

Dryden Recreation and Youth Commission
February 22, 2017

Members Present: Stephanie Mulinos (Chair), Claudia Haferkamp-Wise, David Bravo-Cullen, Deana Madigan, and David Peck

Liaisons: Kris Bennett, TCYSD and Dan Lamb, Town Board

Town Hall Staff: Jack Davison, Interim Recreation Coordinator

The meeting was called to order at 7PM.

Introduction of new members.

Review and Approval of meeting minutes from January 25, 2017:

D. Bravo-Cullen moved to approve the minutes with minor changes. C. Haferkamp-Wise seconded the motion and the minutes were unanimously approved.

S. Mulinos shared that the search for a Recreation Director has been suspended for the time being (more information provided later in the meeting). The Commission discussed the situation in the Recreation department in terms of staffing. J. Davison said it would be great to have another part time employee to cover events that don't require his or Rex's expertise. Another employee will let him spend more time planning as well.

J. Davison would like to take a couple more college courses and hopes to be able to attend some conferences.

K. Bennett suggested that Jack keep track of his hours and what he is doing. If he is able to demonstrate what he does and how much time he puts into each part of his job, it will be easier to demonstrate where he needs the extra help.

J. Davison is working on the spring program booklet. He is hoping to have it available in the middle of March.

He was approached by the Village of Dryden regarding their summer programs. The Village is asking Dryden Recreation to take over their summer camps. The Commission discussed the pros and cons. Ultimately, the major concern was the amount of time and cost of doing the camps; a camp director and staff will have to be hired and the benefits offered will have to be determined. It will be a huge challenge if the Rec department moves ahead.

S. Mulinos said if Jack decides to move forward with the summer camps, she will try to help him as she has experience with the summer camps in Freeville.

D. Bravo-Cullen asked if the Town is not going to hire a director for the Recreation Department, are they going to hire another part time employee or are programs going to be cut. J. Davison indicated that programs are not going to be cut; he and Rex

Hollenbeck are working hard to ensure the programming stays and actually expands. Another part time employee would be helpful.

Recreation Partnership:

The Town of Dryden pays about \$14,000 to participate in the Partnership. Most of the Dryden participants are from the Ellis Hollow area but some of the Commission members have taken advantage of it and they don't feel the savings/discount is sufficient for the amount the Town is paying. The Commission will further explore this issue at a later date.

Rail to Trail: D. Bravo-Cullen

- So far there has not been a response to the grant application.
- They are working on getting more leases signed.
- The William George Agency is agreeing to the trail and moving ahead with coordination with the Rail to Trail Committee.

Fit Trail: J. Davison

- A grant has been received that will pay about half of the cost.
- Right now, J. Davison is trying to find a way to accept donations that are tax deductible. He was invited by D. Bravo-Cullen and agreed to meet with Rotary tomorrow morning.

Annual Report:

- Each year the DRYC puts out a pamphlet highlighting the programs that they have assisted. OURS, YOURS, Dave Hall's programs, youth employment, recreation programming, etc are all programs supported.
- J. Davison, E. Bieber and K. Bennett will work on the report for next month.

Recreation Director search: D. Lamb

- The hiring process for the Recreation Director was suspended.
- The job description was not what D. Lamb thought it would be – someone with strategic planning, a master's degree, and experience were some of the earlier desired requirements.
- J. Davison has been asked to do more and more and he is keeping up.
- We don't have enough funding to hire two (2) full time and one part time employees and he doesn't want to lose Rex (Hollenbeck).
- D. Lamb suggested giving J. Davison a 6 month trial period at the end of which he would be offered the Recreation Coordinator position. By the end of 6 months, he will have enough experience (if he doesn't already) to qualify.
- S. Mulinos said she is going to be vigilant to ensure that the decision to push off the hiring of a Director doesn't lead to more cuts.
- D. Bravo-Cullen proposed that instead of waiting, the Town Board offer J. Davison the position ASAP. He is comfortable that J. Davison has the

experience and qualifications necessary and doesn't see any reason to drag out the process.

- D. Lamb asked if the Commission feels they have vetted J. Davison as well as they would anyone else.
- The Commission feels that they have. J. Davison has been working here for several years and has been successful. A person being interviewed for a job always puts their best foot forward so the experience we have with J. Davison demonstrates he is capable of the job.
- S. Mulinos suggested talking to Jennifer Case (Human Resources) to ensure J. Davison fits the civil service job description. She is also concerned about whether or not the Town can be held to the civil service description.
- D. Lamb verified that despite not knowing what experience J. Davison has, the Committee is still confident he is qualified.
- K. Bennett suggested asking J. Davison for a resume. Although the Town is not actively advertising for the position, having a copy of his resume on hand would be beneficial.
- The issue of J. Davison's compensation was discussed. All agreed that he should receive a substantial raise considering the amount of work and responsibility he has assumed.

Recreation Reserve Allocation:

- At the request of D. Lamb one of the recommendations for this year is to come up with a method for considering requests for allocating the reserve funds.
 - o They could require a 50/50 match or that the money be spent in a way that is publically accessible – for example a playground has to be accessible to the general public in order for the funding.
- Expenditures from the fund are subject to permissive referendum
- The DRYC has already established guidelines to apply for the community grants and this might be a similar project.
- D. Lamb indicated that he wanted something included that will avoid a referendum. It is a waste of time and money to have a referendum over a \$500 allocation.
- Since this is public money, spending it will require a public hearing via the Town Board so anyone who wishes can weigh in.
 - o Operating funds and land purchase probably won't be considered.
 - o Applicants have to provide a full budget and the supporting paperwork.
- Notes from the last DRYC meeting regarding suggestions for allocation are attached.

There being no further business, the meeting was adjourned at 8:33PM.

Respectfully Submitted,

Erin A. Bieber
Deputy Town Clerk

Notes from the DRYC Meeting January 25, 2017

Two possible uses for Recreation Reserve funds were presented to the DRYC: the FitTrail project and the fencing for the Varna Community Center. This resulted in the following discussion on how to create guidelines for requests for Recreation Reserve funds

We decided that a system, perhaps similar to the community grants guidelines needed to be put into place. The following items were included as parameters for the fund requests:

- The money should be used for physical infrastructure: repair, new building or modifications
- It would not be used for staff, programs, consumables or ongoing maintenance or operations
- It should require a 50/50 match which could include in-kind contributions
- It should be a sustainable plan with some indication of future care, upkeep or use
- A maximum amount per grant should be decided upon
- The organizations should be 501c3 or sponsored by a 501c3 organization
- Projects should involve accessibility and ADA compliance where applicable
- Questions remain on the timing of fund dispersal as an annual cycle, fund distribution and timing of the grant process

Suggestions included

- one giant grant request process with Town Board approval (or not) based on DRYC recommendations,
- a monthly grant cycle for handling requests
- The Town Board distributes a certain amount of funds from the reserve for the DRYC to manage for grant requests and evaluation, with Town Board having the final approval for the funds release