

Master Plan Committee

Meeting Minutes

Oct. 30, 2024

Meeting called to order at 7:01pm

1. Attendance: Matt Benoit Community Development Director, Rich Preston, Ross Smith, Mike Zwicker, Carol Gogolinski, Gordon Larrivee, Linda Brown, Bob Moran and Bob Minarik. Not excused is Meg Schlesman. We received resignation notifications from members John Bombara and Brandon Moore. John Bombara wishes to still be included in all Master Plan emails, we agree. Planning Board will need to be informed of these resignations so we can possibly get two more volunteers.
2. Minutes of Oct. 16, 2024. Bob Moran motions to approve the minutes as amended. Ross Smith seconds the motion. The motion passes.
3. Volunteers: We have two volunteers present that wish to participate with the Nov. 14th Open House and they have two teens that can also help. They are Kristen and Jeffrey Inman from 19 Orange Street. Matt Benoit has their email address. We all agree to accept them as volunteers.
4. CMRPC participation: Emily Glaubitz is present and Sam Carter is on Zoom.
 - Survey data update: So far we have received 568 completed surveys. Top 3 sentiments/concerns on the survey replies were road conditions, high taxes, and open space.
 - Workshop postcard/flyer updates: The Master Plan Committee and CMRPC will meet at the Municipal Center Gym at 4:30pm to set up the stations for the Open House. The Highway Department will help with table set up. Matt Benoit will reach out to the Highway department to see if one of them could help man a station for infrastructure or transportation.

Postcard mailing error: When the online bulk mailing was done for the survey/open house postcards two of the 5 rural routes were left out. These postcards were addressed as 'Local Resident'. Many residents were not notified due to the 2 missing routes. CMRPC will rectify this by having more postcards printed and mailing them out to the 2 rural routes left out. Linda Brown has peel off stickers for postcards to be sent out that would not be included on this 'Local Resident' bulk mailing list. She received these from the Douglas Assessors Office that has access to addresses for land owners that do not live in town and business owners that do not live in town. Emily will use these 270 extra address stickers and include them with the 2 missing route postcard mailing.
 - Open House Nov. 14, 2024: There will be at least one CMRPC person at each station. We all agree that the set up for the stations will be in a horseshoe shape in the Gym to keep a good flow and visual access. We should keep all stations near the entry door section. The first station will be the Welcome table with a map showing where each station is located and their topics. Matt Benoit will be available all day to assist Highway with set up. We have 9 stations total. We will need 9 tables for the stations set up and tables for the Pizza/refreshments and empty tables with chairs for sit down eating. This pizza/refreshment station will be last in the horseshoe set up area. CMRPC will have large posters at each station including information on each topic. We discuss a free raffle at the welcome table. CMRPC will look at the legality of using Town and Grant funds for this type of activity. If we can do a raffle someone will need to volunteer to be in charge of the raffle and contact information would need to be on every ticket so participants do not need to be present to win.
 - Open House Station Volunteers: Rich Preston and volunteers Kristen and Jeffrey Inman will man the Welcome station, Carol Gogolinski will man the Housing station, Gordon Larrivee will man the Open Space station, Bob Minarik will man the Economic Development station and Mike Zwicker will man the Land Use or Transportation station. Historical Station does not have a Master Plan member to man it. Sam/CMRPC has reached out to the Douglas Historical Society and the Douglas Historical Commission to

see if they can have someone help man the Historical station. Kids/children's station will be manned by the volunteers Kristen and Jeffrey Inman's two teens. Matt Benoit will contact the Douglas Cable and see if they can be present to record this Open House for Douglas Cable YouTube Channel. Douglas Cable can record the crowd and stations by interviewing station participants and get audience participation. This Open House will need to be a posted meeting due to the fact that there will be a Master Plan Committee quorum present. Matt Benoit will post this meeting prior to Nov. 14th. Master Plan Committee will call the meeting to order on Nov. 14th at 4:30pm and then be recessed to have Douglas Cable record the Open House from 5:30pm to 8:00pm when it can be adjourned by the Master Plan Committee.

Food Station: Emily will find out how we can pay for the Pizza with Town of Douglas or Grant funds. There will be a CMRPC member to man this station and have someone serving with gloves for sanitation. CMRPC will provide soda and water, plates, cups and napkins. Mike Zwicker offers to bring a large cooler to keep the beverages cold. We will need to notify the 3 town pizza houses that we will be ordering 15 pizzas from each location to begin with and if we run out we will order more during the Open House. Bob Minarik will contact the pizza houses prior to Nov. 14th and ask them how they want to be invoiced/paid and if they can deliver on the 14th. We decide the pizza to be ordered will be pepperoni, no cheese with veggies (lactose intolerant), Hawaiian, pepper & onion, chicken bacon ranch and plain cheese.

Revised Draft Flyer: Emily hands out a new draft flyer that the committee can place in strategic locations to get the word out about the survey and workshop. We review and need to add that children are welcome and that this Master Plan Survey and Open House is presented by the Town of Douglas and CMRPC. When it is revised by Emily we will receive an email of the draft flyer for review/approval and Matt will let the MP Committee know when it is printed and ready for pickup.

The Douglas Dough page needs instructions and only \$10 denominations.

At the Housing station there needs to be something about the Affordable Housing Act that is coming in Feb. 2025 and the meaning behind this new law. Emily will look into that.

5. Mike Zwicker motions to adjourn at 8:33pm. Ross Smith seconds the motion. The motion passes.

Linda Brown

Master Plan Committee

Secretary