

# TOWN OF WINDSOR, CONNECTICUT

## Special Meeting Notice



**AGENCY:** Mill Brook Open Space Steering Committee

**DATE:** August 9, 2018

**TIME:** 6:00 PM

**PLACE:** Town Hall – Ludlow Room

### AGENDA

1. Call to Order
2. Public Comment
3. Discussion regarding public input process
4. Other Business
5. Approval of Minutes
  - a) \*July 23, 2018
6. Adjournment

\*Backup materials

Public Act 75-312 requires notice of Special Meetings to be posted in the Town Clerk's Office not less than 24 hours prior to the time of such meeting. No other business shall be considered at this meeting than that listed on this Agenda.

**TOWN OF WINDSOR  
MILL BROOK OPEN SPACE STEERING COMMITTEE  
JULY 23, 2018  
LUDLOW ROOM – TOWN HALL**

**UNAPPROVED MINUTES**

**1. CALL TO ORDER**

The meeting was called to order at 6:07 p.m.

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

Absent: Steven Fraysier

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

**2. PUBLIC COMMENT**

None.

Town Manager Souza distributed a copy of the sketch plan submitted by Mr. James Walsh (see attached).

**3. DISCUSSION REGARDING THE DEVELOPMENT OF PUBLIC INPUT PROCESS**

The committee members discussed possible approaches to gathering public input. Ideas ranged from on-site open house events to digital on-line surveys. Members want to ensure surrounding property owners/residents are made aware of the outreach/input opportunities.

Mr. Szotka suggested questions to try to gauge the importance of “recreational value compared to habitat protection or environmental value.”

Mr. Pepin suggested several possible topics for questions including “likes and dislikes” of the town’s existing park(s) such as Northwest Park.

Ms. Harvey thought it is important to get input on possible reuses of the club house and single family house.

Ms. Carpenter suggested it might be worthwhile to understand what people did not want to see happen with either building.

Suggested dates for an on-site open house are August 22<sup>nd</sup> and August 28<sup>th</sup> from 5:00 p.m. – 7:00 p.m. Staff will review the town and community event calendars to see if

there are any major conflicts with the dates. Members felt it was important to have two open houses to help facilitate public participation.

Committee members felt that an on-line survey could be drafted in August and be ready for distribution by the second week of September. This would allow for any adjustments following the two open houses.

Members also discussed ways of getting the word out concerning the open house and the survey. Town staff stated they would use multiple tools including email direct, social media, website, post cards to the neighborhood and flyers and/or posters at community centers and libraries.

Staff will prepare an open house format for the committee to review during their August 9<sup>th</sup> meeting. Staff will confirm the tentative open house dates after double checking to see if there are any calendar conflicts.

Committee members were encouraged to submit possible survey questions or examples of such to staff prior to August 9<sup>th</sup>.

#### **4. OTHER BUSINESS**

None

#### **5. MINUTES**

MOVED by Ms. Carpenter, seconded by Ms. Harvey to approve the July 9, 2018 meeting minutes as presented.

Motion Passed 4-0-0 (Mr. Fraysier absent)

#### **6. ADJOURNMENT**

The meeting adjourned by consensus at 7:11 p.m.

Respectfully Submitted,

Peter Souza  
Town Manager