

## MEETING MINUTES | TOWN OF SWAMPSCOTT Beautification Committee

Date: Oct. 16<sup>th</sup> 2014

Time: 6:30 p.m. to 9:10

Location: Swampscott Town Hall, BOS room.

Present: Rick Rawlins, Vice Chair                      Susan Balleza, Member  
            John McLaughlin, Member                  Jer Jurma, Member  
            Pete Kane, Town Planner                    Andrew Steingiser, Resident  
            John Callahan, Selectman                 Glenn Kessler, Selectman

Meeting Opened at 6:30.

Susan Balleza - Motion to approve meeting notes for 10/02/14

Jer Jurma - Second

All Present - Approved

### Town signage Project:

+The current process is:

1. Develop full scope (types, locations)
  - a. Initial scope informational sheet - R. Rawlins (due 10/30)
  - b. Request input from town boards and depts -  
P. Kane (due 10/31)  
Note: All boards and departments will be notified except the following based on irrelevance: Board of assessors, Charter review committee, Design selection committee, Earth Removal advisory committee, Fence viewers, Retirement Board, War Memorial Scholarship Committee, ZBA, Logan Airport Advisory Committee, and the Article 6 regionalization committee.
  - c. Town board & department feedback - (due Nov 30)
2. Develop design concepts & guidelines
  - a. Potential workshop(s) w/ Jeff Sprague - (Nov.)
3. Present town signage program proposal for Selectmen - (Potentially middle to late December)
4. Implementation of design process or possibly fabrication - (Q1 2015)

+Way finding to the senior center needs some signage

+Invite Jeff Sprague to meet with committee regarding his potential role

### Beach Marker Project:

+The current process is:

1. Develop initial placement concepts
  - a. Beach marker sketches - Jer (due 11/5)
  - b. Landscaping sketch concepts - Susan (due 11/ 5)
2. Community charrettes
  - a. Public forums to educate, get feedback, drum up support and excitement - (Nov./Dec.?)
3. Final Designs
  - a. Public presentation outlining the results of the charrettes and the end product - (Jan./Feb)
4. Capital Improvement Funding Request - ( Feb.)

+Concept design has been approved by donor.

- +Specific installation plans need to be developed.
- +Arrange meeting with A. Steingiser to bring him up to speed on project

**Howland Park design committee report - S. Balleza**

- +Lilac grove best not to move yet due to drought.
- +Review of planning for Howland park.
- +Back planting of Monument

**Misc. business**

- +Members to consider recommendations for potential committee appointees.
- +Hold off on appointing chairperson until after staffing increase suggested.
- +Revise mission & description - J. Jurma & Pete Kane (due Nov 5)
- +Whiskey barrels. Meet with donor regarding possibilities for alteration.
- +Reporting not yet decided by Angela and Pete.
- +P. Kane leaning toward maintaining committee status w/ staff support by Town Planner.
- +Rewrite of charter and committee name change to be presented to selectmen for approval.

**VOTE:**

J. Jurma - moved to vote to rename Beautification Committee as the  
**Municipal Design Committee**  
S. Balleza - second  
All present approved name change

**Next meeting** set for Wednesday Nov. 5<sup>th</sup> at 6:30.

Jer Jurma - Motion to adjourn

Susan Balleza - Second

All present approved adjournment. Meeting closed at 9:10 p.m.