

Master Plan Committee

Meeting Minutes

October 16, 2024

Meeting called to order at 7:03pm.

1. Attendance: Matt Benoit Community Development Director, Richard Preston, Ross Smith, Meg Schlesman, Mike Zwicker, Carol Gogolinski, Gordon Larrivee, Linda Brown and Bob Moran on Zoom. Bob Minarik is on the way. Unexcused absence are John Bombara and Brandon Moore. We will evaluate the numerous unexcused absences for these two members next meeting.
2. Minutes from Sept. 18, 2024 are reviewed. Ross Smith motions to approve as amended. Bob Moran seconds the motion. Mike Zwicker abstains. The motion passes.  
Bob Minarik joins the meeting at 7:12pm.
3. CMRPC participation: Emily and Sam are present and discuss the status of the grant and distribution of postcards, survey and results. The finalized survey results will be in December 2024.
  - Grant: We have received the \$115,000.00 grant from Executive Office of Housing & Livable Communities to assist with our Master Plan expenses.
  - Post cards mailed the early part of last week, 10/7/24. Some of the members have not received the postcard yet. We will wait until our next meeting if not received to contact the post office or send out another mailer.
  - Discussion: Emily distributes a summary of survey results received so far. Emily states we have already received 468 completed surveys. The Committee should read the printed survey results and comments prior to the next meeting. A lot of income bracket results were in the \$150,000.00 + range. Other survey distribution target areas could be the 4 churches we have in town. CMRPC will need to tour the town and review Municipal services, important areas and significant sights such as the Town Common with the gazebo as well as private and state sights such water slide on West Street, Douglas Orchard on Locust Street, Douglas State Forest in the west side of Douglas and the SNETT (Southern New England Trunk line Trail) that spans from west to east in Douglas. We request copies of the flyers and surveys so members can distribute them around town and local businesses. Emily will leave copies of each with Matt Benoit in the Community Development Office so members can pick up what they need. Emily asks us about the results of the last Master Plan and what was implemented? We do have a Final Report dated April 2007. Matt said it is on our Town Master Plan SharePoint. Matt will email the previous Master Plan Final Report from 2007 to the Committee and Emily.
  - Open House: The open house will be November 14, 2024 from 5:30pm-8:00pm. Matt Benoit has reserved the entire Town Hall including the attached Gymnasium for our Open House. Stations/tables will be manned by at least 1 CMRPC member and a Master Plan Committee member if they are able to help.
  - Station 1. Welcome residents and point out specific stations, areas of interest and where the refreshments are.
  - Station 2. Housing: We need to explore how other towns meet the 10% of affordable housing. At this station we need to define what the terms median income is and affordable housing are.
  - Station 3. Economic Development: Using our SWOT Analysis. Davis Street could be developed with the proper infrastructure. Gilboa Street, downtown, Davis Street and Riedell Road/Main Street will be the target areas.
  - Station 4. Land Use: Map will have major streets and land marks for orientation. State Forest area should be excluded for non-passive activities. There should be a separate Zoning Map at this station.

- Station 5. Transportation & Circulation: Broken up into different categories. Sticky notes could be utilized for all areas so participants can put into the corresponding boxes.
- Station 6. Open Space, Recreation & Natural Resources: The participants can place pins on a map for future trails, more ADA compliant locations and beautification. Open Space map should include both state and town owned properties. Map should show Douglas State Forest and the SNETT trail. Some parking for the State Forest needs to be improved or added at many access points such as Wallis Street entrance adjacent to the Reservoir Causeway. Highlight areas on the map to include the Douglas State Forest, SNETT, Wallum Lake Park, Rt. 16 trails, Douglas Orchard on Locust Street and the Mumford Street and Manchaug Road town open space properties.
- Station 7. Historical & Cultural Resources: Areas of historic interest. The Douglas Historical Society is privately owned and not town funded. The Historical Commission is a town commission. SWOT Analysis as well as timeline can be used for this station. Areas of 'untold histories' can be submitted at this station. This station should have contact information for participants to submit historical information after the Open House. The Douglas Historical Society and the Douglas Historical Commission should be invited to help with this station.
- Station 8. Town Services and Infrastructure: Education, planning & development, public works, etc. can be categories. A supplemental table may be needed for costs to the taxpayer for these additional services and continued maintenance. The Municipal Departments may have this cost information.
- Station 9. Kids Station: Build your own town using colorful stickers with shapes or captions could be used.
- Growth Strategies could be included in the Land Use Table.
- Anonymous comment box will be at the last station.
- Pizza and refreshments: CMRPC will order the pizza for the Open House Workshop. One member requests non-dairy pizza as a choice.
- Oktober Fest CMRPC table: Emily states the table at Oktober Fest was a great success. They ran out of flyers and surveys so they had to get more.

4. Next meeting is October 30, 2024. CMRPC will put together all of tonight's Workshop recommendations and changes for the next meeting.
5. Mike Zwicker motions to adjourn at 8:50pm. Ross Smith seconds the motion. The motion passes.

Linda Brown  
 Master Plan Committee  
 Secretary