



**UNAPPROVED**

Minutes of the  
Parks and Recreation Commission  
Meeting

October 17, 2017

In Attendance:

Barbara Dobbin, Vice Chair  
David Shofi, via telephone  
Evie Bottali, Secretary  
Kim Hulber  
David Thaxter

Paul J. Roche, Director  
Robin Matthews, Asst. Dir-Rec  
Robert Schneider, Asst. Dir-Parks  
Jane Byrnes, Secty.  
Eileen Cipolla, Acct.

***These minutes are a general summary of the meeting and are not intended to be a verbatim transcription.***

Meeting called to order by Vice Chair at 7:35 p.m.

Recognition of Guests:

No guests to recognize.

Approval of Agenda:

The agenda as presented was approved.

Minutes:

Minutes from the September meeting were approved as presented.

Financial Status – Eileen Cipolla:

Ms. Cipolla reported that programs and revenue are still a little soft and the Department is keeping an eye on them.

Chairman:

No report at this time.

Director's Report- Paul Roche:

The Director has been working on the following:

- Mr. Roche mentioned that the recreation staff has been meeting to discuss new programming ideas and things are going in the right direction.
- Mr. Roche stated that there has been some vandalism with graffiti at Sturges Park. They are looking into an alarm system; however, funding may be an issue. Discussion ensued regarding security cameras in Ballard and at Sturges Park.
- Working with the staff on the strategic plan reviewing staff duties and job responsibilities.
- Working with the Town's IT Department on challenges and issues we have been having with the front desk software system.
- Meeting with the Building Committee for the locker room repairs. The Committee is concerned that there may be an issue with funding and that some difficult decisions will have to be made regarding priorities.

Ms. Dobbin mentioned that the Committee works very well together on getting objectives both pro and cons to meet our goals.

Mr. Thaxter stated again his concerns that the Recreation Center locker room project may be a difficult task staying within budget.



Mr. Roche discusses at length some of the suggestions on the design and solutions for the water problems. Mr. Roche mentioned that the family locker room may not have as large a scope of renovation that we had originally requested.

Assistant Director-Parks – Bob Schneider:

- Mr. Schneider is working on the 2017-2018 capital budget.
- The water will be drawn down at Martin Park Beach next week.
- Crews are also working on fall field renovations.
- The tennis courts are finished and they look good.
- Waiting for the new turf machine which should be delivered this week.
- The soccer tournament went well and there were no damages to the fields. Some discussion regarding the number of fields used and number of participants during the tournament.

Assistant Director-Recreation- Robin Matthews:

- Ms. Matthews reported that the Wellness section has hired two additional trainers. There were some suggestions for a youth group training session to increase membership, and that the Wellness Department will be working on the development of a program.
- Front desk has been experiencing several major challenges with the software system causing issues with staff moral.
- The Aquatic Department has now a full staff and things are running smoothly.
- Swim lessons should now be on the up swing.
- We are offering a children's cooking class and participation is increasing.
- We have dropped the fee for karate hoping it will increase class interest.
- The dance classes are starting to recover some revenue now that the instructor has returned.
- We are working on several Family Fun events which will be held over the year.
- The Halloween window event was successful again this year. Had some windows at the Recreation Center and would like to have more next year.
- Ms Matthews participated in the CRPA panel regarding ADA Practices.
- Ms. Matthews attended the Old Timers Award Dinner honoring Janice Pauly.

Sub-Committee Reports:

Buildings & Grounds – David Thaxter

Mr. Thaxter mentioned that the Locker room item had been covered above under Director's Report.

Mr. Thaxter mentioned that the outdoor maintenance crew did a good job around the Venus Building.

Aquatics & Programs –David Thaxter:

Mr. Thaxter mentioned that Ms. Dynia is doing a terrific job with the Barlow Mountain pool and is working on the installation of security cameras. Mr. Thaxter reviewed Ms. Dynia's end of summer report with the Commission (report attached).

There was some discussion regarding how pleased the Department was with the Martin Park Beach vendor. Mr. Roche mentioned that the same vendor is currently at the Recreation Center during the weekends.



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## RIDGEFIELD PARKS & RECREATION

### Annual Goals & Marketing Plans- Evie Bottali:

Ms. Bottali reported that membership sales declined in August, the overall decline for the first quarter was less than 1%. The committee is working with Kathy Fassman regarding the upcoming Locker room renovation communication

### Budget & Policy-Phil Kearns:

Ms. Dobbin reported that the committee will be meeting to work on the 2017-2018 capital budget within the next few weeks. There was some discussion regarding some additions to the budget.

### Special Services Issues – Barbara Dobbin:

No report at this time.

### Strategic Plan – Kim Hulber

Ms. Hulber reported that the sub-committee has submitted the final draft to the Commission and is working on the finalization of the plan.

### Old Business:

No business at this time.

### New Business

No new business at this time.

A motion to adjourn at 8:25 p.m. was made by Evie Bottali and seconded by David Thaxter.

Minutes Approved: \_\_\_\_\_  
Evie Bottali, Secretary