Meeting called to order by Chair at 6:33pm.

APPROVAL OF AGENDA
Pete Nichols made a motion to approve the agenda. Seconded by Barbara Dobbin. Motion carried 4-0.

RECOGNITION OF GUESTS
Keith Wolff

APPROVAL OF MINUTES
Motion made by Pete Nichols to approve the November minutes. Seconded by Barbara Dobbin. Motion carried 4-0.

BUSINESS UPDATES
Chairperson’s Report – Phil Kearns
Report will be covered under the Budget & Policy Committee.

Director’s Report – Dennis DiPinto
Project Updates:
- Prospect Ridge Courts: Will be discussed in more detail under Old Business/Capital Budget review.
- Rec Center Rooftop Units: Reached an agreement for design analysis with Southport Engineering.

Meeting Attendance:
- Attended annual CRPA Conference
- Met with the staff for our monthly Leadership team meeting; Reviewed new closures/delays flow chart ahead of any inclement weather
- Continue to work with the Budget & Policy Committee to review monthly revenue reports & the 2024 Capital & Operating budgets.
- RAC / Barlow Mountain Pool project discussions continue for Phase II of the project

Staff Updates:
- Stephen Saxton was promoted to Member Services Coordinator at the Rec Center.

Financial Update – Eileen Cipolla
Ms. Cipolla provided the monthly financial report. Revenue and expenses are on-target.
Assistant Director of Parks’ Report – Bob Schneider
- Scheduled to attend the Town’s Stormwater Management meeting later this week
- Security camera upgrades are planned at the Rec Center
- Snow removal plans / responsibilities will be discussed with the town ahead of winter
- Assisted the Garden Club with the placement of benches in Ballard Park
- Preparing outdoor equipment for the winter/snow removal
- Talking with Ridgefield Little League about the possibility of synthetic turf at Serefillipi Field
- Moved sand at Martin Park Beach for weed control
- Ed Gabbianelli has completed his first 6 months at the Rec Center
- Finished mowing all fields for the Conservation Commission

Assistant Director of Program Operations’ Report – Mary Knox
- Winter program guide is expected to mail in early January
- New preschool age programs will begin in January
- Working with the RHS Astronomy Club to offer a star gazing program
- Jingle Bell Zumba and Winter Solstice Yoga are scheduled for this month

COMMITTEE REPORTS
Marketing & Promotions – Evie Bottali
Nothing new to report.

Membership – Kim Hulber (absent)
Nothing new to report.

Aquatic & Programs – Barbara Dobbin
Nothing new to report.

Budget & Policy – Phil Kearns
Continue to meet monthly to review results and finalize the budget proposals for FY2024

Buildings & Grounds – David Shofi
Nothing new to report.

Special Services & Community Outreach – Pete Nichols
Nothing new to report.

New Business
1. Vote on FY2024 Operating Budget
   - Reviewed Operating Budget line items (Attachment A); Budget will be submitted to the First Selectman/BOS for approval.
   - Pete Nichols made a motion to approve the 2024-2025 Operating Budget as presented. Seconded by David Shofi. Motion carried 4-0.

2. 2024 Commission Meeting Schedule
   - Reviewed proposed meeting schedule and discussed modifications (Attachment B).
• Pete Nichols made a motion to approve 2024 meeting schedule as presented. Seconded by Barbara Dobbin. Motion carried 4-0.

Old Business

1. Vote on Final Amended FY2024-2025 Capital Request
   • Reviewed modifications since the Commission last reviewed in November. [Attachment C]
   • Barbara Dobbin made a motion to approve the revised 2024-2025 Capital Budget as presented. Seconded by David Shofi. Motion carried 4-0.

With no further business, Phil Kearns moved to adjourn the meeting at 7:33pm. Barbara Dobbin seconded the motion and the motion carried 4-0.

REMEMBER: Next meeting scheduled for Tuesday, January 16, 2024 at 6:30 pm via Zoom.
Proposed 2024-2025 Parks and Recreation Operating Budget Highlights

• Overall Expenses:
  o +4.32%/$229,213
  o Budget increases from $5,303,393 to $5,532,606

• Overall Revenue:
  o +6.59%/$238,120
  o Revenue increases from $3,613,827 to $3,841,947

• Net Revenue to Expenses:
  o Revenue increase exceed expense increases by $8,906.
  o The portion of budget not self-funded remains basically the same (-0.5%) at $1,680,659.

• Town Funded Portion of budget:
  o Recreation Center and recreation programs are basically covered by the department’s revenue.
  o Unfunded portion are non-revenue producing maintenance responsibilities including, but not limited to, maintenance of grounds at town facilities, maintenance of grounds at all schools, snow removal at same

• Key Sources of revenue increase:
  o Programs: +$127,500/+7.13%
  o Memberships: +$93,503/+11.89%
  o Aqua: +$10,000/+4.00%

• Key drivers of expense increase:

<table>
<thead>
<tr>
<th>Expense Area</th>
<th>Increase</th>
<th>Overall Increase</th>
<th>Share of Increase</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries</td>
<td>+$126,885</td>
<td>+2.39%</td>
<td>55.4%</td>
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<tr>
<td>Programs (tied to revenue increases)</td>
<td>+$42,056</td>
<td>+0.79%</td>
<td>18.3%</td>
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<tr>
<td>Utilities</td>
<td>+$34,742</td>
<td>+0.66%</td>
<td>15.2%</td>
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<tr>
<td>Facility maintenance, ground and pool care supplies, uniforms</td>
<td>+$25,530</td>
<td>+0.48%</td>
<td>11.1%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>+$229,213</strong></td>
<td><strong>+4.32%</strong></td>
<td><strong>100%</strong></td>
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</tbody>
</table>

• Salary Increases:
  o 46% of the salary increases ($56,499) is mandated minimum wage increases
  o Additional portions is “catch up”. As minimum wage increases those above need to be adjusted
Meetings take place on the 3rd Tuesday of the month and begin at 6:30 PM, unless otherwise noted.

<table>
<thead>
<tr>
<th>January 16, 2024</th>
<th>July 16, 2024</th>
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<tbody>
<tr>
<td>February 27, 2024</td>
<td>August – No Meeting</td>
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<tr>
<td>March 19, 2024</td>
<td>September 17, 2024</td>
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<tr>
<td>April 16, 2024</td>
<td>October 15, 2024</td>
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<tr>
<td>May 21, 2024</td>
<td>November 19, 2024</td>
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<tr>
<td>June 18, 2024</td>
<td>December 10, 2024</td>
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Proposed 2024-2025 Parks and Recreation Capital Budget Updates

At the November meeting, we voted on a provisional budget. There were three open areas summarized below. There were also some minor changes to the ADA Compliance expense and the Parks, Fields & Schools safety Improvements. These changes bring our total capital request to $1,602,500 versus our preliminary November vote of $1,362,851. An increase of $239,649.

1. **Martin Park Site Planning**: Final cost is $10,000. Was $60,000
2. **Spray Bay Flooring**: Final cost is $67,788. This after some changes to the cost (down from $117,966 in November to $89,788) and an offset from our ADA funds of $22,000.
3. **Pickleball Courts**: This was the most significant change. The very rough placeholder in November was $300,000. The cost included in our capital will now be $779,465 offset by grants of $146,777 for a final cost of $635,688. This is an increase of $335,688.