

TOWN OF WINDSOR, CONNECTICUT

Special Meeting Notice



AGENCY: Mill Brook Open Space Steering Committee

DATE: September 6, 2018

TIME: 6:00 PM

PLACE: Town Hall – Ludlow Room

AGENDA

1. Call to Order
2. Public Comment
3. Review of August 28th open house event
4. Discussion of public input received to date and update on-line survey
5. Other Business
6. Approval of Minutes
 - a) *August 22, 2018
 - b) *August 23, 2018
 - c) *August 28, 2018
7. 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.



First in Connecticut. First for its citizens.

Date: August 31, 2018
To: Mill Brook Open Space Steering Committee
From: Peter Souza, Town Manager 
Subject: Open House comments

Attached are comments from both open house events. The suggestion for the meeting on September 6th is to begin identifying common themes from public comment received to date. These comments will also be posted on the town's website under the Mill Brook Open Space Steering Committee's web page found at: <https://townofwindsorct.com/mill-brook-steering-committee/>. The online survey will also be posted on the town's website and published through various social media platforms in the coming days.

General Comments

What do you think?

- Mow grass at end of Warham Street on regular basis
- No vehicle parking at Warham Street
- Please no motorbikes
- Yes to sledding
- Rose Garden, plums too
- No motorized vehicles
- Cross country skiing
- Library programs
- Walking
- Hiking
- Sledding
- Clubhouse – restaurant or community center or adjunct Senior Center
- Tables/chairs on the deck – relaxing, enjoying nature
- No hunting
- Walking trails, bike trails (separate trails)
- Occasional outdoor concert
- Walking trails
- No vehicles (already there are dirt bikes & ATVs using property illegally)
- Leave it natural – no pavement
- Develop brook for trout – catch & release only
- Never a banquet facility (noise, etc. for neighborhood)
- Back East Brewery type facility

Map Exercise:

- Lease facility as brewery restaurant
- Brewery / Brew Pub
- Concerts
- Lunches and/or dinners
- Cross Country skiing
- Incorporate art along trails and partner with Windsor Art Center
- Make it like Wickham Park
- Nothing to do with alcohol / no brewery
- Minimally groomed trails
- Clubhouse/picnic/kitchen area available for rent (town-operated/managed) simple but nice
- Will there be a monitoring committee to deal with complaints?
- Maintain like Northwest Park
- Have restaurant with quality food & flat screen tv's
- Allow hiking, biking, cross country skiing, sleigh riding, snow shoeing, snow boarding, ice skating
- Dog park
- Coffee house with Mack Street building
- Town-wide contest to name the park
- Move the highway
- Use clubhouse for parties/rental for weddings
- Use lodge (clubhouse) as diner
- Sledding would be great
- Apprentice/training restaurant at clubhouse
- Sledding

General Comments:

What do you think?

- Consider how to make it accessible by all abilities – parking is near hilly section and no parking near flat area
- Disc Golf. Use the hills incorporated into the natural terrain and woods and appeal to the under 35 crowd
- Picnic area at clubhouse
- Maintain vistas through selective mowing/vegetation management
- Be sure the location is widely publicized and the way to get to Mill Brook is known by all -- promotion
- Butterfly garden to attract pollinators
- Manmade and natural bike trails
- Boy scout camping and service projects
- Keep mix of meadows and forested areas
- Grassland bird/mammal habitat
- Keep invasive plants under control using selective herbicide application
- Access from Mack Street
- Strategically placed benches (for sitting)
- Trim trees
- Clean up existing walkways
- Level some areas out
- Gazebo
- Trail map
- Make sure all the trails are clean and walkable (safe)
- Provide maps for all the trails
- Will the property be opened always? Will there be a time schedule?
- Complete the bridges

Map Exercise:

- What are your plans for the overgrown shrubbery abutting Scherer Ridge property?
- Strongly prefer no mountain bikes in park - ruining trails, especially on sloped terrain
- Keep land open – only walking – no biking
- Scout projects to help maintain
- Rent out building to groups for parties, etc. (helps to pay for upkeep of land)
- Lease facility as brewery restaurant
- Use building for social events – rent for some revenue
- Walking trails
- Dog park
- Skating rink
- Fix bridges
- Open off leash dog area
- Fire works events
- Camping
- Hiking
- Mill trails
- Fix several bridges
- Permit picnic areas – such as done in Colt State Park, Bristol, RI – small source of revenue for maintenance
- Fix fence along parking lot – east side
- Pavilion to rent out for private parties (revenue)
- Walking paths
- Picnic area
- Use large building for banquets or events
- Winter ice skating on ponds – one for hockey and one for free skate
- Bush hog/mow every 2 years – do not remove trees
- Mow some sections 6x/year – mow almost all area 1x/year to keep the space open
- Plant more trees
- Remove overgrown shrubs and weeds – especially dangerous ones
- Rent out house and buildings
- Use building for small parties / get-togethers

**TOWN OF WINDSOR
MILL BROOK OPEN SPACE STEERING COMMITTEE
MILL BROOK OPEN HOUSE
AUGUST 22, 2018
147 Pigeon Hill Road**

UNAPPROVED MINUTES

1. ATTENDANCE

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

Absent: Meg Harvey

Staff Present: Town Manager, Peter Souza; Town Planner, Eric Barz; Building and Facilities Manager, Whit Przech and Assistant Town Planner, Todd Sealy (stationed at 72 Mack Street)

2. OPEN HOUSE – TOUR OF PROPERTY

The open house started at 5:00 p.m.

Attendees were invited to complete a variety of exercises designed to get input on possible uses of the open space and buildings.

A number of attendees walked the property as well as toured the single family house at 72 Mack Street. Approximately 45 residents attended the event.

Attached are suggestions made by attendees.

The open house concluded at 7:00 p.m.

The next open house is scheduled for Tuesday, August 28, 2018 at 5:00 p.m. at 147 Pigeon Hill Road, at the former clubhouse.

Respectfully Submitted,

Peter Souza
Town Manager

General Comments:

What do you think?

- Consider how to make it accessible by all abilities – parking is near hilly section and no parking near flat area
- Disc Golf. Use the hills incorporated into the natural terrain and woods and appeal to the under 35 crowd
- Picnic area at clubhouse
- Maintain vistas through selective mowing/vegetation management
- Be sure the location is widely publicized and the way to get to Mill Brook is known by all -- promotion
- Butterfly garden to attract pollinators
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- Boy scout camping and service projects
- Keep mix of meadows and forested areas
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- Keep invasive plants under control using selective herbicide application
- Access from Mack Street
- Strategically placed benches (for sitting)
- Trim trees
- Clean up existing walkways
- Level some areas out
- Gazebo
- Trail map
- Make sure all the trails are clean and walkable (safe)
- Provide maps for all the trails
- Will the property be opened always? Will there be a time schedule?
- Complete the bridges

Map Exercise:

- What are your plans for the overgrown shrubbery abutting Scherer Ridge property?
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- Rent out building to groups for parties, etc. (helps to pay for upkeep of land)
- Lease facility as brewery restaurant
- Use building for social events – rent for some revenue
- Walking trails
- Dog park
- Skating rink
- Fix bridges
- Open off leash dog area
- Fire works events
- Camping
- Hiking
- Mill trails
- Fix several bridges
- Permit picnic areas – such as done in Colt State Park, Bristol, RI – small source of revenue for maintenance
- Fix fence along parking lot – east side
- Pavilion to rent out for private parties (revenue)
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- Picnic area
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- Bush hog/mow every 2 years – do not remove trees
- Mow some sections 6x/year – mow almost all area 1x/year to keep the space open
- Plant more trees
- Remove overgrown shrubs and weeds – especially dangerous ones
- Rent out house and buildings
- Use building for small parties / get-togethers

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

UNAPPROVED 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

**TOWN OF WINDSOR
MILL BROOK OPEN SPACE STEERING COMMITTEE
MILL BROOK OPEN HOUSE
AUGUST 28, 2018
147 Pigeon Hill Road**

UNAPPROVED MINUTES

1. ATTENDANCE

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

Staff Present: Town Manager, Peter Souza; Town Planner, Eric Barz and Environmental Planner Tom Hazel (stationed at 72 Mack Street)

2. OPEN HOUSE – TOUR OF PROPERTY

The open house started at 5:00 p.m.

Attendees were invited to complete a variety of exercises designed to get input on possible uses of the open space and buildings.

A number of attendees walked the property as well as toured the single family house at 72 Mack Street. Approximately 35 to 40 residents attended the event.

Attached are suggestions made by attendees.

The open house concluded at 7:00 p.m.

Respectfully Submitted,

Peter Souza
Town Manager

General Comments

What do you think?

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- No vehicle parking at Warham Street
- Please no motorbikes
- Yes to sledding
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