

MINUTES OF THE MEETING OF THE PARKS & RECREATION

COMMISSION

**N OF THE TOWN OF BROOKFIELD, HELD AT TOWN
HALL, WEDNESDAY, JANUARY 25, 2012, AT 7:30 P.M.**

Present: Joei Grudzinski, Acting Chairman; Ed Butt, Rob Blick, Bryan Chnowski.

Dennis DiPinto, Director; Elaine Rajcula, Secretary

Absent: Dave Keefe, Sara Kincade.

Minutes of the Previous Meetings (December & January) were accepted as presented upon a motion made by R. Blick, seconded by B. Chnowski. Passed.

New Commission Member – D. DiPinto informed the Commission of a new Alternate, Chris Delia.

Correspondence—None.

Recreation Supervisor's Report – Mary Knox – D. DiPinto stated the winter programs are going very well. Skiing has begun. The middle school and high school ski programs have begun. First week was cancelled because of rain. Youth Basketball is going well also.

Parks Supervisor's Report – Chris Rabuse – D. DiPinto distributed the report for review and discussion. Said report can be viewed in the office of the Parks & Recreation office.

Senior Center/Social Services – Eilen Melville – All work on the Senior Center building has been completed and waiting for the final C.O. A few new classes have begun. AARP Income Tax preparation will begin on February 3rd. Brookfield FISH Medical Transportation program is continuing to be organized. The number of people using the Brookfield Food Pantry increased by 10% over previous months.

Monthly Financial Report – The Commission reviewed the report. Fifty-five percent of the budget has been spent. Grounds 61% and 50%.

Self-Sustaining Fund Balance Report – D. DiPinto – More information is needed by the Board of Selectmen. There is \$175,000. in the fund balance currently in the Self Sustaining account.

Kids' Kingdom – D. DiPinto – The construction crew left the site before Christmas but will be back soon. They still need two or three weeks to finalize the equipment and surfacing. Adopt a Bench fundraiser has ten benches donated and they are on order. A Landscape Committee, run by Irv Agard has been formed and will meet on Thursday, February 2, at 5:00 p.m. in Town Hall. D. DiPinto stated tables will be needed for the Playground, and perhaps volunteers could build them. The Grand Opening will be realistically, at the latest, after April's deadline. Probably the beginning of May. J. Grudzinski has agreed to help organize a committee to prepare for the opening. If this is organized in enough time, it can be put into the P & R Brochure.

Old Business

Still River Greenway, Phase 1 – D. DiPinto – Graphics and rules signs for the Kiosks are being prepared. The remainder of the Trail (Phase 2) is in Final Design. The Supplement Agreement has everyone in contract for Phase 2. He will leave the trail on the Agenda for next meeting. The schematics are in the Town Hall for review, and a tour of the site is planned.

Commission Responsibilities –The Commission went into a lengthy workshop at this time to formulate a list of their responsibilities. Each Commissioner will be involved in one or more subjects. Attached to these minutes are the notes of Parks & Recreation Responsibilities.

Adjournment - A motion was made by B. Ghnowski to adjourn the meeting at 10:00 p.m. Seconded by R. Blick. Passed.

The next meeting of the Parks & Rec will be on **Wednesday, February 22, 2012, at 7:30 p.m.**

If you cannot make this meeting please call the office at 203-775-7321.

RESPONSIBILITIES

Notes from Jan. 25, 2012
P & R Commission Meeting

Current projects (Bryan, Joei)

- Still River Greenway
- Kids Kingdom/Splash Pad
- Brookfield Reinvestment 2

Policies/Goals/Budget (Rob, Joei, Bryan)

- Overhaul and periodic review of policies
- Development department goals and periodic review, budget review, development and presentation

Communications/community outreach/advocacy (Dave,

- Commission involvement in spreading the word. Multiple voices takes pressure off the department
- Various avenues of communication
- Promotion of facilities and programs. Who are we not reaching in the right way? Conservation/clubs/seniors/schools/blogs/website/video/development of Facebook page.

• **Facilities/Town and school** (Ed, Rob)

- Facility observations, recommendations
- Interface with schools, enforcement
- Understand current issues

Open space/ trails (Ed)

- Stay in the loop on projects
- Open space signage/parking/drainage/maps
- Trail maintenance / Observation and reporting
- Interface with Conservation /Lions Club