

**MINUTES OF MEETING OF THE PARKS & RECREATION COMMISSION OF THE TOWN OF BROOKFIELD, HELD AT TOWN HALL, WEDNESDAY, OCTOBER 28, 2015, 7:30 P.M.**

**Present:** Bryan Chnowski, Chairman; Joei Grudzinski, Sara Kincade, Ed Butt, Rob Blick, Renee J. Santiago, Dennis DiPinto, Director; Elaine Rajcula, Secretary.

**Absent:** Tony Tomaino,

Minutes of the Previous Meeting were accepted as presented upon a motion made by R. Blick, seconded by Renee Santiago. Passed.

**Recreation Supervisor's Report** – Mary Knox - fall registration has begun.

**Parks Supervisor's Report** - Chris Rabuse –Said report was reviewed and discussed at length. Work completed or in progress: Fall cleanup has begun at all sites; trail mowing at Williams Park, Gurski and Happy Landings. In addition to routine seasonal maintenance items the Parks Dept. completed some of the following; Town Hall entrance Fall display; heavy aeration and over-seeding to new Cadigan softball outfield; repair of grass areas around renovated Cadigan buildings. Aeration / over-seed / fertilize main slope areas surrounding Cadigan synthetic fields, plant planter box in front of Cadigan pavilion; cleaned up various areas; planted 200 Spring bulbs; cut / over-seed / fertilize Town Beach turf areas. Main sports fields fertilization is done on a monthly basis so as to help strengthen turf and minimize disease outbreaks. We are working on a consistent program that works, with the pesticide ban now in effect for all municipal playgrounds as well as K-8 schools. Snow removal equipment repairs and preparations.

Some of the future work will consist of Fall cleanup at all Town sites; winterization and system blowout to various seasonal buildings; possible renovation of Town Hall softball field; plant tree at Kids Kingdom for Garden Club, main line irrigation pipe repair leading to PTAK Soccer field; Baseball/softball field edging/sod repairs/mound repairs; continue snow preparations, final Fall fertilization/spot reseed; soccer goal mouth sod repairs, High School boys' baseball outer grass line renovation (lip needs to be cut down/ clay taken out and sod brought close to 12' back towards infield for proper field dimensions; renovate/add clay to practice pitching areas at both softball/baseball fields at the High School. For more in-depth information said report is on file in the office of the Parks & Recreation office for review.

**Monthly Financial Report** - D. DiPinto – Distributed all operating and program related spreadsheets. Capital equipment items on order include the Bobcat toolcat machine, truck sander and snow pusher all of which has been ordered and purchased off the State bid.

**Commission Reports**

Policies/Goals/Budget - D. DiPinto – He stated that policy and budget priorities be put on the November agenda to be addressed at the next meeting.

**Old Business**

**Self-Sustaining Fund Balance** – D. DiPinto – The Basketball court at the Beach is being completed. He suggested that the Commission think about any other ideas for the use of the remaining funds . B. Chnowski mentions lights at Cadigan. The Director stated the cost would be approx. \$500,000. dollars installed. A large investment when lights are really only needed in September and October each Fall. R. Blick stated various sets of small bleachers may be needed and suggested the leagues should be encouraged to pay for them.

Discussion was held concerning this item. The Commission will think about this and other items in the \$40-60K range to be completed.

**Greenway Update** - D. DiPinto stated the bridge installation should happen this calendar year before the Winter shut down period which is scheduled for Dec. 10th. The Commission will be notified when the Bridge is scheduled for installation. Extensive wood and steel piles are in place for the boardwalks and bridge structure. The first course of binder bituminous will be installed before the Winter shut down period as well. This project is really beginning to take shape and should be complete in the June 2016 timeframe.

**Parks Revitalization** – D. DiPinto – Phase I (*Cadigan Park*) is complete with a decision on court resurfacing to be made after the winter season. Phase II (*Town Beach*) beach drain and replacement sand is scheduled for this Fall. Minor punch list items to be addressed late Fall. Phase III (*Cadigan buildings*) complete as of Sept. 2015.

**Possible Town Park Off-Season Hours** – D. DiPinto - Presented a concept (*for discussion purposes only*) of opening the beachfront park in the off season while keeping the building closed. Potential pre and post season hours April 1 – May 27, and September 6 – October 31. The Commission discussed related potential issues and will table this item for future discussion.

**Proposed Town Beach Building Rental Policies** - The Beach building was discussed regarding its availability for renting. Much discussion is still required to develop a basic policy on how this will work moving forward. The Director recommended the following for discussion purposes. R. Blick shared some ideas on how the Town of Redding handles this at Topstone Park.

<b>Preseason</b>	<i>(April 1 – Fri. before Memorial Day)</i>
Sat. & Sun	1:00 PM – 4:00 PM or 5:00 PM - 8:00 PM
Mon. – Fri.	1:00 PM – 4:00 PM or 5:00 PM - 8:00 PM

<b>During Season</b>	<i>(Memorial Day – Labor Day)</i>
Sat.	1:00 PM – 4:00 PM or 5:00 PM - 8:00 PM
Sun. (June & July)	1:00 PM – 4:00 PM or 5:00 PM - 8:00 PM
Sun. (August)	5:00 PM – 8:00 PM only

<b>Post Season</b>	<i>(Day after Labor Day – Oct. 31)</i>
Sat.	1:00 PM – 4:00 PM or 5:00 PM - 8:00 PM
Sun.	5:00 PM – 8:00 PM only
Mon. – Fri.	1:00 PM – 4:00 PM only

**Closed:**  
Nov. 1 – March 31

**Proposed Town Park Building Fees:** (3 hour time slot) Inc. set up and clean up

Outside of beach season -	\$175.00
In Season -	\$175.00
In season w/ Swim (add) -	\$ 50.00

According to the Fire Marshall, the max. capacity of the room is 50 people. At least a portion of the building must be available to the general public during regular Beach hours . J. Grudzinski stated

the fee should be reasonable for residents. D. DiPinto recommends a simple fee structure that will, at the very least, cover all costs associated with opening and closing the building as well as cleaning as necessary. Ideally the Commission needs to come to some decisions on this topic so that the Department can advertise in our Winter Program guide. He requested to have the Brookfield Beach Building be put on the Agenda for the next meeting.

**New Business** – New Business will be put on the Agenda for the next meeting.

**Adjournment** – A motion was made by S. Kincade, to adjourn the meeting at 9:30 p.m. Seconded by J. Grudzinski. Passed.

**THE NEXT MEETING OF THE PARKS & RECREATION MEETING WILL BE A SPECIAL  
MEETING ON WEDNESDAY, NOVEMBER 18, 2015.  
IF YOU CANNOT MAKE THIS MEETING PLEASE CALL THE PARKS & RECREATION  
OFFICE AT 775-7310.**