

**TOWN OF WINDSOR
MILL BROOK OPEN SPACE STEERING COMMITTEE
AUGUST 10, 2018
LUDLOW ROOM – TOWN HALL**

UNAPPROVED MINUTES

1. CALL TO ORDER

The meeting was called to order at 6:04 p.m.

Present: Steven Fraysier, Meg Harvey, Nigel Pepin (arrived at 6:10pm) and Aaron Szotka

Absent: Hilary Carpenter

Staff Present: Town Manager Peter Souza, Town Planner Eric Barz, Assistant Town Planner Todd Sealy

2. PUBLIC COMMENT

Charlie Vola, 27 Ridgewood Road, stated he was excited about the possibilities and opportunities with the former golf course now being open space. He looks forward to the steering committee's recommendations.

3. DISCUSSION REGARDING THE DEVELOPMENT OF PUBLIC INPUT PROCESS

Town Manager stated that work on cleaning up the exterior of the clubhouse and the parking lot area was underway. The various bridges over the Mill Brook have been evaluated and initial repairs will be made on several of them prior to the Open House events later this month. A draft poster / flyer promoting the Open House events was reviewed. The committee made a few suggestions including adding a QR Code to link directly to the town's web-site.

Eric Barz, Town Planner, then outlined a possible format for the Open Houses. He mentioned there would not be a formal meeting structure with a presentation but rather a series of 'stations' where participants would be able to ask questions, complete survey questions and express their thoughts on how the property, including the buildings, could be used in the future. Attendees could tour the clubhouse and the Mack Street property as well as walk the property if desired. The committee discussed the format and made several suggestions including the desire to make sure there were maps of the property as well as a marked trail or path that would lead walkers/hikers easily to the Mack Street property.

Committee members stressed the need to publicize the Open House events through multiple methods including social media, flyers/posters, press releases and word of mouth. Staff will finalize the flyer / poster and start circulating it on Monday, August 13 and post it on the town's website as soon as possible.

Staff presented for review a draft questionnaire or survey tool to help gather resident input on a range of topics such as preferred passive recreation activities, land management activities and reuse of the clubhouse and single family property on Mack Street. Committee members reviewed and discussed the draft survey. They made a number of suggested changes. Staff will work to revise the survey for further review at the steering committee's next meeting on August 23rd.

4. OTHER BUSINESS

Steve Fraysier shared a number of ideas about the property he had received from family and others. Ideas included: picnic areas, open air pavilion, small playground, sitting benches, gravel pathways and access to restrooms.

Next meeting is scheduled for August 23, 2018 at 6:00 p.m. Ms. Harvey noted she has a prior commitment on August 22nd but will be able to attend the 23rd as well as the Open House event on August 28th.

5. MINUTES

MOVED by Mr. Pepin, seconded by Ms. Harvey, to approve the July 23, 2018 meeting minutes as presented.

Motion Passed 4-0-0 (Ms. Carpenter absent)

6. ADJOURNMENT

The meeting adjourned by consensus at 7:28 p.m.

Respectfully Submitted,

Peter Souza
Town Manager