

**TOWN OF WINDSOR  
MILL BROOK OPEN SPACE STEERING COMMITTEE  
NOVEMBER 8, 2018  
LUDLOW ROOM – TOWN HALL**

**APPROVED MINUTES**

**1. CALL TO ORDER**

The meeting was called to order at 7:02 p.m.

Present: Steven Fraysier, Meg Harvey, Hilary Carpenter (arrived at 7:18 p.m.), Aaron Szotka

Absent: Nigel Pepin

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

**2. PRESENTATION OF DRAFT VISION STATEMENT, GUIDING PRINCIPLES, AND CONCEPT PLAN**

Town Manager Souza welcomed the public in attendance and introduced the members of the steering committee. Mr. Barz then provided an overview of the draft vision and guiding principles as well as the land management plan.

**3. PUBLIC COMMENT/ DISCUSSION**

Sixteen residents were in attendance. The residents asked questions related to public access points to the property, specifically on Warham Street. Mr. Barz stated the goal was not to encourage parking at the end of Warham Street and pointed out there are no plans for an entrance at that location.

A citizen asked about projected capital expenditures and annual maintenance costs. Town Manager Souza outlined the following preliminary cost estimates:

Trails	\$135,000
Bridge Repairs	\$ 95,000
Clubhouse	\$ 40,000
Fence Replacement	\$ 5,000

Other costs might include signage, improvements to the Pigeon Hill Road entrance and habitat evaluation. Town Manager Souza noted that estimated utilities for the clubhouse are approximately \$25,000 annually. The mowing cost could be in the \$4,000 to \$5,000 range, although more detailed estimates are needed.

Overall the residents expressed satisfaction with the plan and were pleased the parcel is preserved as open space. They commented it seemed there were opportunities for future community involvement in areas such as donating benches.

Town Manager Souza stated the next step is to have the steering committee make a presentation to the Town Council, perhaps in December. The Town Council would then review and consider the plan. Town Manager Souza is hopeful work on trails, bridges, and the clubhouse could begin in 2019.

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

None

#### **5. APPROVAL OF MINUTES**

The October 18, 2018 meeting minutes were approved as presented by consensus.

#### **6. ADJOURNMENT**

Moved by consensus to adjourn the meeting at 7:55 p.m.

Respectfully submitted,

Peter Souza  
Town Manager