



**Town of Ridgefield Parks & Recreation Commission Meeting Minutes**  
**Tuesday, December 13, 2022 at 1:00 pm**  
**Meeting held via Zoom**  
**APPROVED**

**PRESENT:** P. Kearns, B. Dobbin, D. Shofi, K. Hulber, E. Bottali, P. Nichols, D. DiPinto, B. Schneider, M. Knox, E. Cipolla, A. Platt

**Guest:** Karen Sulzinsky

These minutes are a general summary of the meeting and are not intended to be a verbatim transcription. A recording of the meeting will be available for 45 days post: <https://www.ridgefieldparksandrec.org/about-parks-recreation/commission>

**Meeting called to order by Pete Nichols at 1:10 pm.**

**APPROVAL OF AGENDA**

David Shofi made a motion to approve the agenda. Seconded by Pete Nichols. Motion carried 5-0.

**APPROVAL OF MINUTES**

Motion made by David Shofi to approve the November minutes. Seconded by Pete Nichols. Motion carried 5-0.

**BUSINESS UPDATES**

**Chairperson's Report** – Phil Kearns

- Working with the Department on preparing and reviewing the Operating Budget.
- Beginning in January 2023, Mr. Kearns requested that all Committee Chairs make contact with their respective P&R contacts and report their findings at the monthly meetings.

**Director's Report** – Dennis DiPinto

- Have been working closely with the Budget & Policy Committee, Eileen and Bob on the FY2024 Operating Budget which will be shared with Rudy and Kevin this week. Phil will walk us through the Operating budget in more detail today.
- Attended the CRPA Annual Conference in late November where I attended sessions on Creative Ways to Recruit Summer Help and other industry trends.
- Bob and I met with a structural engineer and Jake to discuss the Governor Park tennis court replacement project and met with Alice at P&Z to review the plans. Expect the bid process to open in a few days.
- Spent some time onboarding our new Building Maintenance Supervisor, Richard Grasso who's entering his 2<sup>nd</sup> week at the Rec Center.
- And, we welcomed Mary Knox to the team last week as our new Asst Director of Program Ops.



### **Director's Report (continued)**

- Completed several staff performance reviews.
- Attended Dept Head meeting at Town Hall.
- Had initial meeting with RAC to discuss some improvement projects at Barlow Mountain pool and more to come in the next couple of months.
- Met with First Selectman to review legal fees associated with the Martin Park litigation and event requests from the Ridgefield Playhouse for 2023.

### **Financial Update – Eileen Cipolla**

- Eileen Cipolla provided the monthly financial report. Revenue and expenses are on-target.

### **Assistant Director of Parks' Report – Bob Schneider**

- Rec Center hot tub/spa: Repairs will begin on December 21<sup>st</sup>.
- Rec Center steam room received replacement parts this week. Mr. Shofi recommended a more strongly worded sign be posted in the men's locker room to help deter further damage caused when patrons tamper with the equipment.
- Outdoor crew is behind with mowing Lake Windwing, but it's in the plan.
- New warning track is complete at Ciuccolli Field.

### **Assistant Director of Program Operations' Report – Dennis DiPinto reported on behalf of Mary Knox**

- Winter brochure mailed to residents in November.
- Fall Session II swim lessons saw strong enrollments.
- Starting to plan summer programming.

## **COMMITTEE REPORTS**

### **Marketing & Promotions – Evie Bottali**

Nothing new to report.

### **Membership – Kim Hulber**

Nothing new to report.

### **Aquatic & Programs – Barbara Dobbin**

Nothing new to report.

### **Budget & Policy – Phil Kearns**

Spent significant time on the Operating Budget which will be covered under New Business.

### **Buildings & Grounds – David Shofi**

- Conversations continue regarding the hot tub/spa repairs. Committee recommends a progress report be shared with members once repairs are determined.



### **Buildings & Grounds (continued)**

- Native Plant Policy: Committee will regroup to discuss proposal to the Conservation Commission.

### **Special Services & Community Outreach – Pete Nichols**

Nothing new to report.

### **NEW BUSINESS**

#### **1. Vote on FY2024 Operating Budget**

- Reviewed Operating Budget line items (Attachment A); Budget will be submitted to the First Selectman/BOS by mid-December.
- Pete Nichols made a motion to approve the 2023-2024 Operating Budget as presented. Seconded by David Shofi. Motion carried 6-0.

#### **2. 2023 Commission Meeting Schedule**

- Reviewed proposed meeting schedule (Attachment B).
- Phil Kearns made a motion to approve 2023 meeting schedule as presented. Seconded by Barbara Dobbin. Motion carried 6-0.

With no further business, Pete Nichols moved to adjourn the meeting at 2:09 pm. David Shofi seconded the motion and the motion carried 6-0.

**REMINDER: Next meeting scheduled for Tuesday, 1/17/23 at 6:30 pm via Zoom.**



## ATTACHMENT A: Proposed FY2024 Operating Budget

### AREA OF SERVICE: Parks & Recreation

#### Expense Detail

ACCOUNT CODE	ACTUAL 2022	Budgeted 2023	Requested 2024	Increase Yr 17	% Change	% Salaries	% Incomes	% Other
<b>PARKS AND RECREATION DEPARTMENT</b>								
<b>EXPENSE SUMMARY</b>								
10381 ADMIN	304,808	359,640	372,872	14,232	3.97%	14,232	3.97%	0
10382 PARKS	547,238	531,975	578,774	46,799	8.60%	27,038	5.05%	19,761
10383 MAINTEN PK	74,475	77,259	80,849	3,590	4.85%	3,410	4.41%	180
10384 FIELDS	537,282	549,808	591,827	31,682	5.78%	10,483	1.91%	21,199
10396 REC CTR	2,709,097	2,812,083	3,055,497	243,414	8.95%	118,500	4.22%	124,914
10397 SCHOOLS	474,543	480,737	507,480	26,742	4.20%	10,899	2.20%	10,653
10398 BIRLOW	122,270	127,544	131,840	4,296	3.37%	(18,344)	-15.17%	23,640
10399 STATE PARK	19,802	21,216	21,216	0	0.00%	-	0.00%	0
<b>TOTAL</b>	<b>4,860,285</b>	<b>4,980,390</b>	<b>5,330,005</b>	<b>364,695</b>	<b>7.34%</b>	<b>100,000</b>	<b>3.32%</b>	<b>199,007</b>
<b>INCOME SUMMARY</b>								
REC CTR	1,897,319	2,287,198	2,600,000	313,302	13.70%			
OTHER	654,822	954,839	1,003,194	38,355	3.98%			
<b>TOTAL</b>	<b>2,552,141</b>	<b>3,242,037</b>	<b>3,603,194</b>	<b>351,057</b>	<b>10.81%</b>			
<b>NET</b>	<b>1,948,146</b>	<b>1,719,353</b>	<b>1,728,981</b>	<b>13,008</b>				

  

ACCOUNT CODE	ACTUAL 2022	Budgeted 2023	Requested 2024	Increase Yr 17	% Change	% Salaries	% Incomes	% Other
10381 ADMIN	304,808	359,640	372,872	14,232	3.97%	14,232	3.97%	0
10382 PARKS	547,238	531,975	578,774	46,799	8.60%	27,038	5.05%	19,761
10383 MAINTEN PK	74,475	77,259	80,849	3,590	4.85%	3,410	4.41%	180
10384 FIELDS	537,282	549,808	591,827	31,682	5.78%	10,483	1.91%	21,199
10396 REC CTR	2,709,097	2,812,083	3,055,497	243,414	8.95%	118,500	4.22%	124,914
10397 SCHOOLS	474,543	480,737	507,480	26,742	4.20%	10,899	2.20%	10,653
10398 BIRLOW	122,270	127,544	131,840	4,296	3.37%	(18,344)	-15.17%	23,640
10399 STATE PARK	19,802	21,216	21,216	0	0.00%	-	0.00%	0
<b>TOTAL</b>	<b>4,860,285</b>	<b>4,980,390</b>	<b>5,330,005</b>	<b>364,695</b>	<b>7.34%</b>	<b>100,000</b>	<b>3.32%</b>	<b>199,007</b>

  

ACCOUNT CODE	ACTUAL 2022	Budgeted 2023	Requested 2024	Increase Yr 17	% Change	% Salaries	% Incomes	% Other
10381 ADMIN	304,808	359,640	372,872	14,232	3.97%	14,232	3.97%	0
10382 PARKS	547,238	531,975	578,774	46,799	8.60%	27,038	5.05%	19,761
10383 MAINTEN PK	74,475	77,259	80,849	3,590	4.85%	3,410	4.41%	180
10384 FIELDS	537,282	549,808	591,827	31,682	5.78%	10,483	1.91%	21,199
10396 REC CTR	2,709,097	2,812,083	3,055,497	243,414	8.95%	118,500	4.22%	124,914
10397 SCHOOLS	474,543	480,737	507,480	26,742	4.20%	10,899	2.20%	10,653
10398 BIRLOW	122,270	127,544	131,840	4,296	3.37%	(18,344)	-15.17%	23,640
10399 STATE PARK	19,802	21,216	21,216	0	0.00%	-	0.00%	0
<b>TOTAL</b>	<b>4,860,285</b>	<b>4,980,390</b>	<b>5,330,005</b>	<b>364,695</b>	<b>7.34%</b>	<b>100,000</b>	<b>3.32%</b>	<b>199,007</b>

  

ACCOUNT CODE	ACTUAL 2022	Budgeted 2023	Requested 2024	Increase Yr 17	% Change	% Salaries	% Incomes	% Other
10381 ADMIN	304,808	359,640	372,872	14,232	3.97%	14,232	3.97%	0
10382 PARKS	547,238	531,975	578,774	46,799	8.60%	27,038	5.05%	19,761
10383 MAINTEN PK	74,475	77,259	80,849	3,590	4.85%	3,410	4.41%	180
10384 FIELDS	537,282	549,808	591,827	31,682	5.78%	10,483	1.91%	21,199
10396 REC CTR	2,709,097	2,812,083	3,055,497	243,414	8.95%	118,500	4.22%	124,914
10397 SCHOOLS	474,543	480,737	507,480	26,742	4.20%	10,899	2.20%	10,653
10398 BIRLOW	122,270	127,544	131,840	4,296	3.37%	(18,344)	-15.17%	23,640
10399 STATE PARK	19,802	21,216	21,216	0	0.00%	-	0.00%	0
<b>TOTAL</b>	<b>4,860,285</b>	<b>4,980,390</b>	<b>5,330,005</b>	<b>364,695</b>	<b>7.34%</b>	<b>100,000</b>	<b>3.32%</b>	<b>199,007</b>

  

ACCOUNT CODE	ACTUAL 2022	Budgeted 2023	Requested 2024	Increase Yr 17	% Change	% Salaries	% Incomes	% Other
10381 ADMIN	304,808	359,640	372,872	14,232	3.97%	14,232	3.97%	0
10382 PARKS	547,238	531,975	578,774	46,799	8.60%	27,038	5.05%	19,761
10383 MAINTEN PK	74,475	77,259	80,849	3,590	4.85%	3,410	4.41%	180
10384 FIELDS	537,282	549,808	591,827	31,682	5.78%	10,483	1.91%	21,199
10396 REC CTR	2,709,097	2,812,083	3,055,497	243,414	8.95%	118,500	4.22%	124,914
10397 SCHOOLS	474,543	480,737	507,480	26,742	4.20%	10,899	2.20%	10,653
10398 BIRLOW	122,270	127,544	131,840	4,296	3.37%	(18,344)	-15.17%	23,640
10399 STATE PARK	19,802	21,216	21,216	0	0.00%	-	0.00%	0
<b>TOTAL</b>	<b>4,860,285</b>	<b>4,980,390</b>	<b>5,330,005</b>	<b>364,695</b>	<b>7.34%</b>	<b>100,000</b>	<b>3.32%</b>	<b>199,007</b>

  

ACCOUNT CODE	ACTUAL 2022	Budgeted 2023	Requested 2024	Increase Yr 17	% Change	% Salaries	% Incomes	% Other
10381 ADMIN	304,808	359,640	372,872	14,232	3.97%	14,232	3.97%	0
10382 PARKS	547,238	531,975	578,774	46,799	8.60%	27,038	5.05%	19,761
10383 MAINTEN PK	74,475	77,259	80,849	3,590	4.85%	3,410	4.41%	180
10384 FIELDS	537,282	549,808	591,827	31,682	5.78%	10,483	1.91%	21,199
10396 REC CTR	2,709,097	2,812,083	3,055,497	243,414	8.95%	118,500	4.22%	124,914
10397 SCHOOLS	474,543	480,737	507,480	26,742	4.20%	10,899	2.20%	10,653
10398 BIRLOW	122,270	127,544	131,840	4,296	3.37%	(18,344)	-15.17%	23,640
10399 STATE PARK	19,802	21,216	21,216	0	0.00%	-	0.00%	0
<b>TOTAL</b>	<b>4,860,285</b>	<b>4,980,390</b>	<b>5,330,005</b>	<b>364,695</b>	<b>7.34%</b>	<b>100,000</b>	<b>3.32%</b>	<b>199,007</b>

  

ACCOUNT CODE	ACTUAL 2022	Budgeted 2023	Requested 2024	Increase Yr 17	% Change	% Salaries	% Incomes	% Other
10381 ADMIN	304,808	359,640	372,872	14,232	3.97%	14,232	3.97%	0
10382 PARKS	547,238	531,975	578,774	46,799	8.60%	27,038	5.05%	19,761
10383 MAINTEN PK	74,475	77,259	80,849	3,590	4.85%	3,410	4.41%	180
10384 FIELDS	537,282	549,808	591,827	31,682	5.78%	10,483	1.91%	21,199
10396 REC CTR	2,709,097	2,812,083	3,055,497	243,414	8.95%	118,500	4.22%	124,914
10397 SCHOOLS	474,543	480,737	507,480	26,742	4.20%	10,899	2.20%	10,653
10398 BIRLOW	122,270	127,544	131,840	4,296	3.37%	(18,344)	-15.17%	23,640
10399 STATE PARK	19,802	21,216	21,216	0	0.00%	-	0.00%	0
<b>TOTAL</b>	<b>4,860,285</b>	<b>4,980,390</b>	<b>5,330,005</b>	<b>364,695</b>	<b>7.34%</b>	<b>100,000</b>	<b>3.32%</b>	<b>199,007</b>

  

ACCOUNT CODE	ACTUAL 2022	Budgeted 2023	Requested 2024	Increase Yr 17	% Change	% Salaries	% Incomes	% Other
10381 ADMIN	304,808	359,640	372,872	14,232	3.97%	14,232	3.97%	0
10382 PARKS	547,238	531,975	578,774	46,799	8.60%	27,038	5.05%	19,761
10383 MAINTEN PK	74,475	77,259	80,849	3,590	4.85%	3,410	4.41%	180
10384 FIELDS	537,282	549,808	591,827	31,682	5.78%	10,483	1.91%	21,199
10396 REC CTR	2,709,097	2,812,083	3,055,497	243,414	8.95%	118,500	4.22%	124,914
10397 SCHOOLS	474,543	480,737	507,480	26,742	4.20%	10,899	2.20%	10,653
10398 BIRLOW	122,270	127,544	131,840	4,296	3.37%	(18,344)	-15.17%	23,640
10399 STATE PARK	19,802	21,216	21,216	0	0.00%	-	0.00%	0
<b>TOTAL</b>	<b>4,860,285</b>	<b>4,980,390</b>	<b>5,330,005</b>	<b>364,695</b>	<b>7.34%</b>	<b>100,000</b>	<b>3.32%</b>	<b>199,007</b>

  

ACCOUNT CODE	ACTUAL 2022	Budgeted 2023	Requested 2024	Increase Yr 17	% Change	% Salaries	% Incomes	% Other
10381 ADMIN	304,808	359,640	372,872	14,232	3.97%	14,232	3.97%	0
10382 PARKS	547,238	531,975	578,774	46,799	8.60%	27,038	5.05%	19,761
10383 MAINTEN PK	74,475	77,259	80,849	3,590	4.85%	3,410	4.41%	180
10384 FIELDS	537,282	549,808	591,827	31,682	5.78%	10,483	1.91%	21,199
10396 REC CTR	2,709,097	2,812,083	3,055,497	243,414	8.95%	118,500	4.22%	124,914
10397 SCHOOLS	474,543	480,737	507,480	26,742	4.20%	10,899	2.20%	10,653
10398 BIRLOW	122,270	127,544	131,840	4,296	3.37%	(18,344)	-15.17%	23,640
10399 STATE PARK	19,802	21,216	21,216	0	0.00%	-	0.00%	0
<b>TOTAL</b>	<b>4,860,285</b>	<b>4,980,390</b>	<b>5,330,005</b>	<b>364,695</b>	<b>7.34%</b>	<b>100,000</b>	<b>3.32%</b>	<b>199,007</b>

#10396 Staffing Increase Breakdown

Salary	MMI	Additional	RA/ORG	Total
34,810	27,446	44,437	59,288	118,500

93,106	118,500	44,437	118,500
--------	---------	--------	---------



**ATTACHMENT B: 2023 Meeting Schedule**

**Town of Ridgefield Parks & Recreation Commission**  
**Approved Meeting Schedule**  
**January - December 2023**  
**Meetings begin at 6:30 PM**

**January 17, 2023**

**July 18, 2023**

**February 28, 2023**

**August – No Meeting**

**March 21, 2023**

**September 19, 2023**

**April 18, 2023**

**October 17, 2023**

**May 16, 2023**

**November 14, 2023**

**June 20, 2023**

**December 12, 2023**