



UNAPPROVED
Minutes of the
Parks and Recreation Commission Meeting

September 19, 2019

In Attendance:

Phil Kearns, Chair
Barbara Dobbin, Vice Chair
Evie Bottali, Secretary
Gina Carey, via phone
David Thaxter
David Shofi

Dennis DiPinto, Director
Eileen Cipolla, Acct.
Kathy Fassman, Marketing
Jane Byrnes, Secty.
Bob Schneider, Asst. Dir-Parks

These minutes are a general summary of the meeting and are not intended to be a verbatim transcription.

Meeting called to order by Vice Chair at 7:35 p.m.

Recognition of Guests:

Mr. DiPinto introduced and welcomed Mr. Craig Arsenault, the Department's new Building Maintenance Supervisor.

Approval of Agenda

Ms. Dobbin asked that Mr. Arsenault's report be moved up on the agenda. The agenda as amended was approved.

Mr. Arsenault gave a brief summary on the building issues he is currently working on and a brief history on his background and experience. The Commission welcomed and thanked Mr. Arsenault for his informative report.

Minutes:

Ms. Bottali made a correction to the July, 2019 meeting. Under New Business, second sentence should read; "Ryan built a wood structure to hold wood" Also, the August 7, 2019 Sub-Committee minutes last paragraph, second sentence should read: ".....explained the reasons for the termination of use of the Recreation Center on Sunday nights outside of regular working hours."

The minutes as amended were approved.



Ms. Cipolla reported that year-to-date revenue and expenses are on budget.

The Commission asked how the revenue numbers were for Martin Park Beach this summer.

Ms. Cipolla reported that overall they were down as compared to budget.

The department will be working on the 2020-2021 capital budget in the upcoming weeks.

Chairperson's Report – Phil Kearns:

Covered under New Business.

Director's Report- Dennis DiPinto

- Building very busy this summer with over 200-300 campers each week for 8 weeks
- CHIRP concerts have been running smoothly with neighbors
- Working with purchasing on timing of the family changing room renovation
- Met with Inlands Wetlands to discuss the development erosion on our trail
- Met with Town's Compassion Committee with our sub-committee regarding posting signage at fields.
- Met with Eversource regarding the Rail Trail
- Pool was drained, cleaned and is up and running – maintenance did a great job
- Spray Bay was out of commission for a few weeks at the end of the season due to trouble with computer chip
- Bob and outdoor maintenance cleared and installed outdoor sand volleyball courts
- Tennis court surfacing has begun
- Met with RHS Athletic Dir. regarding use of their facilities
- Met with Jake Muller – Purchasing, regarding slab near my office
- Preparing to meet staff regarding next capital budget
- Completed work with aquatics on Barlow Mt. rental contracts
- Working on budget for Wellness on new equipment
- Attended two Revenue meetings at Town Hall
- Excited with the camp revenue and the fall after school and program numbers look great so far
- Working on some new exciting fall programs with Marketing; including toddler, mommy and me classes with new instructor Megan Roche
- Met with the dance instructor regarding her program going forward
- Working on some front desk personnel adjustments
- Working with E-Trak completing final challenges on E-Trak software
- Child-Sitting supervisor Tuet Tran retired after 12 years in August and staff is adjusting – Tuet was very well-liked by the members
- Skate Park had a successful summer season under the new supervisor-Ron LoValvo and our tumbling instructor held summer camps

Capital Projects

The Director updated the Commission on the department's current capital projects, which include:

- Recreation Center family changing room renovations
- The Ridgefield High School and Governor Park tennis court repairs



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- Recreation Center family changing room renovations
- The Ridgefield High School and Governor Park tennis court repairs
- The Recreation Center rooftop unit
- The Recreation Center slab and footages
- The fencing at Fitzgerald Field, east Ridge Middle School and Branchville School fields
- Recreation Center parking
- Ballard Park Lions Lane renovation

Marketing & Programs- Kathy Fassman

- Volleyball for middle school program started today on new courts – 12-14 participants
- Looking for more space in our gymnasium for new programs
- Tumbling participant numbers are up this fall
- Rec Station has very large numbers total of 95 children – most are taking additional programs as well
- Worked with on community outreach outdoor movie event
- Working on Halloween Window Painting and Halloween Howl events

Assistant Director-Parks – Bob Schneider:

- The outdoor crews are busy working on field renovations and safety fencing
- Fall sports are off to a good start – favorable weather
- Martin Park Beach closing went well – waiting for two additional events before complete closure – drawdown
- Assisted the Garden Club on the formal gardens and greenhouse in Ballard Park
- Installed new sand volleyball courts at Rec Center
- Planning to meet with Planning & Zoning on fill on Route 35
- Have done several dock refinishing and painting
- Assisted with the new Branchville school playground
- Working on bid for Ballard Park
- Working with Indoor Maintenance on Spray Bay surface
- Fireworks went well and clean up was minimal
- Carnival is set up and ready for this weekend

Sub-Committee Reports:

Buildings & Grounds – David Thaxter:

Mr. Thaxter reported that he had been in touch with the members of the Ridgefield Aquatic Club regarding the Barlow Mountain Pool. Mr. Thaxter reported that they are currently looking at other options.

Mr. Kearns asked that the sub-committee meet to discuss and review the Athletic Fields Agreement, which expires June 30, 2020. Mr. Thaxter will set that up with Jane Byrnes. Brief discussion ensued regarding some of the aspects of the agreement.

Aquatics & Programs – David Thaxter

The Spray Bay closed two weeks early due to mechanical issues.



There are two middle school fall rentals at Martin Park Beach.

The outdoor maintenance and aquatic staff worked hard to finish the summer season and store all the equipment at Martin Park Beach.

Ms. Dynia is working on expanding usage of the Barlow Mountain Pool.

Discussion regarding the Wobble Wipeout being moved to Martin Park Beach next summer.

The department will review this with the aquatic staff.

Waiting for the Barlow Mountain pool contracts to be signed and returned.

The Recreation Center pool birthday party use has increased.

The committee is making some progress and is moving forward with some Pickleball challenges.

Annual Goals & Marketing Plans- Evie Bottali:

Will begin to integrate FY 19/20 membership sales with last year's Rec Trac data.

Budget & Policy – Phil Kearns

Mr. Kearns stated that he would like the sub-committee to meet regarding a discussion for guidelines for use of building after hours. There was a discussion regarding costs, staffing, and safety and reviewing what procedures are used by other organizations in Town.

Mr. Kearns presented, according to policy, a list of the Director's Current Complimentary Memberships for the Commission's review. There were no objections with the list presented.

After some discussion, Barbara Dobbin made the following motion:

"To hereby accept the list of current complimentary memberships as presented."

The motion was seconded by David Thaxter and unanimously approved.

Special Services & Community Outreach – Barbara Dobbin

Nothing to report at this time.

Ms. Dobbin mentioned that the Rec Center outdoor trail surface has some cracks and crumbling edges. The maintenance staff will assess.

Strategic Planning – Gina Carey

Ms. Carey mentioned that she had met with the Director regarding the Strategic Plan's Annual Assessment. Ms. Carey is working on the assessment and is planning to present any revisions to the Commission at the October meeting.



Old Business

Nothing at this time.

New Business – The Ridgefield Compassion Project – Phil Kearns/Dennis DiPinto

Mr. DiPinto summarized for the Commission a meeting he and Mr. Kearns had with the First Selectman and the Compassion Committee regarding a request from the Committee to place signage in the Town's parks and fields.

Mr. Kearns stated that he and the Director were in support of the Committee's request; however, the Director would have the discretion as to where the signs would be posted.

With no further business, a motion to adjourn at 9:30pm was made by David Thaxter, seconded, and unanimously passed.

Just a note, next meeting is scheduled for October 22, 2019.

Minutes Approved: Evie Bottali

Evie Bottali, Secretary



Motions from the
Parks and Recreation Commission September 19, 2019
Meeting

Sub-Committee Reports

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