Master Plan Committee Minutes

Town Hall, Banquet Hall

Minutes of March 20, 2008

Members Present: Gwen Broz, Greg Burnham (via phone), Brittany Carroll, Sarah Heller, Cindy Scott, William R. Simpson

Members Absent: Cheri Carty, Sharon Mahoney

Also Present: Carol Childress (Grant-Writer), Tim Simon (Conservation Commission)

The meeting was called to order at 6:50 pm by Chair Cindy Scott.

1. **Approval of Minutes**. Bill moved and Cindy seconded that the minutes of March 6 be approved as submitted. The motion was approved unanimously. Sarah will forward the approved minutes to the Selectmen and to Sharon for inclusion on the website.

2. **Letter to town committees**. Bill showed a draft of the letter that he will distribute to all town mailboxes and give to Donna Neylon asking people to get involved in the Master Plan. Bill moved and Gwen seconded that we approve the letter and distribution. All in favor.

3. **Flyer for Tantasqua High School.** Brittany showed a draft of a flyer to go out to students at the high school. The flyer asks students to give their vision for Brookfield's future in one of five categories (essay, photo, song, drawing, video). The committee revised the flyer Cindy mentioned that the Principal has already agreed to allow it to be distributed and published in the Tomahawk, the school newspaper. Gwen offered to donate $125 to provide a $25 prize for the submission from each category that is the most constructive. A submission date of July 31, 2008 was agreed upon, with prizes to be awarded September 1. Submissions may be emailed or delivered to the Selectmen's office. Cindy moved and Gwen seconded to approve the flyer and the donation. All in favor.

4. **Contact information**: (a) Cindy passed out a typed version of the contact info for all members.
(b) Cindy created an email account (masterplancommittee@gmail.com) that we can give out to people until the website it up and running. It will used for the high school flyer and newspaper articles.

5. **Contract update**: passed over. No new information.

6. **Meeting with the Advisory Board Update**: Cindy and Greg explained that there was some confusion about the proposed article for $15,000 for the May annual town meeting. However, in the end they felt that the Advisory Board does not have any objections to the article. There was discussion about preparing pr for the town meeting and prior to the meeting in the press. We need to provide a breakdown of what we have accomplished and hopefully the completed survey will be available by town meeting.

7. **Review of updated survey**: Cindy provided an updated intro letter and the part of the survey pertaining to the General Chapter. The committee reviewed and with a few changes, it was agreed upon.

8. **Merge of Open Space and Master Plan Committees**: (a) It was mentioned that Sue Brogan has indicated her interest in joining the Master Plan. (b) Sarah told the committee that on March 14, she emailed to Donna Neylon the following text for the article for the merger of the two committees:

To see if the Town will vote to incorporate the Open Space Committee, established by a vote of Town Meeting, into the Master Plan Committee, established by a vote of Town Meeting, or take any action relative thereto.

9. **Information about other town's master plans**: (a) Cindy provided information about the Upper Housatonic Valley National Heritage Area . Carol mentioned that we should talk to Rep. Neal to see if the Quaboag River could be added to the Qinnebaug-Schatucket National Corridor. (b) Cindy suggested we look at www.villageofbrookfield.com to see the Brookfield Illinois Master Plan 2002.

10. **Update from Carol about grants**: The MP doesn't qualify for the Fish and Wildlife grant. Carol will increase the money applied for in another grant from the Mass Environmental Trust to $25,000 to make up the difference. April 19, a check for the $5,000 from an anonymous family foundation will be available.

11. **Discussion about PR for the May Town Meeting Article**: The Committee discussed the need to prepare posters and talking points for presentation at the town meeting and for newspaper articles before the town meeting.

12. **Website Update**: No news. Sarah apologized that she had not talked with Sharon and promised to try to contact her prior to the next meeting to see how the committee can help with the website. In addition, it is expected that Sharon will be at the next meeting (April 2) because it is a Wednesday instead of a Thursday.

13. **Incoming Communications**: Bill went through the mail that the committee has received since the last meeting. The was a form from the Accountant for Reimbursements. There was a copy of a letter from the Selectmen appointing Brittany to the committee. There was notification of an upcoming workshop April 11 on Chp 40B. Sarah said that Rudy was going and would be happy to carpool. Bill said that he might be able to attend.

14. **Outgoing Communications**: (a) Cindy mentioned that her vision statement was acknowledged by Phil and will go in The Brookfield Citizen for the April issue. (b) Cindy distributed a copy of her vision statement to submit to other newspapers. The committee revised the ending to be clear that we are looking for other people's visions and encouraging participation by all residents. The second to last paragraph reads:
This is my vision, a balance with nature and commerce. The Master Planning Committee wants to know your visions. The last paragraph reads:*Cindy Scott is a resident of Brookfield and the chair for the Brookfield Master Plan Committee. The MPC welcomes visitors at the meetings, volunteers, donations and community feedback. They are also interested in students of Brookfield becoming involved in this endeavour. The next 3 meetings are scheduled for ; April 2, April 17, and April 30. All meetings begin at 6:30 in the town hall. You may contact the Master Plan Committee at: masterplancommittee@gmail.com*
Sarah moved that we approve Cindy's statement as revised, Bill seconded. All in favor. (c) Cindy said that she would look into posting to the T&G blog to encourage input from the Brookfield residents who write there.

15. **Adjournment**: Meeting was adjourned at 8:40 pm.

Respectfully submitted,

Sarah Heller, Secretary

Date approved by the Committee: 5/22/08

Date submitted to the Selectmen's office: 6/5/08