Open Space/Master Plan Committee Minutes
Town Hall, Banquet Hall
Minutes of April 4, 2009

Members Present: Gwen Broz, Cheri Carty, Sarah Heller, Tim Simon, William R. Simpson

Members Absent: Sharon Mahoney

Guests: CMRPC consultant: Rosemary Scrivens

The meeting was called to order at 6:40 pm by Chair Bill Simpson. Sarah did not have the minutes ready for review and there was no correspondence.

A) Treasurer's report. As per emails with Megan at CMRPC, the invoices will be revised to include more specific information about the section of the contract. The invoices will be for either OSRP or Housing since the Economic Development is covered by a grant. Cheri has pulled the approved invoice and the committee will wait for updated itemized invoices. Cheri also confirmed the balances with the Town Accountant.

B) Old Business

1. **CMRPC - Housing.** We reviewed the first draft together and began discussion of goals, objectives and recommendations. We will try to finalize goals and objectives at our next meeting.
2. **CPA discussion.** Sarah had asked for this to be on the agenda but she now asked that it be held off because it is premature to discuss.
3. **Committee process review** – SWOT. Bill wants to schedule some time without CMRPC so that we can discuss this.
4. **Intern update.** Alison Kane of Tantasqua is creating a Governance Chart for the town as a community service project. Bill is working with her and says she seems to be doing a great job.
5. **Article for the Town Meeting.** Bill moved and Cheri seconded that we approve a money article for the annual town meeting. All in favor. Sarah will submit to Donna before the April 6 deadline. (Article as submitted attached).

C) New Business. There was discussion about encouraging involvement of the Planning Board in our work. Rosemary emphasized the importance of their "buying into" the plan. Bill will forward the Economic Development and OSRP drafts to them and will confirm that they will come to talk with us at our April 15 meeting at 7pm.

D) Notes. (1) Sarah got the ADA Self-assessment from Donna Neylon and delivered it to Trish Settles for the OSRP. (2) Trish gave Sarah a checklist that must be done for Lewis Field for the OSRP. (3) Carol Childress reported by email that we did not get the Greater Worcester Community Grant. She will continue to try to find us funding. We continue to appreciate her efforts!

F) Next Meeting: 6:30pm on April 15. Rosemary will be working with us on the Housing Chapter. We will meet with the Planning Board. Other items may be included on the agenda.

G) Adjournment. The meeting was adjourned at 8:45 pm.

Respectfully submitted, Sarah Heller, Secretary

Date approved by the Committee: April 15, 2009

Date submitted to the Selectmen's office: April 28, 2009

Article for May 2009 Town Meeting

Town of Brookfield

Annual Town Meeting Article Form

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.

Sponsoring Town Department: Master Plan Committee

Date: 4/1/09 submitted to Selectmen

Additional information for request

Total estimated cost for the Master Plan and the Open Space and Recreation Plan is $53,000. The vast majority of the money is for consultants who research data, assist us with holding the public hearings and writing the documents, and draw up the maps. A small amount of money is for legal ads plus copying and mailing of the town wide survey.

We already have $36,000 ($16,000 in grants and donations, and $20,000 in town appropriated funds). Our volunteer grant writer, Carol Childress, has applied for several additional grants, none of which have been successful to date, but she is hopeful that we can receive an additional $7,000 in grants and donations. That will leave $10,000 to raise, which is what the committee is requesting in the article for the May town meeting.

If the $7,000 in grants and donations is successful, that's 43% of the total project cost covered by non-town funds. We hope that the voters will see the importance of finishing up the Master Plan as expeditiously as possible and provide the funding. The grant money may not come through but it will be difficult to apply for other grants if we can't show that the town has supported the Master Plan by continuing to fund it.

We have a contract with CMRPC that ends June 30, 2009 which covers the entire Open Space and Recreation Plan as well as several chapters of the Master Plan. With the town's appropriation plus the grant money, we should have enough money to complete the document.

The economic downturn has given us a window of opportunity to complete these important planning documents that should have been in place a long time ago. We all saw what can happen when the town has not planned or prepared for development. We need to continue to push forward and complete the Master Plan and then a Housing Plan without delay.