



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 2nd 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 21st.
- 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	Increment Yr 17	% Change	% Salaries	% Other	Increment %	
PARKS AND RECREATION DEPARTMENT									
EXPENSE SUMMARY									
10381 GOWAN	354,600	355,640	372,072	14,232	3.97%	14,232	3.97%	0	0.00%
10382 PARKS	547,236	531,975	578,174	46,199	8.60%	27,038	5.05%	19,161	3.41%
10383 MARVIN PK	74,475	77,259	80,849	3,590	4.85%	3,410	4.41%	180	0.22%
10384 FIELDS	537,262	549,908	591,627	31,692	5.76%	10,483	1.91%	21,109	3.63%
10386 REC. CTR	2,709,097	2,812,083	3,055,497	243,414	8.95%	118,550	4.22%	124,864	4.09%
10387 SCHOOLS	474,543	489,737	507,480	20,742	4.28%	10,659	2.20%	10,083	2.07%
10388 BURLOW	122,270	127,544	131,840	4,296	3.37%	18,344	-15.17%	23,540	17.80%
10389 STATE PARK	19,802	21,216	21,216	0	0.00%	-	0.00%	0	0.00%
TOTAL	4,860,285	4,980,390	5,330,095	369,805	7.34%	100,000	3.32%	199,807	7.34%
INCOME SUMMARY									
REC. CTR	1,897,319	2,287,198	2,650,000	313,302	13.70%				
OTHER	554,822	554,839	1,003,194	38,355	3.98%				
TOTAL	2,452,141	2,842,037	3,653,194	351,657	10.81%				
NET	1,568,146	1,713,353	1,728,381	13,008	0.76%				
#10386 Staffing Increase Breakdown									
Salary	166,036	166,036	166,036	0	0.00%				
FT PT (union)	74,143	74,143	74,143	0	0.00%				
Additional	125,454	125,454	125,454	0	0.00%				
RA/ORG	304,605	304,605	304,605	0	0.00%				
TOTAL	670,244	670,244	670,244	0	0.00%				



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