



PARKS AND RECREATION COMMISSION

SUB-COMMITTEE MEETING

Minutes

Bridge Street Community Center (BSCC)

Tuesday, January 19, 2016

8:00 A.M. Town Hall conference room

Present: Krystal Holmes (chairman), Wendy LaMontagne (P&R), Cindy Fisher (P&R), Brian Casinghino (P&R Commission), Cindy Nicholson (P&R Commission), Beth Chaftez, Anne Borg, Donna Blanchette, Joanne Sullivan (Selectman), Denise Nikolis, Pat Cosma, Stephanie Dolan, Patrick McMahon (Economic Development), Fred Purdue, Lauren Life, Leslie Offenbach (Youth Services)

1. Krystal called the meeting to order at 8 am.
2. Public Input - None
3. Review of Minutes- Approved
4. Correspondence - None
5. Old Business
 - a. Copies handed out to committee
 - i. General BSCC renovation plan timeline created by Permanent Building Committee for the Tri Board meeting held on January 13, 2016
 - ii. Copies of Bridge Street School floor plans (2)
 - iii. Copies of Work flow document
 - b. Work Flow document discussion
 - i. Communication – ongoing
 1. Town clerk posts agendas and minutes of our meetings
 2. Meeting dates and general information on Facebook site – Denise
 3. Press releases to *Observer*, *Reminder* and *J1* – Beth
 - ii Policy
 1. Gathering and compiling of policy information from

other community center sources, completed by March 30, 2016 – Denise

ii. Programs

1. Ongoing lists of possible programming for the new space.
2. Wendy will get lists of program ideas to Lauren and Denise for Google doc
3. Denise and Pat C. to work on organizing data

iii. Site Visits

1. Next one to S. Windsor on Jan 21 at 1 pm
2. Trip JCC in Springfield Jan 28 at 9:30 am
3. Discussion of trips to Westbrook, Waterford and Griswold
4. Trips to be finished by mid- February
5. Work on a Project Book that would include site summaries, pictures(?), policies and program ideas for each site- Lauren
6. Use one upcoming committee meeting to discuss findings in detail as a committee

iv. Construction/Design

1. Shoot for March-April for compiling data and making decisions about what kinds of spaces we'll need in the new building – before architect is hired.
2. Concerns about traffic flow – Bridge Street is a state road, so state will be decision maker with input.
3. Discussion of design of kitchen area and what that might entail. Full kitchen with ability to have cooking classes or one designed to do warming for more catering focus. Costs and design are concerns. Donna will look into design ideas. Wendy will check with Paula Pasco at Senior Center about their kitchen.
4. Discussion about having a gym with ability to have more than one group using at a time. Put money into this?
5. Ask PBC about chimney work on the school. Will they leave the existing chimney?

v. Funding/Grants

1. Look into forming a 501c3 – Brian and Donna
 - a. Once this is set up we can start fundraising ideas
2. Possibility of STEAP grant for next year – Patrick
3. Concern about abatement money coming out of the bonding money. Committee thought that the town was going to fund this. Research needed. Beth, Krystal

vi. Regulations

1. Not discussed

vii. Project Timeline

1. Site visits completed by mid- February
2. Policy drafts – by June 2016
3. Use PBC timeline as general guide
 - a. Abatement is first. Will know in the next month about specific time frame for this
4. Committee meetings set for first and third Tuesdays at 8 am in town hall conference room unless otherwise notified.

6. New Business

- a. None

7. Adjourned at 9:30 am

Respectfully submitted,
Beth Chafetz, Secretary