

## Burlington Johnnycake Mountain Park Advisory Commission

### Minutes

April 12, 2021

- **Call to order:**

Meeting was called to order at 7:03 pm.

Commissioners present: Tricia Twomey, Joan Mack, Mark Moriarty, Robert Dunn, Elizabeth Delano, Christie Dockman and Karen Geitz. Absent: Craig Battisto

- **Favorite Movie:**

Committee Members (CM) all shared information about their favorite movie. The goal with this activity is for the CM to get to know each other better.

- **Minutes of March 29, 2021 Meeting:**

CM forgot to approve the Minutes.

- **Mission Statement: (2:36)**

Mark read the Mission statement. Mission Statement is to create a feasible and visionary short and long term master plan for the purchased property that provides the multi-generational community of Burlington with opportunities for active and passive recreation. Our recommendations will be based upon considerations and input from our entire community, will support documented community needs, will strive to retain the unique, farm-like character and natural landscape of the property and will be aware of the potential impact to the surrounding neighborhoods. We endorse the following values: • Open-mindedness • Team unity • Respect for one another • Commitment to a positive outcome

- **Farm Tour on April 10, 2021: (3:41)**

The CM had positive comments about the tour and thanked Karen for all her information. Minutes are provided for the tour on the Town's website.

- **Public Outreach: (4:55)**

Email:

CM received emails about Karen's Farm Tour and one from the Conservation Commission. The CC will have a representative speak at the next meeting.

Resident Survey: (5:41)

Tricia told CM that there have been 806 respondents to our survey. It's going well. The letter went out to the seniors and Parks and Rec received six phone calls from seniors who have requested help in filling out the survey. The Lions' Club sent out an email blast with info on the survey. Joan posted the link information on Burlington Chatter and the Johnnycake Neighborhood Facebook page. She will repost it. Did we reach out to the Superintendent of Schools? Tricia said that will go out this week in an email from Region 10.

Clarification of Items brought to the Commission: (7:47)

Tom Finan's email: (8:16)

He talked about his previous experience with the BSC group and how they didn't welcome citizens. Citizen comment time can be difficult because so many people have interest in JMP and the Commission has a very challenging agenda. The current group is very cordial and welcoming. When working with a consultant communicate your views and budget. The consultant brings in information. Learn from it, ask questions, and tell them what to do. They are working for you. Make sure that the consultant has been physically to the park. The consultant should prepare and do his/her homework. If there are surveys, say for example, a water survey, look at them and be prepared to ask questions. Thanks for sharing your meeting. As a member of the Conservation Commission we look forward to giving you input from our perspective. One of the questions about the survey is if the respondent is a Burlington resident or not. If there's a question, for example, what do you want for fields? Will the results reflect the Burlington residents separately or the total number of respondents? Hopefully this will aid in planning for what Burlington wants.

Tricia answered that any response can be separated from Burlington residents and nonresidents and we wouldn't do that just in regards to fields. It applies to any response. It could be about hiking trails or indoor space. All will be done equally. It's up to the Commission. Tricia thought that the CM decided to be focused on the residents. We'll look at nonresident responses because they may have good input in the comments sections. She wanted to be sure that she was speaking for everyone. Christie spoke to Tom during the Farm Tour and he asked her the same question. It wasn't just about the fields, but about being able to break out the responses. Joan asked if Tom was part of the original committee. Karen explained that Tom was a member of the BLT and that Tom and Karen used to try to attend the BSC meetings and the Park and Rec meetings. He's talking about their experience about trying to be involved in the design committee. Sometimes when they went to the BSC meetings, they couldn't make public comment. They were allowed to look at the maps, but not comment. Tom appreciates what CM have now for sure. Tricia responded and said that the group allowed for public comments at the beginning of the meeting.

Alison Powell: (13:46)

Alison brought up the Library Lane Project. The town will establish another Advisory Commission for Library Lane. The property was not purchased for town use. A lacrosse field is not being talked about there. There is no overlap between the two Commissions: Library Lane and Johnnycake. Tricia talked about the softball field at Malerbo. It's overlaid by three soccer fields. That's why the use for softball is so low. If the Town got rid of the softball field, there would be no room for lacrosse at Malerbo and the Town would have to build a softball field somewhere else. It was also asked if we could potentially use the Harwinton fields for LAX. The Town does use fields in Harwinton and pays usage fees for them. LAX needs its own field. Joan asked if there are stipulations in a legal document about commercial use only for Library Lane. Mark said that Ted told him that the property was purchased specifically for commercial development. Joan wanted to know if it was written in the sales agreement that it would be used for commercial development. It's a BOS question. Joan can send Ted an email as a private citizen as it may not be a Commission issue.

### **The Burlington Land Trust's Role in JMP. (20:32-39:12) Google Slides Presentation**

The public can see who has been involved in trail development (BOS, DPW, BLT, Connecticut Forests and Parks and Dwight Harris) at the park as well as many photos of the park. The presentation is available on the April 12<sup>th</sup> Zoom meeting recording posted on the Town's website.

### **Consultant RFQ Procurement: (39:39)**

Mark sent a draft RFQ to CM and Ted. Mark and Craig spent two late nights putting it together, especially Craig. Thank you, Mark and Craig. Ted sent it to the Town Attorney for comments. Mark requested approval to advertise the RFQ subject to incorporating comments from the Town Attorney. Karen made some comments about the overview of the property. JMP is not the highest spot in Hartford County. It's one of the highest. The BLT doesn't manage the property, the members help with it. There was a question about the number of sheds on the property. Mark will look it over and correct it. Mark discussed the schedule for the project.

### The Schedule for the Overall Project: (42:49)

RFQ Issued April 16, 2021

Questions from Proposers due by April 27, 2021

Responses to Question(s) by Town April 29, 2021

RFQ Submission from Proposers due May 3, 2021

Short List and Distribution of RFP Scope of Work May 10,

2021 Interviews (Executive Session) May 24, 2021

RFP Submission Due (Fee proposals remain sealed until after interview) May 24, 2021

Page Consultant Recommendation by JMPAC to Board of Selectman June 8, 2021

Board of Selectman Consultant Approval June 8, 2021

Award of Contract (est.) June 14, 2021

Masterplan Presentation/Completion September 13, 2021

Masterplan Presentation Accepted by the Board of Selected September 14, 2021

The link for additional info about the RFQ:

[https://www.burlingtonct.us/sites/g/files/vyhlif2881/f/news/rfq\\_for\\_johnnycake\\_mountain\\_park\\_design\\_services.pdf](https://www.burlingtonct.us/sites/g/files/vyhlif2881/f/news/rfq_for_johnnycake_mountain_park_design_services.pdf)

Craig and Mark will develop the RFP and share it with CM. CM will need to meet in Executive Session to discuss the RFP scope of work and the firm interviews. The September 13<sup>th</sup> due date gives a consultant three months to design a plan. Another important item is whether the architect can start immediately or not. CM will develop questions for interviews and the consultant will design their presentation around its questions. CM will rank and score the firms based upon their answers to the questions. CM will create 5-10 draft questions in advance via email. Joan will take the lead with Mark and Christie to draft questions and compile a list before the meeting. The consultants must show familiarity with the property and they can use our Zoom meeting recordings for information.

**Upcoming Meetings: (56:32)**

The Conservation Committee will make a presentation at the Commission's next meeting on April 26<sup>th</sup> and CM will review other items from the schedule set above. The CC is a Town run commission.

**Park Programming and Goals: (57:59)**

CM will start this next month after the survey results have been compiled. Next month will be busy as CM continue with public outreach and hire a consultant. No one else has specifically reached out to the Commission to make a formal presentation to CM.

**Public Comment: (1:00:51)**

Public Comment is limited to three minutes per person. After public comment, CM can decide to address comments or not. No public comments were made.

**Meeting adjourned at 8:05:**

The motion to adjourn was made by Robert, Tricia seconded it and all CM voted in favor of it.

**Minutes respectfully submitted by,**

Karen Geitz

April 19, 2021