

# Master Plan Committee

## Meeting Minutes

April 17, 2024

Begin at 7:00pm

Attendance: Matthew Benoit Director of Community Development, Richard Preston, Linda Brown, Michael Zwicker, Maxwell Postma, Gordon Larrivee, Katie Grace Dudley, Carol Gogolinski and Robert Minarik. Excused are Meghan Schlesman and Brandon Moore.

1. Minutes of March 20, 2024. Robert Minarik motions to approve the minutes of March 20, 2024 as presented. Michael Zwicker seconds the motion. The motion passes.
2. CMRPC (Central Mass Regional Planning Commission) Master Plan proposal for budget and timeline. The budget consists of \$30,000 in Town Meeting funds and \$115,000 in grant funds. CMRPC will help the Town secure the grants.  
**Phase 1** (ATM to serve as a match for Phase 2 and Phase 3 grants) cost is \$30,000. To begin after 2024 ATM. Estimated timeline June 2024 – Nov. 2024.  
**Phase 2** (EEA Planning Assistance Grants or other grants) cost is \$50,000. Award anticipated Nov. 2024. Estimated timeline Jan. 2025 – August 2025.  
**Phase 3** (Community One Stop or other grants) cost is \$65,000. Award anticipated Nov. 2024. Estimated timeline Sept. 2025 – May 2026.  
Total amount for all 3 phases = \$145,000.
3. Discussion: Hazard Mitigation Plan: The Douglas Fire Dept. requests we consider hazardous areas in town be included in our Master Plan Project. Examples are Riedell Road flooding, large areas with a lot of dead trees that are a fire hazard along route 16 and southwest of the causeway, roads with narrow bridges such as Mechanic Street Bridge and the causeway crossing over the Whittin Reservoir (Wallis Street) that also does not have guard rails.
4. SWOT Analysis (continued from first meeting):  
**Opportunity:** Enhance VR use, add mixed use downtown, ADU bylaw improvements.  
**Treats:** Utility infrastructure, abandoned pipelines.  
**Weaknesses:** Old easements. All town-owned government and school building maintenance.
5. We discuss having the third Wednesday of the month @ 7:00pm as our official meeting date. We all agree this date. Matthew Benoit will put together a calendar for us to officially approve.
6. Next meeting is May 15, 2024.
7. Adjournment: Mike Zwicker motions to adjourn at 8:00pm. Robert M. seconds the motion. The motion passes.

Linda Brown

Master Plan Committee

Secretary