



UNAPPROVED
Minutes of the
Parks and Recreation Commission Meeting

March 26, 2019

In Attendance:

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

Dennis DiPinto, Director
Kathy Fassman, Marketing
Bobby Schneider, Asst. Dir.-Parks
Jane Byrnes, Secty.
Eileen Cipolla, Acct.

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

Meeting called to order by Mr. Kearns at 6:03 p.m.

Approval of Agenda and Minutes:

The agenda and minutes as presented were approved.

Recognition of Guests:

No guests to recognize.

Financial Status – Eileen Cipolla:

Ms. Cipolla reported that membership numbers were positive in February and March revenue numbers are very strong to date. Camp revenue looks favorable, with expected additional revenue to follow over the next few weeks. Ms. Cipolla mentioned that lap members had a slight incline as well.

Ms. Cipolla reported that the department is keeping a close eye on expenses.

The Commission questioned our on-line registration capabilities for camp sign ups. Ms. Fassman mentioned that currently, we are unable to process camp registrations on-line due to additional paperwork needed at the time of registration.

Chairperson's Report – Phil Kearns:

Mr. Kearns reported that he would be meeting with some pickleball members regarding fees. Mr. Kearns stated that he had attended a Board of Finance meeting regarding the 2019-2020 budget requests.

Director's Report- Dennis DiPinto

Building/Grounds Updates

- Mr. DiPinto reported that the Friends had received monies from Thrift Shop to complete the Governor Park press box.
- Mr. DiPinto is working with Ron LoValvo on the Skate Park programs and staffing. Opening day is scheduled for first week of April. We held a retirement recognition for Linda Caponetti, which was well attended.
- The drone video is completed and we are waiting to upload to our various sites.
- Working with indoor maintenance on storage possibilities.

Financial

- Researching equipment and prices for wellness center - new spin bikes.
- Attended the Board of Finance meeting with Chairman regarding budget requests.



Community

- Working on a grant proposal from AARP for pickleball.
- Had a successful free Spring Fling event.
- Met with sub-committee on pickleball issues.

Staffing-Programs

- Working with staff on E-Trek software training which began this week
- Had team-building event, March Madness competition.
- Working on front desk challenges – coverage - staffing, etc.
- Working to improve communications between departments through our peer group meetings.
- Met with staff to discuss the possibilities of a special needs program
- Had successful DEEP boating class with 15 people attending.
- Working with Dance program on the future program development.

Marketing & Programs- Kathy Fassman

Ms. Fassman reported that our community event, Spring Fling was very successful with over 300 parents and children attending. Ms. Fassman stated that adding additional staff to the front desk was a great help. The Throwing Stones group were also great to work with, and the department will definitely work with them again in the future. Currently working with a karate instructor for a program at the Rec Center.

As requested, Ms. Fassman mentioned that she had sent out a survey to all recent members. The results were very positive, with just a few remarks regarding child-sitting hours. Ms. Fassman reported that she and Ms. Maiorano will be working together to add some additional child-sitting hours on the weekend. The Commission requested that a follow-up in three to six months be sent to these same members to compare their comments and see if they are still satisfied.

Ms. Dobbin questioned if the after school program was still something we were pursuing. Ms. Fassman stated that there were several challenges and it was something that we were not pursuing at this time.

The Commission mentioned that in the future, we might want to have an informal discussion with the Board of Education regarding future collaboration.

Assistant Director-Parks – Mr. Schneider:

- Work completed for the Conservation Committee on a project at Lake Windwing, space cleared to bring back to a meadow.
- Outdoor crews are busy with spring clean up with the good weather conditions.
- The high school was able to play a pre-season game on Governor Park fields.
- Working on the bat problem at Sturges Park.

Sub-Committee Reports:

Buildings & Grounds – Aquatics & Programs - David Thaxter:

Nothing to report on buildings and grounds.

Aquatics & Programs

To follow-up on the February meeting with Ridgefield Aquatics proposal, the Commission sent them a summary regarding the Commission's opinion on the proposal.

Mr. Thaxter mentioned that he is working on some pickleball interpersonal challenges.

Annual Goals & Marketing Plans- Evie Bottali:

Ms. Bottali reported that February memberships were positive versus last year. The department will continue to offer the "4 For Free" promotion until the end of March.



Budget & Policy-Phil Kearns:

Mr. Kearns summarized some of the changes to the capital budget request from the BOS. Mr. Kearns mentioned that he felt that this was the best budget year he has seen for Parks and Recreation in some time.

Mr. Kearns mentioned that the sub-committee would be meeting with a pickleball group regarding the pickleball fees.

Special Services & Community Out Reach – Barbara Dobbin:

No current issues at this time.

Strategic Plan – Gina Carey

In Ms. Carey's absence, Mr. Kearns reported that it has been one year since the department had received the Strategic Plan from the Commission. Mr. Kearns suggested that the sub-committee meet to follow up with the department to see where they stand. Mr. Kearns mentioned that Ms. Carey would be in touch with the sub-committee to set up a meeting to review the plan.

Old Business

Nothing to report at this time.

New Business - Election of Officers

After a discussion, a nomination for Mr. Phil Kearns to continue as Commission Chairman, Ms. Barbara Dobbin to continue as Vice Chair and Ms. Evie Bottali to continue as Commission Secretary. The floor was opened for discussion; hearing no objections or changes, Mr. Shofi made the following motion:

"The Commission re-elects the current slate of officers."

Mr. David Thaxter seconded and the motion was passed unanimously.

The Parks and Recreation Commission officers are:

Phil Kearns, Chairman

Barbara Dobbin, Vice Chair

Evie Bottali, Secretary

The meeting was continued with the reinstated slate of officers. Mr. Thaxter thanked the Commissioners for their service.

With no further business, a motion to adjourn was made at 7:05 pm by David Thaxter and seconded by Dave Shofi.

Minutes Approved: _____

Evie Bottali, Secretary



**Motions from the
Parks and Recreation Commission March 26, 2019 Meeting**

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The motion was seconded by Mr. David Thaxter and unanimously passed.

The Parks and Recreation Commission officers are:

Phil Kearns, Chairman
Barbara Dobbin, Vice Chair
Evie Bottali, Secretary

March 27, 2019