

**West Seneca Youth and Recreation Commission Meeting @ 6:00 pm**  
**West Seneca Senior Center, West Seneca, NY 14224**  
**June 28, 2023**  
**Minutes**

**I. Call to Order/Roll Call**

Tammy called the meeting to order at 6:00 pm

**II. Roll Call (via sign-in sheet)**

Commission member	Present	Absent (A)/Excused (E)
Tammy Sugrue, Chairperson	X	
Carol Jarczyk		E
Michael Smolen	X	
Marisa Fallacaro-Dougherty		E
Kellie Kostek	X	
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		E
Alissa Straus Finance Director, Ex Officio Commission Member	X	
Meichle Latham, Recording Secretary	X	

- Also present: 3 members of the public; No students

**III. Approval of May 17<sup>th</sup>, 2023 Meeting Minutes**

Matt Motioned to approve; “2<sup>nd</sup>” by Kellie

**IV. Recreation Director Report**

*A. Rec Program Updates*

Tammy shared updates provided by Heather (Rec Dept)

- Rec programming begins 7.6.23
- Programs will be offered Mon-Sat; day and evening

*B. Pool/Opening Date*

Tammy shared updates provided by Heather (Rec Dept)

- Opens 6.30.23
- Hours: M-F 10 am-7 pm; Sat/Sun 1-5 pm

**V. Old Business**

*A. Farmer’s Market: May 25<sup>th</sup>- Farmer’s Market 4-7 pm; 3 pm set up*

- What worked well?
  - Inviting passersby to complete survey- collected 35 surveys- Michael compiled via spreadsheet and sent to all, with common

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themes/takeaways, including favorable comments about Highway Dept and Senior Center for which Michael would like to share at an upcoming Board meeting; Alissa will scan and email all to the Rec Commission email address to preserve forms; Kellie will retrieve and create a file of surveys and spreadsheet

- Offering rec programming materials and efforts to recruit swim instructors and lifeguards
- Answering questions/offering up-to-date info. about the pool opening
- What should we make note of for next year/similar events?
  - Create a checklist of items for future outreach/tabling
    - Obtain tablecloth
    - Paperweights for windy days
    - Fliers to promote rec programming and open rec positions
    - Surveys, pens and clipboards
    - Trinket give aways?
    - Activities?

**VI. New Business**

*A. 2024 Budgetary needs/request for outreach and community events*

Budget request is due 7.31.23; Formal request to submitted to Bob, Alissa and Gary  
Request to include:

- ✓ Requested total amount
- ✓ Budget suggestions for respective event expenses
- ✓ Signage for events- banner/sign; trifold display on which to post fliers and show pics of previous events
- ✓ Prizes for events
- ✓ Hydration stations for events
- ✓ Rec Commission apparel/merch (especially with consideration for future Playground Community Builds)

**Next steps: All send ideas to Tammy and Bob as they team to build a budget for proposal**

**VII. Continued Business**

*A. Commission-led Activities/Events*

- Survey
  - ✓ Survey was distributed at May 25<sup>th</sup> Farmer's Market
  - ✓ Tammy's working to get it on line to accommodate a QR Code to link to Google Forms or Jot Form (free trial, but has limitations), etc.

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**Next steps:**

- **Tammy will leverage Rec Dept for copies of flier**
  - **Once ready for distribution,**
    - ✓ **Will distribute at various locations- Bulletin boards, Rec office, Senior Center, scavenger hunt, National Night Out, and On Your Way to K**
    - ✓ **Will request help of Town to get it out via digital platforms- web and social media, as well as paper versions (fliers, poster boards, laminated flier at pool, laminated at shelters/pavillions, parks, bathrooms?, etc)**
- **Meichle will contact Techsavvy for guidance re: QR Code and platform through which to compile and analyze for reporting**
- **Bob will share QR code with youth groups; get to Bob once complete**
- **Use September meeting to review survey results and establish action plan to triage recommendations (highlight a few recommended activities for the Board to consider & support) for proposal to Town**
  - **Michael will summarize survey results and distribute to Commission members in advance of the September meeting**
- **Alissa suggested that survey results also be included in the annual report**
  - **7.15.23 Scavenger hunt 12:30 pm-3:30 pm**
  - **Available to help:** Tammy, Kellie (to start), Michael
  - **Will need: ~ 20 pens, clipboards and waivers**
  - **Can do dry run:** Michael, Kellie and Meichle
  - Tammy updated Commission on community scavenger hunt
    - ✓ Entry fee: \$10/team (\$\$ to be used for hunt prizes)
    - ✓ 1 Team's entered thus far
    - ✓ STROLLERS or WHEELCHAIRS welcome
    - ✓ NO BIKES, SKATEBOARDS, MOTORIZED VEHICLES  
NO DOGS
  - 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- Bob will take care it
      - Music/entertainment; Town's sound system
  - Discussed fact that if sanctioned as Town event, everyone will need to sign a waiver

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- **Next steps:**
  - **Promote via WS Chamber of Commerce, Town's Social media; Town sign; Fliers**
  - **Bob will take care of food/refreshments for scavenger hunt; prepare grab bags by July 12<sup>th</sup>**
  - **Alissa will inquire about clipboards from Rec dept**
  - **Dry run: Michael, Kellie and Meichle**

*B. National Night Out : 8.1.23 5-9 pm @ Erie1 BOCES*

- Having received invitation to participate again this year, all agreed an event for the Rec Commission to attend
  - Will bring survey, rec program materials, fliers, candy, tablecloth & sign (get from Heather), & promote Spring 2024 Community Build; will finalize as it gets closer
    - Meichle & Tammy: 5-7 pm?
    - Michael & Kellie: 7-9 pm?

*C. Playgrounds- Phase II*

- June 3<sup>rd</sup> Community build- Veteran's Park
  - What worked well?
    - Brian and crew + Parkitechs did a lot!
    - Plenty of and a diverse group of volunteers- great help!
  - What should we make note of for next Builds?
    - Be sure to obtain phone #s in case we need to call volunteers
    - Create fliers using pics of 6.3.23 community build
    - Post fliers at various locations- Rec Office, Clerk's Office, on Town sign, Service organizations (Lions, Kiwanis, Rotary, Women's Club
    - Social Media
    - Outreach events
    - Blackstone takes a bit to warm up
- June 29<sup>th</sup> 10 am Dedication- Press Conference/Ribbon cutting ceremony (Kellie will represent the Rec Commission); 10:30 open to public
- Spring 2024 Playground Upgrades
  - Sunshine Park
    - **Parkitechs to provide quotes based on add of traditional and/or tire swings; had planned to join 6.28 mtg, but unexpectedly could not**
      - Discussed addition of swings, wood chips v. rubber, additional cost/impact on Fisher playground, etc.

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- Brian unable to join this evening; Bob will connect with Brian as Brian will take lead in proceeding, explore discount for Community Build and then take to the Board as Brian needs to order equipment ASAP for Spring 2024
  
- Fisher Park
  - **Parkitechs to have provided 2 designs by June Rec Commission meeting; had planned to join 6.28 mtg, but unexpectedly could not**
  - Discussed level of involvement to which engage Fisher neighborhood in playground design; Tammy's engaged a female resident to see about interest in Community Build
  - Plan: Offer an "Open House" to neighbors near Fisher Playground for a couple of hours with Parkitechs to share specs & answer questions; Will offer residents vote between 2 designs
  - **Target August 2023**
    - Brainstormed efficient way to invite neighbors
      - Alissa will look into option to leverage town system capacity to communicate with Fisher neighborhood

**Next steps: Bob will follow-up with Brian regarding Rec Commission's agreement to add swings at Sunshine**

- Playground Issues
  - Discussed inquiry about budget shift to address broken equipment per reports of broken slides at several parks; Tammy noted having spoken with/receiving update from Steve H. and Brian regarding options; After some discussion, all in agreement with advice provided by Bob- do not adjust budget for Sunshine and Fisher playgrounds to replace equipment at others

**Next steps: Kellie will email Alissa the list of the playgrounds previously identified with timelines for upgrades**

**VIII. Commission Member Comments- None**

**IX. Public Comments (3 min. time limit/person)**

**1. Courtney Fallon**

- Commented about desire to have a standing agenda item for pro-pool community members at all Rec Commission meetings and if not honored, she will continue to request at every meeting
- Advocated for 2024 budget requests to include pool resources

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- Inquired as to when lifeguard training conducted by those previously trained via “train the trainer” model is expected to be scheduled this summer and shared recommendation that it be advertised early and widely
- Noted curiosity about why programs have been cut, including cancellation of day camps
- Curious about volleyball location
- Noted concern with playground build occurring in Fall 2023-Tammy clarified- Fall 2023 playground equipment removal; Spring 2024 Playground build

**Next meetings:** [Confirm with Members]

\*July – No meeting; members to participate in Scavenger Hunt

\* August – No meeting; members to attend National Night Out/August 16<sup>th</sup>- WSCSD on your way to K!

\*September 20 at 6:00 PM (Work Session) (CCL Large Room)- Events Halloween/Dance;

**Meeting adjournment:** Adjourned at 8:07 pm- Tammy Motioned; “2<sup>nd</sup>” by Michael