



**UNAPPROVED**

Minutes of the  
Parks and Recreation Commission  
Meeting

April 19, 2016

In Attendance:

Phil Kearns, Chairman  
Evie Bottali, Secretary  
David Thaxter  
Gina Carey  
Kim Hulber

Paul J. Roche, Director  
Robin Matthews, Asst. Dir.  
Eileen Cipolla, Acctg.  
Robert Schneider, Asst. Dir.

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

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

Recognition of Guest:

No guests to recognize.

Approval of Agenda and Minutes:

The agenda and the minutes of the March meeting were approved as presented.

Financial Status:

Ms. Cipolla reported that year-to-date revenue was above target for the month of March. Membership revenue was slightly below; however, Ms. Cipolla mentioned that April is a strong month with over three-quarters of budgeted revenue collected in the first half of the month.

Chairman:

Mr. Kearns reported that he, David Shofi and Barbara Dobbin were re-appointed to the Parks & Recreation Commission by the Board of Selectmen. There was no new news to be reported.

Director's Report:

- The Director has been working with the Tiger Ridge committee on the Ridgefield High School girls' softball field improvements and the Friends of Parks & Recreation had contributed \$3,600 for the project.
- Mr. Roche mentioned that the Board of Selectmen temporarily tabled the Rail Trail initiative.
- Mr. Roche mentioned that the Recreation Center parking project is waiting for the Town's Highway Department to begin the work.
- Mr. Roche reported that the lighting for the Dog Park will be going out to bid.
- The net for the parking lot in back of the Venus Building has also been tabled.
- Mr. Roche reported that the equal access project at Barlow Mountain Elementary School is moving along.



Assistant Director-Recreation:

Ms. Matthews reported that the recreation section has been very busy with events and planning for the summer activities. She reported:

- Summer Camp and Martin Park Beach memberships are both selling well
- RecTrac software upgrade was implemented this past Monday and staff training has begun
- Recreation Station and Stop-n-Go after school programs remain very popular with approximately 750 children enrolled
- Spring swim lessons are in progress and we have over 400 current registrants
- The early registration discount promotion for our Adventure Day Camp was a success, and many of the camp weeks are filled
- Upcoming events include: Kids Fest, meet and greets with the Camp Director, Family Fitness and Fun day at the Recreation Center, Family Fencing, Run Like a Mother Road Race

Assistant Director-Parks:

Mr. Schneider reported:

- Work continues at Tiger Ridge; new fencing and foul ball poles have been installed
- Work has been completed to make the playground surface at the Barlow Mountain School better accessible
- Mr. Schneider is working with the Director to get the winter maintenance of equipment completed and ready for work this season
- The outdoor crew members have been fertilizing the fields and completing the spring clean up
- Currently in the process of hiring summer part-time help
- Martin Park Beach spring clean up begins this week

Sub-Committee Reports:

Buildings & Grounds – David Thaxter

Mr. Thaxter met with the Branchville Civic group regarding the Branchville field and the group would like Parks & Recreation to support its initiatives.

Aquatics & Programs –David Thaxter:

Mr. Thaxter reported that the aquatic staff is well positioned for the Martin Park summer season. Mr. Thaxter will follow-up on gathering information relating to placing a security camera in the parking area at the beach.

Annual Goals & Marketing Plans:

Ms. Bottali reported that the March membership sales, with the exception of All Family, declined versus the previous year. However, total active members held steady. The Martin Park Beach promotion met the budget projections and an analysis of purchasing will be presented at the next meeting. Ms. Bottali also reported that she had attended a conference sponsored by the Lyme Connection on the prevention, education and patient support for people afflicted by Lyme Disease. Ms. Bottali will follow-up with Ms Matthews to determine if and how the Parks & Recreation Department can participate in this initiative.



195 DANBURY ROAD • RIDGEFIELD, CT 06877 • PHONE (203) 431-2755 • FAX (203) 431-2761 • WWW.RIDGEFIELDCT.ORG

## RIDGEFIELD PARKS & RECREATION

### Budget & Policy-Phil Kearns:

Mr. Kearns reported that the pavilion had been deleted from the FY 16/17 budget. Ms. Cipolla stated that the capital budget will be voted on May 2 at 7:30pm at the Ridgefield Playhouse.

### Special Services Issues – Barbara Dobbin:

No report at this time.

### Strategic Plan-Gina Carey

Ms. Carey stated that the committee is in the process of deciding which groups of people are to be interviewed and that the committee is in the process of developing the questionnaire.

### Old Business

No old business to report.

### New Business:

No new business to report.

A motion to adjourn was made by David Thaxter and seconded by Gina Carey at 8:27 p.m.

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