



UNAPPROVED  
Minutes of the  
Parks and Recreation Commission Meeting

June 16, 2020  
Meeting Held Virtually

In Attendance:

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

Dennis DiPinto, Director  
Kathy Fassman, Marketing  
Eileen Cipolla, Accountant  
Bobby Schneider, Asst. Dir-Parks  
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 6:35 p.m.

Recognition of Guests:

The Commission welcomed Mr. Pete Nichols.

Approval of Agenda

The agenda as presented was approved.

Approval of Minutes

The minutes as presented were approved.

Financial Status – Eileen Cipolla

Ms. Cipolla reported that the department is on target with the revised year-end projections. Ms. Cipolla stated that the department is diligently monitoring expenses to help cover projected losses.

Mr. Kearns asked if the department was planning to send out any notifications to the members regarding the reopening protocols, schedules, etc. Ms. Fassman gave a summary of the department's current plans.

Mr. Kearns also asked; that due to our financial responsibilities is there a plan in place for working on the reinstating of the memberships that were frozen during the time the building was closed. Ms. Fassman will meet with the accountant and front desk supervisor to review the plan.

Business Items/Reports

Chairperson – Phil Kearns

Mr. Kearns reported he has been working with the sub-committee and the department on developing reopening protocols.

Mr. Kearns also mentioned that he is working with the Conservation Commission regarding writing a letter of support for a grant for open space. Mr. Kearns is also working with the Director on the CHIRP concerts.

Director's Report – Dennis DiPinto

Mr. DiPinto reported that he is continuing to work with the staff and Commission on the reopening protocols. Mr. DiPinto mentioned that Martin Park Beach opened this past weekend, the attendance was good and there were no issues. The reopening plan for the beach protocols was put in effect and worked out very well.

Building/Grounds

Working with indoor maintenance preparing building for reopening



Completed the slab for pavilion  
Outdoor courts opened on June 1  
Met with sub-committee regarding Athletic Field Agreement  
Working on Rec Center trail easement

#### Financial

Working with Eileen on expenses  
Attended Town Revenue Meeting  
Watching camp registration numbers and currently they appear to be soft

Ms. Hulber mentioned that she had contacted several friends who said they were not sending their children to any summer camps this year; they were worried about the virus. Mr. DiPinto also mentioned that some of the other local camps were also reporting soft numbers. There was some discussion regarding changing the current structure with regards to registration. Mr. DiPinto said the department would continue to monitor the numbers and see how enrollment continues.

#### Community:

Met with Barbara Manners CHIRP (will be covered under new business)  
The Town held two Saturday drive up tests for the virus in Rec Center parking area

#### Staffing-Programs

Meeting staff to discuss Phase 1 & 2 reopening  
Protocols for reopening pool and wellness – Reopening June 22  
Meeting with staff on camp registrations – Camp opens on June 29  
Working on reopening statements – social media notices  
Working with Jim Rafferty on staff training at the front desk  
Working with AdHoc sub-committee on protocols  
Reopening statements will be going out to the public on Wednesday with protocols and on-line registration information

#### Marketing and Programs – Kathy Fassman

- We are continuing with our community outreach efforts. We created a “We Miss You” contest where families send an email with what they miss most about us, we had over 100 responses.
  - Had over 15 people for the virtual Mindfulness Classes
  - Working on marketing of reopening
  - Some specialty camps are showing soft registrations
- Mr. Kearns suggested offering a possible incentive to peak camp interests. A discussion ensued regarding opening up to non-residents.

#### Assistant Director/Parks- Bob Schneider

Mr. Schneider reported:

- Working with Sports Groups on phase 2 openings, getting schedules and protocols
- Working on the Athletic Fields Agreement with Commission and department.
- Crews were busy working on opening of the beach, working with camp, re-designing the parking area at the beach
- Working with Commission on CHIRP concert season

#### Sub-Committee Reports

##### Buildings & Grounds – Phil Kearns

Mr. Kearns stated that he is continuing work on the Athletic Fields Agreement and will get back to the Board of Education soon.

Mr. Kearns thanked Mr. Shofi for all his hard work with the recent trail easement.

##### Aquatics & Programs

Report covered above.

##### Annual Goals & Marketing – Evie Bottali

Covered under Marketing and Programs.



Budget & Policy – Phil Kearns

Mr. Kearns stated that the sub-committee is watching the budget closely and hopes things will turn around.

Special Services & Community Outreach - Barbara Dobbin

Nothing to report at this time.

Strategic Plan – Gina Carey

Nothing to report at this time.

Old Business – Sub-Committee Realignment – Phil Kearns

Mr. Kearns reviewed with the Commission his proposal for re-shifting the Commission's sub-committee's responsibilities within the committees themselves. He also presented them with the new sub-committee members.

Mr. Kearns asked if there were any questions or discussion regarding the new responsibilities. The Commission had none and all agreed with Mr. Kearns proposal.

New Business – CHIRP – Phil Kearns

Mr. Kearns gave a summary on the recent discussions with Ms. Barbara Manners regarding the upcoming CHIRP concert season. A lengthy discussion ensued regarding costs, staffing, protocols, co-sponsoring, closing the Park, and current State guidelines for outdoor venues. The Commission mentioned that Parks & Recreation would continue to provide support for the concerts and moving forward, review the protocols and plans, along with State guidelines to be sure the protocols are followed.

Next meeting will be July 28, 2020,

With no further business, a motion to adjourn at 7:45pm was made by Barbara Dobbin, seconded by Gina Cary and unanimously passed.

Minutes Approved: \_\_\_\_\_

Evie Bottali, Secretary