



Stanley H. Kellerhouse Municipal Building
One Van Wyck Street
Croton-on-Hudson, NY 10520-2501

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Village Treasurer
Daniel Tucker

Village Clerk
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To: Maria Slippen, Chair, Recreation Advisory Committee
From: Mark Duncan, Superintendent of Recreation
Date: November 8, 2023
Re: Relocating the Recreation Offices to the Gouveia Property

The possibility of the Recreation Department moving their office to the Gouveia property is an interesting one. This topic has been discussed in the past and there are a number of items to consider before making such a decision. Upon further discussion with the Village Manager, and taking into account all points of view from the current Recreation Department staff and members of the Recreation Advisory Committee, I have no objection to having the offices relocated to the Gouveia property.

Having additional space for programming would be a benefit to the Recreation Department and the Village as a whole. Currently, there are only two indoor locations where programming can be scheduled on a regular basis: the Recreation Conference Room and the Community Room. Many times, these rooms must be used for other Village purposes (committee meetings, voting, vaccination clinics, etc.). Having additional space will allow the Recreation Department to ensure adequate facilities are available for its existing programming and allow the development of new programming (such as art classes, movement classes and lectures). Additionally, the park setting of the Gouveia House would allow for specialty programming in the realm of nature.

With the increase in space and programming, it would be necessary for the Recreation Department to add an additional staff member. This staff member would ideally have the civil service title of Recreation Supervisor, ensuring they come to the Village with a track record of creating new and successful programming, as well as having a recreational background (either a degree in Recreation or Leisure Services or having been certified as a Parks and Recreation Professional). Prior to the Great Recession, the Recreation Department had four full-time staff members. While the department has been planning and executing great programming since the reduction in staff took place, this chance presents an opportunity for the Village to truly bring the Recreation Department to the next level of programming and services for Village residents.

While the Gouveia property is located further away from the Upper Village, it is important to note that many programs, especially senior programs, would still take place at the Municipal Building. Additionally, the Recreation Department would have access to office space in the event that a staff member wanted to be present during certain programs (such as the Director of Senior Recreation being present during Croton Senior Club meetings). Regarding program registration, a majority (approximately 75%) is now done online and residents would be able to leave applications and payments in the Village's dropbox at the front of the Municipal Building if they would prefer to not venture to the Gouveia House.

There are a number of improvements that would be needed to both the property and the house before any such relocation of the offices could take place and I am aware that the Village Board will be addressing these issues at a future date. Some of these issues include making the building ADA-compliant, increasing the number of parking spaces near the house and developing an access road to the house. The Recreation Department would also recommend that the house be equipped with the same technology currently used in the Municipal Building (alarm system, security cameras and door entry buzzer system) to ensure the safety and security of both staff and residents.

In conclusion, I thank the Recreation Advisory Committee for allowing additional time to discuss this opportunity in more detail. Please let me know if you have any questions.