



TOWN OF SWAMPSCOTT

OPEN SPACE & RECREATION PLAN COMMITTEE

ELIHU THOMSON ADMINISTRATION BUILDING
22 MONUMENT AVENUE, SWAMPSCOTT, MA 01907

MEMBERS

ANGELA IPPOLITO, CHAIR
MARY WEBSTER, VICE CHAIR
TONI BANDROWICZ, CLERK
MARC BARDEN
JIM OLIVETTI
SARAH PRUETT

EX OFFICIO

S. PETER KANE, TOWN PLANNER
DANIELLE STRAUSS, RECREATION DIRECTOR

AUGUST 21, 2012 MEETING MINUTES

Time: 6:30-8:15pm

Location: Swampscott Town Hall, First Floor Conference Room

Members Present: Toni Bandrowicz, Marc Barden, Angela Ippolito, Jim Olivetti, Sarah Pruett, Mary Webster

Members Absent: none

Others: Danielle Strauss (Recreation Director), Pete Kane (Town Planner), Richard Smith (committee applicant)

The first meeting of the Open Space & Recreation Plan Committee opened at 6:30pm.

COMMITTEE INTRODUCTIONS

The group went around the table to introduce each other and state why they had applied to and were interested in developing the new plan for the town.

- Toni – has been a resident of the town since 1992. She has an environmental background (works for the EPA). She feels the open space in town is limited and needs protection.
- Marc – is also a member of the Rail Trail Implementation Committee. He's lived in town all his life. He's also been a part of previous open space committees in town and worked on making updates to the original plan from 1983.
- Angela – had spent 12 years with the Historical Commission and recently stepped down (currently an associate member on the commission). She's worked on the Heritage Landscape Initiative and is also currently serving on the Planning Board. (*Planning Board representative to the committee*)
- Jim – is originally from Connecticut and before coming to Swampscott had lived in Virginia for 30 years. While living in Virginia, he was on the Arlington Parks and Recreation Commission. He's now retired and feels this is a great opportunity to learn about the town while helping to protect it.
- Sarah – grew up in Swampscott before moving to Colorado for a number of years. She moved back to Swampscott 10 years ago. She's concerned about what's happening with development in town and the loss of open space.
- Mary – currently serves on the Recreation Commission as the chair. She felt that this committee (and specifically the plan) goes hand-in-hand with the role of the Recreation Commission. She's interested to learn about what it all means. (*Recreation Commission representative to the committee*)

Although not yet an appointed member, Richard Smith also introduced himself to the committee. He currently serves on the Historical Commission and has submitted a volunteer request to the Board of Selectmen to act as that

commission's representative to this committee. He's also previously worked on the Humphrey Street Revitalization Committee. He's been an architect for 25 years and has a lot of experience with land use issues.

Danielle Strauss (Recreation Director) and Pete Kane (Town Planner) introduced themselves and explained their role as support staff to the committee. Danielle has been in her position for seven years and from the start wanted to work on developing a new Open Space and Recreation Plan. Pete, having started in December 2011, worked with Danielle during the beginning of the year to determine the steps and get the approval of the Selectmen to create this committee and get the plan started.

OVERVIEW OF TOWN COMMITTEE & OPEN MEETING LAW

Pete Kane gave a brief overview of committee requirements as well as restrictions based on Open Meeting Law. Committee members stated that they had been sworn in by the Town Clerk. Pete explained that all meetings of the committee are public meetings and posting of those meetings will take place at least 48 hours (weekday) beforehand. All deliberation and decisions must be held during committee public meetings; this cannot take place outside of the meetings nor via email.

He then explained the general roles of committee members. The chair will be responsible for setting the meeting agenda, scheduling the meetings, and running the meetings. The vice chair will act as a backup to the chair in situations when the chair is not able to attend. The secretary/clerk will be responsible for keeping the meeting minutes and then submitting them to the Town Clerk after they have been approved by the committee at the following meeting. After a brief discussion, it was decided that Pete will handle the room reservations for the committee.

COMMITTEE ELECTION

The members then discussed their availability and desire for one of the three described roles. After some discussion relating to commitments members have outside of the committee, the committee voted unanimously that Angela will serve as chair, Mary as vice chair, and Toni as clerk.

ONGOING MEETING SCHEDULE

Members discussed the ongoing meeting schedule that would work for each of them. The group decided that for the time being once a month would be preferred. Based on other committee meeting schedules, it was decided that the third Tuesday of every month @ 6:30pm would be the best option. Jim had a conflict for the next meeting, so for the month of September the meeting would be the second Tuesday. The committee then established the meeting schedule for the remainder of the year as follows: Sept 11, Oct 16, Nov 20, and Dec 18. The committee will typically meet in the first floor conference room unless there is a scheduling conflict. Pete will handle the room reservations.

1983 OPEN SPACE & RECREATION MASTER PLAN

The group had a broad discussion relating to the original/previous open space plan for the town, dating back to 1983. Marc explained some of the work that occurred in 2005 to do an update to the plan (though the update was never completed). He had worked on developing an updated property inventory which was passed around the table. Pete then showed that he had a scanned copy of the 1983 plan with comments written throughout relating to updates that had been considered. Sarah volunteered to take this copy with notes in order to review those notes and find which ones should be pulled out and used for the new plan.

There was then a general discussion about the purpose of the plan. Pete explained that an open space plan helps provide guidance and strategies for ways to maintain and preserve our current open spaces, look at and suggest

areas of town where expansion or creation of new open space may be needed, and how to maximize the benefits of the open spaces. The plan also makes the town eligible for a number of grants to, for instance, buy more land or easements as well as improve existing spaces.

Richard then asked whether there are any projects pending that might impact the plan. Pete mentioned that the new Artificial Field Committee is looking at how to go about renovating the football field at Phillips Park. The decisions they make for that park should be considered for this plan so as to properly reflect the type of recreation facility it may become. The group also talked about the history of the new high school and how it impacted Jackson Park and whether the possible new elementary school would impact the playing fields and conservation land next to Stanley School. Sarah asked the group what we can do about town land not currently protected (possibly turning back the clock on certain development plans and zoning changes). The committee discussed that through the plan, it could recommend potential zoning changes if they find that it is necessary (but that zoning changes ultimately go through the Planning Board and then Town Meeting).

NEXT STEPS

The committee closed the meeting by discussing next steps for their process. Mary asked how we get started. She feels that the best approach may be to look at specific areas. Toni inquired about the ability to get an inventory of “what we have” for open space and recreation facilities for the next meeting. The group all agreed that the biggest thing to keep focused on is developing the strategies and goals. They will review more recent town studies/reports to find out what have already been established as town-wide goals to get this started.

Based on the discussion, the group agreed that each member will do the following next steps (to be done for the Sept meeting):

- Review the “Open Space and Recreation Planners Workbook” from the state
- Review the 1983 Open Space and Recreation Master Plan available on the town website
- Prioritize the sections of the report that are important to themselves and the questions they have about the plan/process

At the next meeting, they will then review each member’s priorities and divide up the plan into sections and responsibilities.

Pete offered to supply the committee members with additional background information to help them get started: contact info for each member; link to the committee’s town website page; link to the Heritage Landscape Inventory; link to the 2004 Community Development Plan; link to the Planning Board’s 2012 community survey report; links to other community open space plans; link to the town’s GIS website.

Motion to adjourn made by Angela. Seconded and unanimously agreed. Meeting adjourned at 8:15pm.

Minutes submitted by,
Pete Kane – Town Planner