



UNAPPROVED

Minutes of the
Parks and Recreation Commission
Meeting

February 21, 2017

In Attendance:

Phil Kearns, Chairman, via phone
David Shofi
Evie Bottali, Secretary
David Thaxter
Kim Hulber
Barbara Dobbin, Vice Chair

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

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

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

Recognition of Guests:

Max Robbins, Parks & Recreation Intern
Ms. Jennifer Zinzi, Director, Ridgefield Chamber of Commerce
Mr. Chris Fusaro, Chairman, Ridgefield Parking Authority

The Vice Chair introduced and welcomed guests.

Approval of Agenda:

The Commission requested that New Business; Chamber Event, be moved up on the agenda.

The agenda as amended was approved.

Minutes:

Mr. Thaxter made a correction to the minutes of the January, 2017 meeting. Under Budget & Policy, motion should read: "RESOLVE, to accept....." The motion was seconded by David Shofi and passed unanimously."

Mr. Shofi also made a correction to the January minutes under Strategic Plan, should read: "Ms. Carey reported that the subcommittee is schedule to meet next week to plan for the finalization of the results of the qualitative findings and the quantitative surveys."

The minutes as amended were approved.

Financial Status:

Ms. Dobbin mentioned that Mr. Kearns did a great job presenting the 2017-2018 budgets to the Board of Selectmen, and Mr. Roche did an exceptional job in responding to questions from the Selectmen at the recent budget deliberations.

Mr. Roche thanked Ms. Cipolla for the time and effort she put into the 2017-2018 budget.

Ms. Cipolla reported that year to date revenue for January is still ahead of budget and February's numbers also look good. Ms. Cipolla mentioned that March is one of the largest revenue months for programs and memberships and she will have those numbers in April.



Mr. Shofi asked if the actual numbers for revenue and expenses are reported by calendar year or fiscal year. Ms. Cipolla reported fiscal.

Chairman:

Ms. Dobbin reported that she and the Chairman have met with Selectmen, Town insurance agents and department to review the proposed repairs to the Recreation Center's locker rooms.

New Business: Chamber of Commerce Request

Mr. Roche stated that he had canceled all Friday night activities in Ballard Park until further notice in response to extreme criticism by local merchants. Mr. Roche asked the Parking Authority to provide the current policy on parking use restrictions and also asked the Chamber to survey merchants in the parking area. Both groups presented the following:

- Ms. Zinzi stated that the Chamber is looking for the Park & Recreation Commission's approval to hold two Friday evening movies in Ballard Park again this year. Ms. Zinzi mentioned that the movies in Ballard Park are a fundraiser, along with being a great family event. The movies shown are "old" second rate films that are geared to 5-10 year olds. The Chamber has spoken with several merchants who had "no objection" to the movie event. The Chamber has spoken with the Parking Authority to explain the past programs and that they will comply with the Parking Authority's guidelines. The Commission mentioned a few other venues which would work for the movies, that they would like the Chamber to consider.

Mr. Fusaro gave a quick summary of the recent Parking Authority policy which was discussed in December of last year. Mr. Fusaro mentioned that there will be another meeting within the next few weeks.

The Commission thanked Ms. Zinzi for her presentation. The Commission also thanked Mr. Fusaro for stopping by and for his input.

The Commission will get back to Ms. Zinzi. Ms. Zinzi asked for a response soon as it is possible, as the event is in the near future.

Director's Report:

The Director has been working on the following:

- The Director reported that he has been working on the 2017-2018 budget with the staff.
- Working and meeting with the staff on the strategic plan.
- Working with the Friends – Special Olympics fundraising, received over \$16,000 towards goal of \$25,000
- Working with RMAC with a possibility of building a pavilion at the Recreation Center
- Attended Freedom of Information seminar with others from the Town

Assistant Director-Recreation:

Mr. Robbins will be reporting for Robin Matthews:

- Swim lesson registrations are a little low, but expect spring to increase
- New coordinator is working out well
- Requesting ten additional life guards for Martin Park Beach this summer
- The Wellness Center continues to be busy – new treadmills with WiFi
- The Spring brochure was mailed and is in mailboxes
- Marketing working on the development of a new web-site
- Early camp registration starts March 1



- Bringing in additional staff to help with open gyms days during holiday and school break times
- Intern is working on data analysis for the three recent promotions
- Intern is researching and comparing local after school programs to see how we compare
- Intern surveying current and ex-members to gauge an understanding of what is and is not working

Assistant Director-Parks:

Mr. Schneider reported on the following:

- The annual fields meeting is scheduled for February 22.
- The Battle of Ridgefield is scheduled for April 29
- Working on lighting at the Dog Park
- Working on the girls softball dug outs and fencing issues
- Waiting to see when the tennis courts will be completed may have some challenges with the lines being painted
- Working with Town's purchasing to get truck bids out
- A light pole fell down on the Governor Park field – working with NYConn
- Working with Town's HR Dept. on summer hiring
- Two new employees began work this week – mechanic and parks maintainer

Sub-Committee Reports:

Buildings & Grounds – David Thaxter

Covered above.

Aquatics & Programs –David Thaxter:

Mr. Thaxter emphasized the importance of the increased life guard staffing at Martin Park Beach for the summer.

There will be a tour of the Barlow Mountain Pool tomorrow with Joyce Dynia, David Shofi and Paul Roche.

Annual Goals & Marketing Plans:

Ms. Bottali reported

Budget & Policy-Phil Kearns:

Barbara Dobbin mentioned that the air conditioning is going to be added to the current Department's Capital Budget request.

Special Services Issues – Barbara Dobbin:

There was a meeting some months ago with the Town's Social Services Director and the Commission for the Disabled regarding a Town plan for its ADA responsibilities. There was a presentation from a representative from Boston describing their Town's ADA plan. Ms. Dobbin mentioned that a plan will be a very expensive proposition. The Town will be looking at this again. Ms. Dobbin mentioned that Parks and Recreation has its plan in place on a small level to comply with the ADA responsibilities.

Strategic Plan – Gina Carey

Mr. Shofi reported in Ms. Carey's absence that the committee is targeting March 1 for finalization and they are hoping to stay on this schedule.



Old Business:

No old business at this time.

Ms. Hulber asked the Commission if the Commission should wait until their next meeting to vote on the Chamber's request; or if the members had enough information to vote this evening.

The Commission had some comments, and after a brief discussion the following motion was made by Kim Hulber:

"Hereby Approve, the request from the Ridgefield Chamber of Commerce to hold two movie nights on Friday evenings, (May 26 and June 9) with the following stipulations:

- Movie will end by 9:30pm per park regulations
- The movie will be moved towards the playground and the CVS parking lot to redirect sound away from neighbors
- The Chamber will abide by all of the Town's Parking Authority's rules and regulations"

The motion was seconded by Evie Bottali and passed unanimously.

The Vice Chair will notify Ms. Zinzi of the results of the Commission's vote.

New Business – Ramapoo R&R Club Lease Review:

Item was not discussed.

The Director requested an Executive Session be added to the agenda to discuss a personnel issues.

The agenda was amended to reflect an Executive Session.

A motion to adjourn was made by Evie Bottali and seconded by David Thaxter at 9:30 p.m.

Executive Session began at 9:35pm and ended at 9:45 pm

*Minutes Approved: _____

Evie Bottali, Secretary