

**TOWN OF BROOKFIELD**  
**MASTER PLANNING COMMITTEE MINUTES**  
**TOWN HALL, BANQUET HALL ROOM**  
MINUTES OF FEBRUARY 21, 2008

**Members Present:** Gwen Broz, Greg Burnham, Cheri Carty, Sarah Heller, Cindy Scott, William (Bill) Simpson

**Members Absent:** Sharon Mahoney, Phil Pierce

**Also Present:** Carol Childress (Grant-Writer), Geraldine Pisarczyk (Resident)

The meeting was called to order at 6:43 pm by Chair Cindy Scott.

**1. Approval of Minutes.** Cindy moved and Greg seconded that the minutes of Feb 6 be approved as amended at the meeting. The motion was approved unanimously. Sarah agreed to forward the approved minutes to the Selectmen and to Sharon for inclusion on the website.

**2. Presentation of vision and mission statements:** The following members read their mission and vision statements for the committee: Bill, Greg, Gwen, Cindy and Cheri. Greg and Cheri also had written slogans. Cindy moved, and Cheri seconded that we adopt Greg's slogan. The motion was approved unanimously. Sarah moved, Greg seconded, that the committee adopt Cheri's mission and vision statements. The motion was approved unanimously.

**Slogan**

"Brookfield 2020, a "Perfect Vision" for the Future"

**Mission Statement**

To create a long-term plan for the future of Brookfield based on the shared-vision of our citizens.

**Vision Statement**

The Master Plan Committee is dedicated to working together to hold public meetings, conduct citizen surveys and compile the necessary data to enable us to create a Master Plan for Brookfield that will balance the combined vision of its residents, the state of the environment and the growth of our community.

**3. Flyer Responses:** Cindy distributed copies of comments from residents that were generated by flyers that were handed out on Feb 5 at the Primary. Members were happy with the generally positive tone of the comments. All but one person said that we could publish their response. There was discussion about publishing on the website, without names. There was agreement to have no personal attacks and the tone kept constructive. Sarah moved and Cindy seconded that a Website Subcommittee be established to help Sharon with website content. The motion was approved unanimously, Sarah volunteered to be on the subcommittee and to work with Sharon on this.

**4. Money Article for the May Annual Meeting:** Sarah informed the committee that an article was submitted in time for the May 9 Annual town meeting. Greg said that the article is being reviewed by the Advisory Board. It reads as follows:

*To see if the Town will vote to raise and appropriate, borrow, or transfer from the Stabilization Fund the sum of \$10,000 to help pay for expenses associated with development of a Master Plan for the Town of Brookfield, or take any action relative thereto.*

There was discussion about increasing the article to \$15,000.

**5. Open Space Committee:** Sarah explained that Donna Neylon told her that the Town Meeting had established an Open Space Committee, separate from the Master Plan Committee. Donna showed her a list of the members appointed and all 3 of the members on the Open Space are also members of the Master Plan. In addition, Open Space is a chapter within the Master Plan. Therefore, the committee agree it would make sense to merge the two committees. Sarah will ask Donna if the Selectmen can do this or if it requires a town meeting vote. Cheri will ask the Town Treasurer to create one money account for Open Space and Master Plan Committee.

**6. Discussion about CMRPC contract:** Cheri brought the committee up to date on the contract. She provided revised copies of the proposed agreement for Phase 1. The Selectmen sign the contract and the town must have appropriated the money prior to signing. To do the Phase 1 proposed by CMRPC (Task 1, Survey and Forums; Task 2 Housing; Task 3 Public Facilities), we would need \$16,500. We only have \$10,000 appropriated at the 2006 town meeting.

Since there is an additional \$10,000 in pledged donations earmarked for the Open Space Plan, the committee asked Cheri to talk with CMRPC about changing the proposed contract as follows: (1) eliminate Task 3, (2) change Task 2 to Open Space (\$11,135). In addition, Cheri should ask what are the deliverables for Task 1 and how much the contract would be reduced if the committee did the survey on its own. Also, we would like to merge any Open Space surveys and forums with those of the Master Plan to realize time and cost savings.

**8. Transportation:** Cheri is Brookfield's representative on the Worcester Regional Transit Authority and she will be participating in public forums and programs in that regard. She offered to do the survey questions for the Transportation chapter. Sarah will get to her the results of the transportation survey that the TipTop Energy Study Group distributed on Feb 5.

**9. Communications:** Bill went through the mail that the committee has received to date. Two items were deemed important for all members to receive copies and read: The Open Meeting Law, and information on the Commonwealth's Smart Growth Toolkit.

**10. Review of PR procedure:** Carol reminded us that when she emails a draft PR piece, people should funnel their comments to Sarah, who will produce a final draft. Carol also spoke about the importance of timely distribution to the press.

**11. Adjournment:** Meeting was adjourned at 8:35 pm.

Respectfully submitted,  
Sarah Heller, Secretary

**Date approved by the Committee: March 6, 2008.**

Cheri Carty moved; Bill Simpson seconded. All in favor.

**Date submitted to the Selectmen's office: March 14, 2008.**