



# TOWN OF PALMER

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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