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RIDGEFIELD PARKS & RECREATION

UNAPPROVED

Minutes of the Parks and Recreation Commission Meeting

March 28, 2017

In Attendance:

Phil Kearns, Chairman

David Shofi, via telephone

Evie Bottali, Secretary, via telephone

Barbara Dobbin, Vice Chair

David Thaxter

Kim Hulber

Paul J. Roche, Director

Robin Matthews, Asst. Dir.

Beth McKnight, Parks & Rec Staff

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 Guests:

The Director introduced Ms. McKnight, Parks and Rec staff member.

Approval of Agenda:

The agenda as presented was approved.

Minutes:

Minutes as presented were approved.

Financial Status:

Mr. Kearns reported that year to date revenue is still ahead of budget with the largest increase showing in memberships, primarily due to the new promotion.

Chairman:

Mr. Kearns mentioned that the Commission had met with the Board of Selectmen regarding the upcoming budget requests. Mr. Kearns said that the Board was grateful that Parks and Recreation brought its budget in at the requested percentage.

Director's Report:

The Director has been working on the following:

- The Director reported that he has been working on the 2017-2018 budget with the staff.
- Working and meeting with the staff on short term goals.
- Working with the Friends – Special Olympics fundraising, received over \$16,000 towards goal of \$25,000
- Working with the CRPA Legislative Group on several issues including: Concussion Bill, minimum wage increases and, ban on rubber surfacing.

Assistant Director-Parks:

In Mr. Schneider's absence, Mr. Roche reported that the outdoor crews are busy with spring field openings and cleanup.



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Mr. Schneider has been working on clearing snow off the turf fields for the high school sports spring practices.

Assistant Director-Recreation:

Mr. Robbins will be reporting for Robin Matthews:

- Spring swim lessons registrations are right on target
- OSHA training is set for May 17, 18 and 22
- Spring brochure and camp postcard have been mailed to residents
- Early bird registration for camp and Martin Park Beach has been going well
- Several upcoming events; including Kidsfest, Egg Scramble and Camp Fair
- Wellness doors are continue to be in good working condition
- The Parks and Rec intern has been working on data analysis on the "Get 3 Free Promotion"

Sub-Committee Reports:

Buildings & Grounds – David Thaxter

Mr. Thaxter discussed the need to review procedures for maintaining the grounds outside of the Yanity Gymnasium.

Aquatics & Programs –David Thaxter:

Mr. Thaxter reviewed the on-going efforts related to contracts, programs, safety and Martin Park Beach security.

Annual Goals & Marketing Plans:

Overall, membership sales were up strongly versus last year due to the "Get 3 Free" promotion which will run until the end of March.

Budget & Policy-Phil Kearns:

Mr. Kearns reported that there were no big issues on the 2017-2018 budget requests from the Board of Selectmen. The Department is due to see the Board of Finance on Wednesday.

Special Services Issues – Barbara Dobbin:

The Commission mentioned that \$75,000 was added to the Town budget to do a Town wide ADA survey.

Strategic Plan – Gina Carey

The Commission mentioned that documentation is currently being complied and they are working on the interview data.

Old Business:

Mr. Roche mentioned that the Chamber of Commerce had decided to hold the Kidsfest off Town property this year. The event has been moved to the Ridgefield Bank parking lot area behind Starbucks.

New Business

No new business at this time.

A motion to adjourn at 8:35 p.m. was made by David Thaxter and seconded by Barbara Dobbin.

*Minutes Approved:

Evie Bottali, Secretary