



# MANCHESTER-BY-THE-SEA

CONSERVATION COMMISSION • TOWN HALL  
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## Open Space and Recreation Committee

January 6, 2016

Town Hall, Room 7 ♦ 6:30 PM

## Meeting Minutes

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**Members Present:** Helen Bethell, Francie Caudill, Mike Chapman, Steve Jaworski, Sara Levensohn; Frank Marangell

**Others Present:** Mary Reilly, Grants Administrator

### Meeting Minutes of 11/12/15

There was one spelling correction and a name correction noted. Helen Bethell moved that the meeting minutes of 11/12 be approved as amended with Francie Caudill seconding.

Vote: Unanimous to accept the minutes of 11/12/15

### Projects for CPA Grant Money

Mike Chapman reported that both he and Mary Reilly have exchanged e-mails with Sue Thorne about the committee submitting a proposal for 2016. The original deadline was Dec 1 and was then changed to Jan 1. Sue Thorne recommended that we wait until next year, noting that it would better to take our time to produce a better application with a more accurate cost estimate. Mike Chapman said that he did send Sue Thorne the OSRP 7-Year plan so the CPC is aware of our existence and that the committee will be asking for funds in the future.

### Work Plans from 7-Year Plan

Mike asked if anyone had time to create work plans. Helen Bethell started with a draft for Goal 2 and distributed hand-outs. The first part of Goal 2 was to identify priority parcels for protection. Helen noted that the criteria for priority parcels were watershed parcels and those identified by *BioMap2*. Helen suggested that a map would be needed to show potential parcels and that it should be created with GIS. Steve Jaworski thought that an inventory was needed first. Mary Reilly explained that the town website currently has an Open Space Layer but this does not show parcels that not protected.

Helen said that the type of things she would want to see with this mapping were watershed lines, *BioMap2* areas, ecological values of potential parcels and other standard lot information (size, ownership, zone, etc.).

Mary stated that there must be parcels which we know would be good candidates for protection already; Helen responded that there were. Mary thought that a good place to start was with a list of parcels. (Francie noted that map creation could come later.)

A discussion took place about what the town has within its own GIS mapping resources. Mary noted that the town already has a good set of data but we would have to add to this. Mike thought it would make sense to go ahead and do the inventory and then we could figure out what the gap is, if needed.

Helen noted that West Manchester has many parcels for which we don't have any assessor information. Mary told the group that the assessors' office had received a grant from CPA in 2015 to research these parcels. Helen said she would follow up with them.

Helen said she was willing to commit to get a basic list of priority parcels together by March but said it will be necessary to do some mapping as well for outreach purposes. Helen also handed out a sheet of parcel information for Gordon College.

Helen asked about the 3rd action item of Goal 2 which is to maintain an Open Space parcel inventory. Mary noted that we already have an inventory (as part of the OSRP) and that she will be maintaining that list.

In regard to project costs for Goal 2, Mike thought that we should start with the priority parcel list and then go from there as to what we really need.

Francie Caudill handed out a draft plan for Goal 4 (promote awareness, enjoyment of Manchester's Open Space). She mentioned that the webpage has been created (by Mary Reilly) which would act as a base of information that we could add to. Francie then mentioned creating trail maps; she suggested that as far as the OSRP is concerned that this meant to create more detailed maps, although some of these parcels are included on the MECT trail map.

Sarah Levensohn and Mike Chapman asked if the committee might purchase some of these maps and give them out for free at whatever events we may want to sponsor. We would stamp the committee name on the maps and could point people to our website.

Mike said that he would like contact information for key people that were identified for each goal. Frank Marangell said that we should make sure that we're not duplicating efforts that may already be undertaken by other groups. (Mary said that she would work on a contact list.)

Francie continued with the Goal 4 work plan and went on to talk about events. Perhaps in Year 1 hold one event which was to guided trail walk and clean-up of Dexter Pond.

Mike Chapman then told the group about a project being proposed by Mike McDonagh (on the MECT Board) to re-establish trails around Dexter Pond. Mary said his proposal involved more than just trail improvement—Mary said she would forward the e-mail from Mike McDonagh to everyone.

Francie brought up how we might advertise events sponsored by the committee. One way it the Cricket since the majority of people in town receive it. Francie went through the other portions of her plan including action items 4 and 5. She noted that other good venues for distributing event flyers, etc. are town meetings and sporting events.

Regarding school outreach programs, Francie asked if we should support efforts that are already taking place in town with MECT and High School's Green Team rather than initiate new programs. All agreed that it would not be necessary to start new programs, but better to support existing ones.

#### Actions for the Next Meeting

Mike concluded that we made it through Goals 2 and 4, so at the next meeting we'll discuss work plans for Goals 3, 5, 6 and 7. As for follow-up items, we should create a list of trail maps that are currently available. We need to catalog these and perhaps list them on the webpage. Also, we need a list of contacts for the committees listed in our table (from the 7 Year Action plan). Mary said she would take care of this one.

#### Date and time for next meeting

Next meeting will be held on Wed on Jan. 27<sup>th</sup> at 6:30 pm.

Motion to Adjourn made by Francie Caudill with Helen Bethell seconding.

#### Referenced Document:

- Seven Year Action Plan – High and Medium Priority Actions for Year 1