



**Master Plan Committee  
TOWN OF DUNSTABLE  
TOWN HALL, 511 MAIN STREET  
DUNSTABLE, MA 01827-1313  
(978) 649-4514 X224**

**MINUTES  
May 17, 2016**

Present: Walter Alterisio, Joseph Vlcek, Leah Basbanes, Carol Bacon, Susan Psaledakis, Anne Davis, Mike Martin, Karl Huber, Diana Dalida (for Paul Dalida), Stephanie Cronin

Others Present: Beverly Woods, Jay Donovan, Tracey Hutton, and others

The meeting opened at 7:00 pm by Mr. Vlcek.

Ms. Woods began the meeting by describing the process that NMCOG has used in the past to develop community Master Plans. The scope of services is based, in part, on Massachusetts General Law requirements for Master Plans. She emphasized that there should be a thorough public process and that implementation is key. There should be an implementation plan in the Master plan and often times an implementation committee. This committee would meet a few times a year to track implementation progress and report to the Town Meeting.

The visioning session would entail a SWOT (strengths, weaknesses, opportunities, and threats) analysis of the community by the community. Dot voting would be used during the visioning session to prioritize items. These results would be compiled by NMCOG and brought to the Committee in the form of a technical paper on each chapter.

A draft plan would be developed by NMCOG and forwarded to the Committee for individual comment in between meetings. Differences in thought would be resolved by consensus at the monthly meetings. In the fall there will be a series of Public Forums on the chapters of the plan.

There was discussion of whether or not there should be a survey. The decision seems to be made there would be a digital survey with paper counterpart. This would be advertised at the Visioning Session and possibly a flyer in the tax bills with the survey URL.

The Committee emphasized the need to open up the process and encourage every ones input. Members will spread the work though their individual networks and Social Media. The Town Administrator's office will keep the website up to date. It was also brought to the Committee's attention that Boards and Departments not represented on the Committee should be interviewed as part of the process.

Upcoming Meetings: June 22<sup>nd</sup> - First Summer Concert to advertise the Visioning Session  
June 23<sup>rd</sup> at 7:00 pm - Vision Session - Grange Room  
3<sup>rd</sup> Tuesday of the month meet at 7:00 pm starting July 19<sup>th</sup>

Meeting was adjourned at 8:30 pm.

Respectfully submitted,

Tracey Hutton  
Town Administrator