Brookfield Open Space /Master Plan Committee Minutes
Town Hall, Banquet Hall
Minutes of July 31, 2008

Members Present: Gwen Broz, Brittany Carroll, Sarah Heller, Cindy Scott (7:10-8:15), William R. Simpson

Also Present: Carol Childress (grant writer), Tim Simon

Members Absent: Greg Burnham, Cheri Carty, Sharon Mahoney

The meeting was called to order at 6:50 pm by Vice Chair William R. Simpson.

1. **Approval of Minutes**. The minutes for June 19 and July 2, 2008 meetings were approved with changes. Bill moved, and Brittany seconded.

2. **No MP meeting was held on July 17 due to a lack of quorum**. However, two members of the public were present (James Cooke and Barbara Clancy) and Bill summarized the conversation with them. James Cooke discussed the need for business development and use of the railroad if possible. Barbara Clancy of the Council on Aging said that seniors have great interest in a gathering place outside of Wagon Wheel. She provided us with the results of a survey of elderly about services. Some interesting results, such as that people like to get mail rather than other forms of communication and they are interested in more exercise programs.

3. **Incoming mail**. Donna Neylon sent a notice about a DHCD grant and that the MP contract was signed by Selectmen and sent to CMRPC. There was a copy of an interview in the Town Common newspaper that Taryn Plumb did with Cindy.

4. **Other communications**. (a) Brittany will be leaving to go to college at U. of Vermont on August 27. She will write a letter to the Selectmen resigning from the committee. We will miss her participation and wish her all the best. (b) Carol spoke with the anonymous donor and gave an update on the committee's progress. The donor was very pleased to hear everything we have accomplished so far. (c) Cindy reported on her research on various unused buildings and land in Brookfield.

5. **Method for compiling survey results**. Bill demonstrated an excel spreadsheet he designed for inputting the information from the surveys. He will email the spreadsheet template to everyone. Surveys will be numbered consecutively and each MP member will take a batch to compile on their excel file. Then we will send our excel files to Bill who will combine them into one master spreadsheet.

Gwen numbered the 30 surveys we had at the meeting. Sarah will get the 179 surveys that Cindy had collected at the town hall. She will number them starting at 31 and leave at TipTop Store for members to pick up in batches of 20.

6. **Future meetings**. We set up our next meeting for August 14, 2008 at 6:30pm. The meeting after that will be September 4 at 6:30 pm. Both meetings at the town hall.

7. **Agendas for future meetings**. Gwen will send out an email one week prior to each meeting asking for agenda items. She will create an agenda and bring it to the meeting.

8. **Website**. Sarah will contact Sharon to ask about progress on the website and Sharon's availability to attend meetings.

9. **PR**. Carol will create a PR piece that is positive about survey responses, CMRPC contract signing and the

upcoming public hearing.

10. **Survey Outreach**. Bill and Brittany agreed to go door-to-door Sunday August 3 to encourage people to fill out their surveys. Bill reported that others have gone out at various times, including Kate Simpson, Cheri and son Matt, Cindy, Gwen, and Rudy Heller. All of Brookfield Meadows, Gay Road, Molasses Hill, the Transfer Station 2 Saturdays, and the Post Office have been covered.

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

Respectfully submitted,
Sarah Heller, Secretary

Date approved by the Committee: 12/3/08

Date submitted to the Selectmen's office: 12/17/08