



UNAPPROVED  
Minutes of the  
Parks and Recreation Commission Meeting

September 15, 2020  
Meeting Held Virtually

In Attendance:

Phil Kearns, Chair  
Gina Carey  
Barbara Dobbin, Vice Chair  
Evie Bottali, Secretary  
David Shofi  
Kim Hulber  
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:

Mr. Kearns welcomed and introduced Maya Pereyra, Eagle Scout.

Approval of Agenda

The Chairman asked that New Business be moved up on the agenda. Barbara Dobbin moved and Evie Bottali seconded the motion to amend the agenda as submitted and move up new business. The motion carried 7-0.

New Business – Eagle Scout Project

Ms. Pereyra summarized for the Commission her proposed Eagle Scout project at Sturges Park. Ms. Pereyra is going to rebuild eighteen segments of the campsite benches at Sturges. Ms. Pereyra provided the Commission with detailed plans and cost estimates. The Commission had some questions regarding timing and materials for this project and after a brief discussion; the following motion was made by Pete Nichols and seconded by Barbara Dobbin:

“To hereby approve Ms. Maya Pereyra’s proposed Sturges Park Eagle Scout bench project, as presented.” The motion was unanimously approved.

Ms. Pereyra will forward the plans to Bob Schneider for review and sign off. The Commission thanked her for her very impressive presentation.

Approval of Minutes

Barbara Dobbin moved and David Shofi seconded the motion to approve the minutes of the July 28 ,2020 meeting as presented. The motion was unanimously approved.



#### Financial Status – Eileen Cipolla

Ms. Cipolla stated that she had met with Mr. Kearns to review and revise the projected budget numbers. Ms. Cipolla stated that the department is diligently monitoring expenses to help cover projected losses. Ms. Cipolla also mentioned that the July and August numbers were on target for the new projections and that she is currently looking at the September numbers.

#### Business Items/Reports

##### Chairperson – Phil Kearns

Mr. Kearns stated that he is working on some program challenges and he will be reaching out to the sub-committees for their support in the near future.

#### Director's Report – Dennis DiPinto

##### Building/Grounds

Met several times with Town officials at EOC regarding hurricane Isaias.

Set up an outdoor charging station, and later in week opened for showers for those without power.

Spray Bay has worked out well this summer; new flooring is terrific and we will be working on some mechanical repairs this fall.

Met with Bobby Schneider regarding additional parking plans and will move this forward a year.

Worked with Bobby Schneider on the 10-year site capital plan.

##### Financial

Working with Eileen Cipolla on revenue/expenses – begin to look at capital budget.

Attended two Town Revenue Meetings.

Camp registration numbers were soft, but better than expected.

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

Working with staff on our fall programming.

##### Community:

CHIRP season was successful; we had several other requests due to COVID for concerts and activities in the Ballard Park including requests from; Playhouse concerts/performance, Theater Barn concert, weddings ceremonies in garden, etc. All will follow our guidelines and protocols.

##### Staffing-Programs:

Met on child-sitting/Stop'n Go protocols for fall opening.

Worked and met with Commission on Strategic Plan.

Completed Pickleball fall/winter indoor schedule.

Met with staff to review guidelines in the wellness center.

Met with staff and RAC to meet new President.

The Commission questioned if there was any further follow-up on the easement to the Rec Center trail. Mr. DiPinto and Mr. Shofi will check on this and report to the Commission. There was a brief discussion regarding the Town's sports groups and if Parks and Recreation had each team's COVID protocols on file. Mr. DiPinto responded yes.





### Marketing and Programs – Kathy Fassman

Ms. Fassman reported that the department is doing as best as they can with fall programming due to COVID.

Ms. Fassman mentioned that our outdoor programs seem to be popular especially our horseback riding joint program with Stepping Stone Farms. The Skate Park is still popular as well. Child-sitting and memberships have been soft. Volleyball is going very well with over 19 registrations. We are planning for our winter brochure and working on new programs and new promotions. The Commission asked about community outreach and what we were thinking for the upcoming Halloween season. The Commission had a few suggestion and Ms. Fassman will follow up and look for some social distant activities. There was also a discussion on outdoor winter programs and events.

### Assistant Director/Parks- Bob Schneider

Ms. Schneider reported the crews are working on all ball field renovations. He is also working on bids for capital items. Work with BOE on irrigation plans for the high school field. Working on the Rec Center ADA ramp bid. Ballard Park walkway completed. Working with Director on the ordering of the outdoor pavilion. The 911 Memorial event was held this week, crews did set-up with social distancing and cleaned up area. Working on the Lake Windwing meadow with the Conservation Commission.

### Sub-Committee Reports

#### Buildings & Grounds – David Shofi

The Commission asked if there was any follow-up regarding the request to access the Rec Center trail by the Charter Group. Mr. DiPinto will follow up with this.

Mr. Shofi was asked if he would like to review the Barlow Mountain Pool contracts.

#### Aquatics & Programs – Barbara Dobbin

Ms. Dobbin reported that she is meeting with the staff tomorrow and will report the meeting results at our October meeting.

#### Budget & Policy – Phil Kearns

Mr. Kearns stated that he and Ms. Cipolla were working on the new budget projects and work will begin on the next capital and operating within the next few months.

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

Covered by Kathy Fassman's report. Nothing other to report at this time.

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

Nothing to report at this time.

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

Ms. Carey reported that she is working with the Director and they have shifted the current goals, due to the COVID virus, to focus on getting the community comfortable again with our programs and our facility. Ms. Carey will follow up with her sub-committee and report to the Commission in November.

### Old Business

Nothing at this time.



New Business

Covered above.

With no further business, a motion to adjourn at 8:20pm was made by Gina Carey seconded by Pete Nichols and unanimously carried.

Minutes Approved

Evie Bottali, Secretary