



UNAPPROVED  
Minutes of the  
Parks and Recreation Commission Meeting

October 20, 2020  
Meeting Held Virtually

In Attendance:

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

Dennis DiPinto, Director  
Kathy Fassman, Marketing  
Eileen Cipolla, Accountant  
Bobby Schneider, Asst. Dir.  
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 6:40 p.m.

Recognition of Guests:

No guests to recognize.

Approval of Agenda

B. Dobbin moved and P. Nichols seconded the motion to accept the agenda as submitted.  
The motion carried 6-0.

Approval of Minutes

B. Dobbin moved and P. Nichols seconded the motion to approve the P&R Commission meeting minutes from September 15, 2020. Motion carried 6-0.

Financial Status – Eileen Cipolla

Ms. Cipolla stated that the department is closely monitoring revenue and expenses due to the continue effects of the COVID 19 pandemic. A brief discussion ensued regarding future revenue projections and summer staff savings.

Business Items/Reports

Chairperson – Phil Kearns

Mr. Kearns gave a summary regarding a recent telephone call with the Ridgefield Housing Authority.

Director's Report – Dennis DiPinto

Building/Grounds

Working with Town/staff on the HVAC system bid accepted  
Working with Friends on the pavilion – outdoor chess



Toured Town facilities for our 10-year capital plan

Financial

Working with Accountant on revenue/expenses - capital budget

Attended Town Revenue Meeting

Memberships continue to be soft - working with staff for our plans

Community:

Working with community on a December Town holiday event

Working with staff on our Halloween event, several meetings

Visited Newtown Community Center to review their facility

Working with staff and Friends for future plans

Attended Zoom meeting with SPIF representatives

Met with First Selectman and Police Chief regarding security at Ballard Park

Met with First Selectman regarding RBA return to play

Staffing-Programs:

Working with sub-committee on staff goals/strategic plan

Met with Yanity Gym Supervisor on upcoming fall facility requests

Working with staff on our fall outdoor programming

Working on staff training for "department culture" and meeting with Jamie Telegadis

Working with staff on our auto-dial telephone system

Meeting with staff on aquatic challenges, additional lap lane times

Marketing/Programs – Kathy Fassman

Ms. Fassman reported that members are starting to return to the Rec Center and are feeling more comfortable in the building.

Working on our outdoor programs; mountain biking has been a successful program.

The memberships that originally expired in January and February will now expire in April and May, which will effect on our numbers.

Having many challenges with our lap lane availability due to keeping within the CDC guidelines for COVID.

Working on an outdoor member event; Halloween Glow Stroll being held this weekend at the Recreation Center. Kathy Cook has been very creative and is very talented and has Constructed a great member event. Members have made reservations and we are expecting roughly 160 people. We will follow all CDC and Town guidelines; social distancing and masks are required.

Assistant Director-Parks- Bob Schneider

Mr. Schneider reported that the Fountain cover has been installed and the glass will be installed next week.

Martin Park Beach has been winterized and the pond drained.

Mr. Schneider reported the crews are working on all ball field renovations at Ridgebury field. He is also working on bids for capital items.

The path in Ballard Park has been repaved.



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Working on the Rec Center ADA access ramp from the parking area to the sidewalk.

The outdoor pavilion should be installed by early November.

The SCOR tournament was a success, with only Ridgefield teams participating.

Working with the Town on its plans for their proposed Holiday Village.

The Commission asked about the status on the irrigation capital project. Mr. Schneider stated that he is working with the Town's Purchasing Dept. on the language for the bid. Discussion regarding the Tiger Hollow renovation.

#### Sub-Committee Reports

##### Marketing, Promotion and Membership – Evie Bottali

Cover above.

##### Aquatics & Programs – Barbara Dobbin

Barbara Dobbin reported that Kathy Fassman and Joyce Dynia continue to do a good job and they will be meeting early next month.

##### Budget & Policy – Phil Kearns

Covered above; sub-committee will be meeting to review the 2021-2022 capital budget.

##### Buildings & Grounds – David Shofi

Mr. Shofi stated that all documentation and requested signage is in place with the request to access the Rec Center trail by the Charter Group.

Mr. DiPinto thanked Mr. Shofi for his help with the Ridgefield Aquatic's Barlow Mountain pool contract.

##### Special Services, Community Outreach and Customer Experience – Kim Hulber

Kim Hulber mentioned that she has reached out to Bobby Schneider for review the list of ADA projects for the department.

Ms. Hulber summarized a recent discussion she had to gain feedback from residents/young parents on how Parks and Recreation can better serve the community and what they are looking for in programs and activities, given the current COVID climate.

##### Strategic Planning and Annual Goals – Gina Carey

Mr. DiPinto mentioned that he is working with the sub-committee on the current staff goals and strategic assessment plan.

Dennis DiPinto asked for the Commission's permission to attend the CRPA Fall State Conference this year in Uncasville, Connecticut November 23<sup>rd</sup> and 24<sup>th</sup>. After a brief discussion:

B. Dobbin moved to approve \$350 to send Dennis DiPinto to the Connecticut Recreation and Parks Fall State Conference in Uncasville, CT. The motion on the floor was amended by D. Shofi who moved to "Approve sending Dennis DiPinto to the Connecticut Recreation and Parks Fall State Conference in Uncasville, CT. and approve his lodging and whatever costs are



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associated with attending the conference." B. Dobbin seconded the motion. Motion carried 6-0.

Mr. DiPinto mentioned that the department has faced some recent COVID 19 challenges.

Old Business

Nothing at this time.

New Business

Nothing at this time.

With no further business, P. Nichols moved and D. Shofi seconded the motion to adjourn the Parks and Recreation Commission meeting at 8:20pm. Motion carried 6-0.

Minutes Approved

Evie Bottali, Secretary