

Sub-committee of Parks and Rec Commission
Bridge Street Community Center

Minutes of Monday, November 17, 2105 meeting
Town Hall conference room – 8 – 9:30 am

Present: Patrick McMahon, Wendy LaMontagne, Krystal Holmes (chair), Cindy Nicholson, Beth Chafetz, Donna Blanchette, Lauren Life, Fred Purdue, Denise Nikolis, Joanne Sullivan

Agenda:

1. Meeting was called to order at 8 am by Krystal Holmes.
2. First order of business – to set goals for this committee
 - a. Help establish program ideas and needs
 - b. Help set policies
 - c. Help review business structure and work toward putting it into action
3. Second order of business:
 - a. Discussion of community center site visits
 - i. Wendy set up site visits to Wethersfield and Newington for early December (Beth, Krystal and Wendy are planning to go to these.)
 - ii. Wendy waiting to hear from Windsor, S. Windsor and West Hartford
 - b. Discussion of draft questionnaire for the site visits. Designed in two parts - (1) to get basic info (like size and population, etc.) which heads of different centers can do ahead of our visits and (2) narrative information like what works best, what do you wish you'd done differently and to get a look at what each site is doing with their spaces.
 - i. Wendy, Fred and Cindy will create the two parts of questionnaire, and Beth and Lauren will put it into a manageable document for use with each site.
 - ii. Done by our next meeting, Dec 1
4. Third order of business:
 - a. Discussion of grant and fundraising possibilities
 - i. Work on timeline of these – Patrick will have insight into grants.
 - ii. Discussion of naming rooms as a fundraising idea
 - iii. No decisions made
5. Fourth order of business:
 - a. Project timelines
 - i. Discussion about what the work streams/flow chart would be and who will do what:
 1. General consensus includes:
 - a. Timeline - TBD
 - b. Communication – Who will head? - TBD
 - i. Attend PBC and BOF meetings regularly – Beth/Donna

- ii. Generating a continuing list of ideas from community - Wendy
 - iii. Continue to include people on our BSCC list on emails which update periodically
 - iv. Include minutes on BSCC website
 - c. Policies for building (regulations involved) – Wendy and TBD
 - i. Ideas from other community centers/site visits
 - d. Programs – Wendy and TBD
 - i. See business plan
 - ii. Info from site visits
 - e. Site Visits-
 - i. Organized by Wendy
 - ii. Use of questionnaire
 - iii. Compare /use data to formulate plans
 - f. Design and construction ideas (regulations involved)
 - i. From site visits
 - g. Grants/Funding – Patrick and TBD
 - 2. Will set up a Google doc account to let committee members have input before meetings - Lauren/Krystal
 - b. Miscellaneous ideas discussed
 - i. Creating a welcoming, clean, safe, organized environment
 - ii. Creating a vision statement or tweaking the P&R mission statement
6. Meeting adjourned at 9:30 am
 - a. Next meetings scheduled for Tuesday, Dec 1 and Tuesday, December 15 at 8 am – Town Hall conference room

Respectfully submitted,
Beth Chafetz, Secretary