



UNAPPROVED  
Minutes of the  
Parks and Recreation Commission Meeting

April 21, 2020  
Meeting Held Virtually

In Attendance:

Phil Kearns, Chair  
Gina Carey  
Barbara Dobbin, Vice Chair  
Evie Bottali, Secretary  
David Shofi  
Kim Hulber

Dennis DiPinto, Director  
Kathy Fassman, Marketing  
Eileen Cipolla, Accountant  
Bobby Schneider, Asst. Dir-Parks  
Jane Byrnes, Secty.

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

Meeting called to order by Chair at 6:40 p.m.

Recognition of Guests:

The Commission welcomed Mr. Pete Nicholas.

Approval of Agenda

The agenda as presented was approved.

Approval of Minutes

The minutes as presented were approved.

Financial Status – Eileen Cipolla

Ms. Cipolla reported March revenue came in well below budget due to the current crisis. Ms. Cipolla stated that the department is closely monitoring expenses to help cover projected loses. Ms. Cipolla reported that she had received correspondence from the Ridgefield Aquatics Club (RAC) regarding their contract. Ms. Cipolla will follow-up with the Director and Wellness Coordinator and get back to RAC.

Business Items

Chairperson – Phil Kearns

Mr. Kearns reported he had sent a letter to the Board of Selectmen regarding the departments assumptions for projected revenue and expenses based on a July 1 reopening of the facility and restart of programs. The Commission thanked Mr. Kearns, Dennis DiPinto and Eileen Cipolla for their hard work on these assumptions and scenarios.

Director's Report – Dennis DiPinto

Mr. DiPinto reported that he is working with the staff on a recovery and remobilization plans for the department with the eventual guidance from the Public Health Department, local and State Government to establish protocols to be put in place for our reopening.  
There was much discussion regarding camp, wellness center, pool, etc. procedures.

- The family changing room renovations are moving along, and work continues
- Bids will go out on the HVAC
- Working with staff on the Spray Bay flooring drains and block decking are almost complete
- Will work with the sub-committee regarding the Athletic Fields Agreement which comes due this summer
- Working with staff on future assumptions for revenue and expenses (covered below)





- Spoke with a resident regarding an outdoor drive-in movie, decision was made to move to a different venue
- Worked with staff on protocols for outdoor crews
- Meeting with staff weekly to keep up-to-date
- Continuing discussions with summer camp program

#### Marketing and Programs – Kathy Fassman

- We are continuing with our Community Outreach efforts. Our Art Contest had 81 entries. Families thanked us for such a fun activity. Our college intern created a YouTube video showcasing all entries. We shared the video with participants and members.
- Other Community Outreach activities include a Virtual Egg Hunt, Time Capsule, and Family Scavenger Hunt.
- Our Wellness Supervisor and Coordinator have coordinated free virtual classes in mindfulness, meditation, and yoga. One instructor hosted a free podcast on nourishing your body and soul during COVID-19. All activities have had moderate participation (approximately 30 people).
- We continue to extend the Adventure Day Camp and Martin Park Beach promotions, but we have received few registrations.
- We are responding to members' questions and requests daily. We have not issued many refunds and plan on adjusting accounts once we reopen.
- At this time, we are planning on running summer camps on schedule and will adjust if necessary.

Mr. Kearns mentioned that the department should be mindful of camp opening and protocols for the safety of the campers. Also, it's important that the department contact the Ridgefield Boys & Girls club to collaborate with them on when and what protocols they are using to open their summer camps.

#### Parks – Bobby Schneider

- Working with indoor maintenance on family changing room
- Outdoor crews back working, looking at future schedules
- Working with staff to re-schedule outdoor spring events
- Discussion regarding seasonal staffing
- Painting is going on at Yanity Gym
- Have not heard from any of the Town's sports groups yet regarding scheduling
- Had a great spring weather season, and things will look good

Discussion regarding field condition and use of staff for fields maintenance.

Mr. Schneider stated that we are in uncharted territory but will take it one day at a time.

#### Sub-Committee Reports

##### Buildings & Grounds – Phil Kearns

Mr. Kearns stated that he will be in touch to set-up a meeting with the sub-committee regarding the Athletic Fields Agreement.

##### Aquatics & Programs – Phil Kearns

Nothing to report at this time.

##### Annual Goals & Marketing – Evie Bottali

Nothing to report at this time.

##### Budget & Policy – Phil Kearns

Mr. Kearns reported and reviewed the assumptions submitted for projected revenue and expenses to the Board of Selectmen for their review. He mentioned that it is difficult to predict what next year will bring. There was much discussion regarding summer camp and membership renewal revenues. Mr. Kearns reported that there is a Board of Selectmen, Board of Finance and Board of Education meeting is on Thursday evening April 23, 2020 to review budgets.





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The Commission thanked Phil Kearns, Eileen Cipolla and Dennis DiPinto for the great deal of hard work and time that went into the report.

Special Services & Community Outreach - Barbara Dobbin

Ms. Dobbin thanked Ms. Fassman for her work on the current Community Outreach activities. It was discussed that our ADA plan for the next three years would be to resurface the Recreation Center trail. Ms. Dobbin suggested that we look at the drainage as well as the repaving. Brief question regarding CHIRP concerts. There has been no correspondence.

Strategic Plan – Gina Carey

Ms. Carey reported that she had met with the Director regarding the goals of the strategic plan and that work continues.

Old Business: None

New Business: None

With no further business, a motion to adjourn at 7:40pm was made by Gina Carey, seconded by Barbara Dobbin and unanimously passed.

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

Evie Bottali, Secretary