

PTAB Meeting Minutes December 15, 2021

Meeting Commenced - 6:03 pm

Present: Andy T, Ashley M, Sara R, Ezra S, Rich S, Jamie K, Jimmy C, Colleen O, Tyler M., Steve L

1. Guest Speaker - none
2. Approve November Meeting Minutes - *Motion TM, 2ndSL*
3. Old Business
 - a. Fireworks letter (Colleen, Tyler)
 - Ezra will accept all changes and send to Jamie
 - Jamie will share with John before submitting to the village board as a memo
 - Motion to approve letter by TM, 2nd by Ezra – all approve
 - b. Project Updates
 - Claiming parks on Google Maps (Andy, Ezra)
 - i. No update; keep on agenda for next month
 - DRI (Jamie)
 - i. 90% construction documents are complete and will be posted online soon
 - ii. Main & Broadway intersection help up waiting for DPW feedback on T intersection
 - iii. Still working on final design for Woodruff St east; negotiating easements for underground utilities on Woodruff St. west
 - iv. Expect to release construction bid in mid-February
 - Wayfinding Maps
 - i. Ezra summarized changes made since last review: extent, locator map, more branding, fewer icons, hill shading, transparent buildings, walk time radius, Essex Co sidewalks
 - ii. PTAB discussed additional revisions; Jamie will compile feedback
4. New Business
 - a. Annual Report
 - Jamie will create a google doc with categories of things to include; everyone will add their ideas
 - b. 2022 Action Plan
 - Most action in the 2021 action area complete; will schedule a work session for March to brainstorm new projects and identify priorities/committees
 - c. Rail Trail Work Session in January
 - Purpose is to get an update on all things related to the Rail Trail
 - i. Rich will get info/updates from DEC re: trail design, timeline, branding, signage. Etc.
 - ii. Josh will provide trails update from BETA
 - iii. Jamie will review village bike/ped connections and wayfinding signage
 - 2022 Meeting Schedule
 - i. January 19th – Rail Trail work session
 - ii. February 16th – Baldwin Park plan
 - iii. March 16th – 2022 Action plan work session
5. Adjourn meeting at 7:30pm