



**UNAPPROVED**

RIDGEFIELD PARKS & RECREATION

Minutes of the  
Parks and Recreation Commission  
Meeting

September 19, 2017

In Attendance:

Phil Kearns, Chairman, Chairman  
David Shofi  
Evie Bottali, Secretary,  
Kim Hulber  
David Thaxter  
Gina Carey

Paul J. Roche, Director  
Robin Matthews, Asst.Dir-Rec  
Robert 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 Chairman at 7:35 p.m.

Recognition of Guests:

No guests to recognize.

Approval of Agenda:

The Chairman asked that an Executive Session to discuss personnel issues be added to the agenda. The agenda as amended was approved.

Minutes:

Minutes from the July meeting were approved as presented.

Financial Status – Eileen Cipolla:

Ms. Cipolla reported that the budget sub-committee has met and discussed some concerns with the July and August membership numbers. Ms. Cipolla looked at the September membership numbers and they seem to be on budget so far for the month. The Commission is following the membership and program numbers closely and hope that the trend for September continues in a favourable direction.

Chairman – Phil Kearns:

Mr. Kearns stated that he has followed up with the Shadow Lake signage. Mr. Kearns mentioned that he has met with several people regarding the CHIRP concerts and the noise concerns from the neighbors.

Mr. Kearns also mentioned that he attended a meeting with the Rec Center Building Committee to discuss the upcoming locker room construction.

Director's Report- Paul Roche:

The Director has been working on the following:

- Mr. Roche mentioned that the recreation staff has been meeting to discuss new programming ideas, and things are going in the right direction.
- There was some discussion regarding the after school programming at the Ridgefield Library as well as private companies and their effect on our programs.
- Mr. Roche has met with the Martin Park Beach vendor to discuss having services at the Recreation Center.



- The Director has met with Bob Alicea regarding the construction of a press box at the Governor Park. Mr Roche mentioned that Mr. Alicea has begun fundraising for this project.
- Mr. Roche mentioned that he had a request from the Free Masons to install charging stations for cell phones at the Recreation Center. The Commission had some questions that Mr. Roche will follow up on.

There was a brief discussion regarding Park and Recreation's jurisdiction on various properties in Town. Mr. Shofi and Mr. Roche are following up on this issue.

Assistant Director-Recreation- Robin Matthews:

- Ms. Matthews reported that the staff is working on the fall closing of Martin Park Beach, Spray Bay and camp.
- Ms. Matthews discuss the recent front desk staffing changes and the aquatic staff positions.
- Ms. Matthews stated that her staff has met several times to brainstorm new programming ideas for the Department. They are looking to see what the PTA's are doing with after school programming and how we can "reinvent" ourselves.
- We are working on our fall-winter family entertainment events for the upcoming season.
- The summer camp revenue was on budget or slightly above and we are looking to continue this ---into the fall programming. We are looking to have "camp all year around."

Ms. Carey asked if we were reminding the public of our after school program. Ms. Matthews stated that we have on several occasions through the school paper, web site and e-mail blasts. There was some discussion regarding the timing of the arrival of the after school buses and how that may affect registration. Mr. Roche stated that the recreation section has a goal of getting the after school program up to 100 members.

Assistant Director-Parks – Bob Schneider:

- Mr. Schneider is working on the 2017-2018 capital budget.
- Crews are working on the closing of Martin Park Beach.
- Crews are also working on fall field renovations and bids for the Aldrich fencing have gone out.
- Mr. Schneider mentioned that there is one more event in Ballard Park then the crews will renovate and seed the Park.
- There will be a bench dedication in Ballard Park for the late Robert Vaughn and the angel swing is being installed by the playground.
- The Recreation Center pool was closed for annual cleaning and the indoor maintenance crews did a great job preparing the pool for its reopening.
- The administrative offices and front desk areas had new carpeting installed and it looks great.

Mr. Kearns asked about the outdoor maintenance around the Venus Building. Mr. Schneider stated that it has begun. There was some discussion regarding the beach chairs in front of the building.



Sub-Committee Reports:

Buildings & Grounds – David Thaxter

Mr. Thaxter stated again his concerns that the Recreation Center locker room project may be a difficult task staying within budget.

Aquatics & Programs –David Thaxter:

Mr. Thaxter mentioned that Ms. Dynia is working on the Barlow Mountain contracts for this season.

Annual Goals & Marketing Plans- Evie Bottali:

Ms. Bottali reported that the number of memberships sold versus last year declined in July & August. However, due to strong annual membership sales, August revenue exceeded that of last year. The committee will be meeting with Ms. Fassman to discuss marketing plans for winter and spring in light of the upcoming locker room repairs.

Budget & Policy-Phil Kearns:

Covered above.

Special Services Issues – Barbara Dobbin:

Mr. Roche stated that the Department has completed several projects that will help meet the ADA guidelines. Some of these include; handicap rails on the pool, extended Martin Park Beach showers and the purchasing of accessible mats to be placed on the beach area to help with access.

Strategic Plan – Gina Carey

Ms. Carey reported that the sub-committee is ready to submit the final draft to the Commission. The committee would like the feedback from the Commission so the plan can be finalized.

The Commission decided to meet on October 11 at 7pm (if schedules allow) to gather the final feedback.

Old Business:

No business at this time.

New Business

No new business at this time.

A motion to adjourn at 8:55 p.m. was made by David Shofi and seconded by Gina Carey.

A motion to go into Executive Session was made by David Thaxter and seconded. Motion to end Executive Session was made at 9:32pm.

Minutes Approved: \_\_\_\_\_

Evie Bottali, Secretary



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