

TOWN OF WINDSOR, CONNECTICUT

Special Meeting Notice



AGENCY: Mill Brook Open Space Steering Committee

DATE: July 9, 2018

TIME: 6:00 PM

PLACE: Mill Brook Property - 147 Pigeon Hill Road (former clubhouse building)

AGENDA

1. Call to Order
2. Public Comment
3. Site Tour
4. Other Business
5. Approval of Minutes
 - a) *June 28, 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
JUNE 28, 2018
TOWN HALL – ROGER LUDLOW ROOM**

UNAPPROVED MINUTES

1. CALL TO ORDER

The meeting was called to order at 6:32 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. INTRODUCTIONS AND OVERVIEW OF COMMITTEE'S PURPOSE AND TASK

Committee members and staff introduced themselves. Staff outlined the basic requirements of the State's Freedom of Information Act. Town Manager Souza stated the Town Council established the steering committee to help guide the creation of a recommended multi-year land management plan. The plan will provide a long range vision and guiding principles for the use and stewardship of the property. It is envisioned the steering committee and town staff would design and implement a planning process that includes various opportunities for public input and review prior to providing a draft recommended plan to the Town Council in the Fall of 2018.

Town Manager Souza stated plan elements could include such items as:

- Overall vision and land management principles
- Conceptual layout of walking trails and public access points
- Options for clubhouse building (short and long term)
- Options for the single-family house on Mack Street
- Stabilization and restoration of the streambed & bridge crossings

3. PUBLIC COMMENT

None

4. OVERVIEW OF PROPERTY'S KEY FEATURES/CHARACTERISTICS AND PARAMETERS OF OPEN SPACE GRANT

Eric Barz provided an overview of the property's key features and attributes. He also outlined the overall goal to preserve and protect open space along the Mill Brook Corridor for wildlife habitat as well as water quality purposes.

The town is receiving approximately \$1.1M through a State of CT open space grant. Therefore the town is required to place an easement on the property which preserves the property from being developed. Staff provided an overview of the likely use parameters of

the open space under the State's Open Space land easement (see attached.) Mr. Barz also reviewed a handout that the committee may want to use as a guide to define what is and is not considered a passive recreation activity. Staff also provided an example of 'guiding principles' from another community's park master plan for the committee's future review.

5. INITIAL DISCUSSION OF POSSIBLE PUBLIC INPUT PROCESS

The committee members began to brainstorm ideas on how to gather input and feedback from the community. Members suggested an array of methods ranging from on-line surveys to in-person surveys at the libraries, farmer's market and concerts on the green. It was also suggested that an 'open house' at the property be held. Committee members expressed a desire to get the input of school-aged children as well as to use various social media platforms to build interest and get input.

6. SET NEXT MEETING DATE AND TENTATIVE SCHEDULE

The committee set the next meeting date as July 9th at 6:00 p.m. The meeting will convene at the clubhouse on Pigeon Hill Road and will include a walking tour of the property.

The committee also selected meeting dates of July 23, August 9 and August 23. Tentative start times will be 6:00 p.m. with locations to be determined.

7. ADJOURNMENT

Meeting adjourned, by consensus, at 8:06 p.m.

Respectfully submitted by,

Peter Souza
Town Manager

Permitted and Prohibited Activities Within the State Open Space Easement

Permitted:

Management with sound soil and water conservation practices that will not destroy or diminish the productive capability of the property.

Agriculture consistent with the conservation plan that meets federal and local regulations.

Temporary storage of non-contaminated soils

Forestry Management and timber harvest activities with a written management plan

Creation and restoration of wetland ponds

Non-developed passive recreation and educational activities that do not impact soils or agricultural operations.

Low-impact agritourism (e.g., farm tours, work experiences, field trips, petting zoos, corn mazes and hay rides)

Maintenance of existing roads and construction of new unpaved roads necessary to carry out agricultural activities.

Maintenance of unpaved driveways, footpaths, fences and other minor surface alterations.

Excavation and filling in support of permitted agricultural, recreational, and silvicultural activities.

Construction, reconstruction and maintenance of additional unpaved footpaths or minor roofless rustic improvements to insure safe passage (bridges), prevent erosion (retaining walls), or to enhance or protect the habitat or agricultural use, provided the impervious surfaces do not exceed 2% of the total property.

Maintenance of existing fences and installation of new fences necessary to the agricultural activity or to mark the boundaries of the property.

Installation of up to three signs no larger than 4 feet by 6 feet to identify the property and/or owner information.

Prohibited:

Commercial (except agriculture), industrial, quarrying, or mining activities

Utility structures including cell towers, windmills (except water or power generation for use on the property only), and commercial satellite dishes.

Construction of buildings, parking lots, driveways, roads, or other temporary or permanent structures or improvements.

Removal of stone walls.