



**UNAPPROVED**

Minutes of the  
Parks and Recreation Commission  
Meeting

February 20, 2018

In Attendance:

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

Paul J. Roche, Director  
Robin Matthews, Asst..Dir-Rec  
Bob 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 Gina Carey in Chairman's request at 7:35 p.m.

Recognition of Guests:

No guests to recognize.

Approval of Agenda:

The agenda as submitted was approved.

Minutes:

The minutes from the January meeting as submitted were approved.

Financial Status – Eileen Cipolla:

Ms. Cipolla reported that revenue numbers are still soft; however, expenses continue to be within budget.

Chairman:

Mr. Kearns' report will be covered under Budget and Policy.

Director's Report- Paul Roche:

Mr. Roche mentioned that the Recreation Center locker room renovation bids should be out by the end of the week with bids scheduled to be opened around March 19.

Mr. Roche stated that he is working with the staff on developing department SMART goals for the Strategic Plan. Mr. Roche mentioned that the staff is very excited and on board to see that, they are inline with the new Strategic Plan.

Mr. Roche mentioned that the company owner has donated a camera for Ballard Park. Mr. Roche will be working with the owner on the details. There was some discussion regarding jurisdiction and monitoring of the information. Policies may be needed for future managing. Mr. Roche will follow up on this matter.

Mr. Roche has set up some staff customer service training, as suggested in the department's Strategic plan. The first session is planned for March 1, 2018.



The Director has a meeting with the First Selectman, Ms. Manners and Mr. Schneider regarding the upcoming CHIRP concert series in Ballard Park. There was some discussion regarding acoustic panels, tiles and blankets for help with noise. The concerts start in May.

Mr. Roche has been working with the Connecticut Legislative committee, regarding current pending issues-

Mr. Roche mentioned that several members of the Friends of Ridgefield Parks and Recreation would be retiring at the end of March. A new board will be taking over the responsibilities.

The Director mentioned that he is also in the process of tying up loose ends and the staff has been supportive in suggesting ways to better utilize the building ~~more~~ to help increase revenue and programs. He mentioned that the front desk staff is doing a great job with signing up new memberships.

Assistant Director-Recreation- Robin Matthews:

Ms. Matthews reported on the following:

- Robin reported that her staff is busy utilizing the Strategic Plan, specifically their department goals.
- The Aquatic section reported that the Wobble Wipeout, new float in the pool was a great success this past weekend. The department is hoping to use this for birthday parties and on recreation swim times.
- The "3 for Free" promotion may be extended into March.
- The winter postcard was received in the residents' mailboxes on February 14; we are hoping this will entice new memberships.
- The spring/summer brochure is scheduled to be mailed on March 1; it has all the summer camp information. The camp fair is scheduled for early March as well.
- Adventure camp staff training and orientations will begin in early March.
- Our family series event-Spring Fling, is scheduled for March 18.
- We have hired four new subs for our front desk staff.

Assistant Director-Parks – Mr. Schneider reported:

- Mr. Schneider reported that his annual fields meeting will be held tomorrow evening.
- Working with the Purchasing Department to get in remaining bids for parts for the Fountain
- Working on ordering supplies for spring field clean-ups.
- Working with staff on goals for Strategic Plan.
- Working with indoor maintenance staff for plan around renovation construction access and egress.
- Mr. Schneider reported that we had the first successful Sturges Cabin rental this past weekend, by a Scout group.
- Two of the outdoor staff are currently inside painting the various rooms and offices at the Rec Center.
- Outdoor crews are working on finishing repairs on the Recreation Center playground. They are also in the process of checking all playgrounds for problems and we are ordering the needed repair parts.
- Working with fencing repairs at Tiger Ridge.
- Work has begun on the Governor Park announcer's booth now that weather has improved.
- Crews are working with the Economic Advisory Committee for the First Selectman.



Sub-Committee Reports:

Buildings & Grounds – David Thaxter

Mr. Thaxter reported he is concerned over the fact that the Recreation Center renovation bids have not gone out yet, and worried about the ramifications this may cause. The Commission discussed the possible issues with timing and revenue loss.

Aquatics & Programs –David Thaxter:

Mr. Thaxter reported that the Rec Center pool's Wobble Wipe-Out pilot program got some good press this past weekend and Ms. Dynia reported to Mr. Thaxter that it was a great success and the staff did a good job. However, there were some members concerned that there was not significant notification regarding the closing of the lap lanes. The Commission discussed the lap swimmers comments. Mr. Thaxter also reported that Ms. Dynia has taken some action to enhance the storage aspects in the pool area and it has made a positive difference. Ms. Dynia was also dealing with some safety issues at Barlow Mountain pool, which she reports have been resolved.

Annual Goals & Marketing Plans- Evie Bottali:

Ms Bottali reported that January memberships and revenue increased versus last year and that the Promotion sales brought in almost 60% of January's revenue. Also, preliminary February sales looked good. With the upcoming camp registration, the Get 3 Free promotion may be extended into March. Kathy Fassman and her staff are in the process of writing "construction information" posters for the upcoming locker room repairs.

Budget & Policy-Phil Kearns:

Mr. Kearns summarized for the Commission the meeting with the Board of Selectmen regarding the proposed budget cuts. Mr. Thaxter thanked the sub-committee and Mr. Kearns for a very good, thorough presentation.

Special Services Issues – Barbara Dobbin:

No current issues to report.

Strategic Plan – Gina Carey

Ms. Carey reported that the committee had met with the Parks and Recreation management staff for a one-day session to review and finalize the Strategic Plan. This session ensured that the goals of the plan were understood and to get the staff onboard and excited. Ms. Carey mentioned that Ms. Hulber did a great job with the exercises to help the team building and giving the staff the reassurance that their ideas matter. Ms. Carey reported that the next steps are for the Assistant Directors and Director to roll out the Strategic Plan to the staff and for the staff to put together their future department operating goals for the next fiscal year.

Mr. Thaxter questioned if there were any special plans developing for the transition of new Director. Ms. Carey stated that she and the sub-committee are working on a specific plan to help with the new Director's transition.

Old Business:

No old business.

New Business:

No new business.

A motion to adjourn was made by David Thaxter and seconded by David Shofi.

Meeting adjourned 8:45pm.

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

Evie Bottali, Secretary



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# RIDGEFIELD PARKS & RECREATION