

Norton Committee
February 12, 2020 – Regular Meeting
Town Hall Room 1
127 Norwich Avenue

MEMBERS PRESENT: Chair Robert Misbach, Vice Chair Nan Wasniewski, Kevin Byrne, Katherine Kosiba at 6:05 pm, Patrick Reading at 6:18 pm; Alternate Julianna Cameron.

MEMBERS ABSENT: Alternate Linda Pasternak.

OTHERS PRESENT: Director of Public Works Jim Paggioli; Andrew Norton, Sylvina Rowlins, Liz McCallister, Douglas Wray.

RECEIVED
COLCHESTER, CT
2020 FEB 14 AM 11:16
Gayle Furman
TOWN CLERK

1. Call to Order
Chair Misbach called this meeting to order at 6:00 pm.

Alternate J. Cameron was seated as a voting member.
2. Approval of Previous Meeting Minutes
Motion by: N. Wasniewski
to approve the minutes of the January 8, 2020, meeting with a correction to the spelling of Jay Gigliotti.
Second by: K. Byrnes.
Vote: Unanimous by those present.
3. Presentation and Q&A with Jay Gigliotti, Town of Colchester Wetlands Officer
J. Gigliotti presented the members with a brief history of the rail trail and the current plan to extend it along Cemetery Road. Discussion followed about possibly connecting the rail trail to the park area. Bike lanes will be determined by State of Connecticut Department of Transportation based on sight line, vehicle traffic, amount of area to physically build the lane. Water access was discussed for kayaking, fishing. J. Gigliotti noted that the majority of Colchester drains to the Salmon River. There are three rivers here that flow into the Salmon River, a valuable resource in this area.

K. Kosiba joined the meeting at the beginning of this presentation.
P. Reading joined the meeting during this presentation.
4. Citizens' Comments
None received.
5. Correspondence
No correspondence received.
6. Old Business
6.1 Colchester Lions Grant
The Board of Selectmen have approved the Colchester Lions Club Grant application to be submitted by the Norton Park Committee. Any signs for the Park would have to be approved by the Board of Selectmen prior to purchase.

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- a. Review signage offered for first phase of park development
- b. Discuss development of utilitarian park signage street side on Rte 149/
Westchester Road vs special park sign which would be more appropriate for park
visitor entrance
- c. Do we need signage posted between two properties prohibiting access to second
property, until town owns, structure is removed and grounds made safe?
- d. Do we need signage posted along river going towards prior dam site where bank
narrows/lots of water turbulence for no access walking near this are for safety?

Members discussed Items 6a through 6d regarding the various signage needed.

K. Kosiba will bring back samples of signs, sizes, wording, and estimated cost for the March meeting. J. Paggioli stated that upon completion of the park the Town officials will look at the area for liability and approve additional signage, if necessary.

6.2 What is needed for potential phase I opening of site at Norton Park

- a. Remediation completion of existing site and basic site preparations (e.g. contour
seeding, other?) Expected timeframe so committee can do detailed planning for
potential phase I park opening and continue to work on park design/amenities
placement.
- b. Rte 149/Westchester Road – Airline Trail to Park Sidewalk completion – Town of
Colchester, how do we request this be done in 2020?
- c. CT-DOT – Crosswalk, pedestrian safety signage in proximity of River Road/Paper
Mill Road/Rte 149
 - i To Whom/How when do we make request of so this can be done in 2020
 - ii May we consider for request a blinking pedestrian sign considering speed and
volume of traffic similar to what is being installed for current Halls Hill Road
project

P. Reading said he would have a draft of the phasing format for the March meeting.

J. Paggioli stated the grant extension request has been submitted. He expects to go out to bid by March 15, the bridge work is going out to bid next week. The crosswalk timeline will be with the State of Connecticut, funds for sidewalks will not be available until July. Each component of the park should have an estimated cost for a total project cost that will be necessary for grants applications and possible donations.

- d. Discuss value/importance of conducting a special meeting to invite nearby
homeowners to meet with our committee to review conceptual plan, discuss phase I
basic park deliverable vs full park deliverable and potential timeframe with discussions,
hearing any concerns, build good will for project.

- 6.3. Special Forum Meeting (suggested by Andrew Norton during Citizen's Comments, also by First Selectman Mary Bylone email Sunday 2/9/2020 related to Facebook Post request//approval)
- a. Purpose: share basic information about the project, committee, conceptual plan, and be able to solicit input where discussion is possible.
 - b. Format – Small presentation with PowerPoint presentation of sale, grants/work complete to date, conceptual park plan, photos, open to discussion
 - c. Open discussion – have committee as panel in front of room, large easel pads to collect ideas and comments for future reference/review.
 - d. Timing/place

N. Wasniewski suggested that Item 6.2.a Special Meeting and Item 6.4 Special Forum Meeting be combined. After discussion, it was the consensus to finalize the format for the presentation at the March meeting and hold the public informational meeting at date to be determined.

- 6.4 Committee's Donation Process – Donations to First Selectman's Office, notification to Norton Committee, check to Finance Department. Committee sends acknowledgement letter to donor. Suggest create/maintain donation log to track all donations (see template) Suggest request monthly financial report to Committee from Finance Department to balance/verify receipt-deposit of donations. Suggest separate log for grants applied for, including received of not. Format: MS Excel in order to total dollars. Do not post long on Norton Committee web page considering sensitive name of personal information included.

K. Kosiba will continue with thank you notes for donations received. R. Misbach will keep track of the donations with the Finance Department.

- 6.5. Grants – Suggest create separate MS Excel work book for grant activity
- a. Information Gathering
 - i. Julia McGrath, Grants Coordinator and Caseworker, Office of Congressman Joe Courtney CCT-2).
 - ii. Amanda Kenyon, Grants and Communications Coordinator, Rockfall Foundation
 - b. Other

K. Byrne is looking into grants and noted that grants have specific requests, varying deadlines and he will keep track of the grant applications and procedures.

- 6.6 Park Amenities – Discussion on progress of various components
- K. Kosiba noted a bike rack could be added to the other suggestions.

7. Citizens' Comments

L. McCallister said she admired the committee members for the huge amount of work they have taken on.

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8. New Business

8.1 Fundraising

J. Cameron presented a draft of a brochure to be used for fundraising.

8.2 Logo Committee Approval

J. Cameron has designed a sketch of the mill building and dam area.

K. Kosiba suggested this design not be called a logo but a graphic. This graphic design could be used to identify the project on signs, donation form and other park aspects.

Motion by: R. Misbach

to approve the mill graphic design submitted by J. Cameron for use by this committee to identify the park.

Second by: P. Reading.

Vote: Unanimous to approve.

8.3 Review Flyer

See 8.4.

8.4 Donation Item Discussion

J. Cameron brochure contains a donation form with the graphic design of the mill and items with monetary costs for a mass mailing. Items suggested were benches, tables, bricks, capping for brick walls, and levels of monetary donations. J. Paggioli stated when purchasing items for Town use the list must include three quotes for each item, the maximum number wanted and replacement availability. Also, an overall cost estimate of the entire project will be necessary for any grant applications.

Benches, tables other items could be Eagle Scout projects.

8.5 February 20, 2020 Board of Selectmen Meeting

Members plan to attend the next BOS meeting to answer questions, if necessary, regarding the proposed park plans. If approved, it will be a conceptual approval with a final approval upon completion.

9. Adjournment

Motion by: N. Wasniewski

to adjourn this meeting.

Second by: K. Byrne.

Vote: Unanimous to approve.

Chair Misbach adjourned this meeting at 7:57 pm.

Respectfully submitted,

Mary Jane Slade
Clerk