



# MINUTES

## FAIRFAX OPEN SPACE COMMITTEE

16 Park Road, Fairfax

Tuesday, September 22, 2009, 7:30 PM

### OPEN SPACE COMMITTEE:

Mimi Newton - Chair

Michael Ardito	Denise Ferry
Ted Bright	Ruth Horn
Barbara Coler	Jack Judkins
Niccolo Caldararo	Ryan O'Neil – Co-Chair
Helen Fauss	Jane Richardson-Mack

#### 1. Roll call

Present: Mimi, Michael, Denise, Ruth, Jack, Niccolo, Ryan, Helen, Jane.

Also present: Kathy Wilkie - Public Works Director and Town Council Liaison  
Pam Hartwell-Herrero, Sustainable Fairfax

#### 2. Approval of Minutes of August 25, 2009. Approved by unanimous vote.

#### 3. Report of Finance Director Review of FOSC Finances

Laurie Ireland-Ashley, Town Finance Director, has nearly completed review of all Town and all FOSC Treasurer information on finances of FOSC from 2004 to present, including receipts and expenditures. A cash receipt list has been prepared. Although not yet complete and taking into account some discrepancies, the Town Open Space Fund has roughly \$6,000; the Wall Property fund (donations specifically for the purchase of the Wall property) has around \$8,000; and there is a reserved \$29,000 – related to the Melvin property acquisition - for future open space purchases (that has probably been reimbursed in full by the FOSC receipts).

All of these funds are held in the Open Space account and, under required accounting principles (Generally Accepted Accounting Principles, GAAP) should not be used for any purpose other than open space.

As a point of general information, the Finance Director also noted that funds that are specifically earmarked (for example, as noted on a check) as being for “open space” would be held in trust only for that purpose by the Town.

#### **Action Item: Town Finance Director**

#### 4. Update on Meeting with Town Manager on “Boards and Commissions Guidelines”

Jack and Jane met with the Town Manager on the proposed “Boards and Commissions Guidelines”. The Town Manager made the following proposal: 1) that FOSC may continue to receive funds directly but subsequently turn them over to the Town (although FOSC may also have receipts provided directly to the town with joint Town/FOSC recording of such receipts), and the Town would place all such funds in the restricted Open Space account; 2) The Boards and Commissions Guidelines would be revised to reflect that all funds received from any Town committee or board would be placed in a restricted fund and dedicated to and used only for the purposes of that board or commission; 3) Annually FOSC would provide a broad budget proposal to the Town Manager for the amount of Open Space funds anticipated to be needed by FOSC over the next fiscal year, for inclusion in the Town budget and, on approval of the Town budget by the Town Council, the total of the FOSC Open Space funds would be advanced to the FOSC; 4) FOSC would be required to account for expenditures and receipts and provide back-up documentation; 5) For the current fiscal year, FOSC would be permitted to retain a reasonable amount of funds for anticipated expenses, again with the obligation to account for and document expenditures.

On request of FOSC, the Town Finance Director agreed that monthly statements of the Open Space account could be provided to FOSC. This would include the receipts and expenditures. The Finance Director also pointed out that if there was a need for more Open Space funds than budgeted for a particular year (for example, in order to contribute to a property purchase), that additional expenditure would be approved by the Town Council (as would the purchase itself).

A motion was passed unanimously to approve the proposal was an acceptable one, but subject to a request that the “Boards and Commissions Guidelines” ordinance should be revised to indicate not only that the Town would dedicate and use funds provided to a committee or board solely for the purpose of the board or committee, but also that the use would be subject to the approval of the board or committee.

**Action Item: Jack to report to Town Manager the comments of FOSC.**

## 5. Update on Website

Ryan reported that the update of the website has begun and that he had sent everyone a link to the initial model. The notion is that the website will contain tabs under which content will be provided. The tabs may include contacts, donations, photos, maps, agenda and minutes . . . etc. He encouraged FOSC members to review the site and make any proposals for tabs and for what is linked under each tab.

Several FOSC members who had seen the initial model were very impressed and thanked Ryan and the web designer for the work to date. Ryan said that his approach would be to address one or more of the proposed tabs and its contents per FOSC meeting. This should be an ongoing Agenda item.

**Action Items:**

**Each FOSC member is encouraged to view the website and be prepared to provide comments and input on the tabs and underlying content.**

6. Update on Fundraising and Promotional Ideas

Ryan presented a model of an organic cotton shopping bag with the FOSC logo on it. FOSC members enthusiastically supported this item. Ryan explained that the bag has advantages over T-shirts: there is only one size, it can be bought in small quantities and is relatively inexpensive.

Ryan also present a revised hat design, made of organic cotton.

Several additional ideas were discussed: stainless steel water bottles and coffee cups, each with the FOSC logo.

7. Update on Maps

Continued to next meeting.

**Action Items:**

**Mimi to put on October agenda and bring map to next FOSC meeting.**

8. Action regarding Newsletter

FOSC members generally discussed the fact that the website would soon be functional and that it could serve the purpose of the newsletter, both in terms of informing and seeking donations. The website could contain articles, as well as far more content, and have archived copies of past newsletters as well. Denise reported that in the past the cost of the newsletter was greater than donations generated by it. It was agreed that there would have to be some way to publicize that the availability of the web-site once it was up and running.

A motion was made and approved unanimously to forego the newsletter in favor if developing and publicizing the website.

**Action Items:**

**Michael volunteered to assist with publicity through the media and the hope was expressed that Denise (who had just left the meeting) would also assist. Jane and Mimi volunteered to work on a postcard to be sent Town residents announcing the new website.**

9. Report on Fairfax Picnic fundraising

Continued to next meeting

**Action Item**

**Mimi to provide report at next meeting**

10. Report on Samuel P. Taylor Park hike

Mimi provided a brief report.

11. Subcommittee Reports

Acquisition – will re-focus its attention on contacting Wall property owners.  
Discussion and action on offer to sell to Town property that is adjacent to Ben Ross property will be put on next months' agenda.

**Action Items:**

**Mimi to put on October agenda the offer to sell to Town property that is adjacent to Ben Ross property.**

12. Miscellaneous and August Action Items

It was agreed to table any consideration of Town and Country Club property unless and until there was a specific need to do so.

Mimi will place on October agenda the discussion of possible permanent sign on Jolly Hill to replace the temporary one that was taken.

Ryan met with Kathy Wilkie and the Town Manager at Egger Park to view the collapsed retaining wall. Per Kathy Wilke, the County and Regional Water Quality Board will assess various options including removal and the impacts.

All other August actions items accomplished

**Action Items:**

**Mimi to place on October agenda the Jolly Hill sign**  
**Kathy W to provide report on assessment of RWQCB and County regarding Egger Park retaining wall**

13. Public Expression

None

Meeting was adjourned.