

**Parks & Recreation Committee**  
**Meeting Minutes**  
**March 24, 2010**  
**7:00pm**

Roll Call:

**APPROVED 4.7.10**

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

Town Officers Attending: Tim Szczepaniak; Kim Ireland

Meeting called to order 7:12pm

**Review & Approval of Meeting Minutes from 3.310:**

- Motion made to accept meeting minutes of 3.3.10 by Sawyer, seconded by Baskin. Ayes – All, Nays - 0

**Old Business:**

**1. Report on Land Owner Letter.**

- Baskin incorporated comments into the Land Owner letter provided to him from the committee.
  - a. Letter will go out to people who own 15+ acres, not 20+ acres.
  - b. Request made in letter to have interested landowners contact town by April 23, 2010.
  - c. Letter reviewed by landowner present at meeting for comment.
- Letendre will meet with the Assessors office on 3.25.10 in order to receive mailing labels of 15+ acre parcel landowners.
- Baskin & Letendre to fold and stuff letter on 3.26.10.
- Ireland to speak with Southworth about approving mailing costs associated with letter.
  - a. Town Board needs to approve mailing costs during Board meeting on Mar. 31.
  - b. Letter will be set to mail the next day which will meet our timeline.
- Motion made by Letendre to complete mailing of letter, seconded by Sawyer. Ayes – All, Nays – 0.
- Mr. J. Lang (attended meeting) was presented as wishing to have his property considered as potential park land.
  - a. Patti Southworth and Palmer had presented map of Lang on 2.3.10 with a price of \$8,000.00 per acre.
  - b. Committee encouraged Mr. Lang to formally present a letter stating his intent to have his property considered.
  - c. This request is to keep the process consistent with all property owners.
  - d. **Palmer presented map of Clark land on 2.17.10.**

**2. Project Timeline**

- Committee began to brainstorm timeline in order to organize tasks and address the time restrictions placed on the project.
- Shipp will follow up with Murry Brower regarding his thoughts on the timing requirements.

- Russell will organize draft timeline and distribute to committee members for review and comment at next meeting.

### **3. Update on Land Criteria Tool**

- Sawyer presented additional copies of criteria tool for committee members who had not yet provided input to complete.\*
  - a. The tool asks members to distribute 100 points among 10 criteria previously identified by committee as important to consider in reviewing potential lands.
  - b. By weighing the criteria, priorities for potential lands are identified and a tool developed to assist in objectively reviewing the sites, essentially “pre-loading” the decision process.
  - c. Baskin requested clarification on the term “Land type (useable land)” on criteria list. Description is used to identify the past use of the land which will help identify residual concerns of a parcel.
- Sawyer also presented a draft copy of a form to be completed during site visit for committee review and input.
  - a. Form provides space for qualitative comments.
  - b. This tool is developed specifically for Diamond/Anchor Park and then will be reviewed for future use.
  - c. This tool is meant to be utilized in helping the committee to organize and justify its decision making process, and NOT as the ultimate decision making tool.
    1. The Parks and Recreation Committee is responsible for making a recommendation to the Town Board on the parcel of land that they think is appropriate for Diamond/Anchor Park.
    2. It is the Town Board’s final decision on what land to bring to the surrogate court for referral to the trustee for purchase.
  - d. Committee thought the tool looked very helpful and will revisit for final approval to implement.

### **4. Report on findings of 2004 Survey**

- Shipp presented an email he and Mary Beth Hynes exchanged regarding the survey that was completed by the LCC in 2004.\*
- There were actually two surveys completed – a second one was done by Saratoga Associates in 2006 during the Comprehensive Planning process.
  - Russell stated the committee is obligated to review the additional input that would be provided by the 2006 survey.
  - Frantz will make contact with Town Hall to try to retrieve the survey to view the questions and their results.

### **5. Visits to Lands**

- Letendre reported on her informal visit with Fran Capiello and the Capiello property.
  - a. The property is very diverse and would permit a variety of active and passive recreational opportunities.
  - b. Purchase price is beyond the committee’s budget as we understand it to be at this time.
  - c. Maintenance costs would be a very big consideration.
  - d. Should the Committee wish to further pursue any communication with the Capiellos, we will need to speak with Mr. Capiello.

- Lakeridge Farm is also for sale with a purchase price that is considerably less, although still beyond our budget.
  - a. This property does not reach the Lake.
- Maintenance costs of any park is a concern for Town taxpayers. How are we going to pay for these ongoing expenses?
- A formalized parcel visit plan and schedule is needed to be developed.
  - a. Teams of at least three will be formed.
  - b. Pictures of the parcel should be taken and attached to criteria form.
  - c. Money should not be discussed with property owner.
  - d. Formal database of properties needs to be constructed to document owner contact, parcel review, committee discussion and course of action.

**6. Vision, Mission, Guiding Principles**

- Tabled for this meeting due to time. Sawyer, Letendre & Frantz will continue to work on project together through email.

**Action Items & New Business:**

1. Letendre/Baskin to report on letter distribution – response to date.
2. Russell to provide project timeline to committee for review.
3. Shipp to contact Murry Brower for clarification on time restrictions.
4. Sawyer to report on criteria tool.
5. Frantz to contact Town Hall to retrieve information on the 2006 Comprehensive Plan Survey.
6. A formalized visit plan and schedule to be developed at 4.7.10 meeting.
7. Sawyer to contact Kemper of the County Planning Department on identifying tax ID and assessments of properties up for consideration.
8. Frantz will develop database of properties being considered for purchase.
9. Letendre/Sawyer/Frantz to distribute Vision/Mission planning info. to date.

**Adjournment:**

All business complete, motion to adjourn made by Sawyer seconded by Shipp. Ayes – All, Nays – 0. Meeting adjourned 9:25pm.

**Next Meeting:**

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

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