



UNAPPROVED

Minutes of the
Parks and Recreation Commission
Meeting

May 16, 2017

In Attendance:

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

Paul J. Roche, Director
Robin Matthews, Asst. Dir.
Bob Schneider, Asst. Dir.
Eileen Cipolla, Acct.
Jane Byrnes, Comm. 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 7:35 p.m.

Recognition of Guests:

Ms. Matthews introduced and welcomed Alec Colon, Parks and Recreation's new college intern.

Mr. Colon gave a brief summary on his background.

Approval of Agenda:

The agenda as presented was approved.

Minutes:

Mr. Thaxter made a correction to the April, 2017 minutes. On page two, second paragraph should read: "Mr. Thaxter asked if there were any changes due to a new Athletic Director." The minutes as amended were approved.

Financial Status – Eileen Cipolla:

Ms. Cipolla reported that April numbers are ahead of projected budget. Ms. Cipolla stated that Martin Park Beach revenue may be down slightly; however, hoping that May numbers will pick up. The department is watching expenses carefully. The aquatic section has pulled together and swim lessons are up in revenue and Skate Park is also up slightly.

Chairman – Phil Kearns:

Mr. Kearns mentioned that there will be a meeting on Friday regarding the CHIRP concerts in Ballard Park. Mr. Kearns also mentioned that some of the Commission and staff members had visited the Venus Building site to review the grounds. The Chairman will set up a meeting with members of the Board of Selectmen in the near future. It was decided that employees at Yanity Gym will police the area to be sure the grounds are kept clean.

Mr. Kearns reported that he had a meeting regarding the Shadow Lake request. Mr. Kearns mentioned that the Commission had the support of the Board of Selectmen members on the Commission's decision. A discussion ensued regarding the signage.



Director's Report- Paul Roche:

The Director has been working on the following:

- Mr. Roche had several meetings regarding the summer CHIRP concerts. He mentioned that they were looking at other locations including the Recreation Center for the Thursday night concerts. Mr. Roche summarized the costs involved in moving the concerts to the Recreation Center site. There is a meeting scheduled for Friday with the First Selectman, Parking Authority, and the owners of the CVS parking lot to find a solution for the concert parking issues.
- Mr. Roche stated that the vote for the funding of the locker room improvements was passed by the voters. He mentioned that we will be working with the architect to develop a plan for the next steps.
- Mr. Roche has been working with the CRPA Legislative Committee regarding the CRPA's position regarding concussions and other pending issues.

Assistant Director-Recreation- Robin Matthews:

Robin Matthews reported on the following:

- Aquatic and camp summer hiring is almost complete and orientations are scheduled for the next couple of weeks.
- The aquatic department has done a great job with swim registrations and revenue has met budget.
- Due to school summer vacation schedule, Adventure Day Camp will have a two day "Fun Camp," to accommodate those families.
- The recreation section is working on several events including; duathlon, dance recital, triathlon, yoga in Ballard Park, and free weekend at Martin Park Beach.
- The recreation section continues to monitor some challenging programs; theatre, tumbling, fencing and karate.

Ms. Carey mentioned that she had seen on social media that parents are looking for ways to engage college age students in Town. Ms. Carey said she will follow this on social media to see if anything develops.

Assistant Director-Parks – Bob Schneider:

Bob Schneider reported on the following:

- Currently working on the high school track to accommodate and host the FCIAC Track and Field Championship this weekend.
- The crews are busy with Memorial Day preparations, planting and mowing.
- The CHIRP concerts start May 30 and the crews are busy with the trailer prep and stage maintenance.
- The crews have applied all the fertilizer to the appropriate Town fields. The IPM program applications will start at the end of this week.
- Working on a few Dog Park challenges as a result of the new light fixture installation.
- Working with the sports groups for rescheduling problems due to rain out games.
- Working with two high school interns doing a project on conservation open space and park property.
- The Town has held several safety meetings to upgrade safety standards for the operation of equipment.
- Will begin capital bid process for 2017-2017 budget year.
- Continue work on Town baseball diamonds.



A discussion ensued regarding a recent lacrosse clinic and Mr. Schneider will follow up with this and report back to the Commission.

Sub-Committee Reports:

Buildings & Grounds – David Thaxter

Mr. Thaxter mentioned that he had not attended the recent tour of the Yanity Gymnasium site; however, Mr. Kearns reported that a follow up with the Board of Selectmen for a joint tour was needed in the future. Mr. Kearns will be in touch with the Selectmen for that tour.

Aquatics & Programs –David Thaxter:

Mr. Thaxter reported that the sub-committee had met with the Town's attorney and First Selectman regarding facility contracts at the Barlow Mountain Pool. Mr. Shofi will follow up with the attorney as we are still waiting for a response. Mr. Thaxter stated that Martin Park Beach set up is ready for the Memorial Day weekend opening and that Ms. Dynia and her staff did a great job getting the beach ready.

Mr. Roche mentioned that he and Ms. Dynia had met with a vendor for Martin Park Beach. A discussion ensued regarding permit fees, bids, etc.

Annual Goals & Marketing Plans- Evie Bottali:

Ms. Bottali reported that membership revenue was down slightly versus April 2016; however, total revenue to-date is above last year's. Ms. Bottali will provide annual revenue trend charts at the next meeting. There was much discussion regarding annual versus monthly membership payments. Ms. Bottali will investigate the cause in the declining lap memberships.

Budget & Policy-Phil Kearns:

Mr. Kearns reported that the Parks & Recreation budget request had passed the Town's vote. Mr. Kearns also mentioned that the sub-committee is keeping an eye on a few programs that reported lower revenue.

Special Services Issues – Barbara Dobbin:

Ms. Dobbin reported that the Town budget had passed and the Town can move ahead in turns of meeting their responsibilities for ADA guidelines.

Strategic Plan – Gina Carey

Ms. Carey mentioned that the sub-committee will be meeting in the near future to finalize the department's Strategic Plan. Ms. Carey reported that she wanted the plan completed for the July Commission meeting with a final copy ready for the Board of Selectmen by September.

Old Business:

No business at this time.

New Business

No new business at this time.

A motion to adjourn at 8:50 p.m. was made by David Thaxter and seconded by Gina Carey.

Minutes Approved: _____
Evie Bottali, Secretary



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