Brookfield Open Space /Master Plan Committee
Town Hall, Banquet Hall
NOTES from August 14, 2008

Meeting was not posted so a general discussion was held but no votes taken.

Members Present: Gwen Broz, Cheri Carty, Sarah Heller, Cindy Scott, William R. Simpson

Also Present: Matt Carty

1. **Entering Surveys into Excel**. Bill will send a revised excel template based on comments from Matt, Gwen and Cindy. The committee thanked Matt for his help both in entering the surveys and going door-to-door.

Entering is taking about 30 minutes per survey. We currently have 225 surveys. About half have been distributed to members and are in the process of being entered. We need to have this done by early September in order to be ready for CMRPC and holding public hearings in late Sept or October, as the timetable calls for. Surveys waiting to be entered are available at TipTop in packages of 20. Ask at the counter. Completed surveys and excel worksheets should be given to Bill.

2. **We have a signed CMRPC contract**. Bill reported that the signed contract was in hand. Cindy will contact them to see when Jonathan Church or other rep can come to talk with us and to set up the public hearings and talk about next steps.

3. **Next meeting September 4**. Sarah will post the meeting. We will establish more meeting dates at that time.

Respectfully submitted,
Sarah Heller, Secretary

Date approved by the Committee: 12/3/08

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