

Master Plan Committee  
Meeting Minutes  
September 18, 2024

1. Meeting called to order at 7:01pm.
2. Attendance: Matt Benoit Community Development Director, Richard Preston, Ross Smith, Meg Schlesman, Bob Minarik, Carol Gogolinski, Gordon Larrivee and Linda Brown. Excused absence are Mike Zwicker and Bob Moran. Not excused are John Bombara and Brandon Moore.
3. Minutes from Sept 12, 2024 are read. Bob Minarik motions to approve the minutes as amended. Gordon Larrivee seconds the motion. The motion passes.
4. Present from CMRPC are Emily Glaubitz and Sam Carter. Emily distributes the Draft Revised Master Plan survey with maps, flyer and postcard for approval.
  - **Maps** titled Land Use and Down Town Land Use need to say Douglas and not town of Spencer. On all the maps the street titled North East Main Street needs to end at the intersection corner of Main Street and North Street where the war memorial statue is. Main Street starts at this war memorial and continues to Webster Street. Wallum Pond Street should be Wallum Lake Road. All schools that are currently being used need to be amended with correct streets and school names. The three schools are Douglas Primary School, Douglas Elementary School and Douglas High School. The Primary and Elementary Schools have access off of Gleason Court and Route 16/ Davis Street. The High School has access off of Route 16/Davis Street only. Remove from the legends on all survey maps Salt Water Wetland, Unconsolidated Shore, Cranberry Bed, Nursery and Misc. Open Space Inventory Map legend should not have 'Newly Acquired 100 Acre Town Conservation Property' as a separate location. It should only be included under Owner Type as Municipal. Open Space Inventory Map needs to keep the abutting towns Open Space Inventory areas and names but shade these towns a different color than the Douglas shades to indicate the town boundaries. Manchaug Street does not have the Conservation Land dedicated to Mary Lynn Dube on the Open Space Inventory map. On the Zoning Districts Map the zoom in box with Main, Gilboa and NE Main Streets needs to have arrows or different color lines to differentiate it from balded street lines. The Survey Maps need to have a link to view larger maps.
  - **Survey**: We question the Fall Town Meeting Date in November 2024. At the end of the survey, last page, add to Master Plan Open House on November 14, 2024 the start and end time to be 5:30pm to 8:00pm. Also include under Open House free pizza and snacks to be provided. CMRPC budget will have the funding for the pizza, etc... Matt Benoit has reserved the Town Hall/Municipal Center for the Open House. We agree that the Municipal Center Gymnasium needs to be used for the Open House if pizza is being served. The word 'anonymous' should be included on the survey and flyer.

- **Postcard:** Add 'Pick up paper copies at the Town Hall, Library and Adult Social Center/drop off will be at the Town Hall'. CMRPC will order postcards tomorrow with the changes. The mailing address will be to 'local postal customers.
- Ross Smith motions to approve the Survey with the maps as amended. Bob Minarik seconds the motion. The motion passes.
- Ross Smith motions to approve the Flyer as presented. Bob Minarik seconds the motion. The motion passes.
- Bob Minarik motions to approve the Postcard as amended. Ross Smith seconds the motion. The motion passes.
- Matt Benoit will email the amended maps to the Committee once he receives them from CMRPC. If the Committee sees amendments are still needed they can send these to Matt Benoit only.
- Emily to launch the Survey Website, possibly next week, when she hears from Matt Benoit that there are no further amendments from the Committee needed for the maps. CMRPC will print the Postcards and they will be mailed out first to the community to get the survey started. CMRPC will print Survey Flyers so we can distribute them in strategic locations such as Post Office, local businesses and municipal owned locations. Rich Preston will post something on the privately owned Facebook page or website page for Dynamic Douglas. Matt Benoit will ask the October Fest Committee if we can set up an informational table at the Town of Douglas Octoberfest on October 5, 2024. CMRPC will cover the cost of the table.
- Open House November 14, 2024. CMRPC will have their staff at individual topic tables to answer questions from the public. At least one Committee member should also be present at these tables.
- Next meeting is October 16, 2024.
- Bob Minarik motions to adjourn at 8:16pm. Ross seconds the motion. The motion passes.

Linda Brown  
Master Plan Committee  
Secretary