

West Seneca Youth and Recreation Commission Meeting @ 6:00 pm
Community Center Meeting Room, 1300 Union Rd., West Seneca, NY 14224
May 17, 2023
Minutes

I. Call to Order

Tammy called the meeting to order at 6:02 pm

II. Roll Call (via sign-in sheet)

Commission member	Present	Absent (A)/Excused (E)
Tammy Sugrue, Chairperson	X	
Carol Jarczyk	X	
Michael Smolen	X	
Marisa Fallacaro-Dougherty		A
Kellie Kostek		E
Matt Bauer	X	
Lauren Masset, Recreation Supervisor - Ex Officio Commission Member		E
Robert Breidenstein, Town Councilman - Town Board Liaison	X	
Brian Adams, Highway Superintendent, Ex Officio Commission Member	X	
Alissa Straus Finance Director, Ex Officio Commission Member		E
Meichle Latham, Recording Secretary	X	

- Also present: 9 members of the public, including 3 students

III. Old Business

A. Playgrounds

Welcome Parkitechs

- Veteran's Park- Community Build June 3rd
 - Brian provided update and timeline with June 3rd as target for Community Build weekend and "opening" for Community Days weekend
 - ✓ Final grading done; Parkitechs to mark holes May 18th; Equipment sent on 19th; expected to received w/o May 22nd
 - ✓ Week of May 29th: 80-90% of the playground will be done by Brian and crew;
 - ✓ June 3rd: Volunteers (seeking ~ 50) will help finish it up; Parkitechs project that Build will end around 2 pm and then cleanup time
 - ✓ Parkitechs will need best guess on how many volunteers to plan accordingly
 - Suggested that once get volunteers, follow-up to confirm participation and what tools they may plan to bring
 - ✓ Brian will provide most of the tools and the larger equipment
 - ✓ Parkitechs will provide Community Build banner
 - ✓ Hot dogs, chips and drinks will be provided; location (playground or Kiwanis Club) TBD
 - ✓ Once playground is built, will need roughly two weeks for the rubber to be laid (expect it June 5th-7th) and set (about 5 days) before use

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- Parkitechs discussed what to expect
 - ✓ Registration table for arrival
 - Sign-in (checkoff those who'd signed up)
 - Identify who and what tools people may bring
 - Name tag
 - Waivers for people to sign? Brian will check with the Town.
 - ✓ A safety briefing before Build starts
 - ✓ Teams broken up for specific jobs
- Parkitechs suggested sending "thank you's" to those who participate on Build day (use sign-in list)
- **Next steps:**
 - **Identify who will take lead with follow-up with those who've signed up**
 - **Identify plan to secure hot dogs, chips and drinks**
 - **Identify logistics for June 3rd**
 - ✓ **Will need sign-in set up (table, chairs, pens, ect)**
 - ✓ **Brian check with Town about waivers**
 - ✓ **Brian will provide name tags and markers**
 - ✓ **Brian will see about shirts being made for the Build**
 - **Identify "thank you" lead**
- Sunshine Park
 - Tammy shared past experience with playgrounds process
 - Blueprints provided to Commission members are based on \$300,000 budget
 - Tammy advocates for addition of swings (will require more rubber)
 - Brian asked for quote with add of swings, even if in isolated area, with added rubber or wood ships
 - Brian noted goal to lock in price & install in Spring 2024
 - **Parkitechs will provide quotes based on add of traditional and/or tire swings**
- Fisher Park
 - Tammy advocating for Fisher neighborhood involvement in design of Fisher (within budget)
 - Brian suggested a frame with interchangeable parts and then to invite to select from 2 choices ("which option?" A or B) and remain in budget; All in agreement of this approach
 - **Parkitechs will provide by June Rec Commission meeting**

IV. Approval of April 19, 2023 Meeting Minutes

Tammy motioned to approve; "2nd" by Matt; All in Favor/No opposition

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V. Old Business (continued)

A. Survey

- Tammy adjusted survey questions
- Will distribute in community in a variety of ways
- Tammy exploring (had asked Deer Taskforce what they used) various platforms for surveys- Survey Monkey, Jotform, etc.
- Discussed other ideas
 - i. QR code via social media/fliers to link to survey
 - ii. Link of URL in West Seneca Bee?
- **Next steps:**
 - **Tammy will send survey to Commission members for review and last minute suggestions so they can be printed and distributed at May 25th Farmer's Market**
 - **Bob will ask about survey platforms at 5.18.23 Supervisor's meeting and/or Chamber of Commerce**
 - **Tammy will leverage Rec Dept for copies of flier**
 - **Once ready for distribution, will request help of Town to get it out via something digital as well as paper versions**

B. Commission Events

- **Farmer's Market: May 25th- 4-7 pm; 3 pm set up**
 - Commission members to assist: Michael & Meichle (3-5 pm); Carol (will bring candy) and Matt (5-7 pm); will connect regarding who'd bringing what
 - Will foster community engagement & promote upcoming Summer and Fall events/Recreation programming, including lifeguards & swim instructors, as well as volunteers for the Community Build, promoting other activities, including scavenger hunt, & survey for community member input/feedback
- **Scavenger hunt**
 - Tammy updated Commission on community scavenger hunt
 - ✓ July 15th 1-4 pm (July 8th is QoH carnival)
 - ✓ Entry fee: \$10/team (\$\$ to be used for hunt prizes)
 - Hunt details
 - ✓ Walking from pool-> Southgate Plaza (~ .8m)
 - ✓ Paper and pen tracking
 - ✓ Engage local businesses to participate
 - ✓ Desire post-hunt activities and refreshments while tally for winners
 - Explore business interest in donating food/refreshments
 - Music/entertainment; Bandshell?
 - Tammy inquired if this is considered a Town event
 - Bob suggested leveraging Rec budget for refreshments if sanctioned as Town event
 - Bob suggested contacting Amelia Greenan about Town Band for music; Or the Town's sound system

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- Discussed fact that if sanctioned as Town event, everyone will need to sign a waiver
- Carol motioned to make resolution for Rec Commission to sponsor/host the scavenger hunt and Board sanction it as a Town event; 2nd by Meichle
- **Next steps:**
 - **Bob will ask about scavenger hunt as a sanctioned event as agenda item for May 22nd Board meeting**
- **Trivia night**
 - Carol noted no updates since March 15th meeting (Carol offered to research who has (VFW post)/is scheduled (Senior Center) to facilitate it, as well as convene subcommittee (Carol, Tammy and Michael) to propose a framework, timeline, and other details to review with Rec Commission)
 - Carol noted thought to move to Fall or Winter
 - Can later plan and determine as family event? Adult event?
 - In meantime, promote and learn more from those hosting Trivia nights- Rotary, Senior Center
 - Tammy noted that Supervisor Dickson encouraged Senior Center (contact Jenifer Stanek to schedule) as location if it is an evening event
- **Community Days Field games**
 - Michael provided update- not possible this year during Community Days
 - Carol offered to check one more time about this year or at least make note for next year

VI. New Business

- A. Parades- Memorial Day/Community Days

Meichle inquired if Rec Commission participate in the parades- have not; can consider for 2024
- B. National Night Out (reference letter from Lauren): 8.1.23 5-9 pm @ Erie1 BOCES
 - Tammy shared that Commission had received invitation to participate again this year.
 - All agreed an event for the Rec Commission to attend; Will work out schedule at another time

VII. Commission Member Comments

- Bob provided update on rec programming
 - Pool
 - ✓ Will be open 7 days/wk. with hours similar to past
 - ✓ Lauren, Heather and Terrence working hard to recruit
 - ✓ Aquatic staff to be appointed as life guards at May 22nd Board meeting
 - ✓ Guards start 6.26.23; Pool target for opening 6.29.23 or 6.30.23
 - ✓ Searching now for swim instructors
 - Drone program is all set
 - Magic camp: Instruction: 8.14-8.17; Community-wide performance on 8.18

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- Tammy inquired about rec programming registration window and process; Bob noted that registration closes (no longer take registrations) when it's full, but folks can be put on a waitlist

VIII. Public Comments

- Jim Randolph
 - Expressed gratitude to the Commission members for volunteering and the work that's done
 - Voiced hope that comments and recommendations that the public voluntarily provides (in same spirit of "good of the Town") are considered
 - Noted curiosity as to why when recommendations/resources are presented by public, they are not invited to engage in more of a dialogue about the recommendations/resources
- Courtney Fallon
 - Stated that the West Seneca Bee published information about registration sign up that differs from what Bob reported earlier
 - Shared concern about limited time for public to speak at Commission meetings as she feels it inhibits opportunity for sharing and discussion
- Katie Adriann
 - Noted concern about retention of lifeguards in between their appointment to their first day of employment; Suggested that there be a physical or virtual meet up to foster engagement/connection
 - Expressed hope that lifeguards will be shown appreciation (a thank you and/or something more) from the Town, including the Rec Commission

Next meeting:

*TBD- Tammy cannot attend June 21 at 6:00 pm; Tammy will check in on dates with available space and send to Commission members

- ✓ Tentative/proposed agenda- re-confirm meeting dates for year, Rec Director report, Playground Phase II selection determination/design, Rec Program Updates, public comment, Commission member reports/comments

Meeting adjournment: Adjourned at 7:24 pm- Tammy Motioned; "2nd" by Carol