A. **Call to Order**
Meeting called to order at 7:02 p.m.

B. **Accept the Agenda**
A motion was made by Commissioner Gartner to accept the agenda. The motion was seconded by Commissioner Daniels. The motion passed unanimously.

C. **Public Forum**
None

D. **Approval of Minutes**
Commissioner Lukens made a motion to approve the minutes. The motion was seconded by Commissioner Daniels. The motion passed unanimously.

E. **Request for Comment**

1. **Livingston Updates**
No new information to discuss.

2. **Timber Management and Southern Border Safety**
No new information to discuss.

3. **Country Club Road**
No new information to discuss.

4. **Chiaravallo Development Rights Update**
No new information to discuss.

5. **NEAT Urban Farm Update**
Chairwoman Holder requested from staff clarification on the process that led to the executing of the lease agreement between the City and NEAT.

6. **Property acquisition on Saybrook Road**
Kozikowski presented to the Commission that he was approached by the property owner who wants to donate a 8.5 acre property on Saybrook Road to the city. The parcel was created when the Route 9 right-of-way was created. It has no access from a City street. The parcel is vacant and undeveloped. It contains wetlands and watercourses. The Commission discussed the merits of the property and suggested that since it has no access and is not contiguous with other open space parcels that it will likely score low in scoring matrix. The Commission will hold off on any
further investigation until the open space map is updated to show priority areas for open space acquisition.

7. Property acquisition on Ballfall Road
Kozikowski presented to the Commission that he was approached by the property owner who wants to sell or possibly donate a portion of his property at 223 Ballfall Road. He is interested in subdividing the property, which will result in excess land which contains slopes, wetlands and mature vegetation that portion of the lot is vacant and undeveloped. The Commission discussed the merits of the property and suggested that since it would have no access that it will likely score low in scoring matrix. It may or may not be contiguous with other open space. The Commission will hold off on any further investigation until the open space map is updated to show priority areas for open space acquisition.

F. Officer and Committee Reports
1. Chairman’s Report
   i. POCD Update
   Chairwoman Holder reported that a public hearing was being held by the Planning & Zoning Commission on the draft sustainability chapter of the Plan of Conservation and Development. She agreed to draft a letter on behalf of the Commission on Conservation and Agriculture that provided comments related to infrastructure, walkability, heat surfaces, design in landscaping, bikeways and walkways, farmland preservation and creation of parks. Commissioner Miller provided additional comments related to specific recommendations in the plan.

   ii. Acquisition Committee to review and rank incoming property purchase offers
   Chairwoman Holder suggest that the Commission waits until Christine Razcka to return to work before moving forward on the properties and develop a strategy to identify priority areas for acquisition and the process for handling inquiries. Chairwoman Holder suggests that at the next meeting, the Commission should work towards identifying priority properties to update the Open Space Map. She will invite partner organizations to assist in that process.

   iii. CFPA visitor and collaboration
   No new information to discuss.

   iv. Certified Wildlife Habitats Program
   No new information to discuss. Commissioner Gartner agreed to look further into the details of the program.

   v. Annual Report and proposal to revamp committees
   Chairwoman Holder outlined highlights of the Commission in the previous year. Chairwoman Holder also suggested revamping and reorganizing some of the committees. She suggested eliminating the Open Space Management Committee and dividing its responsibilities between the Agriculture Committee and the Trails Committee.

2. Trails Committee
   i. Trail Work for Winter
   No update.

3. Agriculture Committee
   i. Farm Market and Stand Ordinance Update
   No new information to discuss.

4. Outreach Committee
i. Future Events
No new information to discuss.

5. Open Space Management Committee
No new information to discuss.

6. Open Space Acquisition Committee
The Commission will hold off on any further investigation until the open space map is updated to show priority areas for open space acquisition.

G. Old Business
1. Kleen Energy Property
No new information to discuss.

2. Landfill Trail
No new information to discuss.

3. Open Space Regulations
No new information to discuss.

4. Red Maple Swamp
No new information to discuss.

H. New Business
1. Adopt 2020 Meeting Calendar
Commissioner Gartner made a motion to adopt the 2020 meeting calendar. The motion was seconded by Commissioner Miller and passed unanimously.

I. Member Forum
The Commission discussed filling the vacant seat on the Commission. The Commission discussed the process for reappointing Commissioners with expired terms or terms that will expire soon.

J. Adjournment
Commissioner Lukens made a motion to adjourn. The motion was seconded by Commissioner Gartner and passed unanimously. Meeting ended at 8:30pm.