

**March 12, 2013 MEETING MINUTES – OPEN SPACE & RECREATION PLAN COMMITTEE**

**Time:** 6:30 pm – 8:40 pm

**Location:** Swampscott Town Hall, First Floor Conference Room

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

**Member Absent:** Richard Smith,

**Others:** Peter Kane (Town Planner), Nancy Hughes, and Tania Lillak

The meeting of the Open Space & Recreation Planning Committee was called to order at 6:40 pm.

Motion to approve the minutes from the last meeting, as revised to correct the order of next steps to be taken by the Committee, was made by Mary, seconded by Sarah, and unanimously approved by the Committee.

Given the April school vacation week, the next Open Space Committee meeting was rescheduled to April 9<sup>th</sup>.

For the purpose of giving the Board of Selectman an update on the Committee's progress on the Open Space Plan, Pete will put the Committee on the agenda of the Board's next meeting, scheduled for April 3<sup>rd</sup>.

Pete will develop a task slideshow for use at the Board of Selectmen and the future public meeting.

Regarding the presentations to the Town Boards and Committees in order to get their input on the plan, the Committee decided to set two meeting dates, Monday and Tuesday, April 29<sup>th</sup> and 30<sup>th</sup>. Decided to have the meetings at the High School. Pete will check with the High School on finding a room with projector capabilities.

Discussed and provided suggestions for the draft letter to the Town Boards and Committees that Marc had prepared. Marc will work with Angela on finalizing a revision to the draft and then provide it to the larger group.

Plan to send the letter to the Town Boards and Committees the week of March 25<sup>th</sup> and then do follow-up phone calls the week of April 8<sup>th</sup>. Pete can do the actual mailing once the letter is finalized.

Decided to also send the chair of each Town Board and Committee an electronic version of the draft Open Space Plan before meeting with them. Pete will send out this file by email to the chairs.

The public meeting (with the community) will be scheduled thereafter.

Pete noted that a draft of the Open Space Plan needs to be provided to the State in order to be eligible for certain grants like the Mass PARC grant.

Marc will send an email to schedule a Committee field trip to the beaches. Proposed dates are March 30<sup>th</sup>, April 13 or April 21<sup>st</sup> (in the afternoon).

Group reviewed and decided on primary name and spelling of certain areas where the areas is known locally by more than one name.

Discussed sections of plan that still need be drafted:

Mary and Jim will work with Pete to organize the draft recommendations and then will provide to larger group for discussion.

“Statement of Purpose” – Jim will do a first draft

“Planning Process” - Mary and Angela will do a draft

“Description of Process” – Pete and Mary will draft

“Statement of Open Space and Recreation Goals” – Jim, Mary and Pete will draft

“Analysis of Needs” – will be developed by Jim, Mary and Pete based on the draft recommendations

“Goals & Objectives” - hold off until develop sections 6 and 7 of the plan.

“5 year plan” – hold off

“Public Comment” – not yet assigned

There are still a few areas that need to be addressed in the sections of the plan that have been drafted by the subcommittees (highlighted in red). Angela will provide edits on beach access points to Toni. Map requests should go to Pete.

Discussed briefly Richard’s idea of a green trail, which everyone agrees is a great idea.

Noted that April 2<sup>nd</sup> is CPA presentation in the library at 6:30 pm.

Move to adjourn at 8:40 pm by Toni, seconded by Mary, unanimously approved.