

Master Plan Committee

Meeting Minutes

July 16, 2025

We begin at 5:04pm

Attendance: John Charbonneau Director of Community Development, Richard Preston, Linda Brown, Bob Minarik, Mike Zwicker, Meg Schlesman, Ross Smith, Rebecca Lavalley, Dan Mascroft, Rob Leonardi and Margaret Bacon. Excused are Bob Moran, Carol Gogolinski and Gordon Larrivee.

CMRPC representatives present are Emily Glaubitz, Sam Carter, Will Talbert and Jason on Zoom.

1. Minutes of June 18, 2025. A motion to approve the minutes as written is made by Bob Minarik. Seconded by Dan Mascroft. Rob Leonardi abstains. The motion passes.
2. Grant Quarterly Reporting and Monthly Reimbursement Request. Bob Minarik has submitted the monthly reporting by the deadline of July 15, 2025. The next quarterly reporting is due by October 15, 2025. We were under budget for expenses with CMRPC. Emily states that next quarter there will be additional CMRPC staff working on chapters. We should use more of the grant funding then.
3. Student Survey Results: Emily hands out the results from the Student Survey. Emily will post the survey on our Master Plan Facebook page.
4. Housing & Population: Sam states we need an updated Housing Production Plan that protect us from 40B housing and give us guidance for future housing development. Douglas did have a Housing Plan that expired in 2014. Emily states there are several opportunities for funding available. CMRPC could assist with obtaining the funding.
5. **Transportation & Circulation:** Will Talbert and Jason discuss this chapter.

Key Findings:

- Condition of roads, bridges, safety and elderly/adult access to transportation improvement are high priority.
- Bridges downtown on Mechanic Street and North Street are too narrow and need widening and sidewalks. These bridges are stone arch bridges and are not under a historic designation. They span the Mumford River and were built by the Douglas Axe Mfg. Co. Saving these two stone arch bridges could be accomplished by shifting the road and building new bridges next to the existing ones or spanning with new bridges and building abutments further back. By saving these stone arch bridges they could be part of our Mumford River Park as discussed in previous meetings.
- Roadway & Sidewalk Safety Improvements needed per CMRPC's Pedestrian Network Inventory shows that over 70% of potential curb ramp locations are either missing or in disrepair. Crash data reinforces safety concerns with over 100 crashes occurring in Douglas this year. The intersections of Main & North Streets were identified as the top 5% crash cluster. Will Talbert will add roadway signage needs to this section. Two survey

concerns were the intersections and pedestrian cyclist users. CMRPC can help with funding resources that are available.

- Parking survey results did find a lot of concern about a lack of parking in downtown Douglas. Most areas that needed parking improvements were recreational and some downtown areas.
- Increase walkability and bike ability. The committee did not comment on this section.
- Large trucks going through our narrow downtown street/Rt. 16 are a concern. We need to explore options because Rt. 16 allows trucks.
- Maintain small town character and focus on serving adults who want to drive less, seniors and handicap transportation. The Douglas Adult Social Center bus provides transportation, for adults of all ages, to local grocery stores, some medical locations and special locations if requested.
- We need to find an updated official traffic study for most traveled roads that lead to recreational areas and businesses.

Action Items:

- Transportation and Circulation: Acquire funding for a town wide road safety plan.
- Conduct a study for narrow bridges in town that would include the preservation of the downtown stone arch bridges.
- Integrate road maintenance into broader infrastructure projects.
- Complete a planning process to improve parking options downtown without increasing impervious surfaces or degrading the downtown character.
- Study diverting truck traffic away from the downtown area.
- Expanding the Adult Social Center bus service.

Other action items:

- John Charbonneau states he is working with the Douglas Water Sewer Department to create a GIS mapping plan for the Douglas Water & Sewer lines.
- A municipal town wide plan should be in place that requires longtime Douglas employees to pass on their work related issues, experience and knowledge to new employees.
- Highway strategy and land use needs to be studied.

6. Ross Smith makes a motion to adjourn at 7:17pm. Rob Leonardi seconds the motion. The motion passes.

Linda Brown

Master Plan Committee

Secretary