Brookfield Open Space /Master Plan Committee Minutes
Town Hall, Banquet Hall
Minutes of June 19, 2008

Members Present: Gwen Broz, Cheri Carty, Sarah Heller (Secretary), Cindy Scott (Chair), William R. Simpson (Vice-Chair)

Also Present: Carol Childress (Grant Writer), Brenda Metterville (Brookfield Librarian)

Members Absent: Greg Burnham, Brittany Carroll, Sharon Mahoney

The meeting was called to order at 6:45 pm by Chair Cindy Scott.

1. **Approval of Minutes**. Cindy moved, William Seconded, the approval of the June 5 minutes with 2 changes All in favor.

2. **Discussion with Brenda Metterville**. Brenda gave the committee a copy of the library's impact statement for Trout Brook Estates and the results of a survey done recently of library patrons (65 responses over a period of 1 month). Brenda said that the Library has been studying expansion since the year 2000. One thing that has been concluded is that the current library building should not be touched because of its historic significance and beauty. Brenda also said that she has come to realize that because Brookfield is a small town with limited resources, the library needs to partner with other departments and think creatively. At the suggestion of one of the Selectmen, she is currently looking at the use of the 2nd and 3rd floors of the town hall to house the library. The current library building could be used in coordination with the town Historical Commission for non-circulating materials, such as historical and genealogical materials. Brenda noted that the Town's Capital Improvements Committee and Facilities Committee currently have no members.

As for needs besides more space for the library, Brenda stated that it is important to have better communication about what town programs are taking place or not. Specifically, she cited the lack of programs for youth, particularly in the Summer. When school is out, the library is where children tend to congregate. At present there are no town youth programs in place beyond sports organized by the Recreation Committee. Brenda is looking at what funds are available through the Mass Cultural Council, Greater Worcester Foundation and the Commonwealth Corp. Youth Fund in order to fund youth programs. She expressed the desire that all town departments work together to create spaces and programs for both seniors and youth.

The Committee then took a short break to tour the second and third floors at the town hall because several of the members were not familiar with the building.

3. **Thank you letters**: Carol asked about whether draft thank you letters had been sent to the Selectmen for the 2 $5,000 donors to the Open Space Plan. Since they had not, she said that she would get them out asap because it was important to thank the donors for their generosity. Everyone was in agreement with this.

4. **Contract**: Cheri reported that the contract was updated based on conversations with Jonathan Church. Among the updates made were: Adding the Inventory of Vernal Pools. Added wording that up to 10 copies of the final Report would be made, 2 copies of a CD with the report in both PDF and Word (so that it can be edited in the future), Added completion dates, for example: Task 1 - July - Oct 2008, Visioning. There was a cost reduction because of duplications resulting from combining the Open Space and Master Plan Committees. The total price for Phase 1 went from $19,065 to $18,240. Carol noted that this actually brought it back to the original cost figure for the Open Space that was quoted over a year ago but had subsequently

increased. The digitizing of the zoning maps was left in but we can take it off if we decide to do it ourselves. Cheri asked if it had gone to the Selectmen and if Legal was reviewing it. Sarah said she would look into that.

William said that he had talked to CMRPC about the hazardous mitigation plan and they will get back to him about where it fits in the Master Plan. William also talked to them about the Housing Production Plan. (Something required by the Dept. of Housing in order to develop an Affordable House Plan). CMRPC said they would want an additional $5,000 to assist us with that plan. The Housing Production Plan uses data developed by the Master Plan but the report is developed in a different manner. William will continue to look into the Housing Production Plan but we should not try to roll it into the Master Plan at this time. It might be possible to add it to the CMRPC contract at a later date.

5. **Survey Update**: The Committee reviewed the changes suggested by the Selectmen. Jim Allen asked if we could put in a question about what are the defining features of the town. It was felt that this would come out at the public hearing and so we did not add it to the survey. Jim also asked that a question about the Community Preservation Act be added. We decided to add it without mentioning CPA as this would become difficult to explain. We amended an existing question to cover the three aspects of the CPA (Would you support an appropriation for historic preservation, affordable housing and acquiring land to protect open space?). Rudy Heller's changes were also discussed and agreed upon. Ron Dackson had no changes.

There was discussion about logistics of getting the survey out. Sarah will check with Phil Peirce of The Brookfield Citizen about making the copies. We will use the town's bulk mailing permit (#2) and Phil should be able to help us with the placement of that on the outside cover of the survey. Sarah will ask Donna Neylon about using the Selectmen's Office phone number in case people have questions. Our email address will also be listed.

It was agreed that the deadline listed on the survey should be July 26. Cindy and Sarah will work with Phil to have the survey ready by July 2 so we can collate and label it that night and get it in the mail in time to give people 3 weeks before the deadline.

9. **Next meetings**: We scheduled the following meetings, all at 6:30pm: July 2, July 17, July 31. William agreed to post the meetings with the Town Clerk.

10. **Adjournment**: Meeting was adjourned at 8:45 pm..

Respectfully submitted,
Sarah Heller, Secretary

Date approved by the Committee: July 31, 2008

Date submitted to the Selectmen's office: August 1, 2008