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RIDGEFIELD PARKS & RECREATION

## UNAPPROVED

### Minutes of the Parks and Recreation Commission Meeting

January 10, 2017

#### In Attendance:

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

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

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 7:35 p.m.

#### Recognition of Guest:

Max Robbins, Parks & Recreation Intern  
Mr. Kearns welcomed Mr. Robbins.

#### Approval of Agenda:

The agenda as presented was approved.

#### Minutes:

Ms. Bottali made a correction to part of the minutes of the December, 2016 meeting. Under New Business, Governor Park Field Use Policy, page two, the Policy attached (not the minutes) needs to be corrected to read; "This priority is for four evening/nights a week, ..... " (Enclosed is the corrected policy.)

Ms. Carey also made a correction to the minutes on page three under Strategic Plan, should read: "Ms. Carey reported that the committee members have completed a majority of their interviews and within the next....." The minutes as amended were approved.

#### Financial Status:

Ms. Cipolla reported that year to date revenue for December was ahead of budget and this month is also looking good. Ms. Cipolla feels the department is in a very good place; with expenses reporting a slight savings and overall revenue good for last six months. Ms. Cipolla stated that we will be voting on the operating budget, under the sub-committee's report.

#### Chairman:

Mr. Kearns mentioned that he has attended several meetings related to the building and the completion of the department's capital and operating budgets. Mr. Kearns and Mr. Roche will be meeting with the First Selectman and Town Controller regarding the 2017-2018 budget next week.

#### Director's Report:

The Director has been working on the following:

Working with the staff on reviewing the pricing structure for memberships and programs for the department's Strategic Plan.

Working on brainstorming with the staff to create department goals for the next five years and reviewing procedure manuals and internal operations.



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Met with the platform tennis committee regarding new courts and met with architect regarding additional parking.  
Working with CRPA Legislative branch on several issues including ratios for summer camp.  
Working with engineering on Rec Center locker room.

### Assistant Director-Recreation:

Ms. Matthews reviewed the following:

The staff is working on the spring/summer program brochure.  
The staff is also reviewing their sections policies and procedures for updating  
Working with marketing staff on new promotions.  
Swim lesson sign ups are beginning; group lessons are not as popular as privates.  
Staff is still working on getting the new Aquatic Coordinator to be hired.

### Assistant Director-Parks:

Mr. Schneider reported on the following:

The annual fields meeting is scheduled for February 25. Mr. Schneider is working on gathering information for that meeting.  
Working at Tiger Hollow on new bleachers.  
Working on getting temporary lines for the high school tennis courts.  
Working with the HR Department to hire two new staff members.

Ms. Hulber mentioned that she had been traveling in Canada over the holidays and they had a "skating trail" in one of their parks. Discussion ensued regarding our trail and if this was feasible on the Rec Center campus. Due to weather temperature changes, this would not be practical.

### Sub-Committee Reports:

#### Buildings & Grounds – David Thaxter

In Mr. Thaxter's absence, Mr. Shofi reported that the sub-committee had met with the platform tennis representatives to discuss their request for courts at the Recreation Center. Mr. Shofi mentioned that the meeting went well. The Commission asked for additional information regarding trending numbers for this activity and future growth. They also mentioned that some fundraising would be needed for this project. They also discussed that this would be added into the Recreation Center Master Plan.

#### Aquatics & Programs –David Thaxter:

In Mr. Thaxter's absence, Mr. Roche mentioned that the Aquatic Department has hired a new Aquatic Coordinator who will be on staff by the 16<sup>th</sup>.

### Annual Goals & Marketing Plans:

Ms. Bottali reported that overall membership sales in November and December were higher than last year due to strong sales of All-Inclusive memberships. The "Get 3" promotion will run through February 28 and in interim report will be presented in February.

### Budget & Policy-Phil Kearns:

Mr. Kearns presented the Department's 2017-2018 Operating Budget in detail and asked if there were any questions.



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After discussions; Ms. Carey made the following motion:

**"RESOLVE**, to accept the 2017-2018 Operating Budget as presented by the Parks & Recreation Commission, Budget Sub-Committee for presentation to the Board of Selectmen."

The motion was seconded by David Thaxter and passed unanimously.

Mr. Kearns wanted to thank the staff, the Commission and Ms. Cipolla for their hard work with this year's budget process.

Special Services Issues – Barbara Dobbin:

Mr. Roche reported that the Department had ordered a special changing table for the Barlow Mountain Pool.

Strategic Plan-Gina Carey

Ms. Carey reported that the subcommittee is scheduled to meet next week to finalize the results of the qualitative findings and the quantitative surveys will follow. Some of the items they have found are:

- Great sense of community need
- A need to be involved with more social media
- Department well respected in the community
- Changing population trends

Old Business:

No old business at this time.

New Business:

No new business at this time.

Mr. Shofi asked Mr. Schneider if he had notified the men's and women's softball league about the Field Use Policy – Governor Park Fields as requested at the December meeting. Mr. Schneider responded that he had notified all parties on December 15, 2016, as requested.

The secretary stated that three Commissioners tenures will expire on April 1<sup>st</sup>. They are; Gina Carey, Evie Bottali, and David Thaxter. They will have to meet with the Board of Selectmen and reapply.

A motion to adjourn was made by Gina Carey and seconded by David Shofi at 9:00 p.m.

\*Minutes Approved:

Evie Bottali, Secretary



**Field Use Policy  
Governor Park Fields  
December 12, 2016**

Adult softball (men and women) have priority for evening and night use of the Governor Park field. This priority is for four evening/nights a week, for men (Sunday, Monday, Wednesday and Thursday) and two evenings/nights a week for women (Tuesday and Friday). The remaining night, Saturday will be shared equitably between youth girls softball and youth boys baseball. This priority is for April through the end of October for men and April through the end of August for women.

Scheduling for the field will be through the Parks and Recreation Department.

**Corrected/Updated January, 2017**