



# TOWN OF PALMER

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## 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**