



UNAPPROVED

Minutes of the
Parks and Recreation Commission
Meeting

March 15, 2016

In Attendance:

Phil Kearns, Chairman
Barbara Dobbin
Evie Bottali, Secretary
David Thaxter
Kim Hulber
David Shofi

Paul J. Roche, Director
Robin Matthews, Asst. Dir.
Eileen Cipolla, Acctg.
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 Chairman at 7:30 p.m.

Recognition of Guest:

No guests to recognize.

Approval of Agenda and Minutes:

The agenda and the minutes of the February meeting were approved as presented.

Financial Status:

Ms. Cipolla reported that year to date revenue and expenses are on target for the month of February. Ms. Cipolla mentioned that March is our largest revenue month of the year, especially the last two weeks, due to promotions for early sign-up discounts for; Martin Park Beach, Adventure Camp, swim lessons and memberships.

Chairman:

Mr. Kearns reported that he had sent a letter to the First Selectman and his Board in support of the reinstatement of both Barbara Dobbin and David Shofi whose Commission terms are ending.

Mr. Kearns stated that the Shadow Lake item will be covered under old business.

Director's Report:

- The Director has been working with the Tiger Ridge committee on the Ridgefield High School girls' softball field improvements. Mr. Roche mentioned that fundraising for this project continues and work has begun on the fencing and the relocation of the batting cage and bleachers.
- Mr Roche mentioned that the Recreation Center parking project is waiting for the Town's Highway Department to begin the work.
- Mr. Roche mentioned that he had attended several public hearings with the Board of Selectmen on the Rail Trail project. The project is currently on hold and may have to go to a Town vote.



- Mr. Roche is also working on a Grant for the lighting of the Dog Park and will be meeting with all those involved with the project next week.
- Mr. Roche stated that the Little Library, Girl Scout project is moving along great. The library has come in and Ms. Castillo will be meeting with the Friends of Parks and Recreation next week on a Grant to complete the project.
- Mr. Roche is working on updating the Department's Master Plan.
- The Department will be installing a new telephone system sometime late spring and Mr. Roche is working with the Town on the details.

Mr. Shofi asked if there were any definite plans on a dedication for the Tiger Ridge project. Mr. Roche stated that he will follow up and let the Commission know when he hears.

Assistant Director-Recreation:

Ms. Matthews reported that the recreation section has been very busy with several events during the weekends including; magic shows, bounce house activities, birthday parties, camp fairs, and health and wellness day. Each of these events will have exposure of our Adventure Camp and Martin Park Beach.

- The department is also working on a Rec Trac software upgrade which will take place on April 17.
- The Annual Egg Scramble will take place this weekend in Ballard Park.
- Summer staff will be having OSHA, CPR and first aid training during spring break week.
- The staff is currently working on the planning stages for the fall and winter programs.
- Ms. Matthews is working with:
 - o the Chamber of Commerce on a Kids Fest event in Ballard Park.
 - o the outdoor recreation staff on updating the Aquatic office.
 - o the marketing staff on promoting the fencing program.

One of the issues facing Martin Park Beach is security. Ms. Matthews mentioned that the sub-committee will be working on this before the season begins.

Mr. Shofi had some suggestions for the security issue at Martin Park Beach which the Department will take into consideration. The Commission discussed several options.

Assistant Director-Parks:

In Mr. Schneider's absence, Mr. Roche reported:

- Work continues at Tiger Ridge; fencing, batting cage and bleachers have been relocated. Dugouts and roof are completed and the field should be playable for tryouts this Saturday.
- Mr. Schneider is working with the Director to get the winter maintenance of equipment completed in time for work this season.
- The outdoor crew members have been working on the life guard's office; repainting and carpeting which should be completed this week.
- Complete 2016 maintenance calendar and fields schedule.
- Mr. Schneider is working on re-allocation of fields plan to see that all fields are being utilized as assigned and to their maximum. Mr. Roche gave a summary of this plan.



Sub-Committee Reports:

Buildings & Grounds – David Thaxter

Mr. Thaxter reported that we are still waiting for a meeting with the Branchville Civic group regarding the Branchville field. Ms. Byrnes will be setting up a meeting next week. Mr. Thaxter reported that the sub-committee met with the SCOR representatives to discuss field use and we are waiting to hear back from SCOR. Mr. Thaxter stated that he would like to schedule a tour of the Town fields. Ms. Byrnes will also handle the scheduling of this meeting.

Aquatics & Programs –David Thaxter:

Mr. Thaxter reported that the aquatic staff and Ms. Matthews had a very productive end of the year meeting last fall, and that there are a lot of items to review before opening the beach on Memorial Weekend. Ms. Matthews will be setting up these meetings in the near future. The Commission questioned if there were any issues at the Barlow Mountain Pool, Mr. Thaxter reported none at the moment.

Annual Goals & Marketing Plans:

Ms. Bottali reported that the February results showed modest growth in memberships overall versus 2015 with All-Inclusive and Wellness memberships driving the growth. The number of All Family members under the age of 16 was up 28% versus last year.

Budget & Policy-Phil Kearns:

Mr. Kearns stated that he is waiting to hear from the Board of Finance on whether there are any questions that need to be answered on the budget requests. Ms. Cipolla will follow up on this with Kevin Redmond, Town Controller and get back to the Commission.

Ms. Cipolla reported that the budget will be presented by Board of Finance on March 28 at East Ridge Middle School at 7:30pm.

Special Services Issues – Barbara Dobbin:

Ms. Dobbin reported that the Town will be hiring someone to do a Town wide survey of facilities and the Commission will be part of the survey.

Mr. Roche gave a summary of the recent Barlow Mountain School playground request regarding ADA accessibility.

The Barlow Mountain pool replacement lift is currently out for bid and we should have an answer shortly.

Strategic Plan-Gina Carey

Ms. Hulber mentioned that the committee has not yet gotten together due to scheduling issues; however, Mr. Shofi will check with Ms. Carey and have a report next month.

Old Business – Shadow Lake

Mr. Kearns mentioned that members of the Commission had met with Ms. Mary Lou Hanney and John Adams regarding the Shadow Lake field naming request. Ms. Dobbin stated that the family was receptive to looking at suitable alternatives. Ms. Dobbin also mentioned that the family will get back to the Commission with their decision. It was suggested that Ms. Dobbin get in touch with the Board of Selectmen members to keep them up to date.



195 DANBURY ROAD • RIDGEFIELD, CT 06877 • PHONE (203) 431-2755 • FAX (203) 431-2761 • WWW.RIDGEFIELDCT.ORG

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New Business:

No new business to report.

A motion to adjourn was made by David Thaxter and seconded by Barbara Dobbin at 8:20 p.m.

*Minutes Approved: _____
Evie Bottali, Secretary