

# **Appendix A: Open Space Committee Meeting Notices & Agendas**



# TOWN OF PALMER

Palmer Town Building  
4417 Main Street  
Palmer, Massachusetts 01069

Contact: Angela C Panaccione

Telephone: (413) 283-2611  
FAX (413) 283-2637

## OPEN SPACE ADVISORY COMMITTEE

### Public Meeting Notice Tuesday February 25, 2014 – 2:00 PM Agenda

#### Administrative Matters

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1. **Member Introductions & Reports**
2. **Review Mail/Phone Messages**
3. **Public Inquiries**
4. **New Business/Old Business**
5. **Discuss PVPC Technical Assistance Grant**
6. **Discuss Public Survey**
  - Work on drafting the survey
  - Discuss methods of distribution
7. **Review 2006 Plan & Current 2014 Updates:** Divide sections up to work on
8. **Discuss, Review & Draft Goals for 2014 Update**
9. **Discuss Ideas to Recruit New Members**
10. **Set Next Meeting Date**
11. **Adjourn**



# TOWN OF PALMER

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Contact: Angela C Panaccione

Telephone: (413) 283-2611  
FAX (413) 283-2637

## OPEN SPACE ADVISORY COMMITTEE

**Meeting Minutes**  
**Tuesday February 25, 2014 – 2:00 PM**

**Members Present:** Angela Panaccione, Conservation Agent  
Linda Leduc, Town Planner  
Michael Marciniac, Chair of Planning Board  
Alice Davey, Community Development Director  
Dave Cotter, Trail Committee  
Bonnie Weeks, Building Inspector/ADA Coordinator

**Members Absent:** Tharyn Nein-Large

**Also Present:** Jaimye Bartak, Pioneer Valley Planning Commission

**Meeting Opens:** 2:00 PM – Angela Panaccione

### **Administrative Matters:**

The members introduced themselves and their affiliations.

There was a brief discussion on committee appointments. Currently only Dave Cotter and Tharyn Nein-Large have been appointed and sworn in. Angela will speak with Charlie to see when others will be appointed.

### **PVPC Technical Assistance Grant:**

The committee discussed with Jaimye Bartak the logistics of the PVPC Technical Assistance Grant. Angela submitted the signed approval letter to Jaimye so work could officially begin.

### **Public Survey Discussion**

Things the survey should address:

- Age distribution
- River Access (formal Access)
- Dog Park/Dog Access

Areas to trigger with the Survey:

- Farms
- Trails

#### Methods of Survey Distribution:

- Flyer/Notice in Tax Bills, Newspaper, other community mailers
- Press release in Journal & MassLive
- Slide on Cable Access
- Trail Committee
- Farmers Markets
- “Yellow House”
- Library
- 4 Post Offices (Village Specific)
- Boy Scouts, Eagle Scouts, Girl Scouts – Big Y
- Recreation Events (Circus, Sport sign ups)
- Converse Middle School, High School and Pathfinder
- Blue Star (Horse Sanctuary)
- Senior Center
- Veterans Agent
- Connect CTY (Phone notice system)

Angela will email members a draft of the revised survey. Member comments will be due by the March 11<sup>th</sup> meeting.

#### **Additional Member Recruitment**

Angela will speak with Charlie about getting new members. Advertise in paper, put on town website and cable access. Problem is few members on the advisory board actually live in town.

#### Recommended Members:

- Recreation Committee Member
- Town Council Member
- Rotary Club or Lions Club member
- Any interested community member

#### **Divide Work on Sections of New Plan**

- Section 1: Plan Summary – Angela Panaccione
- Section 2: Introduction – Angela Panaccione
- Section 3: Community Setting – Alice Davey & Linda Leduc
- Section 4: Environmental Inventory – Angela Panaccione
- Section 5: Inventory of Lands of Conservation and Recreation Interest – PVPC and Committee, Don Duffy
- Section 6: Community Goals – Jaimye Bartak, PVPC
- Section 7: Analysis of Needs – Jaimye Bartak, PVPC
- Section 8: Goal & Objectives – PVPC and Committee
- Section 9: Seven Year Action Plan – Jaimye Bartak, PVPC

- ADA Survey – Bonnie Weeks, Tharyn Nein-Large, Sean O’Donnell & Angela Panaccione
- GIS Mapping – Jaimye Bartak, PVPC

**Tentative Dates for Public Survey**

- March 11, 2014: OSRP final comments due on draft public survey
- March 24, 2014: Begin Public Survey distribution
- June 2014: Analyze Public Survey results

**Tentative Dates for Open Space Plan**

- September 2014: Public Forum on the Plan
- November 2014: Submit Draft Plan to State

**Meeting Schedule**

- March 11, 2014 @ 3pm: Discuss goals & objectives, approve survey, division of labor
- April 22, 2014 @ 3pm: Review draft maps, Review Section 5
- May 13, 2014 @ 3pm: Preparation for Community Visioning Session
- June 17, 2014 @ 3pm: Review Section 6, 8, 9 & rest of OSRP
- July 8, 2014 @ 3pm: Review Draft OSRP
- August 12, 2014 @ 3pm: Preparation for Public Hearing

**Discuss GIS Mapping**

- Jaimye Bartak will speak with Andrew about GIS mapping and initiate production of required maps
- Jaimye Bartak will look into existing community plan maps of Palmer that PVPC may have
- PVPC to begin working on recommended maps. Recommended maps may vary and will depend on available data. So far, recommended maps include:
  1. historic context
  2. demographic/economic data
  3. current land use (including trails)
  4. community infrastructure (including water/sewer, public water supply, dumps)
  5. plant and animal populations and habitat assessments
  6. environmental challenges (including 25’ river buffer, brownfields/hazardous areas)

**Meeting Adjourns: 4:00 PM**



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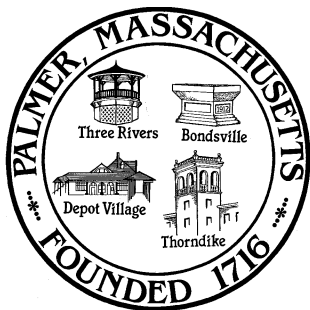
## OPEN SPACE ADVISORY COMMITTEE

### Public Meeting Notice Tuesday March 11, 2014 – 3:00 PM Agenda

#### Administrative Matters

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1. Call to Order
2. Member Reports
3. Review Mail/Phone Messages
4. Public Inquiries
5. New Business/Old Business
6. Discuss Public Survey
  - Finalize Draft Survey
  - Finalize Methods of Distribution
  - Begin Distribution March 24, 2014
7. Review 2006 Plan & Current 2014 Updates:
  - Divide sections up to work on
8. Discuss, Review & Draft Goals for 2014 Update
9. Discuss Ideas to Recruit New Members
10. Set Next Meeting Date: April 22, 2014 at 3PM
11. Adjourn



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## OPEN SPACE ADVISORY COMMITTEE

### Meeting Minutes

**Tuesday March 11, 2014 – 3:00 PM**

**Members Present:** Angela Panaccione, Conservation Agent  
Linda Leduc, Town Planner  
Alice Davey, Community Development Director  
Dave Cotter, Trail Committee  
Bonnie Weeks, Building Inspector/ADA Coordinator  
Jim Ostrout, Recreation Director  
Donald Blais, Jr, Town Council

**Members Absent:** Tharyn Nein-Large, Conservation Commission  
Michael Marciniac, Chair of Planning Board

**Also Present:** Donald Duffy, Conservation Commission  
Sean O'Donnell, Conservation Commission

**Meeting Opens:** 3:00 PM – Angela Panaccione

### **Administrative Matters:**

The new members introduced themselves and their affiliations.

All committee members were appointed last night, March 10, 2014 at the Town Council meeting. Sue (Town Clerk) came to the meeting to swear all members in. Sean O'Donnell, Conservation Commission is not yet appointed, but will send a letter to Charlie stating his interest.

### **Public Inquiry – Donald Duffy:**

Donald Duffy, Conservation Commission member attended the meeting to discuss conservation lands. Duffy submitted a list of town Conservation Lands to the Committee to be incorporated into the plan. The list has the names of lands donated, along with their date of acceptance by the town (either town council or by a town meeting vote). There is an issue with the assessors records; where the land is recorded as Town of Palmer land under the care and custody of the Conservation Commission. The Town has been made aware of the situation. Duffy would like to see the OSRP used to present a unified inventory of where our open space is and to clear up the issue of who manages it and makes decisions on its use. He wants it to be clear who has control of the property and the OSRP will be a clear and concise tool to address the current issue.

## **Public Survey Discussion**

The Committee discussed and reviewed the draft survey developed by Jaimye Bartak, of PVPC. The Committee reviewed the survey question by question, discussing additions and removals.

Angela Panaccione will send the revisions to Jaimye Bartak.

There was a consensus to approve the survey will all edits and begin distribution March 24, 2014. Dave Cotter and Sean O'Donnell will assist with survey distribution.

### Methods of Survey Distribution:

- Flyer/Notice in Tax Bills, Newspaper, other community mailers
- Press release in Journal & MassLive
- Slide on Cable Access
- Trail Committee
- Farmers Markets
- "Yellow House"
- Library
- 4 Post Offices (Village Specific)
- Boy Scouts, Eagle Scouts, Girl Scouts – Big Y
- Recreation Events (Circus, Sport sign ups)
- Converse Middle School, High School and Pathfinder
- Blue Star (Horse Sanctuary)
- Senior Center
- Veterans Agent
- Connect CTY (Phone notice system)

Angela will email members the finalized revised survey.

## **Divide Work on Sections of New Plan**

- Section 1: Plan Summary – Angela Panaccione
- Section 2: Introduction – Angela Panaccione
- Section 3: Community Setting – Alice Davey & Linda Leduc
- Section 4: Environmental Inventory – Angela Panaccione
- Section 5: Inventory of Lands of Conservation and Recreation Interest – PVPC and Committee, Don Duffy
- Section 6: Community Goals – Jaimye Bartak, PVPC
- Section 7: Analysis of Needs – Jaimye Bartak, PVPC
- Section 8: Goal & Objectives – PVPC and Committee
- Section 9: Seven Year Action Plan – Jaimye Bartak, PVPC
- ADA Survey – Bonnie Weeks, Tharyn Nein-Large, Sean O'Donnell & Angela Panaccione
- GIS Mapping – Jaimye Bartak, PVPC



## **Tentative Dates for Open Space Plan**

- September 2014: Public Forum on the Plan
- November 2014: Submit Draft Plan to State

## **Meeting Schedule**

- April 22, 2014 @ 3pm: Review draft maps, Review Section 5
- May 13, 2014 @ 3pm: Preparation for Community Visioning Session
- June 17, 2014 @ 3pm: Review Section 6, 8, 9 & rest of OSRP
- July 8, 2014 @ 3pm: Review Draft OSRP
- August 12, 2014 @ 3pm: Preparation for Public Hearing

## **Discuss Goals & Objectives**

The Committee agreed to table the goals and objectives (Chapter 8) discussion until the next meeting. All members will review the past goals and objectives and make recommendations for the plan update.

**Next Meeting Date:** April 22, 2014 @ 3pm: Review draft maps, Review Section 5

**Meeting Adjourns:** 4:30 PM



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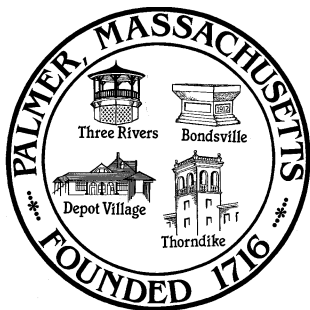
## OPEN SPACE ADVISORY COMMITTEE

### Public Meeting Notice Tuesday April 22, 2014 – 3:00 PM Agenda

#### Administrative Matters

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1. Call to Order
2. Member Reports
3. Review Mail/Phone Messages
4. Public Inquiries
5. New Business/Old Business
6. Discuss Public Survey
  - Current Distribution
  - Help & Ideas with Distribution
7. Discuss and Review Draft Maps with PVPC
8. Discuss and Review Section 5 Inventory
9. Discuss Current 2014 Updates:
  - Need to begin ADA Assessment
10. Discuss, Review & Draft Goals for 2014 Update
11. Set Next Meeting Date: May 13, 2014 at 3PM – Prepare for Community Visioning Session
12. Adjourn



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## OPEN SPACE ADVISORY COMMITTEE

### Meeting Minutes

**Tuesday April 22, 2014 – 3:00 PM**

**Members Present:** Angela Panaccione, Conservation Agent  
Linda Leduc, Town Planner  
Michael Marciniac, Chair of Planning Board  
Dave Cotter, Trail Committee  
Bonnie Weeks, Building Inspector/ADA Coordinator  
Jim Ostrout, Recreation Director  
Donald Blais Jr, Town Council

**Members Absent:** Tharyn Nein-Large, Conservation Commission  
Alice Davey, Community Development Director

**Also Present:** Robert Ring, Conservation Commission  
Donald Duffy, Conservation Commission  
Sean O'Donnell, Conservation Commission  
Jaimye Bartak, Pioneer Valley Planning Commission

**Meeting Opens:** 3:10 PM – Angela Panaccione

### Minute Approval

Motion by Bonnie Weeks to approve the minutes from March 11, 2014

Motion Seconded by Donald Blais Jr.

No further discussion – Vote Taken: 5-0-2

### Discuss Community Visioning Forum

The library is not available May 22 for the forum; it is available May 20<sup>th</sup> from 6pm-8pm. Angela Panaccione has reserved the room. The room holds 100 people. Angela Panaccione will draft a press release and send it to Doug Farmer (Palmer Journal) and to Jaimye Bartak (PVPC). Jaimye will post it on PVPC website and will also send it to the Republican as well. Angela will develop posters and hang them around town. Jim Ostrout and Dave Cotter will help with hanging the community visioning flyers. Angela will also add the community visioning session to the town website and the Community Events Calendar.

### Public Survey Discussion

Current eight (8) locations of Survey & Box:

- Senior Center
- “Yellow House”
- Library
- 4 Post Offices (Palmer, Thorndike, Three Rivers, Bondsville)

Other Methods of Survey Distribution:

- Flyer to hang around town – Friendly’s, Local Vets, Other Community Boards (Angela Panaccione & Jim Ostrout)
- Press release in Journal & MassLive (Angela Panaccione)
- Slide on Cable Access (Jim Ostrout)
- Trail Committee (Dave Cotter)
- Farmers Markets (Angela Panaccione)
- Online – Facebook, Town Website, PVPC website (Angela Panaccione)
- Recreation Events (Circus, Sport sign ups) (Jim Ostrout)
- Converse Middle School, High School and Pathfinder – send home with kids (Jim Ostrout)
- Blue Star/Horse Sanctuary (Jim Ostrout)
- Veterans Agent (Angela Panaccione)
- Connect CTY – Phone notice system
- Palmer Historical & Cultural Center – Bob Halves (Angela Panaccione)
- Condo’s in Bondsville

### **Discuss ADA Surveys**

The Committee discussed beginning the ADA surveys. Dave Cotter will do the five (5) surveys for the trail areas. Angela Panaccione has two (2) UMASS interns that are willing to assist this summer with the other areas. This is an extensive part of the update and is very time consuming. The areas to be surveyed are all Town owned Conservation and Recreation Area identified in the Section 5 Inventory of Lands. Schools and their associated play areas do not need to be done.

### **Discuss Maps with Jaimye Bartak, PVPC**

The Committee broke into working groups to review and comment on the draft maps provided by Jaimye Bartak, PVPC. The Committee reviewed 11 maps, including:

1. **Conservation and Recreation Lands:** Private lands with deed restrictions, Conservation Restrictions, or Agricultural Preservation Restrictions; Chapter 61, 61A and 61B lands; watershed lands owned by municipality; public recreation and/or conservation lands either permanently protected or other level of protection; private, public and non-profit lands protected by state, federal or other entities.
2. **NHESP Critical Natural Landscapes & Priority Natural Communities:** (MassGIS datalayers)
3. **Regional Context:** Community's physical location relative to state, surrounding towns, major roads, major rivers, etc. (MassGIS datalayers)
4. **Environmental Justice Populations:** Must use MassGIS EJ datalayer

5. **Zoning Map:** Linda/Planning will review
6. **Soils and Geologic Features Map:** Topography, geologic features (e.g. mountain ranges), and soils (especially agricultural soils - prime and statewide importance). May include other important features such as caves, eskers, gravel banks, etc. Data source: MassGIS and NRCS, and input from staff relative to locally important features. *Also include a soils map*
7. **Scenic Resources and Unique Environments Map:** Includes features mentioned in Section 4 Scenic Resources. Data source: input from staff person.
8. **Water Resources Map:** Major watersheds, public water supplies (surface reservoirs, wells), aquifer recharge areas (Zone IIS), surface waters (rivers, lakes, ponds), Outstanding Resource Waters, FEMA flood zones, wetlands. Data source: MassGIS
9. **Current Land Use:**
10. **NHESP Habitat Assessments:** Missing Certified and Vernal Pools
11. **Conservation & Recreation Lands:** Change Colors

Don Duffy supplied a list of lands donated, along with their date of acceptance by the town (either town council or by a town meeting vote). He informed the Committee there is an issue with the assessors records; where the land is recorded as Town of Palmer land under the care and custody of the Conservation Commission. Duffy would like to see the OSRP used to present a unified inventory of where our open space is and to clear up the issue of who manages it and makes decisions on its use. He wants it to be clear who has control of the property and the OSRP will be a clear and concise tool to address the current issue.

Angela Panaccione supplied Jaimye Bartak with a pdf of Conservation Roads, provided by Donald Duffy.

Extra copies of the Map sets were left in both the Conservation Commission office and the Planning Board office for members to review further. The Committee will discuss the maps again at the May 13<sup>th</sup> meeting.

The Mapping Information Still Needed by PVPC includes:

1. **Unique Environments:** scenic views/landscapes, potential trails, greenbelt, unique community assets (old mill sites, etc.) – MORE INPUT FROM LOCAL KNOWLEDGE
2. **Historic Context:** major historic and archaeologic features – MORE INPUT FROM LOCAL KNOWLEDGE/HISTORICAL COMMISSION
3. **Demographic/Economic Data:** major industries/employers/employment trends that influence open space/recreation – INPUT FROM COMMUNITY DEVELOPMENT
4. **Infrastructure:** water/sewer, schools, public water supply, parks/recreation, sidewalks, trails – NEED TRAIL DATA
5. **Environmental Challenges:** brownfields, capped landfill, flood zones, poor/excessive drainage, erosion – NEED DATA ON BROWNFIELDS, CAPPED LANDFILL, AND EROSION

## **Discuss Goals & Objectives**

The Committee agreed to table the goals and objectives (Chapter 8) discussion until the next meeting. All members will review the past goals and objectives and make recommendations for the plan update.

## **Divide Work on Sections of New Plan**

- Section 1: Plan Summary – Angela Panaccione
- Section 2: Introduction – Angela Panaccione
- Section 3: Community Setting – Alice Davey & Linda Leduc
- Section 4: Environmental Inventory – Angela Panaccione
- Section 5: Inventory of Lands of Conservation and Recreation Interest – PVPC and Committee, Don Duffy
- Section 6: Community Goals – Jaimye Bartak, PVPC
- Section 7: Analysis of Needs – Jaimye Bartak, PVPC
- Section 8: Goal & Objectives – PVPC and Committee
- Section 9: Seven Year Action Plan – Jaimye Bartak, PVPC
- ADA Survey – Bonnie Weeks, Tharyn Nein-Large, Sean O'Donnell & Angela Panaccione
- GIS Mapping – Jaimye Bartak, PVPC

## **Tentative Dates for Open Space Plan**

- September 2014: Public Forum on the Plan
- November 2014: Submit Draft Plan to State

## **Meeting Schedule**

- May 13, 2014 @ 2pm: Preparation for Community Visioning Session
- May 20, 2014 @ 6pm: Community Visioning Forum
- June 17, 2014 @ 2pm: Review Section 6, 8, 9 & rest of OSRP
- July 8, 2014 @ 2pm: Review Draft OSRP
- August 12, 2014 @ 2pm: Preparation for Public Hearing

## **Next Meeting Date: May 13, 2014 @ 2pm**

- Prepare for Community Visioning Forum,
- Review Goals & Objectives
- Continue review of draft maps
- Review Section 5 Inventory

## **Meeting Adjourns: 5:00 PM**



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## OPEN SPACE ADVISORY COMMITTEE

### Public Meeting Notice

Tuesday May 13, 2014 – 2:00 PM

#### Administrative Matters

---

1. Call to Order
2. Minute Approval: April 22, 2014
3. Member Reports
4. Review Mail/Phone Messages
5. Public Inquiries: John Sasur, Proposal for a River Walk in Bondsville
6. New Business/Old Business
7. Discuss and Prepare for Community Visioning Forum: May 20<sup>th</sup> from 6pm-8pm in the Community Room of the Library
8. Discuss & Review Committee's Draft Goals for 2014 Update
9. Discuss Public Survey
  - Current Distribution
  - Results thus far
  - Help & Ideas with Distribution
10. Discuss and Review Draft Maps with PVPC
11. Discuss and Review Section 5 Inventory with PVPC
12. Discuss Current 2014 Updates: Need to begin ADA Assessment
13. Set Next Meeting Date: June 17, 2014 at 2PM – Review Section 6, 8, 9 & rest of OSRP
14. Adjourn



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## OPEN SPACE ADVISORY COMMITTEE

### Meeting Minutes

**Tuesday May 13, 2014 – 2:00 PM**

**Members Present:** Angela Panaccione, Conservation Agent  
Tharyn Nein-Large, Conservation Commission  
Alice Davey, Community Development Director  
Dave Cotter, Trail Committee  
Linda Leduc, Town Planner  
Jim Ostrout, Recreation Director  
Bonnie Weeks, Building Inspector/ADA Coordinator

**Members Absent:** Michael Marciniac, Chair of Planning Board  
Donald Blais Jr, Town Council

**Also Present:** John Sasur, Urban Trail Presentation  
Jaimye Bartak, Pioneer Valley Planning Commission

**Meeting Opens:** 2:00 PM – Angela Panaccione

### Minute Approval

Motion by Jim Ostrout to approve the minutes from April 22, 2014  
Motion Seconded by Dave Cotter  
No further discussion – Vote Taken: 5-0-2

### Member Reports

Community Visioning Posting:

- Jim Ostrout – Hung Community Visioning flyers & Survey information in Friendly's & Blue Star. Also sent home flyer with students from Converse Middle School, High School and Pathfinder
- Dave Cotter – Hung Visioning Flyers in all 4 Post Offices

### Public Survey Discussion

54 Surveys have been taken online so far. 79% of respondents are women.

Current eight (8) locations of Survey & Box:

- Senior Center



- “Yellow House”
- Library
- 4 Post Offices (Palmer, Thorndike, Three Rivers, Bondsville)

Other Methods of Survey Distribution:

- Trail Committee (Dave Cotter)
- Farmers Markets (Angela Panaccione)
- Recreation Events - Circus, Sport sign ups (Jim Ostrout)
- Veterans Agent (Angela Panaccione)
- Palmer Historical & Cultural Center – Bob Halves (Angela Panaccione)
- Condo’s in Bondsville

Surveying on Election Day – Angela will speak with Sue (Town Clerk):

- Jim & Dave will survey at Converse Middle School from 8am-10am, and from 4pm-8pm
- Angela & Tharyn will survey at church from 8am-10am, and from 4pm-8pm. Surveying at church may have to be done outside due to limited room
- Survey will be distributed upon exit and residents will be asked to complete the survey there (since its last day of surveying)
- Bring box of pens!!!

Tharyn will enter all the paper surveys online during his internship/office hours. That way Survey Monkey will tabulate all results for us.

**John Sasur: Urban Trail Presentation**

John Sasur attended today’s meeting to present a proposal for an Urban Walking Trail to the Committee and request it be added to the OSRP as a priority area for recreational development. The trail would follow the Ware River from Thorndike to Three Rivers, and pass several Native American historical sites on the way, including the Indian Weir. The Wenimisset Trail would appear to be an appropriate name for this trail based on the historical significance of the area. The trail could be a loop trail (1.6mi walk already on sidewalk) and would also serve as a vital connection trail to larger more diverse trail system in the area. The trail would also provide an easily accessible, widely available and low-cost opportunity to meet the educational, historical and environmental science needs of our students within our community schools such as the nearby Old Mill Pond School, Palmer High and Pathfinder Regional School.

Benefits of the trail include:

- Foster a more active and healthy lifestyle
- Strengthen the social and family fabric of the residents of Palmer  
Physical activity that would improve physical and mental health, and reduce stress
- Provide easy access for young and old
- Increase property values throughout the town by offering a nearby recreational opportunity
- Enhance our appreciation of Palmer’s unique natural and cultural heritage
- Provide a way to connect the villages of Palmer

Sasur has done the majority of the work for this already, including identifying all property owners along the proposed trail corridor and identifying areas of access issues, including the railroad crossing. 95% of the trail area is owned by the Town already, there are few parcels the town would need to either acquire or develop an access easement with.

### **Discuss Community Visioning Forum**

The Community Visioning Session is scheduled on May 20<sup>th</sup> from 6pm-8pm. Angela Panaccione has reserved the room at the Library. The room holds 100 people. Angela Panaccione has had a press release run in the Palmer Journal and has add the event to the town website and the Community Events Calendar. and Dave Cotter have hung the community visioning flyers around town.

Jaimye Bartak has supplied an Agenda for the Committee to review. Angela Panaccione suggested reviewing the goals and objectives first. Dave Cotter though doing the mapping first would be a better idea, to orientate people to place. Alice Davey agreed to do mapping first, so participants' could map areas that are of importance then get into the goals and objectives discussion.

Jaimye Bartak has supplied a map for Committee to review. Jim Ostrout suggested a more generic map, with limited information present would be better, that way participants could fill the map in themselves and the moderators could get a better sense of what residents knew currently existed for open space and recreational areas in town. Bartak will simplify the map and send it to Panaccione for final review.

The moderators for the evening will be: Jaimye Bartak, Angela Panaccione, Alice Davey and Jim Ostrout. Moderators will meet at the library at 5pm to begin setting up.

Panaccione will bring a sign-in sheet and copies of the goals and objectives handouts. Bartak will bring copies of the agendas.

Angela Panaccione will look into the Connect CTY Phone notice system to inform residents of the meeting, as well as look into advertising on town notice board.

Linda Leduc will send an email to PRA, Planning Board, ZBA and Town Council members reminding them of the meeting.

### **Discuss Goals & Objectives**

The Committee reviewed and discussed the goals and objectives (Chapter 8) from the 2006 Plan and developed recommendations for the plan update. A few revisions to wording were made, but otherwise the Committee felt the list from 2006 was representative of the town's current needs. Information obtained from the Community Visioning Session will help shape the list further. Angela Panaccione will make a handout for the visioning session with the revised list.

## **Discuss Maps with Jaimye Bartak, PVPC**

The Committee briefly discussed the draft maps provided by Jaimye Bartak, PVPC.

Revisions/Comments pertained to the following maps:

1. **Conservation and Recreation Lands:** Angela supplied Jaimye with new information provided by Donald Duffy, regarding Onley Road and surround conservation lands missing from the original map
2. **Zoning Map:** Linda/Planning will provide relevant information
3. **Historic Context:** Angela supplied Jaimye with pages from Don Duffy's book that list historic places by lat/long

## **Meeting Schedule**

- May 20, 2014 @ 6pm: Community Visioning Forum @ Library
- June 17, 2014 @ 2pm: Review Section 6, 8, 9 & rest of OSRP
- July 8, 2014 @ 2pm: Review Draft OSRP
- August 12, 2014 @ 2pm: Preparation for Public Hearing
- September 2014: Public Forum on the Plan
- November 2014: Submit Draft Plan to State

## **Next Meeting Date:** June 17, 2014 @ 2pm

- Review Section 3, 4, 5, 6, 8 and 9
  - Section 3: Community Setting – Alice Davey & Linda Leduc
  - Section 4: Environmental Inventory – Angela Panaccione
  - Section 5: Inventory of Lands of Conservation and Recreation Interest – Jaimye Bartak, PVPC
  - Section 6: Community Goals – Jaimye Bartak, PVPC
  - Section 8: Goal & Objectives – PVPC and Committee
  - Section 9: Seven Year Action Plan – Angela Panaccione
- Continue review of draft maps

## **Meeting Adjourns:** 4:30 PM

Motion by Alice Davey to adjourn at 4:30 pm

Motion Seconded by Jim Ostrout

No further discussion – Vote Taken: 6-0-0



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## OPEN SPACE ADVISORY COMMITTEE

### Public Meeting Notice/Agenda

Tuesday June 17, 2014 – 2:00 PM

1. **Call to Order**
2. **Administrative Matters**
  - Minute Approval: May 13, 2014
  - Member Reports
  - Review Mail/Phone Messages
  - Public Inquiries
  - New Business/Old Business
3. **Discuss & Review Section 6, 8, 9 and rest of OSRP**
4. **Discuss Community Visioning Session from May 22<sup>nd</sup>**
5. **Discuss Public Survey Results**
6. **Discuss and Review Draft Maps**
7. **Discuss and Review Section 5 Inventory**
8. **Begin ADA Assessment**
9. **Set Next Meeting Date: July 8, 2014 at 2PM – Review Draft OSRP**
10. **Adjourn**



# TOWN OF PALMER

Palmer Town Building  
4417 Main Street  
Palmer, Massachusetts 01069

Contact: Angela C Panaccione

Telephone: (413) 283-2611  
FAX (413) 283-2637

## OPEN SPACE ADVISORY COMMITTEE

### Meeting Minutes

**Tuesday June 17, 2014 – 2:00 PM**

**Members Present:** Angela Panaccione, Conservation Agent  
Donald Blais Jr, Town Council  
Alice Davey, Community Development Director  
Dave Cotter, Trail Committee  
Linda Leduc, Town Planner  
Jim Ostrout, Recreation Director

**Members Absent:** Michael Marciniec, Chair of Planning Board  
Bonnie Weeks, Building Inspector/ADA Coordinator  
Tharyn Nein-Large, Conservation Commission

**Meeting Opens:** 2:15 PM – Angela Panaccione

### Minute Approval

Motion by Linda Leduc to approve the minutes from May 13, 2014 as written  
Motion Seconded by Alice Davey  
No further discussion – Vote Taken: 6-0-0

### Member Reports

- Linda Leduc – Is working on her sections of Chapter 3
- Alice Davey – Has completed her sections of Chapter 3
- Angela Panaccione – Has completed Chapters 1, 2 & 4.
- Jaimye Bartak – Is currently working on Chapters 5-9 and should have them completed by June 26<sup>th</sup>.
- Tharyn Nein-Large – Is currently entering all the paper surveys into Survey Monkey for tabulation. He should be completed with survey tabulation by the end of the week.
- Jim Ostrout – Has found playground equipment from the 1900's that was never assembled. He is currently trying to find directions for assembly. He hopes to install the equipment in Burleigh Park
- Dave Cotter – Is trying to work with Mass DOT to adopt the rest stops of Route 67.

### Public Survey Discussion

Very low survey responses compared to previous plans. There were a little over 200 respondents, with 2/3 being women. Making the assumption the women complete one survey for an entire family/per household.

The main areas highlighted by the survey, which mirrored the Community Visioning Session, were more access to the rivers and more for families and teens. Also maintain existing parks and conservation lands was a top priority. Many residents felt the town should fix what we have before we try to get more.

Renovating Burleigh Park was also another major area residents felt needed improvement. Jim Ostrout found old playground equipment he is currently looking for assembly directions for and desires to put the equipment in Burleigh Park. Many residents wanted facilities and lights back at Burleigh, as well as increasing safety there and curbing the area for teen drug use.

Surveying on Election Day did not go as planned. Angela Panaccione and Jim Ostrout got tied up with other things. Conservation interns Tharyn Nein-Large and Sara Bourder worked polls from 10am-4pm. No one was there at either location from 4-8pm. Dave was going to do 8am-10am, but polls did not open until 10am.

### **Discuss Community Visioning Forum**

The Community Visioning Session was held on May 20<sup>th</sup> from 6pm-8pm. Very low turnout, only 15 people attended. Again, River access was a main focal point of discussions; as well as renovating Burleigh Park. There are 4 rivers in town, with very little access on any of them. Most attendees wanted to see a canoe or kayak launch, picnic areas and walking trails.

Trail maintenance, clean up and marking was also discussed a lot; as well as establishing a town website for the Trail Committee.

Jaimye Bartak will be incorporating the major discussion points from the visioning session into the overall goals and objectives (Chapter 8).

### **Discuss Community Preservation Act (CPA)**

The Committee discussed the Community Preservation Act (CPA) and possible ways to propose it to Town Council and the voters. The CPA would create a local Community Preservation Fund for open space protection, historic preservation, affordable housing and outdoor recreation raised locally through the imposition of a surcharge against real property. It was proposed in Palmer in the past, but failed due to the high 3% tax levy and lack of exemptions. Recent 2012 amendments to the legislation allow communities to propose it with a tax rate of as low as 1% and several new exemptions for low income, elderly, commercial and agricultural.

Linda Leduc believes the effort to pass it has to be a grass roots effort and should not come from the town itself. If it was proposed and campaigned through the trails committee, recreation department, historical committee or local farm groups; with support of local town government it would have a better chance of passing. Alice Davey agreed it needs to be a community effort and not a town proposition.

Donald Blais did encourage bringing it up to town council to have it placed on next year's ballot. Linda Leduc felt it needs to be on the ballot at the right time. It should not go on with any Proposition 2 ½ votes and should probably wait until after the police department is paid for as well. If the CPA is proposed with other questions that also aim to raise taxes, than the likelihood of it passing significantly decreases.

Angela Panaccione stated she has a lot of information and handouts she developed for Brimfield outlining the benefits of the CPA and breaking down exactly what a tax would look like and the benefits of adopting the legislation. She determined in Brimfield, it would only raise taxes by \$32/year based on the average assessed value of the homes in town. She could develop the same handout for Palmer as well, with exact figures for cost increases. The handout could then be mailed to town residents as a flyer to begin education.

Linda Leduc also recommended holding informational sessions about the CPA, where representatives from the state Community Preservation Coalition would come and discuss with interested residents. Or possibly attending meetings of the trail committee, rec committee, etc. and presenting it there. A large part of passing the legislation is community education and awareness. The CPA needs to be presented as more of an investment than a tax.

### **Meeting Schedule**

- July 8, 2014 @ 2pm: Review Draft OSRP
- August 12, 2014 @ 2pm: Review Final Draft OSRP & Preparation for Public Hearing
- September 2014: Public Forum on the Plan
- November 2014: Submit Draft Plan to State

### **Next Meeting Date: July 8, 2014 @ 2pm**

- Review Draft Plan – Angela will email draft for review on June 26<sup>th</sup>
  - Section 1: Plan Summary – Angela Panaccione
  - Section 2: Introduction– Angela Panaccione
  - Section 3: Community Setting – Alice Davey & Linda Leduc
  - Section 4: Environmental Inventory – Angela Panaccione
  - Section 5: Inventory of Lands of Conservation and Recreation Interest – Jaimye Bartak, PVPC
  - Section 6: Community Goals – Jaimye Bartak, PVPC
  - Section 8: Goal & Objectives – PVPC and Committee
  - Section 9: Seven Year Action Plan – Committee will work
- Continue review of draft maps

### **Meeting Adjourns: 3:05 PM**

Motion by Linda Leduc to adjourn at 3:05 pm  
Motion Seconded by Alice Davey  
No further discussion – Vote Taken: 6-0-0



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## OPEN SPACE ADVISORY COMMITTEE

### Public Meeting Notice/Agenda

Tuesday July 8, 2014 – 2:00 PM

1. **Call to Order**
2. **Administrative Matters**
  - Minute Approval: June 17, 2014
  - Member Reports
  - Review Mail/Phone Messages
  - Public Inquiries
  - New Business/Old Business
3. **Discuss Final Public Survey Results**
4. **Discuss and Review Section 5 Inventory**
5. **Discuss & Review Draft of OSRP: Chapters 1-4**
6. **Discuss and Review Draft Maps**
7. **Begin ADA Assessment**
8. **Set Next Meeting Date:** August 12, 2014 at 2PM – Review Final Draft of OSRP
9. **Adjourn**





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## OPEN SPACE ADVISORY COMMITTEE

**Meeting Minutes**  
**Tuesday July 8, 2014 – 2:00 PM**

**Members Present:** Angela Panaccione, Conservation Agent  
Donald Blais Jr, Town Council  
Alice Davey, Community Development Director  
Dave Cotter, Trail Committee  
Linda Leduc, Town Planner  
Jim Ostrout, Recreation Director  
Bonnie Weeks, Building Inspector/ADA Coordinator  
Tharyn Nein-Large, Conservation Commission

**Members Absent:** Michael Marciniec, Chair of Planning Board

**Meeting Opens:** 2:20 PM – Angela Panaccione

### Minute Approval

Motion by Donald Blais Jr. to approve the minutes from June 17, 2014 as written  
Motion Seconded by Linda Leduc  
No further discussion – Vote Taken: 7-0-1 (Bonnie Weeks abstains)

### Public Survey Discussion

Very low survey responses compared to previous plans. There were a little over 200 respondents, with 2/3 being women. Making the assumption the women complete one survey for an entire family/per household.

The main areas highlighted by the survey, which mirrored the Community Visioning Session, were more access to the rivers and more for families and teens. Also maintain existing parks and conservation lands was a top priority. Many residents felt the town should fix what we have before we try to get more. Renovating Burleigh Park was also another major area residents felt needed improvement. Residents did wish to see a dog park in town and felt there was little offered for ADA.

*Question 1: What types of recreational activities do you and/or your family participates in here in Palmer?* 1. Walk      2. Bike      3. Fish & Hike      4. Swim      5. Dog Stuff

*Question 2: What additional recreational activities would you like to see the Town of Palmer offer?*      1. Picnic Areas      2. Swimming Access      3. More Families      4. Bike Trail

*Question 4: What improvements, additions, or changes would you like to see in Palmer's recreational facilities?*      1. Dog Park      2. Renovate Burleigh Park      3. ADA Accessibility  
4. Bike Trail      5. Trash/Recycle/Fix what got      6. Disk Golf

*Question 7: Please list the landscapes, views, locations, and other outdoor experiences that you think most symbolize Palmer's unique character and the parts of Palmer that you would "show off" to visitors and guests?*      1. Rivers (esp. Swift)      2. Train Station/Steaming Tender

Swift River is most used because it is most accessible. People mainly use swift for trails (80%), launch point/boating (77%), walking, fishing and swimming

### **Draft OSRP Discuss**

Angela Panaccione will email template for letter of support. Letters of support are needed from: Planning, Con Com, Town Council, PVPC, Trails, Rec, BOH, PRA, ZBA

Angela will email draft templates of letters of support to the boards.

### **Discuss Ch.9: Action Plan & Action Plan Map**

The Committee reviewed the draft Action Plan Map supplied by PVPC and made revisions. Angela Panaccione will email the revisions to PVPC.

Angela Panaccione will email template for chapter 9 to the Committee members.

### **Meeting Schedule**

- July 22, 2014 @ 2pm: Review Draft OSRP
- August 11, 2014 @ 6:30pm: Attend Town Council Meeting
- August 12, 2014 @ 2pm: Review Final Draft OSRP & Preparation for Public Hearing
- September 2014: Public Forum on the Plan
- November 2014: Submit Draft Plan to State

### **Next Meeting Date: July 22, 2014 @ 2pm**

- Review Draft Plan – Members will review printed Chapters 1-5
  - Section 1: Plan Summary – Angela Panaccione
  - Section 2: Introduction– Angela Panaccione
  - Section 3: Community Setting – Alice Davey & Linda Leduc
  - Section 4: Environmental Inventory – Angela Panaccione
  - Section 5: Inventory of Lands of Conservation and Recreation Interest – Jaimye Bartak, PVPC
  - Section 8: Goal & Objectives – PVPC and Committee
- Review Draft Plan – Angela will forward rest upon Completion

- Section 6: Community Goals – Jaimye Bartak, PVPC
- Section 7: Needs Analysis – Jaimye Bartak, PVPC
- Committee will independently work on Section 9: Seven Year Action Plan
- Committee will continue review of draft maps

**Meeting Adjourns:** 3:40 PM

Motion by Alice Davey to adjourn at 3:40 pm

Motion Seconded by Bonnie Weeks

No further discussion – Vote Taken: 7-0-0



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## OPEN SPACE ADVISORY COMMITTEE

### Public Meeting Notice/Agenda

Tuesday July 22, 2014 – 2:00 PM

1. **Call to Order**
2. **Administrative Matters**
  - Minute Approval: July 8, 2014
  - Member Reports
  - Review Mail/Phone Messages
  - Public Inquiries
  - New Business/Old Business
3. **Discuss and Review Section 5 Inventory**
4. **Discuss & Review Draft of OSRP**
5. **Discuss and Review Draft Maps**
6. **Letters of Support:** Planning, Con Com, Town Council, PVPC, Trails, Rec, BOH, PRA, ZBA
7. **Set Next Meeting Date:** August 12, 2014 at 2PM – Review Final Draft of OSRP
8. **Schedule Public Hearing:** September 2, 2014
9. **Adjourn**



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## OPEN SPACE ADVISORY COMMITTEE

**Meeting Minutes**  
**Tuesday July 22, 2014 – 2:00 PM**

**Members Present:** Angela Panaccione, Conservation Agent  
Donald Blais Jr, Town Council  
Alice Davey, Community Development Director  
Dave Cotter, Trail Committee  
Linda Leduc, Town Planner

**Members Absent:** Jim Ostrout, Recreation Director  
Bonnie Weeks, Building Inspector/ADA Coordinator  
Tharyn Nein-Large, Conservation Commission  
Michael Marciniac, Chair of Planning Board

**Meeting Opens:** 2:00 PM – Angela Panaccione

### Draft OSRP Discuss

The Committee reviewed and commented on the draft OSRP plan. Most edits were grammatical or spelling errors. There were no real issues with the substantive details of the plan.

Dave Cotter identified areas of the plan with conflicting information, which the committee addressed and fixed. This included the elevation of Mt. Pattaquatic, and acreage estimates for chapter lands.

Angela Panaccione explained Section 5: Inventory of Lands still needed a significant amount of work. Linda Leduc said she would meet with Angela Panaccione on Thursday to review Section 5 and come up with real calculations of acreage.

Letters of support are needed from: Planning, Con Com, Town Council, PVPC, Trails, Recreation, Board of Health, Palmer Redevelopment Authority, Zoning Board of Appeals, and Community Development.

Angela Panaccione will make the draft one single document, add the required maps developed by PVPV, and a table of contents and begin work on various appendixes. Once the final draft is complete Angela will email it to the committee, and Town Council for review. She will also convert it into a pdf and put it on the OSRP committee's website for public review. Panaccione will also send a press release to Doug Farmer (Palmer Journal) about the completed draft and the Public Hearing.

Linda Leduc will have her assistant Nicole Parker get estimates on printing costs of the plan.

**Discuss Ch.9: Action Plan & Action Plan Map**

The Committee reviewed Section 9: Seven Year Action Plan and made changes. Overall, the table and format was approved. Jim Ostrout, who was not present, worked with Angela Panaccione previously on drafting the table. The Committee reviewed the final Action Plan Map supplied by PVPC

**Meeting Schedule**

- August 11, 2014 @ 6:30pm: Attend Town Council Meeting
- August 12, 2014 @ 2pm: Review Final Draft OSRP & Preparation for Public Forum
- September 2014: Public Forum on the Plan
- November 2014: Submit Draft Plan to State

**Next Meeting Date:** August 12, 2014 @ 2pm

- Review Final Draft Plan – Angela Panaccione will email out pdf version of the final plan.

**Meeting Adjourns:** 4:20 PM

Motion by Alice Davey to adjourn at 4:20 pm

Motion Seconded by Linda Leduc

No further discussion – Vote Taken: 5-0-0



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## OPEN SPACE ADVISORY COMMITTEE

### Public Meeting Notice/Agenda

Tuesday August 12, 2014 – 2:00 PM

1. **Call to Order**
2. **Administrative Matters**
  - Minute Approval: July 8, 2014 & July 22, 2014
  - Member Reports
  - Review Mail/Phone Messages
  - Public Inquiries
  - New Business/Old Business
3. **Discuss and Review Section 5 Inventory**
4. **Discuss & Review Final Draft of OSRP**
5. **Letters of Support:** Planning, Con Com, Town Council, PVPC, Trails, Rec, BOH, PRA, ZBA
6. **Set Next Meeting Date:**
7. **Discuss Public Hearing:** September 2, 2014
8. **Adjourn**



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## OPEN SPACE ADVISORY COMMITTEE

### Meeting Minutes

**Tuesday August 12, 2014 – 2:00 PM**

**Members Present:** Angela Panaccione, Conservation Agent  
Jim Ostrout, Recreation Director  
Alice Davey, Community Development Director  
Linda Leduc, Town Planner

**Members Absent:** Donald Blais Jr, Town Council  
Dave Cotter, Trail Committee  
Bonnie Weeks, Building Inspector/ADA Coordinator  
Tharyn Nein-Large, Conservation Commission  
Michael Marciniak, Chair of Planning Board

**Meeting Opens:** 2:15 PM – Angela Panaccione

### Letters of Support:

Letters of support have been received from:

- Planning Board
- Conservation Commission
- Town Manager
- Town Council
- PVPC
- Recreation
- Community Development
- Board of Health
- Palmer Redevelopment Authority

Letters of support are needed still from:

- Trails Association (aka Palmer Hikers)
- Zoning Board of Appeals
- Historic Commission
- Parks Department

### Town Council Meeting:

Committee Members attended the Town Council Meeting on August 11, 2014 @ 6:30pm to present the draft OSRP. Town Council voted to support the draft and provided a letter of support



to the Committee. Their one request was to change the priority of seeking grants to High, opposed to medium.

**Discuss Final Draft OSRP:**

The Committee reviewed and commented on the final draft OSRP plan. Any additional grammatical or spelling corrections will be done via email. There were no real issues with the substantive details of the plan.

Angela Panaccione still needs to complete the public & private land use table for the Section 5 Inventory of Lands.

**Discuss Public Meeting**

The Committee will be holding a public meeting on the draft plan September 2, 2014 at 7pm in the meeting room. Angela Panaccione has made the draft one single pdf document and has put it on the OSRP committee's website for public review. The draft has all maps, tables and appendices in it. Panaccione has also sent a press release to Doug Farmer (Palmer Journal) about the completed draft and the Public Hearing scheduled for September 2, 2014. Panaccione will also make a power point presentation on the plan to present at the meeting. If she is not able to make the meeting, Jim Ostrout will give the presentation.

**Meeting Adjourns:** 3:00 PM



# TOWN OF PALMER

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4417 Main Street  
Palmer, Massachusetts 01069

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Telephone: (413) 283-2611  
FAX (413) 283-2637

## OPEN SPACE ADVISORY COMMITTEE

### Public Meeting Notice/Agenda

Tuesday September 2, 2014 – 7:00 PM

1. Call to Order
2. Minute Approval
  - July 8, 2014
  - July 22, 2014
  - August 12, 2014
3. Present Open Space and Recreation Plan
4. Public Review & Comment
5. Adjourn



# TOWN OF PALMER

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4417 Main Street  
Palmer, Massachusetts 01069

Contact: Angela C Panaccione

Telephone: (413) 283-2611  
FAX (413) 283-2637

## OPEN SPACE ADVISORY COMMITTEE

**Meeting Minutes**  
**Tuesday September 2, 2014 – 7:00 PM**

**Members Present:** Angela Panaccione, Conservation Agent  
Jim Ostrout, Recreation Director  
Alice Davey, Community Development Director  
Donald Blais Jr, Town Council  
Dave Cotter, Trail Committee

**Members Absent:** Linda Leduc, Town Planner  
Bonnie Weeks, Building Inspector/ADA Coordinator  
Tharyn Nein-Large, Conservation Commission  
Michael Marciniac, Chair of Planning Board

**Meeting Opens:** 7:00 PM – Angela Panaccione

### **Minute Approval**

Motion by Alice Davey to approve the minutes from July 8, 2014 as written  
Motion Seconded by Donald Blais  
No further discussion – Vote Taken: 5-0-0

Motion by Donald Blais to approve the minutes from July 22, 2014 as written  
Motion Seconded by Dave Cotter  
No further discussion – Vote Taken: 5-0-0

Motion by Alice Davey to approve the minutes from August 12, 2014 as written  
Motion Seconded by Dave Cotter  
No further discussion – Vote Taken: 4-0-1 (Donald Blais abstains)

### **Present Final Draft OSRP:**

Angela Panaccione presented a power point presentation on the plan to public at the meeting. The presentation included survey results, analysis of needs and the seven year action plan.

### **Open Public Comment**

Several town residents were present at the hearing, as well as Charles Blanchard Town Manager and Andrew Golas, Assistant Town Manager. Overall, there was strong public support for the

plan. Many residents expressed their approval of the plan and thanked the Committee for their hard work and effort. No specific or written comments were submitted.

The main discussion of the evening centered on renovations to Burleigh Park. Residents offered suggestions to the Committee of further improvements that could occur there. These included:

- Form a Sub-Committee strictly dealing with Burleigh Park renovations
- Develop a brochure for Burleigh listing activities available
- Re-develop/mark trails there and make a trail map
- Fix up Pavilion, picnic area and horse shoe pits
- Re-open restroom facilities
- Increase night security at the park to deter vandalism
- Promote what is there
- Make ADA accessible walking trail there for both disabled and elderly
- Add more park benches

Other general Public Comments Included:

- All age groups are well represented within the plan
- Advisory Committee should meet monthly, in the evenings and invite the public. This will help build a volunteer base for Open Space protection
- Important the Community stays involved and has the opportunity to do so
- Important to secure grants and funding, and especially important to work toward the passage of the Community Preservation Act (CPA)

**Meeting Adjourns:** 8:00 PM