

**TOWN OF GRANBY
TOWN-OWNED LAND STUDY COMMITTEE
SPECIAL MEETING MINUTES
September 3, 2015**

PRESENT: Mark Higby, Chairman; Kathryn Miller, Richard McDermott, Margaret Lareau, Mary-Jo Toczydlowski, and John Adams

Chairman Mark Higby called the meeting to order at 7:06 p.m.

Public Comment: None.

Review Agenda: No new items were added.

Minutes

The minutes from August 27, 2015 were reviewed by the Committee.

On a MOTION by J. Adams, seconded by R. McDermott, the Committee voted unanimously (6-0-0) to approve the Minutes of August 27, 2015 as recorded.

Unfinished or Tabled Business

- a.) Review Report in its Entirety – the report was reviewed and some modifications were agreed on. Items discussed included:
- Recommendations – possibly move forward in the report.
 - Make up a Table of Contents page (J. Adams).
 - It was agreed to add, at the end of each section, wording such as: this information was used to form the recommendation and point the reader to the Recommendations section on page 32.
 - M. Lareau provided a list of websites used for the report. This will be inserted into the report in the appropriate place.
 - R. McDermott emailed information to M. Higby just prior to this meeting. He will insert it into the appropriate place.
 - On page 19, wording of the paragraph to be inserted was modified by R. McDermott.
 - On page 12, an additional paragraph is to be placed at the bottom of the page.
 - Some of the wording throughout the report was “cleaned up”. Reference to the Transfer Station will be changed to Recycling Center.
 - M. Lareau had several suggestions for changes including grammar and punctuation in several places in the report. She commented that the Observations and Thoughts on Agriculture in General and in Granby (pgs. 9-11) seems too long. She questioned the map links. It was stated this information is included in the introduction, which still needs to be inserted into the report. Page 25 needs a heading, as well as page 24, 42, 43, and 44. She will email M. Higby her suggestions for other edits.
- b.) Review Text Under Recommendation Number One – (p. 32) It was suggested that this paragraph be broken up somewhat. It seems too long as one. A few changes to the wording were suggested, including changing the word felt, to something like concluded.
- c.) Receive Paper Copies for Appendix – still needed. Give them to M. Higby.

M. Higby noted all the changes as the Committee discussed them. He will incorporate them into the final report. His goal is to have the complete report done for the Committee's review, by September 13th.

The Committee is encouraged to read through the document prior to the September 17th meeting. Any corrections should be noted for change.

New Business

None.

Set Agenda for September 17, 2015 meeting

Items to include on the Agenda are:

- Review the Report in its entirety
- Motion of Approval of the Summary Report from the Town-Owned Land Study Committee
- Request to the Town Manager's office to be placed on the Board of Selectmen Agenda for September 21, 2015 for presentation of this report

Adjournment

On a MOTION by M. Higby, seconded by R. McDermott, the Committee voted unanimously (6-0-0) to adjourn the meeting at 8:03 p.m.

Respectfully submitted,

Susan Christian
Recording Secretary