Town of Brookfield
Master Plan Implementation Matrix

Chapter	Action Item	Description	Responsibility													
			BoS	MPC	PB	BI	BA	ED	LHP	ZBA	HD	HC	CC	WD	RC	AC
1																
Econ Dev	1	Establish Economic Development Commitee	X	X												
Econ Dev	2	Develop streamlined permitting process	X	X	X	X	X									
Econ Dev	3	Increase economic development in town center	X		X			X								
Econ Dev	4	Revise town bylaws/zoning for commercial/industrial development			X			X								
Econ Dev	5	Develop a database of available commercial properties					X	X								
Econ Dev	6	Implement Tax Increment Financing (TIF)	X		X			X								
Econ Dev	7	Join New England Local Business Forum (NELBF)	X													
Econ Dev	8	Require the local school to purchase 1% of the budget locally	X													
Econ Dev	9	Implement a Right to Farm bylaw														X
Econ Dev	10	Organize an Agricultural Commission														
2																
Housing	1	Establish a local housing partnership	X													
Housing	2	Establish a local Affordable Housing Trust Fund	X													
Housing	3	Create New Affordable Housing Through the Local Initiative Program:	X	X												
Housing	4	Ensure that the Zoning Board of Appeals is trained for Comprehensive Permits	X							X						
Housing	5	Adopt the Community Preservation Act	X		X											
Housing	6	Expand Senior Housing options	X		X				X							
Housing	7	Use Non-Regulatory Means to Promote Homeownership														
Housing	8	Consider adoption of the Massachusetts Stretch Energy Code (780 CMR 120.AA)	X			X										
Housing	9	Provide information to residents on federal and state tax incentives, etc	X			X										
Housing	10	Adopt a zoning bylaw for the municipal review of major residential development proposals	X		X											

Town of Brookfield
Master Plan Implementation Matrix

Chapter	Action Item	Description	Responsibility													
			BoS	MPC	PB	BI	BA	ED	LHP	ZBA	HD	HC	CC	WD	RC	AC
Housing	11	Create a task force for town sewer and water infrastructure	X													
Housing	12	Establish a task force to examine the Town's older housing stock	X													
3																
Zoning	1	Adopt a Local Historic District										X				
Zoning	2	Modify front setback requirements in the Town Center			X											
Zoning	3	Identify land suitable for Business A zoning to allow small-scale commercial services.			X											
Zoning	4	Enact off-street parking requirements and design standards			X											
Zoning	5	Adopt an expedited procedure for in-town owners to their dwellings without a special permit.			X											
Zoning	6	Remove the requirement for a special permit for single family homes in BA.			X											
Zoning	7	Revise the requirement for a special permit for more than one use in BA and BB districts			X											
Zoning	8	Adopt a maximum size limit on commercial buildings			X											
Zoning	9	Expand the sidewalk network	X													
Zoning	10	Revise the OSRD Bylaw by making it a by-right use and modifying standards			X											
Zoning	11	Exclude industrial uses from the RR district.			X											
Zoning	12	Develop design standards to soften the impacts of business uses in residential areas.			X											
Zoning	13	Support farmland preservation through purchase of development rights											X			
Zoning	14	Seek state funds to implement energy conservation measures	X													
Zoning	15	Remove zoning impediments to alt energy sources and develop wind energy zoning bylaw			X											
Zoning	16	Prepare a senior housing bylaw to allow development of age-restricted housing			X											
Zoning	17	Adopt a Right-to-Farm bylaw														X

Town of Brookfield
Master Plan Implementation Matrix

Chapter	Action Item	Description	Responsibility													
			BoS	MPC	PB	BI	BA	ED	LHP	ZBA	HD	HC	CC	WD	RC	AC
Zoning	18	Complete computerized mapping of land ownership parcels and develop a functional GIS					X									
Zoning	19	Prepare a new Official Zoning Map			X											
Zoning	20	Prepare a development guidebook	X													
Zoning	21	Revise the Flood Plain District regulations			X											
4																
Trans	1	Create street design guidelines to direct road work as well as Scenic Bylaw adherence			X						X					
Trans	2	Reduce traffic speeds through residential streets by using traffic calming techniques.			X						X					
Trans	3	Increase pedestrian safety in the town center, neighborhoods and commercial areas.			X						X					
Trans	4	Connect local business and neighborhoods to other towns via walkways and pathways			X						X					
Trans	5	Improve and encourage increased use of existing bicycle and hiking paths.			X						X					
Trans	6	Develop safe roadways with lanes intended for multi-use non-motorized street users			X						X					
Trans	7	Identify pedestrian pathways in heavy traffic areas (i.e. Post Office, Town Beach areas etc.)			X						X					
Trans	8	Build additional sidewalks and ensure proper maintenance of the existing stock.			X						X					
Trans	9	Create opportunities for Brookfield Residents to use Mass Transit			X						X					
Trans	10	Consider a Train Station			X						X					
Trans	11	Require detailed traffic impact statements and mitigation measures for new development			X						X					
Trans	12	Carefully manage uses that generate traffic issues			X						X					
Trans	13	Improve communication among all Municipal Employees, Volunteers and Resources.	X													
Trans	14	Improve communication with Town Residents by upgrading and updating the Town Website									X					

Town of Brookfield
Master Plan Implementation Matrix

Chapter	Action Item	Description	Responsibility													
			BoS	MPC	PB	BI	BA	ED	LHP	ZBA	HD	HC	CC	WD	RC	AC
Trans	15	Clarify "Private Roads" to ensure proper maintenance and safety of roadways.									X					
Trans	16	Update bylaws to add language for Gravel Removal restrictions and responsibilities.									X					
Trans	17	Create/Update policy for Utility Work responsibilities.									X					
5																
OSRP	1A1	Inventoried archaeological sites should be permanently protected	X		X							X				
OSRP	1A2	The fields on the Richardson/Plante and Overlook Farms should be permanently protected	X										X			
OSRP	1A3	The views on the Richardson/Plante and Overlook Farms should be permanently protected	X		X											
OSRP	1A4	Develop a strategy for acquisition of Chap 61 parcels along the river	X										X			
OSRP	1A5	Pursue additional recreational access to the river corridor	X		X											
OSRP	1B1	Propose Scenic Road designation for West Brookfield Road	X		X											
OSRP	1B2	The unpaved section of roadway on Elm Hill should be protected	X									X				
OSRP	1B3	The Benjamin Franklin mile markers should be permanently protected	X								X	X				
OSRP	1B4	The BHC and HD should learn to identify and protect scenic roads									X	X				
OSRP	1C1	Establish a LHD Study Comm to establish Elm Hill as LHD										X				
OSRP	1C2	Explore opportunities for adaptive reuse and rehabilitation of historic buildings	X									X				
OSRP	1C3	Establisn and maintain relationships with agencies and non=profits for add'l funding	X										X			
OSRP	1C4	Pursue a Reconnaissance-level archaeological survey										X				
OSRP	1D1	Establish a LHD Study Comm to establish Brookfield Common as LHD										X				
OSRP	1D2	Preservation Master Plan for the Common Area	X								X	X				

Town of Brookfield
Master Plan Implementation Matrix

Chapter	Action Item	Description	Responsibility													
			BoS	MPC	PB	BI	BA	ED	LHP	ZBA	HD	HC	CC	WD	RC	AC
OSRP	1E1	Encourage appropriate development siting and design to enhance town character	X		X					X						
OSRP	1E2	Devise regulations, guidelines and zoning controls to reduce neg impact of development	X		X					X						
OSRP	1E3	Work to reduce impact of business on open space and environment	X		X					X						
OSRP	1F1	Establish an agriculture commission and approve a Right-To-Farm bylaw	X										X			
OSRP	1F2	Enforce provisions of scenic road bylaw	X								X	X				
OSRP	1F3	Facilitate the establishment of conservation easements or restrictions	X										X			
OSRP	1G1	Facilitate community information sessions regarding CPA	X									X	X			
OSRP	1G2	Research information regarding available funding sources	X									X	X			
OSRP	1G3	Complete the Commonwealth Capital Application each year	X													
OSRP	2A1	Review development of land abutting Wolf Swanp	X		X											
OSRP	2B1	Work with E. Brookfield to protect Water Supply Zones	X											X		
OSRP	2B2	Acquire funds for land purchase and other strategies using the BSWPP												X		
OSRP	2B3	Continue to negotiate buying and protecting priority parcels in Zone II	X										X	X		
OSRP	2B4	Obtain Low Spray and Low Salt Agreements with CSX											X	X		
OSRP	2B5	Obtain Low-Salt and Low Spray signs and agreements with Mass Highway											X	X		
OSRP	2B6	Conduct educational for businesses and residents in Zone II re contamination												X		
OSRP	2B7	Conduct educational for businesses and residents in Zone II re septic												X		
OSRP	2B8	Inform septic users on how to obtain group rates for pumping septic systems												X		
OSRP	2C1	Establish stream teams and do active water quality monitoring											X			
OSRP	2C2	Encourage up gradient towns to do active water quality monitoring											X			

Town of Brookfield
Master Plan Implementation Matrix

Chapter	Action Item	Description	Responsibility													
			BoS	MPC	PB	BI	BA	ED	LHP	ZBA	HD	HC	CC	WD	RC	AC
OSRP	2C3	Become active in the Chicopee River Watershed Council											X			
OSRP	2C4	Promote greater awareness of water resource protection practices											X	X		
OSRP	2C5	Promote low impact development guidelines for new development			X								X			
OSRP	2D1	Identify and prioritize areas for acquisition and protection	X										X			
OSRP	2D2	Develop resources and partnerships to act if Chapter land becoms available	X										X			
OSRP	2D3	Develop communication system that alerts BCC when chapter land is available	X										X			
OSRP	2D4	Connect with Chapter land owners.	X										X			
OSRP	2E1	Approve the Community Preservation Act	X													
OSRP	2F1	Minimize use of toxic and hazardous substances	X										X			
OSRP	2F2	Improve related beaches, boat ramps and surface water access areas														
OSRP	2F3	Identify and seek certification of Town's vernal pools											X			
OSRP	2F4	Coordinate Town volunteer cleanup efforts.											X			
OSRP	3A1	Establish an agriculture commission and approve aright-to-farm bylaw	X										X			
OSRP	3A2	Connect with local agricultural operations with regarding benefits of an APR											X			
OSRP	3A3	Research information to provide assistance to local agricultural operations														X
OSRP	3A4	Encourage schools, organizations, and business to by loccally grown produce														X
OSRP	3A5	Support local businesses. Explore "Buy local" campaign models														X
OSRP	3B1	Activate the Brookfield Tourism Board	X									X	X			
OSRP	3B2	Enhance the community's knowledge about and access to open space	X									X	X			
OSRP	3B3	Create an informational packet, including a map, about Brookfield open spaces	X									X	X			

Town of Brookfield
Master Plan Implementation Matrix

Chapter	Action Item	Description	Responsibility													
			BoS	MPC	PB	BI	BA	ED	LHP	ZBA	HD	HC	CC	WD	RC	AC
OSRP	3B4	Compile a collection of educational materials	X									X	X			
OSRP	3B5	Compile trail and amenity information on all public lands										X	X			
OSRP	3B6	Explore inter-municipal connectivity with existing and potential trails, etc										X	X			
OSRP	3C1	Place recycle bins in municipal buildings and other public places	X													
OSRP	3C2	Encourage community activities at the Town transfer station	X													
OSRP	3C3	Develop education and awareness campaigns to reduce waste	X													
OSRP	3D1	Establish an agriculture commission and approve aright-to-farm bylaw	X													
OSRP	3D2	Promote maintenance of scenic roads									X	X				
OSRP	3D3	Consider allowing greater density bonuses to protect larger open spaces	X		X					X		X	X			
OSRP	3D4	Promote deed restrictions to grant permanent protection to acquired land	X		X					X		X	X			
OSRP	3D5	Explore land clearing bylaws	X		X								X			
OSRP	3D6	Explore bylaws that promote sustainable design	X		X								X			
OSRP	3D7	Promote development of and improvements to sidewalks and paths			X						X					
OSRP	3D8	Educate community including town boards about conservation bylaws	X										X			
OSRP	4A1	Prepare an up-to-date ADA self evaluation and transition plan	X			X										
OSRP	4A2	Improve signage and facilities for Americans with Disabilities at trailheads	X								X				X	
OSRP	4A3	Explore the development of a community space for multi-generational activities	X			X					X					
OSRP	4A4	Maintain trails systems and prepare maps with level of difficulty and facilities									X		X		X	
OSRP	4B1	Inventory all open space and recreation facilities and areas													X	
OSRP	4B2	Maintain bathrooms, parking, signage													X	
OSRP	4B3	Explore need for and development of an adult													X	
OSRP	4B4	Expand opportunities for passive outdoor recreation	X										X			

Town of Brookfield
Master Plan Implementation Matrix

Chapter	Action Item	Description	Responsibility													
			BoS	MPC	PB	BI	BA	ED	LHP	ZBA	HD	HC	CC	WD	RC	AC
OSRP	4C1	Connect existing trails within Brookfield to neighboring towns									X		X		X	
OSRP	4D1	Approve the Community Preservation Act (CPA)														
OSRP	5A1	Develop and promote a town history tour/trail										X			X	
OSRP	5A2	Compile trail and amenity information on all public lands											X		X	
OSRP	5A3	Create a website or a page on the Town website dedicated to open space	X									X	X		X	
OSRP	5A4	Develop promotional materials and create an informational packet	X									X	X		X	
OSRP	5A5	Develop distribution strategy and distribute	X									X	X		X	
OSRP	5B1	Develop a calendar of activities and distribute broadly													X	
OSRP	5C1	Planning Board will designate an Implementation Committee	X	X	X							X	X		X	
OSRP	5C2	Support and strengthen connection between town commissions	X	X	X							X	X		X	
OSRP	5C3	Present public forums on implementation progress	X	X												
Heritage	1	Adopt the Community Preservation Act	X	X	X											
Heritage	2	Establish Local Historic Districts for Elm Hill Farm and Town Common National Register Historic Districts	X	X								X				
Heritage	3	Conduct an archaeological survey for the Quaboag River corridor and the shore of Quaboag Pond	X									X				
Heritage	4	Adopt a Demolition Delay Policy and a Chapter 61 Policy	X		X							X				X
Heritage	5	Look into Conservation and Preservation Restrictions for key landscapes in town such as historic farms and the Old Boston Post Road	X	X	X							X	X			X
Heritage	6	Conduct Public Outreach to educate the local population regarding the community's heritage lanscape resources	X	X	X							X	X			X
6																
Gov't Serv	1	Upgrade website and integrate into town hall processes	X													
Gov't Serv	2	Create a regulations manual for those who are doing business in town or with the town.	X													
Gov't Serv	3	Review the possibility of regionalizing overlapping town services	X													

Town of Brookfield
Master Plan Implementation Matrix

Chapter	Action Item	Description	Responsibility													
			BoS	MPC	PB	BI	BA	ED	LHP	ZBA	HD	HC	CC	WD	RC	AC
Gov't Serv	4	Establish a Community Development Advisory Committee	X													
Gov't Serv	5	Review of town by-laws for consistency, overlapping duties, and currentness	X													
Gov't Serv	6	Consider the possibility of hiring a town manager	X													
Gov't Serv	7	Improve the condition of municipal buildings	X													
Gov't Serv	8	Improve energy efficiency of government services and buildings in Brookfield	X													
Gov't Serv	9	Compare the financial ratios of Brookfield with the ratios for similar towns	X													
Gov't Serv	10	Update Capital Improvements Plan for Brookfield	X													
Gov't Serv	11	Update HR protocol	X													
Gov't Serv	12	Develop a volunteer training and support program	X													
Gov't Serv	13	Pursue the free state financial audit	X													
Gov't Serv	14	Build organizational chart of town	X													