center which is a combined income of \$311,000 this past fiscal year. She is looking to Recreation’s support for a Business Plan for the Ansonia Nature Center.

Ms. Rublemann explained the progress for the parking lot stating there are 75 parking spaces, 4 handicap spaces and a pull off for the buses (safety for the children). The kiosk area will be handicap accessible and there will be an ADA walk to the playground.

There was discussion on all of the donations that were made to the Nature Center for the playground. Ms. Rublemann said Mr. Janiesky has a lot of friends that donated their time and materials. There was a huge outpouring of people and donations of food and drinks for the volunteers.

Mr. Velardi made a motion to accept Ms. Rublemann’s report. Mr. Sobolewski seconded. All in favor, so carried.

Reports: Jeff Coppola, Recreation Director

Mr. Coppola was present.

Mr. Coppola stated he will attend a meeting this week with Public Works on the fields.

There was discussion on what has to be done with the fields to prepare them for the soccer season. Mr. Velardi said he will give Mr. Coppola a plan for soccer. Mr. Coppola discussed the work that needs to be done at the ANC soccer field and at Nolan field baseball diamond. He said football has to give him their schedule so the fields can be lined.

Mr. Coppola said there is a Back to School Basketball Tournament at Gatison Park on August 14th at 10:00 a.m. They give away back packs to the participants. He advertised the tournament through Facebook, GoFundMe and letters to the Summer Camp kids.

Mr. Coppola said the summer camp at the Nature Center was a great success. This was the first year they had the children at the Nature Center and the parents were very pleased. There were great reviews for the program and next year they will generate money for the ANC. There will be a party on Friday for the last day of summer camp.

There was discussion on Summer Camp for next year. Mr. Coppola will work with the Board of Ed and the Nature Center to expand the program.

Mr. Velardi made a motion to accept Mr. Coppola's report. Mr. O'Reilly seconded. All in favor, so carried.

Mr. Coppola said he will submit his financial report tomorrow. This report will show expenditures beginning July 1st. He said he has two bills that have to be paid. They are: Stadium Systems for reconditioning equipment and partial payment for the sleds: \$9,225.57 and Cheer Uniforms: \$4,071.54

Director's Reports

Soccer

Kevin O'Brien was present.

A copy of the Soccer reports are on file in the Town Clerk's office.

Mr. O'Brien reviewed his report with the commissioners. He stated the Spring season is closed. There are 225 kids registered in the program, 20 teams and 21 Travel Teams. There will be try outs for the 12 year old Boys travel team. The travel team consists of more skilled players.

There was discussion on the changes to the soccer program under the US Youth Soccer. They are smaller teams and therefore they will need more fields, more referees and more equipment. There will be a budget deficit so there will be an increase of \$5.00 in the registration fee. \$85 for Travel Team and \$90 for regular soccer. The soccer program has changed their uniform and has a new vendor from Rhode Island.

Mr. O'Brien said he is requesting Recreation make a one-time consideration to purchase new soccer goals. The old goals are cracking and need to be replaced. The soccer program needs 18 ½ x 6 ½ goals which cost \$1900 for a set. He is asking for one set. Steve Kish will meet with PWD to try to maintain and repair the existing goals at Abe Stone Park field. He explained how they plan to divide the fields to utilize all field space.

Mr. O'Brien requested that the checks for soccer be mailed to his home instead of Chris Sheehy. The background paperwork will be signed and returned to Mr. Coppola.

Mr. Coppola said he will speak with Mr. Bshara regarding the mailing of the checks.

There was discussion on the repair of the soccer goals. Mr. O'Reilly asked about the warrantee for the existing goals. Mr. O'Brien said it is 10 years on the parts. He will meet with Mr. Rowley, PWD regarding the repair of these goals.

Discussion on how Recreation will be able to get the funds to purchase the \$1900 goals for soccer. Mr. Coppola stated he would have to go to BOAT and request the funds for the goals. He said that Mr. O'Brien will have to get the information to him so he can ask for the funds. Mr. Velardi asked if they have to ask for additional money or can there be a transfer within the Recreation budget between the line items on a one time basis. Mr. Coppola said if Recreation commission decides to shift the money between the line items then they can do that. If they want additional funds it has to go before BOAT and the Mayor. He said he will speak with the Mayor and PWD on the request for additional funds. Mr. Velardi said his concern is the soccer program can't wait too long to get the new goals.

Their season begins shortly. He asked if Mr. O'Brien can purchase the goals and spend the \$1900 and then get reimbursed by the City of Ansonia. Mr. Coppola said yes, he can purchase the goals and then once the funds are set he will be reimbursed.

Mr. Sobolewski made a motion to accept the Soccer report. Mr. Velardi seconded. All in favor, so carried.

Mr. Devine asked if they shift the funds around in the line items will another program suffer a shortage. Do they (other programs) have the right to come to the Commission regarding the shift of funds in their line items.

Mr. Coppola said he would look and see which line item can handle a shift of funds. He said he would prefer to get the money from someplace else. He is meeting with Public Works to see if there are any funds available in their budget to replace the goals. He said he would like to partner with Public Works with regard to a line item for repair of the fields and equipment for the fields so there is funds available when the need arises.

Baseball & Softball

Brad Zealor was present.

Ms. Colleen Rondon sent an e-mail with a summary of the July's activities. A copy is on file in the Town Clerk's office.

Basketball (Boys & Girls)

None

Football

Mr. Keith Maynard was present.

Mr. Maynard said there are 135 boys registered for Flag football up to the Youth 14. Cheer has 15 girls registered. The insurance fees went down about \$500. They are fundraising. The month of August has four activities: Clinic that was held two weeks ago with a Semi-Pro team. There were 47 kids that participated.

August 27 or August 28 there will be a jamboree. He said there will be more information on that. He will get it to Mr. Coppola. He said he is requesting to play games on Saturday. He said he would like each team to play one game under the lights at Nolan Field. He is requesting the use of the Armory for the Cheerleaders. He doesn't have schedules yet. They are meeting this week and he will provide the schedules to Mr. Coppola. Mr. Coppola said he will work with Mr. Maynard on the scheduling.

Mr. Maynard asked about the cart from ARMS that was given to the Little League and now it is with the Seymour Mud Cats. He asked if Recreation can try to get it back because it is City property and the football program can use it.

Mr. O'Reilly asked how the cart ended up in Seymour. He said they will get it back for use by Ansonia programs.

Discussion on the ARMS cart continued and it was agreed that Recreation should investigate what happened.

Mr. Maynard stated he still has the check that Cheer gave to him when they closed the account. The bank would not cash it. Dolores Basuljevic, Cheer treasurer was present. She said she will cash the check and give the funds to Mr. Maynard for the football treasury.

Mr. Zealor will check on a refund check for another family and copy the check for Mr. Maynard.

Mr. Maynard explained he has an e-mail from Regionals and National stating that Ansonia Pop Warner will be in violation of their Charter if they allow the AYF Cheer girls to cheer at their games. He said he doesn't know how to handle this situation.

Mr. Velardi asked if this was because the Cheer group is not part of Pop Warner.

Mr. Maynard said yes and Ansonia could be fined for the violation.

Mr. O'Reilly said that Recreation Commission has to talk to them about this. He asked who from Pop Warner should be contacted to discuss this situation.

Mr. Maynard said to start with it would be the local chain of command.

Discussion on the Pop Warner Charter and the penalties imposed because the Cheer group is from a different organization.

There was discussion on the other towns that are participating in the Pop Warner organization and how many teams Ansonia will be able to play in this group. Mr. Maynard assured the Commission that Ansonia will play 8 games. He said he will have more information after their meeting tomorrow. He said there are crossover teams that don't have games scheduled that can fill in games for Ansonia. There are 130 registered including football and cheer in the Pop Warner program. Mr. Maynard said they changed the color of the football helmets to White with Blue A.

Mr. Sobolewski made a motion to accept the Football Report as presented. Mr. Velardi seconded. All in favor, so carried.

Mr. Devine asked if the Commission is receiving all the Financial Reports from the groups every month.

The Commission has received the Financial Reports every month. Mr. Maynard stated he will forward a report for July and August to the commission at the end of the month.

Cheer

Mr. Brad Zealor and Dolores Basuljevic were present.

Ms. Basuljevic presented the Financial Report covering 4/22/16 through 8/2/2016. Copy on file in the Town Clerk's office.

Mr. Zealor stated there are 71 registered for Cheer. There are competition teams for age groups 10, 12, 14. Practice is ongoing and their fundraising is going well.

Mr. Velardi asked who the AYF Cheer group would cheer for if it doesn't work out with Pop Warner.

Mr. Zealor stated he is working on some things and he will advise the commission at the proper time. He said their Cheer group will not jeopardize the boy's football

program in any way. It was never their objective to jeopardize the Boys football program. It will never happen.

Mr. Sobolewski made a motion to accept the Cheer report. Mr. Velardi seconded. All in favor, so carried.

Approval of Bills

Mr. Coppola presented the following bills:

1. Stadium Systems:
Reconditioning helmets/ partial payment for Sleds: \$9225.57
2. Cheer Uniforms: \$4071.54

Mr. Velardi made a motion to pay the bills as presented. Mr. O'Reilly seconded. All in favor, so carried.

New Business

Candidate Risk Assessment

Mr. Velardi asked the secretary to do this section of the meeting verbatim. The secretary put the tape recorder on at this time.

Mr. Velardi: We are reviewing the Candidate Risk Assessment process proposal. So the purpose of the document is to essentially to respond to candidates that the City has identified as potential risks as a result of the background investigation that they will be conducting on our behalf. That's the purpose of it. I've outlined some objectives here things that I thought the policy and process, the approval and review process should accomplish, chief among them being the safety and security of the children and really any participant that either is actively participating in one of our recreation programs or is a spectator at one of our recreation programs. We want to make sure that everybody is kept safe so that is the principle objective of the process.

Chairman Smith: Isn't the city going to do that.

Mr. Velardi: All the city is going to do is they are going to report on what the background check discovered. That's all they are going to do.

Chairman Smith: They are going to respond to us.

Mr. Velardi: They are going to respond to Jeff and then Jeff will bring that to the Commission.

Chairman Smith: Oh OK.

Mr. Velardi: All right.

Chairman Smith: I just wanted to make sure the procedure is going to be, so it would be from the City to Jeff to you or Jeff to us.

Mr. Velardi: Yes, So the way that part of the process is supposed to work and we don't know yet because it hasn't actually been performed yet to my knowledge is that each Recreation program will submit a form for each participant to the City. The City will then perform a background investigation on that individual. Any concerns that the city has will be raised to Jeff, will be reported to Jeff is what I should say and Jeff will bring those concerns to the commission for discussion and so what I'm talking about now is what do we do once that has been brought to our attention. We need a procedure to follow, so that's what this is. I've outlined some mitigation factors that ought to be considered – some risk and mitigation factors that ought to be considered. So just a check list of things that we ought to remind ourselves as we go through and assess the potential risk that any particular candidate might pose and then I've outlined a process that we would follow. A step by step process that we would follow to conduct that assessment and to agree on what the outcome and action should be. And then finally on the last page I've outlined a couple of suggested decision points that we might come to and this is the only place in the document where I'll spend a few minutes.

We might for example decide that the participant should not be allowed to perform the duties or functions that he or she is a candidate to perform so they would be denied participation. We might agree to allow that candidate to participate on a restricted basis and the way I'm defining restricted participation would be that they would be allowed to perform those duties and functions provided that they don't have any direct interaction with children and that all adult interactions shall only occur under the supervision of at least two other adults not of the candidates

choosing. In other words, they wouldn't be allowed to conduct business or be alone with another adult and no direct interaction with children. Monitored participation means that they're allowed to conduct their duties as they have applied for but those duties have to be performed under monitored supervision and then the next level would be unrestricted participation meaning that we don't believe that the position that the candidate has applied for poses any risk given the discovery of the background investigation and so therefore we might elect to approve unrestricted participation of that candidate. And then any other form of restricted or unrestricted participation as we see fit.

And then finally the document has a suggestion for how the candidate might appeal the decision of the Recreation Commission – what the appeals process would look like, how that escalation might occur. So that's the construct of the document. More than happy to discuss, debate it. I think in my opinion that we should not have, we should not allow ourselves to enter into a situation where a risk is identified to us and then we start making up how we are going to react to that on a case by case basis. I firmly believe that we need something documented. It ought to be consistently followed. It doesn't have to be cast in concrete, it doesn't have to be so rigid that it is never modified but it does need to be objective and I think it needs to be followed consistently regardless of the candidate involved. I feel very strongly about that. So whether it's this process or some variation of this process or an altogether different process I would be more than happy to discuss or debate any of them but I do think we need something to guide our decision by.

Chairman Smith: In the beginning I thought you said the city was going to do it.

Mr. Velardi: so let me clarify that. All the city is going to do is identify a risk. That's all they are going to do. They aren't going to make a decision about whether or not that candidate will or will not participate. The city will not make that decision.

Chairman Smith: Well who from the city is going to do that?

Mr. Velardi: Who from the City actually does the background checks?

Mr. Coppola: Rich Dziekan, the Mayor's assistant does the background checks.

Chairman Smith: And then he gives that report back to us.

Mr. Coppola: Anything that he would say “red flag” or see the risk he would give to me to give to the Board. And this is what Paul is saying we will go by.

Chairman Smith: Somewhere in our archives we’ve had that on as far as the Board is concerned. The reports coming back from whomever was making a complaint about some individual. So what you’re saying is that everyone in all our programs would have to be checked.

Mr. Velardi: that has already been decided. That’s been decided at the Board of Alderman. We don’t get to decide as a commission whether or not the background checks will be conducted. The Board of Alderman has already made that decision. We have to decide what we do when a risk is identified for us. And they’ve already, just to remind everybody, they’ve already aligned certain, I’ll call them offenses that they have already established will not participate so I don’t remember what they are and I don’t want to try to recite them from memory but they’ve already outlined a couple of offenses that they said will absolutely not, will absolutely disqualify a candidate from participation in any way, shape or form so what we’re dealing with is anything that doesn’t meet that test but yet they feel is concerning enough to have raised to Jeff’s attention.

Mr. O’Reilly: I agree, we need something to follow because it’s going to cause a problem like you said if we don’t have something to follow and it does come up so,

Mr. O’Reilly: I make a motion to use this as our procedure to follow and put it in place as soon as possible so if it does come up at least we have documentation to follow.

Mr. Velardi: Good. I second.

Mr. Devine: I agree in general with the comment in the document purpose. You outline other ways that this document can be entered. In other words you said if they flag something they want us to look at what flows through here but you also list public information documented with his testimony and all that stuff, so this is like covering what Mr. Smith said so that if there is, you know, a complaint or something like that it will fall into this document.

Mr. Velardi: I’m glad you brought that up Jeff D. because these background checks are conducted only once a year. A lot could happen in the course of a year and if there is an occurrence that happens, you know, during the course of the year after the background check has been performed, out on the field, I mean this

happens all the time, you know. It doesn't necessarily need to wait for the background check to raise a concern for us to act upon it. I'm glad you brought that up.

Mr. Coppola: Do you want to address something as to how they would be notified, I would certainly have to e-mail them, contact them to know that they're going to be discussed at the next meeting because you certainly don't want them to say "I didn't see it".

Mr. Velardi: no, no that's a good question so let's make sure, so um.

Mr. Coppola: do we talk to them before you even make a vote?

Mr. Velardi: Excellent question. So the proposed process says "that the candidate shall be able to speak on their own behalf" that is predisposed that they have been alerted but it doesn't actually say that they have been pre-alerted so I think that would be a good modification. That they should be made aware that they've been identified as potential risk and that it will be up for discussion.

Chairman Smith: you're saying that the city is going to do that. Is that what you're saying in the beginning that the city is going to do it or are they just going to do it and send us a name and we have to do the checking up on them.

Mr. Velardi: That's right, not the checking up part. The checking up part will be done by the city. We have to decide (interrupted).

Chairman Smith: well if they are concerned with an individual then why would it have to come here.

Mr. Velardi: Because that is what they said the policy requires.

Mr. Devine: This is the board that is overseeing.....

Chairman Smith: well that doesn't make sense.

Mr. Velardi: it doesn't matter if it makes sense it's the policy that they voted in.

Chairman Smith: if the city declares the person, an individual can't participate into our program then why do we have to do something with it.

Mr. Velardi: no, (interrupted)

Mr. Coppola: the city is not going to say that they can't, the city is going to say we have concerns now we want to bring to your attention so you can vote on it. The city is not saying yes or no to anything – well they're saying yes if they're red flag or if there are any concerns the city will then give it to the Board. The city is not going to tell unless – well in the policy there are things that like Paul alluded to that there are certain things that you get disqualified for. But they're disqualified from.....

Chairman Smith: no, I'm just concerned if the city is going to do the check on all the coaches and whatever that are involved with the kids. Then what are they going to do send us names.

Mr. O'Reilly: the procedure that the Aldermen authorized says the background check be performed by the city. There are certain qualifications in that procedure that say "you're out period - you can't volunteer". The other ones that come back and I don't know what they would be, I'm just making it up – let's just say you got a DWI with 5 kids in the back seat of your car. That might come back to our Board or to Jeff saying you know there is a risk behind this person.

Chairman Smith: I can understand what you're saying but I mean – but if the city's going to do that then why should we have to do it.

Mr. O'Reilly: because the procedure says so by the Aldermen.

Ms. Flaherty: What Paul's policy is saying is that the city is going to do the background check and say look here we got one and they are going to send it to Jeff. Jeff is going to look at it and bring it to the Recreation Commission. The Recreation Commission at that time needs to have some kind of a policy among themselves so that they'll know which way they are going to go. So Paul was gracious enough to make us this here "Candidate Risk Assessment & Approval" process so this commission here has some kind of a guideline to follow so when they are making a decision they are going to use the same criteria for "Jeff" and they are going to use the same criteria for "Paul" and they are going to use the same criteria for "me" when they are assessing this person that the city identified and that's what we are talking about right now – this policy here that Paul prepared for the commission to look at.

Chairman Smith: that's sounds good.

Ms. Flaherty: ok

Mr. O'Reilly: or if something comes up during the year.

Chairman Smith: on paper. My problem is, my problem with it is that if they say if the city goes through and they say that this individual cannot coach or can't be involved in the program then why would we have anything to do with it.

Ms. Rublemann: the city is not going to say that.

Chairman Smith: they got to say something.

Ms. Rublemann: if they are a risk, under the certain risk qualification they are going to omit them already.

Chairman Smith: the city has already said that they can't coach.

Ms. Rublemann: but there are certain people that

Talking – inaudible.

Mr. Velardi: don't get hung up on the details. If the city says that they can't coach then that is the end of the conversation we have nothing to do with that. So you don't have to worry about that part. If they say no....

Chairman Smith: I just worry about the part of them saying, saying that this individual is then talked or acted on and they feel that he or her cannot be involved with the kids.

Mr. Velardi: then that is the end of the conversation, we have nothing to do with it.

Chairman Smith: we have nothing to say.

Mr. Velardi: absolutely. So we don't have to worry about that situation.

Chairman Smith: well I mean, see that's not what you're saying. You're saying that the city is going to send the names down to us and then we got to act on it.

Mr. Velardi: if they say that a person can't coach – then they cannot coach. If they don't say the person cannot coach then we have to decide if the person can coach or not. So.

Mr. O'Reilly: So Jeff brought up a good point, so at what point does he tell the candidate that they have to come here, that they are going to be notified that they've been "red flagged".

Mr. Velardi: yes,

Mr. O'Reilly: so where in this procedure do you think we should put that.

Mr. Velardi: I think it should be in...

Mr. O'Reilly: go in section 2.

Mr. Velardi: yes, process to be followed and it would probably be either, it would be a new step one (1) or it would be a step 2 after the existing step one.

Mr. O'Reilly: so my recommendation is insert 2A or are you just going to number them 1, 2.

Mr. Velardi: my proposal would be that that would be

Mr. O'Reilly: insert a step 3 and step 3 will become step 4, and step 4 will become step 5 and so on.

Mr. Velardi: right but I'm saying it has to be inserted earlier in the process. It either has to happen first or it has to happen after - after their activities are specified so in other words, I think it has to happen first. Let's just keep it simple. So the candidate needs to be notified first. Then Jeff would have to say this person has applied to be a coach and the coaches duties would be, they're going to interact directly with children, they are going to be on the field with the kids, they are going to be in close proximity with the kids – I'm just citing an example. So that's what Jeff would say – a typical coaches responsibly would be. And then we go on from there, we do the read out, then we do a discussion and then we do a vote. So I think it's a good modification. Tim, if you want to.....

Mr. O'Reilly: I think we should still recommend that we implement this as our procedure in place but as step #2

Discussion to adopt the procedure with an amendment/modification.

Mr. Velardi: We can adopt it tonight with the amendment. And the amendment will be inserted later.

Mr. O'Reilly: I make a motion to adopt the Candidate Risk Assessment Policy Procedure as our procedure and insert a step 2 that the Recreation Director will have to notify the candidate of his.....

Mr. Velardi: You would want that to be step one (1). You would want the candidate to be notified before, before the duties of that candidate are itemized.

Chairman Smith: would we be able to over-ride the city's report.

Mr. Velardi: hold on, let me finish with Tim first, please. You alright with that Tim?

Mr. O'Reilly: I'm reading them all. --- It can go anyplace I think, so I'm satisfied with either one – so the first step will be that Jeff will have to notify the candidate of his risk assessment.

Mr. Velardi: right, he'll notify the candidate that he will be bringing the concern to the commission.

Mr. O'Reilly: right.

Chairman Smith: but we will not be able to override the city's report.

The commissioners discussed the proposed amendment:

Amendment – Step 1: The Recreation Director will have to notify the candidate of his risk assessment and that it will be discussed by the commission.

Chairman Smith: I'm just saying that, do we have the right to override the city's report - what the city is saying.

Mr. Coppola: no not on that one.

Mr. O'Reilly: Looking at the area – you have a three areas. You have the area where nobody can do anything, period – you've done something wrong.

Chairman Smith: he says the city has something to do with it. If it goes to the city and they're going to do it and then they are going to send us a report.

Mr. O'Reilly: no, the procedure the Aldermen put out states if you have a sexual offense against a child you cannot work with children, period. So the person's name is on the sheet at City Hall. City Hall did the background check and it comes up that he/she done that, they say no and you're out. Never comes up, we don't see it, we don't want to see it. There's also a red area that comes back is somebody has done something that needs to be discussed and it comes to us and then the other one is everyone has been cleared and they are good to go.

Mr. Velardi: Tim's made a motion to adopt this process with that modification. Can I second it even though I am the author?

Chairman Smith: OK, Just read that over in the beginning from what was said.

Secretary read the motion:

Mr. O'Reilly made a motion to adopt the Candidate Risk Assessment and Approval Process Version 1.0 for the Recreation Commission to follow with the modification that the candidate be notified first. Mr. Velardi seconded.

Secretary read the motion again for Chairman Smith.

Chairman Smith: my biggest problem, my biggest problem with this whole situation is you are sending it to the city first and if they decide that the individual cannot be involved in our programs then what do we have to say.

Mr. Velardi: we have nothing to do with it then, the decision is made.

Chairman Smith: then the city is going to take care of it.

Mr. Velardi: that's right.

Chairman Smith: so, then there is nothing that comes to us.

Mr. Velardi: yes there is.

Chairman Smith: what is it that comes to us?

Mr. Velardi: so if they don't decide that that person can't participate. They don't make that decision but instead say "you guys decide" then we have to decide. It's just that simple.

Chairman Smith: well it sounds simple but the point is that there is a procedure involved with doing something of concern.

Mr. Velardi: that's right and that is what this is - a procedure.

Chairman Smith: we can't as far as the city is concerned, we can't override their decision.

Mr. Velardi: that's correct. So we don't have to worry about that.

Mr. Sobolewski: But they can override us.

Chairman Smith: but then it has to go back to them.

Mr. Sobolewski: yes.

Mr. Velardi: Do you have any concerned questions, Steve. Jeff D. anything from you.

Mr. Sobolewski: no

Mr. Devine: no

Mr. Velardi: Tim? Any concerned questions?

Mr. O'Reilly: no

Mr. Velardi: Ok, then I guess we are actually ready to vote Mr. Smith.

Chairman Smith: What are we voting on?

Mr. Velardi: to accept, to vote on Tim's motion to accept the procedure.

Chairman Smith: OK, a motion made and seconded to accept the procedure. Repeat that motion.

Secretary read the motion:

Mr. O'Reilly made a motion to adopt the Candidate Risk Assessment and Approval Process, Version 1.0 Recreation Commission to follow with the modification that the candidate be notified first. Mr. Velardi seconded.

The commission held a discussion as recorded above.

Chairman Smith: you heard Mr. Velardi is there any questions on the motion.

Commissioners: Steve: no, Jeff D: no, Tim: no, Paul: no

Chairman Smith: no questions – **All in favor.**

Commissioners: Steve: yes, Jeff D: yes, Tim: yes, Paul: yes.

Chairman Smith: opposed.

None

Chairman Smith: **the motion carries.**

Mr. Velardi: I'll rewrite that section and send it to the secretary via e-mail and it can be stamped in the Town Clerk's office for the file.

Old Business

Mr. Velardi discussed the committee regarding Policy and Procedures for the Recreation Commission.

Mr. Velardi: this has to do with the committee we agreed to form that would draft the oversight policy that would govern the Recreation Programs. This is the committee to draft the oversight policy to govern the Recreation programs.

Mr. Sobolewski: for the record, who is on the committee.

Mr. Velardi: for the record, it's Tim, Anne, myself and Mr. Smith and Jo-Lynn as secretary.

Mr. Velardi: we outlined a draft, it's not a complete draft yet but it identifies some key objectives and the objectives are pretty much what you would suspect. That there needs to be fiscal accountability, that the safety and security of the program participants are preserved and protected and that reports are issued monthly to the commission, all the things that we would expect of the recreation programs today. It's just that we haven't formally documented these things yet. So we sketched out an outline, really that's all I can call it right now is an outline. We have to start putting some "meat" on the bones so to speak and the only way that we can do that is if we can start these committee meetings which we've been terribly ineffective in getting schedules along. So anyway that is the extent of the update. We've created an outline, discussed what ought to be contained in the document but we haven't actually approved a draft yet.

Chairman Smith: once you get that into a form then we vote on it.

Mr. Velardi: correct.

Mr. O'Reilly: we would like to meet next week if we could. We would like to meet as soon as possible because those forms are being processed and because now we have rules that we have to follow.

Discussion on a meeting date for next week. The commissioners discussed a quorum and what makes up a quorum of a commission and what makes up a quorum of a committee of the commission.

The tape ended at this time.

Mr. Velardi made a motion to hold a special meeting of the Policy & Procedures committee on Tuesday, August 9, 2016 at 6:00 p.m. in the Erlingheuser Room, City Hall. Mr. O'Reilly seconded. All in favor, so carried.

Any other business to come before the Commission

Mr. Coppola discussed the separation of the Football and Cheer funds into two separate line items: Football and Cheer each having their own funds. He said the funds in the Football line item are \$20,500. They will be separated as follows:

Football line item will have: \$13,300

Cheer line item will have: \$ 7,200

He said the line items are proportional.

Mr. O'Reilly asked if anyone knows how much it costs per child per program. He said when he was involved in football they knew the cost per child.

Mr. Maynard discussed one of his concerns with the budget. He said he has a \$7354 bill for reconditioning equipment every year. He said that is something that they have to do and it will take a large portion of their budget. He said Cheer may need new mats at some point and they may have to replace helmets.

Mr. Coppola said that they can readjust the budget next year when they are separate line items. He said Soccer is consistent and we can do a little adjustment with Little League.

There was discussion on the equipment that the football program needs i.e. helmets, shoulder pads, etc. Mr. Coppola said he can adjust the funds but the big concern is the reconditioning. Mr. O'Reilly said they have to sit down and discuss what is needed for equipment and what does Cheer need.

Mr. Velardi said they have to create a budget. He said that the last proposal was a 50/50 split of the line item funds. He asked if this split was discussed with the Cheer group and if there was any objection.

Mr. Coppola said it was discussed with Cheer and there is no objection to the split as he presented it.

Mr. Velardi said as long as Cheer and Football don't have any objection to the split of funds as presented. He asked Mr. Coppola if this year's Recreation line items

are any different than last year's line items. Mr. Coppola said no, they are basically the same.

Mr. Velardi made a motion to accept Mr. Coppola's proposal to split the Football line item as follows:

Football: \$13,300

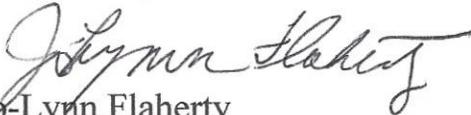
Cheer: \$ 7,200

Mr. Sobolewski seconded. All in favor, so carried.

Adjourn

Mr. Velardi made a motion to adjourn the meeting at 8:40 p.m. Mr. Sobolewski seconded. All in favor, so carried.

Respectfully submitted,


Jo-Lynn Flaherty
Secretary