

**Town of Victor Department of Parks and Recreation
Citizens' Advisory Committee Meeting Minutes
January 3, 2018**

Present: Brian Emelson, Gregg Richards, Larry Fisher, Lisa Roberts, Kevin Caggiano and Mark Robbins

Guest: Brad Bower

Absent / Excused: Gary Hadden, Dave Tantillo and Cyndy Rochford

Larry Fisher called the meeting to order at 7:06 pm.

Review & Approval of the December Meeting Minutes:

- Mark commented on the use of the term “Quasi-recreational programming” suggesting the term “potential programming” may be more appropriate.
- Under the Quasi-recreational programming topic, the group discussed the mission statement of the department, Parks and Recreation versus Health and Wellness. Lisa cited the current statement on the town website that eloquently combined both these terms and the group agreed that this was sufficient.
- A motion was made by Lisa to adopt the minutes as written. Motion 2nd by Gregg. Minutes adopted.

Director's Report:

- Brian detailed the items in his monthly report.
- Kevin inquired about the level of responsibility the Parks and Recreation department has for the sidewalk access to the school campus. Brian indicated the department manages the installation of sidewalks in the town and village but the Highway Department is responsible to maintain them. The Parks and Recreation department does maintain the Town Hall campus and sidewalks in our parks.

Parks and Recreation Master Plan Update & Milestones:

- The sub-committee will conduct final interviews the three firms and make a presentation to the Town Board on January 22 with their selection.
- The sub-committee will need to verify and define the scope the services with each vendor to minimize scope creep. This will ensure the department gets the required services and the vendor can deliver those services. A more detailed scope of supply helps the vendor identify costs up front and reduces change orders.
- The committee was impressed with approach Bayer was taking to the project. They included more hours in their proposal to provide a more analytical process to research the history of the town for a more integrated plan that meets the needs of the community.

- Brian indicated a preference to keep some activities such as survey development under the department and CAC control to reduce the vendor costs. Brian has the Route 96 corridor survey that can be used as a reference with data analysis, trends and statistics.
- There is a desire for the selected vendor to have unique ideas to reach out to residents to engage them in the process.
- The suggested time line is to have the Master Plan complete by the end of August (2019?) for approval by the Town Board. This should give the CAC and vendor time to have a comprehensive plan developed for the town.
- Major scope items for the vendor include:
 - Two (2) meetings with CAC for Phase 1.
 - Two (2) meetings with CAC for Phase 2.
 - Two (2) meetings with CAC for Phase 3.
 - Four (4) town events including concerts, Hang Around Days, and a fall event
 - Public meetings with idea boards for resident reviews.

Southgate hills:

- The section of the Auburn Trail at the new Southgate Hills subdivision is scheduled to be complete in the fall of 2018.

Town Board and Planning Board meetings:

- Gregg inquired into the possibility of CAC members having more of a presence at Town Board and Planning Board meetings. This will give the CAC more insight to town activities in lieu of updates from our liaisons.
- Other activities include:
 - A CAC member presenting a quarterly report to the Town Board.
 - Attend planning Board meetings when they would be discussing topics of interest to the CAC. Brian will provide suggestions to the committee members.

Activities for Student Reps:

- Kevin indicated he can take meeting notes directly on his laptop.
- School activities can potentially be coordinated with the Parks and Recreation department via the Shared Decision Group which Kevin is a member of.
- There are also a number of Google Forms that can be used to develop student surveys.
- Opportunities for communication to the community also exist using e-mail blasts from the school supervisor.

Open Position on CAC:

- Christina Labarge attended the December CAC meeting but did not express an interest in joining the CAC.

- Brad Bower attended the meeting and expressed an interest in joining the CAC. He will submit a letter of interest and resume to Tina to begin the process. To return the committee to full representation for the February meeting, CAC members subsequently voted to approve Brad as our newest member.

Town Project Update:

- No updates.

The next meeting will be February 7, 2018

Motion to adjourn the meeting was made by Mark and 2nd by Lisa.

Meeting was adjourned at 8:58 p.m.