

Parks & Recreation Committee
Meeting Minutes
April 7, 2010
7:00pm

Roll Call:

Present: Daniel Russell, Peter Sawyer, Arnold Palmer, Tricia Letendre, Maegan Frantz, Frank Shipp, Ben Baskin, Lynette Ziskin.

Town Officers Attending: Tim Szczepaniak; Kim Ireland, Patti Southworth, Murry Brower, **Jeremy Knight**

Meeting called to order 7:03pm

APPROVED 4.21.10

Review & Approval of Meeting Minutes from 3.24.10:

- Motion made to accept meeting minutes of 3.24.10 with changes (shown in red on final minutes) by Sawyer, seconded by Baskin. Ayes – All, Nays - 0

Old Business:

1. Press release

- Starting to see it printed in the local publications, no response from it yet.

2. Letter Distribution

- 51 letters were sent out on Wednesday, March 31, 2010; one was returned as not deliverable.
 - a. Letendre sorted database and came up with 51 properties.
 - b. Letendre will go into Town Hall on 4.12.10 and sort through farmland designation and send out rest of letters.
 - c. Committee asked to think of “plan B” should the response to the letter to landowners not be as good as hoped.

3. Project Timeline

- Russell presented a timeline for Park selection to the committee for review
- Couple of dates were revised to take into consideration the information we received from Murry Brower.
- Russell to provide members an updated Timeline through email.

4. Report from Town Attorney

- Brower attend P & R meeting to update committee on bequest.
 - a. Attorney for Trustee has been unable to obtain a tentative accounting of the bequest for Brower by April 1.
 - b. Brower stated that the figure may be near \$500,000.00.
 - c. Brower states committee will probably not know specific amount by July 1 – can expect the figure to be delivered as late as July 15, 2010.
 - d. Brower suggests the committee present potential parcels to the Ballston Town Board for their review and recommendation at the meeting on August 3, 2010.
 1. Brower feels that the court will look favorably upon the committee being poised to act in the beginning of August, 2010.

5. Criteria Tool

- Sawyer distributed finalized Parcel Criteria Forms.
 - a. Each person visiting a potential parcel will complete one of these forms to offer their evaluation of the property through the set criteria.
 1. Each criterion is weighted as previously determined by the committee.
 2. Sawyer will input our responses into an excel sheet and provide a uniform instrument to help narrow our decision making process.
 - b. Group will also take pictures of parcel and include in file.

6. 2006 Comprehensive Survey

- Szczepaniak received a copy of the survey from Town Hall.
- Frantz located the information on the Town Website under Comprehensive Plan. Information has the responses to the survey included.
 - a. Frantz suggested that committee members take a look at the information presented in the survey results and believes this document should be revisited to use in strategic planning.

7. Utilization of County Planning Dept.

- Sawyer will be the contact person with the County Planning Department.
- To streamline the process, Sawyer will identify tax ID and assessments and make maps of only properties we have identified as potential parcels for purchase.

8. Database of Properties

- Frantz introduced database of information that will be kept for each parcel presented to the committee for consideration. Frantz will be responsible for keeping the information.

9. Vision, Mission, Planning

- Frantz requested that this important item be brought up with the committee when more time can be devoted to developing the Vision and Mission properly.

10. Progress of Parks Listing

- Frantz received from North Country Printing an electronic copy of the Community Services guide listing the Town of Ballston parks and historic sites.

New Business:

1. Visit Plan

- Committee formalized a plan for site visits with Russell leading the scheduling:
 - a. Make contact with property owner to verify and confirm interest in selling parcel.
 - b. Schedule a visit with owner; setting clear expectations.
 - c. Coordinate visit team of committee members through email.
 - d. Minimum of three committee members per visit team.
 - e. Take pictures at visit; complete criteria tool and return to Sawyer.
 1. Sawyer to email everyone the form again.

2. Fireman's Grove

- Szczepaniak and Ireland suggested that committee revisit the Fireman's Grove property as an option.
- Background given to committee on land type.
- Russell to follow up with Fireman representatives and will email committee an update of what he discovered.

Adjournment:

All business complete, motion to adjourn made by Sawyer seconded by Shipp. Ayes – All, Nays – 0. Meeting adjourned 8:49pm.

Next Meeting:

Wednesday, April 21, 2010, 7:00pm, Ballston Town Hall

** Copies of these items may be viewed in the Town Clerks Office*