



Town of Ridgefield Parks & Recreation Commission Meeting Minutes
Tuesday, January 17, 2023 at 6:30 pm
Meeting held via Zoom
APPROVED

PRESENT: P. Kearns, B. Dobbin, D. Shofi, K. Hulber, P. Nichols, D. DiPinto, B. Schneider, M. Knox, E. Cipolla, A. Platt

These minutes are a general summary of the meeting and are not intended to be a verbatim transcription. A recording of the meeting will be available for 45 days post: <https://www.ridgefieldparksandrec.org/about-parks-recreation/commission>

Meeting called to order by Chair at 6:33 pm.

APPROVAL OF AGENDA

Pete Nichols made a motion to approve the agenda. Seconded by Barbara Dobbin. Motion carried 5-0.

APPROVAL OF MINUTES

Motion made by Barbara Dobbin to approve the November & December minutes. Seconded by Pete Nichols. Motion carried 5-0.

BUSINESS UPDATES

Chairperson's Report – Phil Kearns

Updates covered under Committee reports

Director's Report – Dennis DiPinto

- FY2023/2024 Capital and Operating Budgets have been submitted and reviewed with Rudy and Kevin.
- Attended Dept Head meeting at Town Hall
- Participated in final round interviews for our newest Parks Maintainer, Brian Gray
- RAC/P&R Steering Committee met to discuss the scope of Barlow Mountain Pool improvement project that will be managed through Friends organization
- Bids will open on Thursday for the Governor Park tennis court replacement project.
- Working on grant request proposals for Friends of Ridgefield P&R
- Continue meeting with the staff once a month to ensure our workplace culture, norms and values agreement remains a top priority

Financial Update – Phil Kearns reported on behalf of Eileen Cipolla

- Mr. Kearns provided the monthly financial report. Revenue and expenses are on-target.



Assistant Director of Parks' Report – Bob Schneider

- During the last storm, some generator issues arose and a few trees came down, but we continue to monitor and assign responsibilities accordingly.
- Rec Center hot tub/spa is operational again after jets were replaced.
- Rec Center interior will get a fresh coat of paint this winter.
- A few of the Rec Center parking lot lights are being repaired/replaced.

Assistant Director of Program Operations' Report – Dennis DiPinto reported on behalf of Mary Knox

- Focus is on summer camp programs and getting information ready for parents in the coming weeks
- Grandparent & grandchild programs are in the works
- Working through some creative approaches for recruiting seasonal summer staff
- Have been spending time getting more familiar with the staff and their roles as well as the Cogran software
- Working with Marketing team on retention/acquisition efforts for the coming year

COMMITTEE REPORTS

Marketing & Promotions – Evie Bottali (absent)

Nothing new to report.

Membership – Kim Hulber

Committee Chair met with Kathy Fassman and will focus more efforts into acquisition and retention plans as well as the customer experience.

Aquatic & Programs – Barbara Dobbin

Excited for the addition of Mary Knox to the P&R team.

Budget & Policy – Phil Kearns

Had monthly meeting to review budgets and will be presenting to the BOS on Tuesday, January 31, 2023. All are welcome to attend the meeting.

Buildings & Grounds – David Shofi

- Committee met to review issues with the spa/hot tub and is pleased to have the spa back in operating order again.
- Assessing the possibility to add more pickleball courts in town
- Will be revisiting the town's new Native Plant Policy with the Conservation Commission, including presenting a list of plantings to be pre-approved and a few exclusions P&R would like noted in the policy
- Wants to be sure language in the policy is clear with regards to grass fields



Special Services & Community Outreach – Pete Nichols

Looking forward to working with Mary Knox to ideate some future ideas around community outreach

NEW BUSINESS

1. Vote on FY2024 Operating Budget

- Reviewed minor revisions to the FY2024 Operating Budget previously reviewed at the December P&R meeting.
- David Shofi made a motion to approve the revised FY2023-2024 Operating Budget as presented. Seconded by Barbara Dobbin. Motion carried 5-0.

2. AEDs at Youth Athletic Facilities

- Mr. DiPinto shared that P&R has been approached by youth lacrosse about making AEDs accessible at our outdoor athletic fields. Grant requests will be submitted through the Friends of Ridgefield Parks and Recreation to cover some or all of the costs.

OLD BUSINESS

3. 2023 Commission Meeting Schedule

- Discussed list of 2023 Commission Meeting dates
- Pete Nichols made a motion to approve 2023 meeting schedule with one change to make the February meeting on the 28th. Seconded by David Shofi. Motion carried 5-0.

With no further business, Phil Kearns moved to adjourn the meeting at 7:48pm. Pete Nichols seconded the motion and the motion carried 5-0.

REMINDER: Next meeting scheduled for Tuesday, February 28th at 6:30 pm via Zoom.



ATTACHMENT A: Proposed FY2024 Operating Budget

AREA OF SERVICE: Parks & Recreation									
Expense Detail									
ACCOUNT CODE	ACTUAL 2022	Budgeted 2023	Requested 2024	Increase Yr/Yr	%	Salaries	%	Increases Other	%
PARKS AND RECREATION DEPARTMENT									
EXPENSE SUMMARY									
10351 ADMIN.	354,850	358,640	372,872	14,232	3.97%	14,232	3.97%	0	0.00%
10352 PARKS	547,336	531,975	578,232	46,257	8.70%	27,038	5.08%	19,219	3.32%
10353 MARTINPK	74,475	77,259	80,794	3,535	4.58%	3,410	4.41%	125	0.15%
10354 FIELDS	537,252	549,936	580,504	30,569	5.56%	10,483	1.91%	20,086	3.46%
10358 REC. CTR.	2,709,637	2,812,083	*****	218,314	7.76%	105,339	3.75%	112,975	3.73%
10357 SCHOOLS	474,543	486,737	509,480	22,742	4.67%	10,689	2.20%	12,053	2.48%
#### BARLOW	122,270	127,544	131,840	4,296	3.37%	(19,344)	-15.17%	23,640	17.33%
10353 SKATE PARK	19,862	21,216	21,216	0	0.00%	-	0.00%	0	0.00%
TOTAL	4,840,286	4,965,390	*****	339,945	6.85%	151,847	3.06%	188,098	6.85%
INCOME SUMMARY									
REC CTR	1,937,319	2,287,198	2,611,937	324,739	14.20%				
OTHER	954,822	964,839	1,013,194	48,355	5.01%				
TOTAL	2,892,141	3,252,037	3,625,131	373,154	11.47%				
NET	1,948,146	1,773,353	1,680,144	-33,209					
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ATTACHMENT B: 2023 Meeting Schedule

Town of Ridgefield Parks & Recreation Commission

Approved Meeting Schedule

January - December 2023

Meetings begin at 6:30 PM

January 17, 2023

July 18, 2023

February 28, 2023

August – No Meeting

March 21, 2023

September 19, 2023

April 18, 2023

October 17, 2023

May 16, 2023

November 14, 2023

June 20, 2023

December 12, 2023