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**Twin Brook Advisory Committee
Meeting Minutes
June 1, 2006
Town Hall
7:00 P.M.**

Present: John Andrews, Anne Witte, Alan Kissack, and John Stroud.

Absent: John Eldridge, Peter Gordon, Jeff Porter, Stephen Moriarty, Stephanie Fowler-Enaire, and Glenn Hutchins.

Staff: Bill Shane and Bill Landis.

I. Call to order.

The meeting was called to order at 7:07 p.m.

II. Welcome new members

John Andrews welcomed Anne Witte and Alan Kissack.

III. Approve Minutes of Prior Meeting.

There were no additions or corrections to the minutes and they were approved by unanimous consent.

IV. Recap of 04/27/06 site walk – John Andrews received an email from Cynthia Orcutt who indicated that she had taken a job and the committee was waiting for updated drawings. Several members attended the site walk where the location of the shelter/concession/bathroom facility was considered. The maintenance facility was not discussed at length at the site walk. Bill Landis said they were waiting for a report from Sevee & Maher regarding wetlands, etc.

V. Presentation of logistics of Tuttle Road improvements and approvals; Discuss bond usage, etc. – Bill Shane presented a contoured layout indicating the placement of the shelter and multipurpose field. He explained the timeline for the Twin Brook improvements. The Town Council has approved bonding of the improvements with some other projects. Mr. Shane explained that the funds from the bond must be utilized according to a schedule, which would require that the committee move ahead with the recommendations for the improvements so that the necessary steps can begin to obtain DEP permits and Council and Planning Board approvals, etc. Mr. Shane also explained how the TIF (Tax Increment Financing) funds would be used to pay for the improvements.

The committee discussed the layout of the multipurpose field and the benefits of being able to take other existing fields out of rotation so that needed improvements and repairs can be made to them. The area where the field is proposed is currently being utilized as a practice field for lacrosse. Mr. Shane explained the grading percentages of the proposed field and felt that the field would be less visible from the road. He also suggested that material from the construction of the field could be used to create a berm, which when planted with trees would buffer the shelter.

The committee discussed whether the size of the field was comparable to the current fields, the proximity of the shelter to the proposed field and the benefit of having the proposed field draw cars toward the second parking lot alleviating the congestion around the entrance of the recreation area. The second parking lot would be reconfigured so that cars would drive on the other side away from the edge of the field unlike the current location where people need to cross the access road to get to the field. It was suggested that some sort of guard/fence be installed to prevent cars from driving onto the fields.

The committee discussed visiting and taking pictures of similar facilities that have shelters and features they would like to see to aid in the presentation process.

The timeline for the improvements would be as follows:

- Present recommendation to the Town Council in July
- Hold Neighborhood meetings in August
- Submit Final Plan to Town Council in September
- Present to Planning Board in October
- Begin Construction in spring 07

The committee members generally agreed with the placement of the shelter and the size of the multipurpose field and recognized the benefits of creating the field. Anne Witte was concerned about how people would travel between fields. There was discussion about providing a mowed path similar to others at Twin Brook.

Bill Shane said he would email the members a PDF file of the layout.

Bill Landis mentioned that they should project the location of any possible structures so that the engineers can include these in their report for the DEP.

VI. Town Council request for committee recommendation regarding horse access to Twin Brook (near Harris Road)

Bill Shane explained that the Town Council received a request to allow access for horses through a right of way located off Tuttle Road near Harris Road. The committee discussed sight distance issues. Bill Shane said that a rider would be able to see further than a vehicle would.

The committee members felt that to develop the right of way to connect to the trail system would conflict with the current policy that horses may ride along the perimeter of the park but not on the trails and the idea of constructing a trail for horses only was not favored.

VII. Field reconstruction plans – revisit discussion of “Hilltop Field”, rear two fields; timeline? – This item was discussed along with item V.

VIII. Other Matters – No other matters were discussed.

IX. Next meeting – The next meeting was scheduled for June 22, 2006 at 7:00 pm at Town Hall.

X. Adjournment

The meeting was adjourned at 8:40 p.m. by unanimous consent.

Respectfully Submitted,

Nancy Stroud
Executive Secretary