

**Minutes of the Meeting of the Parks and Recreation
Commission
Town of Brookfield
4 January 2017 - 7:00 pm**

Present: D. DiPinto, Director; B. Chnowski, Chair; Ed Butt, Co V-Chair; Joei Grudzinski, Co V-Chair; Rob Blick; Renee Santiago; John Mangold.

Absent: Tony Tomaino; Cassie Dunn

Meeting was called to order at 7:04 pm

Minutes of the Previous Meeting - Tabled as purpose of this meeting primarily a budget workshop.

Public Comment/Presentation/Correspondence - None

Recreation/Parks Supervisors' Reports: Tabled to next regular meeting.

Budget Review - D.DiPinto distributed the draft F/Y 2017-2018 Parks and Recreation Budget request. The Director highlighted the key drivers in the requested 4.6% increase. There are three areas: Expansion of certain contracted services; Increase in seasonal grounds maintenance staffing; Slight increase in utility needs and costs.

D. DiPinto presented the need to expand contracted services, pointing out the success and economical value of current services. The following areas were discussed: tree work in trail areas, including Greenway (this is a public safety concern); ballfield work; add'l mowing needs; spring fall/clean-up, and overall seasonal assistance.

After discussion with C. Rabuse, D. DiPinto proposed bumping up seasonal staff from April-September. This is a very busy time for

Parks staff. With the addition of the Greenway and other parks improvements, increasing seasonal help to 5-6 seasonal staffers offers the department targeted maintenance, flexibility, and improved supervision. The cost is approximately 35% vs. adding a F/T position. J. Grudzinski asked if outsourcing has proved easy to staff up with quality candidates. D. DiPinto responded that it has.

D. DiPinto explained utilities line item continues to be underfunded and costs have increased due to updated parks. Our previous y-t-d billed electric was \$26,094. This figure is net of the \$3000. contribution from Men's Softball. The commission agreed, this line item needs to be properly funded.

R. Blick asked about snow removal budget. D. DiPinto replied it is at the insistence of the B.O.F. that a "matrix" is used, averaging "X" number of years. While the Commission would like to see this line item funded more accurately, it is understood that the Director keeps the administration fully updated when shortfalls occur.

In August, the Parks and Recreation Department was asked to submit a 10-year capital plan. It is included in the draft budget. The Commission discussed our capital requests at length. It has been stressed to both the B.O.S. and the B.O.F. repeatedly, the importance of putting funds aside each year for expected, future capital restorations. B. Chnowski asked D. DiPinto what the most pressing priorities were. Although all have high priorities, those items particularly important to the operations/safety of the Parks and Recreation programs (comfort and safety of public) certainly are critical.

After a thorough and detailed examination of the draft budget, a motion was made by R. Santiago, R. Blick seconded - to approve the Draft F/Y 2017/2018 budget request - notwithstanding minor changes to correct text, etc. Motion passed unanimously.

Still River Greenway - Ribbon-cutting was held on November 19, 2016. Beautiful day, wonderful ceremony, with great attendance. The Greenway is getting tremendous use. D. DiPinto

has placed winter use signage to remind the public that trails are not maintained during these months. Use of the trail is at the public's own risk. The contract close-out will hopefully be in the next month or two.

Lillinonah Lake Authority - Fueling station request: R. Blick expressed concern over its location in the park. D. DiPinto assured refueling is just for Lake Authority boats. Many regulatory departments will oversee its safety and compliance.

The next meeting of the Parks and Recreation Commission was set for Wednesday, 22 February 2017. Please note change in venue to the new Parks and Recreation offices on Route 25.

Motion to adjourn at 8:39 by J. Grudzinski, seconded by J. Mangold. Passed.