

Meeting Minutes

Date: Friday, February 28, 2025

Time: 7:02 PM

Location: Heritage Room, Holbrook Town Hall

1. Call to Order

Meeting called to order at 7:02 PM A quorum was confirmed with the presence of the following members:

Present:

- Eric Helfer
- William Conrad
- Carleen Sabusap
- Patricia Greely
- Denise Louis (via Zoom)
- Brendan Potash
- Alison Bowden (via Zoom)

Absent:

- Cristina Lucci-McShain

2. Approval of Minutes

- The minutes from the February 20th meeting were reviewed.
- Motion to approve by Denise Louis.
- Seconded by William Conrad.
- Vote: 7 Ayes, 3 Absent.
- **Outcome:** Motion carried, minutes approved.

3. Planning for School Engagement Event

Handouts & Content Strategy:

- Need to ensure materials are not overly redundant.
- Discussed **Wildlands Trust** as a potential example of a successful engagement model.

- **Smart Growth Initiative:** Discussion on how to incorporate community involvement into planning.
- Identified importance of specifying nature-based recreation, passive recreation, and active recreation.

Location & Infrastructure Considerations:

- **Holbrook Commons:** Denise raised concerns on how to increase community participation, including outreach to groups like mountain bikers.
- **Sumner Field:** Identified as a key location for expanded recreational use.
- **Sharon Dog Park:** Example of integrating recreation into natural settings.
- **Hatch Property:** Denise emphasized its natural beauty and the importance of ensuring access without necessarily adding a playground.

Logistics for the Event:

- Brendan, Patricia, Will, Eric, and Denise can be present at 5 PM.
- Denise may have limited availability.
- **Food & Refreshments:**
 - Eric: Pizza (quantity TBD based on expected turnout).
 - Patricia: Suggested continuing prior donation model (cookies, water, chips, pretzels).
 - School provides filtered water.
 - Possible future request to Town Administrator for additional support.

4. ADA Compliance & Open Space Plan Review

Review of Past ADA Assessments:

- Patricia inquired about the **1999 ADA assessment** and whether it could serve as a foundation.
- Eric confirmed the existence of an updated guide sheet that should be used alongside the old assessment.
- Eric Erskine (Building Inspector) to compile relevant data.
- Discussion on whether a separate committee should oversee ADA compliance within Open Space plans.

- Need clarification on whether town-wide assessments are required or if a more localized focus is permissible.

Property Considerations for OSRP:

- **Key Locations Identified for Review:**
 - Sumner Field
 - JFK Recreation Area
 - Brookville Field
 - Dean Street Parcels (partial town ownership complicates planning)
 - Tumbling Brook (no infrastructure currently, but town-owned)
- Brendan emphasized that certain connecting properties are critical to overall accessibility.
- Alison raised concerns about ADA compliance for new vs. existing infrastructure:
 - **Existing trails:** Do not necessarily need ADA compliance unless modifications are made.
 - **New infrastructure (e.g., boardwalks, bathrooms):** Must be fully ADA compliant.
 - **Parking:** If required, it must meet ADA guidelines.

Action Items:

1. **Eric** to compile a list of town-owned properties needing assessment.
2. **Patricia** to draft an outline of current accessibility challenges and required updates.
3. **Denise** to coordinate a dedicated ADA compliance meeting with key stakeholders.
4. **Alison** to review the Braintree Open Space Plan and extract relevant ADA policy insights.
5. **Eric** to verify if inventory of open spaces exists and integrate findings.

5. Discussion & New Business

- Alison suggested creating a master list of sites with infrastructure to streamline future assessments.
- Discussion on the designation of an ADA coordinator and the town's responsibilities for grievance procedures and public notifications.
- Select Board expected to appoint a new member next week.

- Open question on whether Housing Authority land needs to be considered within the OSRP framework.

6. Adjournment

- Motion to adjourn made by Carleen Sabusap.
- Seconded by Brendan Potash.
- Vote: Unanimous approval.
- **Meeting adjourned at 8:31 PM.**