

NORTON PARK COMMITTEE  
SPECIAL MEETING AGENDA (due to time change)  
WEDNESDAY, FEBRUARY 12, 2020  
**6:00 PM**

TOWN HALL - ROOM 1  
127 NORWICH AVENUE

RECEIVED  
COLCHESTER, CT  
2020 FEB 10 PM 2:30  
Gayle Furman  
TOWN CLERK

1. Call to Order
2. Approval of Previous Meeting Minutes
3. Presentation and Q&A with Jay Gigliotti, Town of Colchester Wetlands Officer
4. Citizens' Comments
5. Correspondence
6. Old Business
  - 6.1 Colchester Lions Grant – approved
    - 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?
  - 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
    - 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 completed 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/use
  - d. Timing/place
  
- 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.
  
- 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
  
- 6.6 Park Amenities – Discussion on progress of various components

## 7. Citizens' Comments

## 8. New Business

- 8.1 Fundraising
- 8.2 Logo Committee Approval
- 8.3 Review Flyer
- 8.4 Donation Item Discussion
- 8.5 February 20, 2020 Board of Selectmen Meeting

## 9. Adjournment