

**TOWN OF WINDSOR  
MILL BROOK OPEN SPACE STEERING COMMITTEE  
JUNE 28, 2018  
TOWN HALL – ROGER LUDLOW ROOM**

**UNAPPROVED MINUTES**

**1. CALL TO ORDER**

The meeting was called to order at 6:32 p.m.

Present: Hilary Carpenter, Steven Fraysier, Meg Harvey, Nigel Pepin and Aaron Szotka

Staff Present: Town Manager Peter Souza and Town Planner, Eric Barz

**2. INTRODUCTIONS AND OVERVIEW OF COMMITTEE'S PURPOSE AND TASK**

Committee members and staff introduced themselves. Staff outlined the basic requirements of the State's Freedom of Information Act. Town Manager Souza stated the Town Council established the steering committee to help guide the creation of a recommended multi-year land management plan. The plan will provide a long range vision and guiding principles for the use and stewardship of the property. It is envisioned the steering committee and town staff would design and implement a planning process that includes various opportunities for public input and review prior to providing a draft recommended plan to the Town Council in the Fall of 2018.

Town Manager Souza stated plan elements could include such items as:

- Overall vision and land management principles
- Conceptual layout of walking trails and public access points
- Options for clubhouse building (short and long term)
- Options for the single-family house on Mack Street
- Stabilization and restoration of the streambed & bridge crossings

**3. PUBLIC COMMENT**

None

**4. OVERVIEW OF PROPERTY'S KEY FEATURES/CHARACTERISTICS AND PARAMETERS OF OPEN SPACE GRANT**

Eric Barz provided an overview of the property's key features and attributes. He also outlined the overall goal to preserve and protect open space along the Mill Brook Corridor for wildlife habitat as well as water quality purposes.

The town is receiving approximately \$1.1M through a State of CT open space grant. Therefore the town is required to place an easement on the property which preserves the property from being developed. Staff provided an overview of the likely use parameters of

the open space under the State's Open Space land easement (see attached.) Mr. Barz also reviewed a handout that the committee may want to use as a guide to define what is and is not considered a passive recreation activity. Staff also provided an example of 'guiding principles' from another community's park master plan for the committee's future review.

#### **5. INITIAL DISCUSSION OF POSSIBLE PUBLIC INPUT PROCESS**

The committee members began to brainstorm ideas on how to gather input and feedback from the community. Members suggested an array of methods ranging from on-line surveys to in-person surveys at the libraries, farmer's market and concerts on the green. It was also suggested that an 'open house' at the property be held. Committee members expressed a desire to get the input of school-aged children as well as to use various social media platforms to build interest and get input.

#### **6. SET NEXT MEETING DATE AND TENTATIVE SCHEDULE**

The committee set the next meeting date as July 9<sup>th</sup> at 6:00 p.m. The meeting will convene at the clubhouse on Pigeon Hill Road and will include a walking tour of the property.

The committee also selected meeting dates of July 23, August 9 and August 23. Tentative start times will be 6:00 p.m. with locations to be determined.

#### **7. ADJOURNMENT**

Meeting adjourned, by consensus, at 8:06 p.m.

Respectfully submitted by,

Peter Souza  
Town Manager