



**UNAPPROVED**

Minutes of the  
Parks and Recreation Commission  
Meeting

June 14, 2016

In Attendance:

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

Paul J. Roche, Director  
Robin Matthews, Asst. Dir.  
Eileen Cipolla, Acctg.  
Robert Schneider, Asst. Dir.

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

Meeting called to order by Chairman at 7:30p.m.

Recognition of Guests:

The Commission welcomed Paul Payne and Stephan Zandri from the Deer Commission and John Roche, Captain of the Ridgefield Police Department.

Approval of Agenda

Mr. Kearns asked that the new business item be moved to the first item on the agenda. The agenda as amended was approved.

New Business

Mr. Zandri provided information about the Deer Committee and the Deer Hunt that is conducted each year in an effort to cull the population. He reviewed the properties where the hunt has been connected and the procedures that are followed for establishing safety procedures, vetting qualified hunters and an explanation of types of weapons used. They requested permission to add Sturges Park to the list of hunting areas. Mr. Kearns thanked them for their presentation and said that the commission would review the request. The item will be added to the July agenda under Old Business.

Approval of the Minutes:

Ms. Carey moved to accept the minutes of the May meeting. Ms. Dobbins seconded the motion and the motion was passed.

Financial Status:

Ms. Cipolla reported year-to-date revenue was above target for the month of May and they are keeping a close watch on expenses. Ms. Cipolla mentioned that at mid-month, June Martin Park revenue is somewhat below budget. The department received checks from SCOR and Yanity Gym.



Chairman:

Mr. Kearns reported that at the May meeting the Commission approved the spending of no more than \$4,000 to create conceptual drawings of alternative masterplan configurations for the Parks and Recreation campus. Subsequent to that, the department now requires a Phase I and Phase II plan to be written.

Ms. Dobbin made a motion to amend the original motion as follows.

“A motion to increase the authorized funds for the Park & Recreation campus master plan schematics from the approved “not to exceed \$4,000” at the May meeting to a “not to exceed \$5,500 level.”

The motion was seconded by Ms. Carey and passed unanimously.

Mr. Kearns also reported that the Department has had numerous issues with the current Karate instructor and that are just causes for terminating his employment.

Mr. Kearns made the following motion:

“A motion that the Parks and Recreation Department does not renew the contract for the 2016 spring and summer sessions of Karate with Mr. Scott Craigie, sent to him on February 8, 2016 and not fully executed. We do so under section 7 of the prior contract. This will take effect June 30, 2016.”

The motion was seconded by Gina Carey and passed unanimously.

Director's Report:

- Mr. Roche stated that there will be 26 CHIRP concerts in Ballard Park this summer. Parking has become an issue for some of the downtown merchants and needs to be addressed.
- Mr. Roche reported that Tiger Ridge needs paving
- The Department has finished work on the Special Education Playground at the Barlow school; making it more accessible, putting in new swings and adding gravel for drainage

Assistant Director-Recreation:

Ms. Matthews reported that the recreation section has been very busy with events and summer activities. She reported:

- Summer staff hiring has been completed
- Summer camp enrollment is going well
- Staff turnover is higher at the Martin Park Beach than other staff areas
- The Triathlon went very well this year. Concurring with the Aquatic Staff concern for safety and emergency response, the department will not participate in the Triathlon next year.
- RecTrac software upgrade was implemented but there are still issues with obtaining needed membership reports.



Assistant Director-Parks:

Mr. Schneider reported:

- His staff is working on getting ready for the 4<sup>th</sup> of July fireworks
- He is working on power issues at the High School
- Martin Park and the Rec Center parking lots need "re-striping"

Ms. Dobbin noted that the trees on the Rec Center trails are being strangled by vines. Mr. Schneider said he will have his crew cut them down.

Mr. Shofi noticed that the softball field has some depressions and holes and Mr. Schneider said his crew will follow up on fixing them.

Sub-Committee Reports:

Buildings & Grounds – David Thaxter

No report

Aquatics & Programs –David Thaxter:

No report

Annual Goals & Marketing Plans:

Ms. Bottali reported that May membership sales were higher than last year with strong growth in the Premium membership categories. The staff continues to work with Vermont Systems to obtain member data.

The committee met with Kathy and Robin to review strategies to encourage people to renew their membership's on-time. A free one day pass to Martin Park Beach will be given to those renewing their memberships in June and July. Plans for the rest of the year will be explored at the committee's next meeting.

Mr. Roche reported that the Town has migrated its data and information needs to a web-based system. The Rec Center's computer/information needs are now also web based. Since the Rec Center's website is a key marketing tool, and in order to maintain flexibility and the ability to react quickly, the Rec Center's website will not be included in the Town's website.

Mr. Kearns made the following motion:

"A motion to approve the expenditure of up to \$10,000 for the design, implementation and training for a new, independent Park & Rec website."

The motion was seconded by Mr. Shofi and passed unanimously.

Budget & Policy –Phil Kearns:

As reported above.

Special Services –Barbara Dobbin:

No report

Strategic Plan –Gina Carey:

Ms. Carey presented a draft of the committee's planning meeting discussion. Over the next few months, the committee members will conduct qualitative research, identify industry best practices and collect community data/trends.



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# RIDGEFIELD PARKS & RECREATION

Old Business:

None

A motion to adjourn was made by Barbara Dobbin and seconded by David Shofi at 10:00pm.

\*Minutes Approved: \_\_\_\_\_  
Evie Bottali, Secretary