

Master Plan Committee
Meeting Minutes
February 19, 2025

Meeting called to order at 5:02pm.

Attendance: Matt Benoit Community Development Director, Rich Preston, Linda Brown, Bob Minarik, Bob Moran, Mike Zwicker, Meg Schlesman, Ross Smith, Carol Gogolinski, Rebecca Lavallee, Dan Mascroft, Rob Leonardi and Margaret Bacon. Gordon Larrivee is excused.

1. Minutes of January 22, 2025. Bob Moran motions to approve the minutes as amended. Ross Smith seconds the motion. Carol Gogolinski abstains. The motion passes.
2. Discussion: Emily Glaubitz and Sam Carter from CMRPC are present.

- **Interview and Town Tour Results.** Rich Preston, Matt Benoit, Emily Glaubitz and Sam Carter conducted the interviews and Town Tour on February 3, 2025. Emily and Sam share details of their meetings with the Building Commissioner, Finance Director, Assistant Town Clerk, Police Chief, Director of the Adult Social Center, Director of the Public Library, Fire Chief, Highway Superintendent and the Principal of the High School. They were unable to interview the Water Department, Town Administrator or have the Town Tour. These will need to be rescheduled. The interviews with the visited departments were based on staffing needs, storage, space, equipment, trends and changes for the future. Overall needs were storage and space issues.

Assistant Town Clerk concerns are the storage space needs, lack of volunteers needed for town elections and the lack of animal regulation.

Police Chief concerns are the lack of space as well as animal complaints.

Adult Social Center concerns are storage and space. Right now they are physically limited to 50 people for their location. A wish list would be a commercial kitchen, 4 storage closets, fitness equipment and space to hold events for 100 people.

Public Library concerns are the lack of handicap accessibility. CMRPC has offered to help the library look for handicap accessibility funding and grants that may be available right now. The library also needs additional funds for electronic materials.

Fire Department concerns are the cost of replacing gear is very expensive and only has a shelf life of 10 years. In the future they would like to maintain a 3, 3, 3 shift. Space is an issue and the building is not sprinkled for fire.

Highway Department concerns are space needs for vehicles and equipment. Flooding onto town roads is an issue. Homes are being built where road runoff used to go into the woods, now it remains on the town roads causing flooding and other issues.

High School concerns are losing many 9th grade students to Blackstone Valley Tech, chronic absenteeism, storage and the need for more elective courses. The High School does have a student work study program available to local businesses in town.

Rescheduling of the Water Department, Town Administrator, Board of Health and the Town Tour has not been finalized. Bob Minarik wishes to attend the Water Department interview.

3. **Student Survey and discussion** will be held at the High School on March 10, 2025 at 9:00am. Bob Moran wishes to attend this meeting. The Student Survey will be completed by the students online at the High School. Some additional questions to ask the students are the behavior of fellow students, what skills might be needed after High School and their interest in the student work study program.
4. **Mobile Workshop** is scheduled for March 27, 2025 at the Adult Social Center.
5. **Phase 2, Next Steps:** Complete stakeholder interviews that were missed, hold a Mobile Workshop in March 2025, develop a Master Plan Vision Statement, conduct chapter department interviews and draft Master Plan Goals and Objectives starting May 2025.
6. **Quarterly Reporting** deadline for our grant with CMRPC is due April 2025. Matt Benoit sends this quarterly report to the state and the state will send payment from the grant to CMRPC.
7. **Survey Results:** Copies of the town wide survey results are passed out. The first section is summarized. These results will be added to the Town of Douglas Master Plan website. Results for housing types were filtered by age and needs to be revised.
8. Next meeting on March 19, 2025: We need to develop a Vision Statement. Emily hands out a copies of the Master Plan 1998 Vision Statement and Goals and Policies for our review.
9. Motion to adjourn made by Bob Moran at 6:31pm. Seconded by Ross Smith. The motion passes.

Linda Brown
Master Plan Committee
Secretary