



**UNAPPROVED**

Minutes of the  
Parks and Recreation Commission  
Meeting

April 18, 2017

In Attendance:

Phil Kearns, Chairman, via telephone  
Barbara Dobbin, Vice Chair  
Evie Bottali, Secretary,  
David Thaxter  
Gina Carey

Paul J. Roche, Director  
Robin Matthews, Asst. Dir.  
Bob Schneider, Asst. Dir.  
Eileen Cipolla, Acct.  
Jane Byrnes, Comm. Secty.

***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 7:30 p.m.

Recognition of Guests:

No guests to recognize.

Approval of Agenda:

The agenda as presented was approved.

Minutes:

Minutes as presented were approved.

Financial Status – Eileen Cipolla:

Ms. Cipolla reported we have been keeping an eye on a few challenging areas; however the March revenue numbers are ahead of projected budget. Ms. Cipolla mentioned that programs had met budget for the month and memberships continue to meet budget expectations. The camp registrations are also up compared to last year at this time.

Chairman – Phil Kearns:

Mr. Kearns mentioned his report would be covered under Budget & Policy.

Director's Report- Paul Roche:

The Director has been working on the following:

The Director reported that he had attended the ribbon cutting ceremony for the Tiger Ridge facility. Mr. Roche mentioned that the outdoor maintenance crews did a great job on the field preparation for this project.

The Director mentioned that he would be attending the Board of Selectmen meeting tomorrow to discuss the parking issues during Ballard Park events and concerts.

The Commission mentioned the following:

All events must adhere to the Town's Parking Authority guidelines

All must follow all noise ordinance policies

No activities after 9:30pm

The Commission will adopt a permanent policy in the near future; however they feel the CHIRP concerts should remain at Ballard Park for this season.



# RIDGEFIELD PARKS & RECREATION

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## Assistant Director-Parks – Bob Schneider:

Mr. Schneider reported that the crews were able to get most of the sports groups out on the fields inspite of the late snow fall. The high school was able to get on the field in time for their practices.

The tennis courts repairs went well with no problems this spring.

Mr. Schneider is hoping the Governor Park lights will be completed before the start of the men's and ladies softball seasons begins.

Mr. Schneider is working on the hiring of the season help for this year.

Mr. Thaxter asked if there were any challenges with the high school athletic department. Mr. Schneider stated that the relationship is working well.

The Commission had a question regarding the poles and lights at Governor Park. Mr. Schneider updated the Commission on the work being done.

Mr. Kearns asked if the recent girls lacrosse camp held at Scotts Ridge during the spring break had met its financial responsibilities. Mr. Schneider and Ms. Cipolla will follow up on this and report next month.

There was some damage done to the Sturges Park cabin and Mr. Kearns would like Mr. Schneider get in touch with Mr. Sturges to discuss the situation.

## Assistant Director-Recreation- Robin Matthews:

Robin Matthews reported on the following:

Wellness Center and classes continue to be busy, along with the use of the outside trails.

The Rec Station program is still busy; however numbers are not as high as we would like.

Recreation staff is busy working on summer hiring and certifications and training.

Parks and Rec will have a summer intern who will be working with the camp and other projects.

On-line registrations are up and running and on-line swim registrations went well and were very popular.

Mr. Roche mentioned that the staff did well with the recent swim registration and swim lessons were up this year.

The Commission asked if on-line registrations available for all programs. Mr. Roche responded "yes."

## Sub-Committee Reports:

### Buildings & Grounds – David Thaxter

Mr. Thaxter discussed the need to review the grounds outside of the Yanity Gymnasium.

After much discussion, it was decided that a joint meeting would be needed with the Board of Selectmen for a tour and review of the landscaping and infrastructure of the outside facilities.

Mr. Kearns will be back in Town on Monday, and the secretary will set that meeting up with the First Selectmen's office.

### Aquatics & Programs –David Thaxter:

Mr. Thaxter reported that the sub-committee had met and Mr. Shofi will be looking over our Barlow Mountain facility contracts addressing liabilities and review with the Town's attorney as well. There was also a discussion regarding the housekeeping of the pool deck and administrative issues. A meeting is set for this week.



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Annual Goals & Marketing Plans- Evie Bottali:

Ms. Bottali reported that memberships and revenue increased versus year-ago March. The Get 3 Free promotion had a positive impact on membership and revenue. The Martin Park pre-season Beach sales were similar to last year.

Budget & Policy-Phil Kearns:

Mr. Kearns reported that the Board of Finance had requested an additional \$10,000 reduction from the Parks and Recreation budget requests. The budget sub-committee met and this reduction was made. The Annual Town meeting is scheduled for May 1 and the Referendum vote will be around May 9. The Commission discussed ways to make the public aware of the Referendum item regarding the Parks and Recreation locker room repairs. Mr. Kearns will meet with Mr. Roche and Ms. Fassman next week when he returns regarding the Referendum.

Special Services Issues – Barbara Dobbin:

Mr. Roche reported that the department had purchased the changing table and screens for the Barlow Mountain pool which is part of the department's ADA plan.

Strategic Plan – Gina Carey

Ms. Carey reported that the plan is moving down the pipe and the next step is to set a meeting to prioritize the information that will be presented in a draft form at the June Commission meeting. The final Plan is to be ready by the July meeting. At a Board of Selectmen meeting, the Selectmen were requesting a copy of the Strategic Plan for their review by September.

Old Business:

No business at this time.

New Business

No new business at this time.

A motion to adjourn at 8:30 p.m. was made by David Thaxter and seconded by Gina Carey.

Minutes Approved: \_\_\_\_\_

Evie Bottali, Secretary