

STAFFORD RECREATION COMMISSION
Special Meeting
Staffordville School & Zoom Video Conference
Meeting Minutes
Meeting Date: Monday April 14, 2025

Members: Chairman - Dave Bachiochi, Secretary - open, Harold Blake Hatch, Tom Topping, Todd Levesque, Bill Utermarck, Jose Scarpa, Matt Martel, Tyler Hanna, James Talamini, Steve Munn

Members Present: Dave Bachiochi, Harold Blake Hatch, Bill Utermarck, Tom Topping, Jose Scarpa, James Talamini, Todd Levesque

Members Absent: Steve Munn, Tyler Hanna, Matt Martel

Recreation Director: (Open)

Guests Present (in person): Rich Smith, Jason Joseph, Mark Price

- 1.) **Call Meeting to Order** – The meeting was called to order at 7:05pm with seven (7) members present (Four in the room, three on Zoom).
- 2.) **Review and Accept Minutes** from previous meeting (03/26)
 - a. On a **MOTION** by James, seconded by Blake, the minutes of the March 26, 2025 commission meeting were approved unanimously.
- 3.) **Correspondence:**
 - a. SLL (Stafford Little League) Audit update. The auditor found nothing further out of the ordinary after reviewing the previous 12 months of bank statements, cancelled checks and checkbook ledgers. The auditor made several recommendations that SLL has implemented including consolidating from 4 checkbooks to one new checkbook; assigning one person authorized to sign checks and implementing two signatures for large purchases; terminating the practice of writing checks to cash or signing blank checks and checks are void if not cashed within 60 days. Other recommendations include enhancing the controls around how money and inventory in the Kealy food booth are handled. SLL has implemented several modern tools (example: Cash drawer, tablet, printer and Square Point of Sale technology) to track online transactions and manage inventory in the food booth. A direct Internet connection has been installed at Kealy. These are all good practices that the other youth leagues should follow. The auditor graciously donated their fees back to SLL to be used for the kids.
 - b. Membership update. No action taken yet on the status of members who have not participated in recent meetings.
- 4.) **New Business:**

Signage at youth fields: On a **MOTION** by James, seconded by Pepe, the commission voted unanimously to approve a recommendation to enhance signage at all public facilities used by youth to include No Smoking, Vaping, Drug or Alcohol use. Rich will forward Dave a copy of the language used at the recently acquired signs at Kealy to help with the implementation elsewhere.

Schedule of Regular Meetings for CY 2025 (2nd Wednesday except July and August):
Jan 8, Feb 12, Mar 12, Apr 9, May 14, Jun 11, Sep 10, Oct 8, Nov 12, Dec 10

SLL Police Report: A motion to authorize funds (\$16 or \$25) to get a copy of the SLL Police Report was tabled. The report backlog is upwards of a year. Bill suggested a personal visit to Middletown headquarters could expedite. We understand that the email update received from the police is essentially what will be in the report. Rich will share a copy with the commission once it is received. No further action is being taken at this time. There is certainly a consensus that the corrective actions taken essentially eliminate the risks uncovered in this event.

5.) Old Business:

FY 2025-2026 Budget Status: The Board of Selectman have removed the stipends budgeted for our youth sports programs (\$9,400) as part of the cost cutting brought on by the budget referendum failure. A future strategy for any eventual elimination of the stipends was to either support Summer Rec programming or Recreation Department programming. Dave stated that it is misunderstood that the youth programs do not take advantage of this benefit; that the baseball/softball programs are the only ones who have declined the funding. Nevertheless, elimination of such funding will shift a fund-raising burden onto the youth programs.

Kealy Tree Removal: SLL has been asked to pay the balance of a tree removal invoice incurred when trees and large branches fell onto the fencing and bleachers at Kealy Field. The Stafford Tree Warden was able to pay \$2,000 of a \$7,700 bill, leaving a \$5,700 burden on SLL. After substantial discussion regarding why SLL is on the hook for payment, Dave suggested that Rich submit a request for the FY 2024-2025 stipend for baseball/softball (combined \$4,450, leaving a \$1,250 balance) that would be used to offset the tree removal costs. Further, Dave will follow up with DPW regarding how else this could be paid for, including some offset from what the electricity bill for SLL would be.

6.) Adjourn

- a. On a **MOTION** by Blake, seconded by Todd, the commission unanimously agreed to adjourn at 8:10pm.

Respectfully Submitted

Dave Bachiochi, Acting Recording Secretary

Date

Signature