



UNAPPROVED
Minutes of the
Parks and Recreation Commission Meeting

July 28, 2020
Meeting Held Virtually

In Attendance:

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

Dennis DiPinto, Director
Kathy Fassman, Marketing
Eileen Cipolla, Accountant

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 6:35 p.m.

Recognition of Guests:

No guests to recognize.

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 that the department is on target with the revised year-end projections and has seen no new changes from last month's report. Ms. Cipolla stated that the department is diligently monitoring expenses to help cover projected losses. Ms. Cipolla will meet to review with Mr. Kearns the projected budget numbers.

Business Items/Reports

Chairperson – Phil Kearns

Mr. Kearns asked the Commissioners for feedback on the revised Commission sub-committees and the committee's duties. Mr. Kearns will make the changes and forward the revised copy to the Commissioners.

Director's Report – Dennis DiPinto

Mr. DiPinto reported that the building opened June 22 and he is happy to report that things are going well. The on-line registration policy, the CDC guidelines, the camp protocols and the State guidelines are all working well and members are returning slowly. Mr. DiPinto mentioned that Martin Park Beach opened as well and has been very busy especially on the weekends. The staff adjusted the beach entrance procedures and they are working out well. Attendance in the wellness and adult classes is soft, but this past week we saw an increase in the aquatics and aquatic classes. The Commission discussed reinstating the drop-in and the Ridgefield resident non-member status.

Building/Grounds

Working with the Town's purchasing agent on the HVAC unit in the pool area.
Met with Eagle Scout on a project at Lake Windwing
Spray Bay is working well – open to public as well as camp



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Outdoor Pickleball is running smoothly

Financial

Working with Eileen on expenses

Attended Town Revenue Meeting

Watching camp registration numbers and last sessions have had up to 78 campers

Community:

Met with resident, Mac Rand regarding his request for a "Story Trail" in Ridgefield, waiting for additional information and will get back to him next month.

Met with Ridgefield ECDC and Compassion Ridgefield regarding the installation of two mosaic art pieces on the Rec Center trail. The group is applying for a National Endowment of Arts grant and they are requesting the Commission's support to install the pieces on the Rec Center Trail. A lengthy discussion ensued regarding the installation of art. The Commission wanted to be sure of the following; maintenance, size, installment placing, and a few other stipulations. The Commission agreed and the Chairman will follow up with a letter of support under the stipulations.

CHIRP has had two successful concerts, and are following all protocols.

Discussion regarding recent Ballard Park rental requests and mention that rental fees should cover all expenses including any additional cleanup.

Marketing and Programs – Kathy Fassman

Summer camp numbers are on the rise, currently up to 78 registered for the remaining weeks.

Specialty camps have had some good response with number running from 13-31.

Waiting on fall programs until we see what the Board of Education is planning for schools reopening.

May only print out a post card and hold off on a fall brochure.

There was much discussion regarding protocols, community program needs, future program needs and State guidelines regarding fall schedules.

Sent out surveys to get a sense of comfort levels of members for programing purposes.

Ms. Fassman mentioned that we want the members to feel comfortable when returning to activities.

Mr. Shofi suggested that we think about some type of advertising to show people that they can get back to activities safely.

Assistant Director/Parks- Bob Schneider

In Mr. Schneider's absence, Mr. DiPinto reported that crews are busy with summer mowing and clean up of school grounds. Working on field preparation and on field issues regarding insects. Waiting to hear from schools regarding fall sports.

Sub-Committee Reports

Marketing, Promotion and Membership – Evie Bottali

Topic covered above under Ms. Fassman's report.

Buildings & Grounds – David Shofi

Mr. Shofi gave a summary of the request for a "Story Trail" at Ballard Park. The Commission had several questions and asked that additional information to be obtained before bringing it back to the Commission.

The Athletic Fields Agreement has been approved by the Board of Education for an additional year extension.

Aquatics & Programs – Barbara Dobbin

Topic covered above under Ms. Fassman's report.



Budget & Policy – Phil Kearns

Mr. Kearns stated that the sub-committee is watching the budget closely and he will follow up with Ms. Cipolla to give a more detailed review on how we now compare with our camp projections.

Special Services, Community Outreach and Customer Experience – Kim Hulber

Mr. Kearns mentioned that he had reached out to Ms. Hulber to start to put together a customer experience proposal to keep within the strategic plan goals. Ms. Hulber reviewed an initial proposal for the Department's customer experience plan. Ms. Hulber will work with her sub-committee on a final document.

Strategic Planning and Annual Goals – Gina Carey

Ms. Carey reported that she had spoken with Mr. DiPinto to review the strategic goals to see what was working and what was not and put together the strategic reassessment that will help develop future department goals. Mr. DiPinto and Ms. Carey will have something to present to the Commission by the middle of October.

Old Business

Nothing at this time.

New Business

Nothing at this time.

Next meeting will be September 15, 2020.

With no further business, a motion to adjourn at 8:20pm was made by Pete Nichols seconded by Gina Cary and unanimously passed.

Minutes Approved: _____

Evie Bottali, Secretary