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TOWN OF BURLINGTON
Conservation Commission

MINUTES

Open Space Recreation Plan Subcommittee

September 5, 2018 at 4:00 PM

Approved October 10, 2018

Members Present: Conservation Commission member Jennifer O' Riorden, Conservation Administrator John Keeley, Assistant Conservation Administrator Eileen Coleman, Parks & Recreation Director Brendan Eagan, Planning Board Chair Jack Kelly, Senior Planner Josh Morris, Assistant Planner Liz Bonventre, ADA Coordinator Chris Hannafin, Horsley Witten Project Planner Krista Moravec. Also present were Burlington residents Linda and Jim Unsworth. Not present at this meeting was Recreation Commission Chair Kristine Brown.

1. Acceptance of Meeting Minutes
 - L. Bonventre moved to approve the minutes from the previous subcommittee meetings. Motion was seconded by J. Keeley and approved.

2. Brief Update: Survey
 - K. Moravec noted that approximately 75 surveys have been submitted online. E. Coleman placed paper copies in the Town Hall and Town Hall Annex, Library and Council on Aging and received one completed survey, which she passed on to K. Moravec.
 - B. Egan has reached out to the school superintendent who will hopefully distribute the survey to school-going families.
 - Horsley Witten staff completed the ADA survey and are still drafting the report.
 - K. Moravec will meet with the Disabilities Commission at 9:30am on September 19 at Grand View with a view to helping to prioritize improvements.

3. First Public Workshop

a. Promotional Push

- K. Moravec and J. Keeley issued press release, event also advertised in Burlington Patch, flyers up in town businesses. K. Moravec will follow up with reporter inviting him to cover the workshop.
- E. Coleman to contact Town Meeting Moderator Bill Byer to ask if he will announce the workshop at TM which is the night before the workshop. Will also ask Amy Warfield to email TM members.

b. Logistics Review

- Library at Marshall Simonds is booked. J. Keeley to ask if Horsley Witten staff can access library early (5/5:15pm) to set up. Will also ask if they need to bring equipment (e.g. dongle).
- J. Keeley/J. Morris will purchase light refreshments.
- K. Moravec will provide kids' activities.

c. Workshop Agenda & Facilitator Guide

J. Keeley will assist with welcome and introductions. K. Moravec will preview the process with participants.

d. Staffing needs

Will need one facilitator per table. Will likely be 3 Horsley Witten Staff. J. Kelly, L. Bonventre and/or J. Morris, C. Hannafin and J. O' Riorden volunteered to facilitate. E. Coleman willing to take notes/track time.

4. Group Exercise

K. Moravec went over how to facilitate, emphasized the need to keep participants on topic and importance of keeping the comments and suggestions positive. We ran through the small group exercise of the public workshop, focusing on resource protection and management needs from the Town's perspective.

J. O' Riorden suggested having a reference list of contacts to redirect querulous participants.

Meeting adjourned at 5:45pm.

Upcoming meetings: The dates proposed for the next meeting are Oct 3 or Oct 10 at 4pm.

*Minutes respectfully submitted by:
Eileen Coleman, Conservation Department*