

VILLAGE PARCEL MASTER PLAN

Meeting Minutes – May 9, 2019

Attendees: Laurie Smith, Town Manager and Werner Gilliam, Town Planner

Steering:
Committee: Allen Daggett, Chair, John Harcourt, Jamie Houtz, Tim
Pattison, Michael Weston, Rebecca Young, Russ Grady
(via Skype) Connie Dystra, Sheila Matthews-Bull

Consultants: Bob Metcalf, Mitchell & Associates, Chris DiMatteo, Gorrill Palmer,

Acceptance of Minutes
Accepted; unanimously

Intro by Bob Metcalf

Looking at the stake holder groups and decided target an evening with a steering committee rather than individual interviews.

Reviewed draft project schedule.

Look to combine common interest among groups together, look to Werner and Laurie for more info

Property Overview (5:10pm)

Reviewed the aerial plan that depicts the parcel in the context of neighboring parcels and the school and village. Should add zoning information and utility information. Water and sewer stub.

Discussion

Steering Committee scheduled meetings; held at 4pm? and on Thursdays? Yes?

Member questions: is there a template to organize the empirical data from public input. (Bob- yes, we can prepare something)

Werner interested in discussing the individual meeting dates on the proposed schedule. 2nd dot in May is the 5/23 needs to change.

This meeting should be about bring stakeholders to the table.

Growth Planning Committee meets on 5/21 at 7:00 PM.

(should make sure on including a small contingency of the committees and not the whole group)

Laurie: are there specific questions that the steering committee have for the stakeholder groups?

Bob: will try to formulate and send it out Monday am to the Committee via email for review rather than waiting for the next meeting.

Member: Have nothing that says what is possible on the property? How do we vet good ideas, that may not be possible? Is there a fact sheet/cheat sheet? Baseline information?

Bob: based on the existing information plan provides some of this already, due to the road way and wetlands. We'll add bubbles to those potential development areas.

Member: what will the filtering process look like?
Is there enough time? Lot to do by November.

Bob: The public process with the visioning session along with the public input during steering committee meetings will provide opportunity to collect information, ideas and comments on master plan concepts.

Member: At some point we need to set some parameters...

Russ: the parcel zoning should help provide some framework.

Member: not my vision to develop all 87 acres.

Chair: we all agreed last time that is not the case.

Public Survey results? Yes coming soon to the Selectman (5/23?)

Member: Online surveys? Maybe google forum might be used to get input from the various stake holder groups. It organizes it for you.

Laurie: Tax bill goes out in July that can be used to help with public input (need to know mid June)

What is allowed in the zones? This can help...but this can also be its own zone.

Comp plan update starting in September

Next meetings:

June 11, Tuesday at 4 pm.

June 25, Tuesday at 4 pm

July 12th Friday at 4:00-6:00 Public Sitewalk

July 13th Public Visioning session (8:30 open start at 9am.)

July 14th and 15th Consultant team design process open to public

July 23, Tuesday at 4pm

August 6, Tuesday at 4pm

August 20, Tuesday at 4pm

September 17 Tuesday at 6:30pm final presentation to the Committee.

October 10, 17 and 24 possible dates for presentation to the Selectmen.(6pm)

Is this room good for Public Kick off? Library? School?
School for the Visioning Session.
May 30. 6 to 8pm Public Kick-Off Meeting.

Presenting an overview of the property, precedents, circulation, images of these things to help the visioning session. Laurie: need to have an outlet?
Stakeholder Groups

Laurie discussed the draft list of stakeholders, wasn't meant to be the be all end all list. Reviewed the thoughts behind including the different groups. People should not feel if they are not on the list that they will have no opportunity for input.

There will be many other opportunities for public input during the public process. Difference between a stakeholder group (they have specific interests) vs. some other smaller/informal groups that may have general considerations and not issues that may drive the direction of the master plan.
Oral vs written interviews.

Chair question?
Bob discussed visioning process and logistics.

Public Site walks prior to kick off or visioning?
Necessary or just an overview?
Nobody is precluded from walking on the site.
Werner: Documents are available on the website want to be clear about site walks, they should know they are on their own...to be clear.
Advertise the site walk 4-6 pm?

Its important not to do the site walk without seeing the baseline info.
Not sure if it makes sense to do it right before the kick-off meeting.

Site walks on Friday July 12th for guided walks.

Committee has a website.
Need to hunt for it...looking to make it more accessible.
Documents are accessible from the website.
Have a link to the online information in an email to announce the site walk on 7/12. 4 -6 pm

Boards and committee to the village parcel master plan committee to get to the page.

Frink property
CDMK property are other names.

What do we want to call it?

Figuratively 'crosswalks' is an interesting name.

Kara is working with Lisa on the website.

Technical questions...maybe consultants Laurie and Werner conference call to get those answers.

Public Comments: (5:20pm)

Abutter.

Dr. Nicolas Philips

Wallace Woods 3 years ago.

have vested interest as part of the new neighborhood.

Was not aware of a road being able to built right behind our homes and should be moved.

The road is too close and needs to be moved.

No noise and traffic.

Was not aware it was approved for 86 units.

CMP line is the zone boundary.

Village zone: primary residential

Free enterprise zone: mixed use zone.

If we have this road as a through road will create cut

Harrison Small.

How wide was the roadway width when first planned?

20 feet with a sidewalk.

Thought the width was not adequate.

Cul-de-sacs are hard to plow...

Need to be thought of now.

Bob: the difference between row and travel way widths.

At the end all roads will need to meet town standards

adjourned 5:32pm