

Master Plan Committee

Meeting Minutes

September 17, 2025

Meeting called to order at 5:03pm.

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

1. Minutes of August 20, 2025. Bob Moran motions to approve as presented. Bob Minarik seconds the motion. Bob Leonardi and Dan Mascroft abstain. The motion passes.
2. Quarterly Reporting & Monthly Reimbursement Request. Bob Minarik states we are up to date with the reporting and reimbursement.
3. Traffic Count Information and handout from John Charbonneau. Information obtained from both CMRPC and MassDot websites. Most traffic counts have gone up. Both websites have slight discrepancies depending on what time of year the counts were taken. John would like the Committee to email him their top ten locations on the handout or new locations where they wish to have traffic counts taken. Traffic counts could be taken for the next couple of years in both spring and fall.
4. Emily Glaubitz, Sam Carter and Charlotte are here from CMRPC. An updated Master Plan chapters schedule is presented. The committee agrees to meet 2 times a month in October and November 2025 for the Economic Development and Land Use chapters. John Charbonneau will prepare our draft meeting schedule for 2026 and we will vote on it at our next meeting. By May 2026 the Master Plan Committee should be ready to vote and approve the Master Plan and present it to the Planning Board. The Planning Board would then vote to approve the Master Plan.
5. Town Services & Facilities Chapter additional discussion. Action items include cyber security. David Vernaglia, Douglas IT Department, joins us to discuss what is needed for cyber security. We rely on third party resources in regards to maintaining awareness as to what the security risks are. IT works with the Fire Department for public safety at the Town Hall. Hopefully within the next year we will have a secondary internet resource available to us which is a primary concern in the event of an outage. We have a series of data backups on and off site, on network and off network. We encrypt our data wherever it is stored. All town departments are isolated entities. A cellular company is needed for secondary backup with at least 5G connect. Penetration tests are done one time a year.
6. Open Space and Recreation Chapter and Natural, Cultural and Historic Resources Chapter. Key Findings are Upper and Lower Hunts Pond, Cedar Swamp west of Badluck Pond, Rawson Farm on Yew Street, Pine Grove Cemetery and South Street Cemetery, Mumford River site, SNETT and the library. Open space facilities require maintenance and handicap access. Comments from the survey were about the resident's lack of access to our open bodies of water such as Wallum Lake when it is at full capacity. The survey states there is a demand for new recreational facilities for adults, seniors and youths. There is some discussion regarding historic preservation restrictions on buildings.
7. Motion to adjourn made by Bob Moran at 7:10pm. Seconded by Rob Leonardi. The motions passes.

Linda Brown  
Master Plan Committee  
Secretary