



TOWN OF BRIMFIELD

Salisbury Annex Building, 2nd Floor
23 Main Street
Brimfield, Massachusetts 01010

Angela Panaccione, Chair
Michele Restino, Vice-Chair
Virginia Irvine, Secretary
Michael DeFalco

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OPEN SPACE & RECREATION PLAN (OSRP) COMMITTEE

Meeting Minutes

Thursday November 21, 2013 – 7:00 PM

Members Present: Angela Panaccione
Michele Restino, Vice-Chair
Virginia Irvine

Members Absent: Michael DeFalco

Also Present:

Meeting Opens: 7:06 PM – Angela Panaccione

7:06 PM Administrative Matters: Introductions, Vote Officers, Set Meeting Dates & Review Website

The OSRP Committee members introduced themselves to each other. Angela Panaccione is a resident of town and the Town's Conservation Agent, who initiated the OSRP update process. Michele Restino is also a Brimfield resident and the Conservation Agent in Taunton, MA. She is interested in getting more involved with the town and working on updating the expired plan. Virginia Irvine is also a Brimfield Resident and she has an interest in getting the update process going again.

Motion made by Michele Restino to nominate Angela Panaccione as Chair of the OSRP Committee

Motion Seconded by Virginia Irvine

No further discussion – 3-0-0 – Motion Carries

Motion made by Virginia Irvine to nominate Michele Restino as Vice-Chair of the OSRP Committee

Motion Seconded by Angela Panaccione

No further discussion – 3-0-0 – Motion Carries

Virginia Irvine expressed her willingness to be secretary and record the minutes.

The members discussed the best days and times to meet. It was agreed the third Thursday of the month, at 6PM was ideal for all involved.

Angela Panaccione introduced the members to the webpage she established for the Committee on the Town's home page. The Committee reviewed the website. Panaccione will fix the meeting dates and times, as well as update the member and contact information. Panaccione also informed the Committee she requested a town email address from the BOS for the Committee. The town email will be necessary for the Committee to distribute and receive survey feedback.

7:18 PM Administrative Matters: Discuss Public Survey

Angela Panaccione drafted a survey based upon the 2008 OSRP workbook and supplied it to the Committee for review. The Committee will review and comment upon the draft survey for the next meeting. The committee discussed possible outlets for distributing the survey, and crafted the following list of possible ways to distribute the survey town wide.

Options for survey administration include:

1. Send the survey home with elementary school students
2. Put the survey online (survey monkey or Google surveys)
3. Send the survey to different elder services or to the senior center
4. Add the survey in paper form to the yearly tax bills

5. Run an article on Masslive about online survey or where to get one
6. Send a paper copy of the survey out with the annual warrant articles in March
7. Put a slide on cable access informing people of online survey or where to get a paper copy
8. Do personal outreach or door to door outreach
9. Attend community events and administer survey there
10. Have paper surveys available at Town Meeting or inform residents they can drop the survey off at town meeting.

7:30 PM Administrative Matters: Discuss Budget Request for FY15

The Committee discussed its projected fiscal needs to accomplish the plan update. The anticipated completion of the plan is within 18 month. The Committee agreed a onetime expense account request for FY 15, with a roll-over to FY 16 if needed would be the best approach.

The major items funding is needed for, including approximate costs determined by the Committee include:

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| • Office Supplies (folders, paper, envelopes, etc.) | \$500 |
| • Printing (Surveys & Copies of updated OSRP) | \$500 |
| • Mailing (of surveys/survey distribution) | \$1000 |
| • Legal Advertisements/Press releases (for Community Forums) | \$500 |
| • PVPC Match (if needed – in-kind may replace) | \$500 |

Motion made by Michele Restino to send a budget request to the Finance Committee for a onetime expense line item account, for Fiscal Year 2015, in the amount of \$2500

Motion Seconded by Virginia Irvine

No further discussion – 3-0-0 – Motion Carries

7:50 PM Administrative Matters: Discuss “To-Do” list for Next Meeting

- Annual Report due by 2/7/2014: Panaccione will draft and circulate for review at next meeting
- Update Website: Panaccione will update the webpage
- Talk to BOS about email: Panaccione will send a letter requesting a town email account
- Send PVPC a request for Technical Assistance: Panaccione will prepare a request and submit it to PVPC
- Send an email to Fin Com about a budget request: Panaccione will send an email to Mike Moloney, Chair of the Finance Committee about the Committees FY15 budget request.
- Gather information of Population Characteristics/Demographics: Irvine will research this for the next meeting
- Email revised sections: Panaccione will email members revised sections of the updated plan
- Update Tornado Information: Panaccione will look into this
- Review Goals/Draft New Goals: All members will review goals from the past plan and draft some potential goals for the upcoming plan for the next meeting
- Contact Other Boards:

Set Next Meeting Date: Thursday January 19, 2013 at 6:00 PM

8:00PM Adjourn

Motion made by Michele Restino to adjourn

Motion Seconded by Virginia Irvine

No further discussion – 3-0-0 – Motion Carries