

**Town of Victor Department of Parks and Recreation  
Citizens' Advisory Committee Meeting Minutes  
April 6, 2016**

**Present:** Gregg Richards, Brian Emelson, Lisa Roberts, Bonnie Rhodes, Larry Fisher, Dave Tantillo, Cyndy Rochford, Gary Hadden and Steve Metzger, LaBella Associates.

**Absent / Excused:** Anna Christman and Christine Palmiere

Gregg Richards called the meeting to order at 7:04 pm.

**Recognition of Guests / Privilege of the Floor:**

**New Sewer Line under the Auburn Trail:** Brian introduced Steve Metzger, Town Engineer, from LaBella Associates. Mr. Metzger presented an overview of the proposed sewer line improvements which would impact the Auburn Trail corridor from Phillips Road to Brace Road. The Town has an existing easement for the trail from R,G,& E. The proposed plan would be to construct a forcemain along the southern edge of the trail corridor from Phillips Road to NYS Rte. 251 and then on the northern edge of the trail corridor from NYS Rte. 251 to Brace Road where it would connect to the existing sewer line.

The anticipated \$8 million capital project would require approvals from R,G,&E and the Public Service Commission. LaBella Associates doesn't anticipate the need for many manholes along the project, which would involve a 12"-15" forcemain, pipe being installed approximately 3' off the existing trail edge and 5' deep. Any construction impacts to the trail would be the responsibility of the Town's contractor including the maintenance and protection of trail traffic. Brian will provide the original trail design specifications to the Town's construction manager and contractor to ensure that the trail is returned to its original condition. These specifications should be included in the Towns' RFP documents packages to the perspective bidders. Steve mentioned that there could also be modest drainage improvements made within the scope of the sewer project.

Brian encouraged Labella to utilize signage noting the project status, construction delays or trail closures as well as working with Victor Hiking Trails (VHT) and Genesee Regional Off-Road Cyclists (GROC) to notify trail users. LaBella could also use the fall or early winter Town / Village Newsletter / Parks & Recreation Brochure to notify residents of the project. The project could start as early as the fall or winter of (2016). Mr. Metzger indicated that he would keep the Department or Parks and Recreation and the (CAC) informed of the project status.

On another matter, Greg asked Steve to elaborate on the current status of stop signs for the **East Victor Road and Break of Day intersection near the Auburn Trail**. Steve indicated that traffic volumes did not warrant additional stop signs in that area. However, the CAC or any citizen groups could petition the Town Board and Highway Superintendent for a change in the existing condition.

**Tennis Courts / Basketball Courts / Soccer Wall at Victor Municipal Park:** Tiffany VanManen had contacted Brian and Gregg about attending the meeting to discuss, but Ms. VanManen was not present. Matter tabled.

**Review Subcommittee Status and Development Strategy:** Mark Robbins had contacted and met with Brian regarding pedestrian and bicycle accommodation to existing and future Town and Village streets. Mr. Robbins and Brian had also discussed the development of an Active Transportation Plan in the future as discussed in the Town's recently adopted Comprehensive Plan. Unfortunately, Mr. Robbins was not able to be at the CAC meeting tonight. Matter tabled.

**Review and Approval of February Meeting Minutes:**

Cyndy Rochford motioned to approve. 2<sup>nd</sup> by Larry Fisher. Minutes approved.

**Review and Approval of March Meeting Minutes:**

Tabled.

**Dryer Road Park Flagpole & Plaque:**

- Cyndy updated the (CAC) on the work with Brian and the Davis' regarding the May 30<sup>th</sup> @ 2:00 pm event at Dryer Road Park.

**Director's Report:**

- Gregg requested questions or comments on Brian's report. None.

**CAC Membership Status for Student Member:**

- Brian and Gregg sent a letter of interest to the Victor Central School District requesting their support in getting the word out to students about student involvement on the (CAC).
- Action Item: Gregg will speak with Anna about working on student recruitment for the (CAC).

**Town Communication / Transparency:**

- Dave will lead a public meeting on May 2<sup>nd</sup> at 6:00 pm at the Victor Town Hall which will include a Powerpoint presentation and small group work. The meeting is open to the public and the (CAC) were encouraged to attend.
- As all CAC members present at the meeting indicated they will attend the public meeting, the CAC motioned to move the monthly meeting from Wednesday, May 4<sup>th</sup> to Monday, May 2<sup>nd</sup> at the Town Hall at 7:00 p.m.

**Updates on VHT Capacity Building Grant / Study:**

- None.

### **Updates on Gullace Project:**

- There will be a joint Town and Village Public Information Session on the proposed annexation of Town land to the Village for the project. The session is scheduled for Monday, April 25<sup>th</sup> at 6:00 pm at the Town Hall. The meeting is open to the public.

### **Review Requirements for the Master Plan Update Activity:**

- Brian reviewed the typical process a community undertakes when working on this type of planning activity, which includes establishing goals for park planning, preservation of open space / farmland, development or acquisition of parkland or improvements to existing parks or recreation facilities in the community. Once goals were established the (CAC) and Department could request funds for the project that may involve hiring a consultant to lead the project in cooperation with the (CAC). Brian detailed the previous steps involved in the last Master Plan update in (2006/2007). The (CAC) discussed potentially completing portions of the plan themselves. Brian recommended the use of an independent consultant as well as members of the (CAC) and Department staff to complete the tasks leading up to plan adoption. The (CAC) indicated an interest in completing the stakeholder meetings in advance of the hiring of a consultant to undertake the plan.

Action Item: The (CAC) will meet on Monday, April 25<sup>th</sup> at 4:00 pm to review and discuss the items accomplished to date in the existing Parks and Recreation Master Plan.

Motion to adjourn the meeting was made by Cyndy and 2<sup>nd</sup> by Lisa.

Meeting was adjourned at 8:45 pm.