



CPC MEETING MINUTES  
April 8, 2013  
GAR HALL, Country Way, Scituate

Members Present: Mrs. Lisa Halbower-Fenton, Chair, Mr. Bill Limbacher, Mr. Joshua McKain, Mr. Rob McCarry, Mr. Frank Snow, Mrs. Marla Minier, Mr. Harvey Gates, Mr. Dave Smith

Other Present: Mr. Ralph Willmer, FAICP Vanasse Hangen Brustlin, Inc., Senior Planner, Project Manager  
Mr. Jeffery Collins, Director of Ecological Management, Massachusetts Audubon

- Call to order 7:15 pm
- Acceptance of Agenda- Motion was made by Bill Limbacher. Second Rob McCarry. All in favor.
- Acceptance of Minutes- Motion was made by Harvey Gates. Second Rob McCarry. All in favor.
- Invoices- Lisa addressed the present procedure for signing off on invoices. Her concern is that presently CPC is funding large projects and it is the duty of the CPC as stewards to assure that funding against expenses is track in a more efficient way. Every meeting invoices need to be signed or Priscilla is emailing everyone to go to Town Hall to sign the requisition. Sometimes this negatively impacts the time of payment and CPC needs to be involved in the signing of all invoices pertaining to CPC projects. Presently there are big projects being done in which the DPW is managing this process without committee review or signatures. Therefore in the essences of time in the signing process, Lisa asked the Committee to sign a letter giving her the authority to sign off on all invoices on behalf of the committee. The invoices will be copied by Priscilla and shown to the committee for review at meetings. Lisa showed the committee the letter that was drafted with the support of Meg Lemay the Town Accountant. Harvey asked if the letter being signed was just for this fiscal year, it is. Every subsequent year a letter would need to be signed designating a signatory. Marla felt that the letter needed to include an either or statement. She felt an additional person should be added as a signatory and the committee was in agreement. Lisa added to the letter a statement saying "If Lisa Halbower-Fenton is unavailable for signature, than Harvey Gates will act as signatory." Lisa asked for someone to make a motion. Marla made a Motion to accept Lisa Halbower-Fenton as signatory for invoices for this fiscal year and Harvey Gates as backup signatory. Seconded by Bill Limbacher. All voted in favor. (7-0)



- New Business- Lisa asked for funding to create signage of completed CPC projects that can be displayed at public meeting. Frank and everyone felt that would be a great idea. Bill mentioned that there were signs in the basement of Town Hall that were created with the CPC logo on them to be placed at CPC supported projects. This way the community can see projects being supported. Frank made a Motion to fund signage for projects. Second Marla Miner. All voted in favor.

Town Meeting-The CPC process at the meeting will commence with a brief summary of project and a background of last year's items in the warrant. The projects will be voted together unless a project is held by the Moderator. Held items will be voted individually. CPC is warrant number twelve.

- Open Space Plan Update Presentations:

Jeff Collins, Director of Ecological Management, Massachusetts Audubon

Mr. Collins gave an overview of his credentials and the services provided by the Massachusetts Audubon. He has managed the Ecological Extension Services for fifteen years. He believes that this experience is instrumental in identifying conservation land and usage. This experience provides a sense of natural resources and helps to make resources compatible with human usage. Mass Audubon helps to protect and manage land in conjunction with wildlife protection. The program called Shaping Future of Community, works on providing communities recommendations on growth and does Open Space Planning. GSI is used to determine what land is needed to be protected. They have worked on Open Space Plans for the towns of Needham and Holliston and have provided services to Southboro as well as private land owners. Mr. Collins said, he was completely familiar with the reporting format of the Department of Conservation Services for the state. He felt the key strengths of the Mass Audubon are GSI, new parcel data from the state, and working to identify conservation priorities based on size and distribution of Open Space. Mass Audubon does not just look to protect wildlife, but aim at getting people outside and to care about the outdoors. His department has experience with public outreach programs and climate change awareness. He believed he could aid in adaptation to climate change and the protection of Open Space. Mr. Collins felt confident that Mass Audubon could take the 2009 Plan and work with the town on land protection for passive recreation. The 2009 Plan needs to be updated with new data, goals, and objectives. There needs to be a modification of the statement of purpose which would include a public participation process. The 2009 Plan will be updated using the 2010 census and other sources, any regional planning initiatives, recent changes in land protection, and data from the Mass Audubon's Losing Ground Report. An updated environmental inventory and analysis will be done using new data, maps including BioMap 2, FEMA flood zones, rare species occurrences and water quality data. The Level 3 Assessor's data available through Mass GSI will help identify conservation land. OSRP update will help the community goals. They will conduct Work Group meetings and public forums for public feedback. Analysis of needs will look at areas identified on the BioMap 2 versus current data on the original BioMap report. Update of the ADA analysis of town owned recreational facilities will also be done. A five year action plan will be laid out based on goals established. Public comments will be placed in the appendix of the report. All references will be updated as well. Marla asked, who will implement all the work and Mr. Collins replied that he would with the aid of an assistant. Mr. Collins will be able to work day to day with town developers. So far, Mass Audubon has completed two Open Space Plan updates. Mr. Collins said he would remain a resource to the town after the update was completed. Bill stated that once the update is done, the report goes to the state for review than there is a final draft. The completion time is September 30, 2013. Lisa wants to make sure the update is rolling so that it can evolve as things within the town changes. The person selected to do the update needs work with Laura Harbottle, Town Planner to set priorities. Lisa would like colored maps to aid in determining priorities and all factors of recreation to be taken into account. Laura can outline and update environmental challenges. Lisa believes climate changes and seawall adaptation are important to the Open Space Plan update. She feels the town keeps throwing millions of dollars at seawalls which are always going to be a challenge due to the shrinking of the coast



line. The update needs to include new goals and ideas for seawalls and coastal protection. Frank wants to insure that the American Disabilities Act inventory for recreational properties is also part of the update.

Ralph Wilmer, FAICP Senior Planner, Project Manager, Vanasse Hangen Brustlin, Inc.

Mr. Wilmer is the Senior Planner for VHB. He has been working on town plans for many years and with VHB for seven years. Lisa asked if he reviewed the 2009 Plan which he had. Mr. Wilmer's entire practice is geared toward working on municipal and zoning plans for towns. He has an extensive track record with Open Space Plans, from urban areas like Chelsea to rural areas like Boylston. He has also worked on coastal resources such as Salem and Middletown, RI. Mr. Wilmer assisted in writing the 2001 "Open Space Plan Handbook". He has trail and park planning as well. His experience with trail planning is both local and national. The focus on a plan is on the implementation. A plan needs to have realistic implementation programs and it needs to be dynamic and flexible. He believes a plan needs to define and identify issues, a realistic time table, funding source opportunities, and overseeing. Mr. Wilmer is very committed to Open Space planning. In order for success, he will build off the 2009 Plan which is need of being update based on the new census and land use information. He feels that by addressing the changes to the 2009 Plan changes can be made. Mr. Wilmer felt the 2009 Plan has goals and objectives that may still be relevant and the update should focus on areas that need to be changed. What need to be looked at in order to set priorities are fields, the conditions of fields and new open space parcels which may become available. He is committed to work as a partner with the town and will provide user friendly graphics, rich presentations, and documents. His firm is also skilled with doing the public feedback requirement. The new update can be referred to for guidance and will be easy to update inventory or data in the future. The plan will include: updating demographic and land use data, environmental and natural resources, maps, establish that ADA requirements are met, and do a standard needs inventory. The process for doing this will start with a needs analysis. The needs analysis looks at resource protection, community and management. The meaning of management is that facilities are being taken care of. The action plan will be good for seven years. After the plan is approved by the state, the plan can be used for applying for grant opportunities. Mr. Wilmer felt the most pressing needs for the Town of Scituate are with open space and recreational. There needs to be preservation of additional open space, better maintenance of recreational facilities, creation of an integrated trail network, and providing opportunities for all ages and abilities. Mr. Wilmer also stressed the importance of the public process. His firm uses turning point electric polling and public meetings. Surveys for Open Space Plans are also conducted on Survey Monkey. Survey Monkey asks six to ten questions for example, "What parks and recreation open space are you familiar with? How often do you go?" Mr. Wilmer concluded his presentation by saying, the reason for selecting VHB is the following; skilled public outreach, proven track record with Division of Conservation Services plan approval (The Plan will get approved), strong park and trail planning capabilities, realistic focus on implementation, unparalleled graphics, and GSI. Harvey asked if Mr. Wilmer met with Laura Harbottle and his response was that they spoke on the phone, however he worked with her on the town's Master Plan. Frank said that in order to budget expenses the new Conservation Agent and Town Planner could help with the needs and action analysis by doing census update and other items that require in depth research. These items could include changes in the town's infrastructure, inventory update, and park improvements. Marla asked who does most of the work. Mr. Wilmer replied that he would do the work with the help of a Junior Planner. He also brings additional people to assist with the public meetings. Mr. Wilmer felt that valid current approved updated plan could be done within budget. He will also provide assistance with identifying grant sources; park programs for updating facilities and land programs for land acquisitions.

Discussion: Frank felt that VHB would be better-rounded. Marla believed that since the rules for recreation funding have changed VHB has more experience with recreation. Rob that both parties have something to offer however he agreed that VHB was more of an expert and specialized. Josh also agreed that VHB was more qualified. Lisa asked if the committee was

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ready to vote and if someone could make a motion. A motion was made by Frank Snow for VHB to do the update of the Open Space Plan for the Town of Scituate. Second by Rob McCarry. All voted in favor.

- Adjourn 9:40 pm. Motion by Bill Limbacher. Second by Harvey Gates. All in favor.

Priscilla Grable  
Assistant