



Commission Meeting Minutes

APPROVED

April 20, 2021

Meeting held via Zoom

IN ATTENDANCE:

Phil Kearns, Chair

Barbara Dobbin, Vice Chair

Evie Bottali, Secretary

David Shofi

Pete Nichols

Gina Carey

Kim Hulber

Dennis DiPinto, Director

Bob Schneider, Asst Director Parks

Kathy Fassman, Marketing

Eileen Cipolla, Accountant

Amy Platt, Admin Office Manager

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 6:33 pm.

APPROVAL OF AGENDA

Motion made by Barbara Dobbin to approve agenda. Seconded by Peter Nichols. Motion carried 7-0.

RECOGNITION AND INTRODUCTION OF GUESTS

No guests in attendance.

APPROVAL OF MINUTES

Motion made by Barbara Dobbin to approve the minutes of the March meeting. Seconded by Peter Nichols.

Motion carried 7-0.

FINANCIAL UPDATE –

- Ms. Cipolla provided the monthly financial report. Funds that were previously frozen have been freed up, including \$50k for Scott's Ridge Turf, \$50 for wellness equipment, and \$36k for other miscellaneous accounts.
- For FY2022, we won't have to freeze non-covid expenses since the town will be refunded any revenue shortfall.
- Saturday, April 24th at 3pm is the town meeting where the public will have the opportunity to vote for any Capital expenditures under \$100k.

BUSINESS UPDATES

Chairperson's Report – Phil Kearns

- Mr. Kearns has shared the current Capital budget with the BOS.
- Kim Hulber was reappointed to the Commission for another 3-year term.



Director's Report – Dennis DiPinto

- Scott's Ridge/Tiger Hollow project is going well, and provided it passes referendum, the bid will go out in May for construction beginning in June 2021.
- New Rec software – should have contract signed soon; Working with IT on local access controls for member door swipes
- State Arts/Culture/Tourism subcommittee – participating in discussions about state's reopening plans
- Continue to monitor State of CT guidelines and protocols for staff/facilities
- Additional parking study work continues.
- Annual revenue meeting – Projections have held up well and numbers continue to improve.
- Friends of P&R Commission met last week and is wrapping up some small projects.
- New glass doors have been ordered to brighten up the entrance into the Wellness Center.
- Working on staff goals; Ms. Carey asked if there's a need to revisit the strategic plans. 5/13 & 5/14 are good days for Gina to regroup.

Marketing/Programs – Kathy Fassman

- MPB – 358 family passes have been sold; Capping non-resident passes when we reach 20% of total memberships.
- Adventure Day Camp – Sold out; Continue to sell Specialty Camps and Sky Hawk Sports Camps as alternatives to day camp.
- Outdoor Ninjas will begin this week – Sold out. Nearly 50/50 split members vs. non-members, so there's potential for non-members to purchase other programs, camps and memberships.
- Engaging instructors for the fall/winter program brochure
- Membership incentives – promoting a 6-month wellness membership vs 1-year to wellness members from the past 2 years
- Re-Discover Rec Center campaign – promoting safety measures and more outdoor classes
- End of Summer Event planned for August 28th; Priority registrations for members, but offering to non-members as a way to promote fall/winter programs.
- Ms. Hulber shared that Ridgefield Public Schools will offer a Summer Bridge program to students June 17-July 30 (8:30a-12:30p).
- Welcome Packets – Mr. Kearns shared that one of the town churches has a list of approx. 700 new Ridgefield residents, and we should consider mailing booklets out to this list as well.
- Saturday, May 1st Spring Fling on Main Street – Mr. Kearns suggested Parks & Rec take the opportunity to set up a table and do a membership push.

Assistant Director-Park – Bob Schneider

- MPB permanent fence was installed, and storage container was delivered. Working towards completing new courts by end of May.
- Lake Windwing – working to mitigate weeds
- Construction begins this week on the new handicapped ramp at Rec Center entrance
- Door replacement at Barlow Mtn pool – new sliders from patio to the pool being installed soon
- Ballard Park – refurbishing iron fencing will start May 1st



- Sidewalk improvements are scheduled to begin in front of Ballard Park from CVS to Gilbert Street.
- Evergreen Pavilion roof expected to be complete in the next 2 weeks.
- Venus building clean-up work is complete; Ms. Carey mentioned the rock wall near East Ridge is crumbling in spots. Mr. Schneider will follow-up with Jake on this. Mr. Kearns suggests added to Parks Capital budget for next year if it's not repaired in 2021.
- Rec Center walking trail repairs are on the schedule for this summer. Ms. Dobbin mentioned some sections of the walking trail ices over and need to be addressed.
- State water tests are complete at all parks
- New netting was installed at Governors Park

SUBCOMMITTEE REPORTS

Marketing, Promotion and Membership – Evie Bottali

- Nothing additional to report, covered by Ms. Fassman.

Aquatics & Programs – Barbara Dobbin

- Covered in the overview by Ms. Fassman.

Budget & Policy – Phil Kearns

- BOF presentation is complete; Monthly revenue review and analysis for non-covid expenses freed up

Buildings & Grounds – David Shofi

- Requests for staged events by Ridgefield Playhouse at Ballard Park and Governor Park will be allowed (solely due to Covid) as long as Ridgefield Playhouse provides the 5-7 dates in advance and follows all State and Parks & Rec guidelines. A more formal contract will be outlined and shared with the Ridgefield Playhouse for signature. Fees will be due upon receipt.
- Ms. Carey asked if the Ridgefield Playhouse will follow the same decibel guidelines for the smaller tent events. Mr. Shofi agreed to check on town noise ordinances.

Special Services, Community Outreach and Customer Experience – Kim Hulber

Nothing new to report.

Strategic Planning and Annual Goals – Gina Carey

Nothing new to report.

Old Business – Phil Kearns/Barbara Dobbin

Mr. Shofi asked if there were follow-ups regarding the conservation easement. Mr. Kearns will follow-up with the Conservation Commission on next steps.

New Business

No new business to report.

With no further business, Barbara Dobbin moved and Gina Carey seconded the motion to adjourn the



meeting at 7:55 pm. Motion carried 7-0.

Next meeting is scheduled for Tuesday, May 18, 2021 at 6:30 PM.