

**Town of Victor Department of Parks and Recreation
Citizens' Advisory Committee Meeting Minutes
January 2, 2019**

Present: Brian Emelson, Larry Fisher, Liam Richards, Gregg Richards, and Lisa Roberts.

Guests: Paul Moszak, Trail Steward - Genesee Regional Off-Road Cyclists

Absent / Excused: Dave Tantillo, Gary Hadden, Mark Robbins and Bradford Bowers

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

Review & Approval of the November Meeting Minutes:

- There were two amendments to the November meeting minutes. Motion to approve the minutes by Larry. 2nd by Liam. Minutes approved as amended.

Director's Report:

- Brian detailed that they had completed construction on the Victor Community Connectivity project and that he is working on the close out package for the Town's grant with the New York State Department of Transportation.
- Brian mentioned that they are going to be doing interviews for a part-time clerk opening this month.
- Brian mentioned that he and some of the members of Victor Hiking Trails had worked with staff and equipment from American Equipment to rough grade the Auburn Trail on the Knapp property where Victor Hiking Trails has a revocable permit as well as the Town section that was acquired through the Southgate Hills subdivision approvals. Brian, Lisa and Chauncy also installed some erosion control measures on December 19th to prevent any erosion on the newly graded ramp prior to grass being established. Gregg asked if the developer was going to put a trail and trailhead at the end of the new cul-de-sac in Southgate Hills that abuts the Auburn Trail. Brian said that he would look at the file and see what the conditions of approval were adopted by the Planning Board.
- Gregg opened the floor for other questions on Brian's monthly report.
- No other comments or questions.

CAC Membership:

- Paul introduced himself to the Committee and indicated that he had applied for the vacancy on the Committee.

Planning Board project Reviews:

- No items to report.

Southgate Hills and Knapp Ramp Update:

- The Committee discussed as part of Brian's report.

Review of Gullace project:

- No items to report.

Parks and Recreation Master Plan Project Update:

- Lisa reviewed the recent sub-committee meeting that was held from 5:30 – 7:00 pm today with Lisa, Larry and Brian attending. Most of the meeting was spent recapping the December 5th public information and discussing the organization of a workshop with the Town Board in January as previously discussed with Dave Tantillo.
- Lisa is preparing an outline of the workshop presentation information and the subcommittee would be working on the presentation at their next sub-committee meeting which is slated for January 16th at 1:00 pm.
- The Committee discussed the results of the public information session. Brian said that Bayer Landscape Architecture would be working on the draft preliminary plan in January, February and March and the CAC would then be responsible for editing the document and making comment. Brian was going to obtain the information and data from the previous three public outreach events as well as the December 5th session from Bayer so that it could be used for the Town Board workshop.
- Brian mentioned that he had received "Stakeholder Group" surveys from approximately (10) community groups and that he was in the process of obtaining the rest. Surveys were sent to representatives of (21) different community groups. Once these are captured they would be incorporated into the master plan document.

The next meeting will be February 6, 2019

Motion to adjourn the meeting was made by Lisa and 2nd by Larry. Meeting was adjourned at 8:20 pm.