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UNAPPROVED

Minutes of the Parks and Recreation Commission Meeting

March 27, 2018

In Attendance:

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

Paul J. Roche, Director
Dennis DiPinto, Director
Robin Matthews, Asst..Dir-Rec
Eileen Cipolla, Acct.
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 Phil Kearns at 7:30 p.m.

Recognition of Guests:

No guests to recognize.

Approval of Agenda:

The agenda as submitted was approved.

Mr. Kearns then requested Community Service, be added to the agenda under New Business. The agenda was amended.

Minutes:

The minutes from the February meeting were amended as follows:

"On page 2 under Assistant Director-Recreation report; should read
" The 3 for Free" promotion may be extended into March."

The minutes as amended were approved.

Financial Status – Eileen Cipolla:

Ms. Cipolla reported that membership revenue numbers are on budget for the month of March and expenses continue to be within budget. Ms. Cipolla is still waiting for the month-end numbers to come in before final totals can be made.

Ms. Cipolla discussed the snow overtime account with the Commission and effects this may have on budget.

Chairman:

Mr. Kearns reported that the building committee has received the preliminarily bids for the locker room renovations, and that additional funds may be needed to complete the project. Parks & Recreation will be going before the Board of Finance tomorrow night. Mr. Kearns expects they will be asking about revenue and the status of the renovation.

There were some questions about the bunks in the Sturges Cabin and Mr. Kearns reported they have been resolved.

Mr. Kearns will be working with the Commission on the new Director's goals.



Director's Report- Paul Roche:

Mr. Roche mentioned that he has been working with Mr. DiPinto on the transition and working with the staff on their goals with respect to the department's Strategic Plan.

He is also working on accomplishing the Commission's suggestions for Mr. DiPinto's transition period.

Mr. Roche mentioned that he and Mr. DiPinto have begun looking at a few possible future projects with The Friends of Ridgefield Parks and Recreation.

Assistant Director-Recreation- Robin Matthews:

Ms. Matthews asked if there were any questions on her report.
Copy of her report is attached.

Assistant Director-Parks

No report available at this time.

Sub-Committee Reports:

Buildings & Grounds – David Thaxter

Mr. Thaxter reported that the sub-committee has been working on some issues related to the American Legion baseball 15U team. Mr. Thaxter mentioned that he is working with them on a solution, but as yet has not heard back from them.

Aquatics & Programs –David Thaxter:

Mr. Roche mentioned that he and Mr. DiPinto had met with a committee interested in building an outdoor swimming pool. The committee will be meeting with Mr. DiPinto in the near future, and then bringing it to the aquatic sub-committee.

Mr. Thaxter reported that the Ms. Dynia mentioned that the swim lesson registration were higher then she had expected.

Mr. Thaxter also reported that the department is working on getting measurements and placements for the installation of the ADA mat at Martin Park Beach.

The department is continuing to monitor some safety issues at the Barlow Mountain pool.

Annual Goals & Marketing Plans- Evie Bottali:

Mr. Kearns suggested that each Commissioner send Ms. Bottali their feedback for the graphics and information they would like to see on the monthly membership reports.

Ms. Bottali reported that the number of memberships sold in February exceed sales in February, 2018 through with a shift toward monthly membership, total revenue was down vs last year.

Budget & Policy-Phil Kearns:

Mr. Kearns reported that the Board of Finance meeting is scheduled for tomorrow evening. He also mentioned that the Board had added money from the Scott's Ridge Field sinking fund back into the operating budget.

Special Services Issues – Barbara Dobbin:

Ms. Dobbin mentioned that the First Selectman had reported that the funding for the Town-wide comprehensive ADA study is in the Town's budget. Ms. Dobbin summarized the Parks & Recreation's current ADA Plan.



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RIDGEFIELD PARKS & RECREATION

Strategic Plan – Gina Carey

Ms. Carey reported that the committee had rolled out the strategic plan to the department last month and the information has been shared with Mr. DiPinto. The staff have done their goals. Ms. Carey is planning on meeting with Mr. DiPinto within the next month to review the plan and the goals.

Old Business:

No old business.

New Business – Community Service:

Mr. Kearns stated that as part of the strategic plan, the Commission felt it was not doing as good a job as they had hoped in the area of community service. Mr. Kearns suggested adding Community Service to the Special Services Issues sub-committee to help with addressing this item.

A brief discussion ensued regarding funding, events, memberships, etc. Mr. Kearns will do a write up of the description of the new joint sub-committee for the next meeting.

Ms. Carey suggested that we also think about public relations as well as community service. Mr. Kearns will follow up with this with other Commissioners.

Mr. DiPinto reported that he has been working with Mr. Roche on meeting the goals presented to them by the Commission. He's attend several staff meetings and has met several Town Directors.

A motion to adjourn was made by David Thaxter and seconded by Evie Bottali.
Meeting adjourned 8:25pm.

Minutes Approved:

Evie Bottali, Secretary