

**Burlington Johnnycake Mountain Park Advisory Commission**

**Meeting Minutes**

**July 26, 2021**

**• Call to order:**

Meeting was called to order at 6:02 pm. Commissioners present: Tricia Twomey, Joan Mack, Robert Dunn, Elizabeth Delano, Christie Dockman, Karen Geitz and Craig Battisto. Absent: Mark Moriarty

**• Motion to approve the June 21, 2021 meeting minutes (Recording 1, :12):**

Christie made the motion, Liz seconded it and all voted in favor.

**• Talk about your favorite summertime activity (:40):**

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

**• Mission Statement (Recording 2, :31) :**

Robert 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

**• Public Outreach (1:16):**

CM sent out info on Burlington Chatter and the JM Facebook Page. There were no responses. The Commission received no emails from the public.

**• Communication Protocols with Town, Commission and Public (2:48):**

Brian Kent and Chad Frost need a point of contact for the Town and the Commission. Tricia will be that person. Brian and Chad will copy Tricia on any communications they do and she will forward the communications to CM and other stakeholders. If a CM or a resident has a question, that person should contact Tricia and then she will forward it to K/F. Brian will be the Commission's principal contact for Kent and Frost.

**• Schedule for Creating the Master Plan (6:37):**

The on-site design charrette is Saturday, August 21<sup>st</sup>. There are three review dates or check points after the charrette with K/F. After the charrette K/F will go to work and test various alternatives and approaches. They may want to go back to the site on August 30<sup>th</sup>. This will be a Commission workshop where they will show CM various options and overlays. After that meeting, CM and K/F can do zoom meetings. The last meeting on October 4<sup>th</sup> will be held at a conference table face-to-face to review all the info. August 30<sup>th</sup> will be a public meeting.

Brian said that we will see the most rational approaches early. It is important to take the time now to do the feasibility analysis of site. K/F can identify zones of the site that are suitable for different activities. They want to give people some direction and parameters as to what's possible there. K/F want to focus on creating a long range master plan that works for all and includes a first phase that the Town will be able to implement in the Spring of 2022.

The timeline for the meetings was included in the contract.

- **On-site Design Charrette (14:04):**

CM and K/F decided a full day charrette would discourage public participation and the goal is to attract as many participants as possible. We also want to maintain their focus with a shorter program. The charrette will be more appealing to residents if it's a half-day one that takes place in the AM.

- **Plan for the Design Charrette (16:20):**

Orientation-what's been done up to this point.

Observations about the site.

Collect info on people's preferences for site. (Activities/uses which were highly rated by the survey and will fit on site in a realistic way.)

Participants take time to do some planning and placing templates on a map. K/F staffers help to facilitate this.

Synthesis. Each table's spokesperson will present their ideas by noon-one. There may be three tables of six to eight persons.

CM agreed that a half day charrette would be best.

Brian will prepare a PR flier with graphics, an aerial photo, an agenda or schedule for the event and what the outcome of the charrette will be. We will invite the public's participation to program JMP.

CM and K/F discussed the charrette location. Some suggestions are to use one of the barns or to set up tents. Tricia will take photos of Barns B and C and send them to K/F and they will decide where to hold the charrette. The Town will provide refreshments, tables and chairs.

**(29:42)** K/F wants to ask participants to arrive by 8:30 for coffee and refreshments so that the program can begin at 9:00. The design aspect or the placement of programmatic elements has to be interactive and is the most important.

Craig asked K/F to use precedent imagery to stir charrette participants' thoughts. For example, what does an outdoor amphitheater look like so that participants can have a better idea of how it can fit into the plan?

People will preregister to be part of this event and we should send them info to read as preparation for the day via email. We should have participants look at the website before the charrette so they know what's been done to this point.

**(38:49)** It was decided that Mark Moriarty will give a brief orientation/history to the group before K/F begin the design charrette.

- **Upcoming Meetings (39:39):**

The next meeting is the Design Charrette on Saturday, August 21<sup>st</sup>. There are no other commission meetings between now and August 21<sup>st</sup>.

Craig asked K/F if they have access to all the resources listed in the RFP. Brian needs the Survey CAD file. Tricia said that the Town Building Official will send it to Brian. Tricia and Brian will compare resources to be sure that K/F have everything they need to start. Craig also asked Brian if he knew about the two easements on the property: the agricultural easement to the west of Barn B and the 50 foot easement that goes out to Mountain Top Pass. Tricia will check on the status of the agricultural easement and Robert will call Ted.

Brian and Chad asked if they can send the CM information in advance of meetings. All commission members agreed that it would be best to read the information ahead of time in order to use the meeting time efficiently. It will also allow the CM to give feedback to K/F and make decisions in a timely manner. CM will receive the K/F's info through Tricia.

- **Public Comment (50:40):**

No public comment.

- **Urban Mining:**

Mark has to put the recycling consultant (Urban Mining) in contact with Brian and Chad.

- **Motion to adjourn at 7:01 pm:**

Motion made by Craig, seconded by Joan and all voted in favor.

Minutes respectfully submitted by,  
Karen Geitz  
July 28, 2021

