

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

APPROVED MINUTES

1. CALL TO ORDER

The meeting was called to order at 6:02 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. PUBLIC COMMENT

George Slate, 74 Ethan Drive, made a range of suggestions, ideas and comments for the open space. Some included: opportunity for future Eagle Scout projects, improvements can be phased-in over time, perhaps clubhouse could be used to meet emergency shelter needs, convert clubhouse building to small senior housing units, please do not duplicate Northwest Park, perhaps plant hemlocks as we are losing them in other town parks/open space, consider community gardens, identify any restrictions under overhead power lines, butterfly gardens/meadows, consider starting a "Mill Brook endowment fund" for future private and community donations. In terms of 72 Mack Street property, he suggested donating it to WILA or create a "brick museum" as that is near the historic Mack brickyard. He further suggested getting the volunteer "environmental resource inventory team" to evaluate the property's environmental attributes. If the town is to own/operate the clubhouse he would prefer the uses not be in competition with local businesses. Mr. Slate also noted the town acquired the property through a stepped - transaction involving an independent non-profit conservation entity. Other suggestions and comments included: maintain ponds and water quality as they are attractions, limit fencing along perimeter of property, perhaps have some paved trails combined with natural soft surface trails, and open field areas need to be mowed at least once a year to limit reforestation and invasive plants. He suggested the committee should inform the other persons interested in volunteering for the steering committee of planning activities as well as add 'community ideas' on the town's website for all to see. Mr. Slate also noted that members may want to review the original planning document created when Northwest Park was first initiated.

Cora Lee Jones, 1171 Matianuck Avenue, stated she is pleased the town acquired the property. She does not envision another Northwest Park. She would like low activity open space with mowed areas to manage the field areas.

3. REVIEW OF OPEN HOUSE EVENT

Staff and committee members reviewed the open house event held on August 22nd. All thought it went well with approximately 45 residents of all ages attended over the 2 hour period. It was noted that attendees were from all parts of town. Committee members felt the layout of the event was

done well as were the exercises to gain citizen input. Staff handed out a list of suggestions and comments attendees made at the event (see attached.)

Town Manager Souza stated he was looking forward to the committee being able to start to identify common themes as the basis for developing guiding principles and land management recommendations. This work will be able to start in earnest during September after the next open house and survey results start to be collected.

Committee members suggested perhaps staff could create a short video or a few 'story boards' to help introduce and explain how the town acquired the property and got to this point in the process. Town Manager stated they would look at creating a few 'story boards'. A committee member suggested perhaps having some water and light refreshments for the next open house as well as trying to better 'mark or identify' 72 Mack Street and the clubhouse entrance. Staff will look into both suggestions.

4. REVIEW OF DRAFT PUBLIC INPUT SURVEY

Staff presented for review a revised questionnaire or survey tool which incorporated committee comments from the August 10, 2018 meeting. Committee members made several changes and refinements. Staff will work to update the survey and potentially have hard copies available for the upcoming open house. The goal is to have the survey placed on the town's website by Labor Day. This would allow the survey to be on-line for approximately three weeks. Staff will use social media and other means to inform the public of the on-line survey.

5. OTHER BUSINESS

The Committee set the next two meeting dates as September 6th and September 20th starting at 6:00 p.m. Staff will confirm a meeting room. Steve Fraysier noted he will not be able to attend the September 20th meeting. Both meetings will be used to review community input and to begin to identify common themes.

6. MINUTES

MOVED by Mr. Szotka, seconded by Ms. Carpenter, to approve the August 10, 2018 meeting minutes as presented.

Motion Passed 5-0-0

7. ADJOURNMENT

The meeting adjourned by consensus at 7:17 p.m.

Respectfully Submitted,

Peter Souza
Town Manager