Approved May 3, 2018

March 22, 2018
Master Plan Steering Committee

Members in attendance: Bill Pantazis, Jon Cogswell, Diana Nicklaus, Ashley Davies, Dave Putnam, George Pember, Amy Poretsky, Fran Bakstran, Tom Reardon, Susan Lawrence, Rick Leif, and Mark Donahue

Others in attendance: Geoffrey Morrison-Logan, VHB; Donny Goris-Kolb, VHB; Rob Nagi, VHB; Kathy Joubert, Town Planner; Anthony Ziton

Meeting began at 7:00pm.

Introductions were made and chairman and vice-chairman were selected. Fran Bakstran will serve as chairman and Rick Leif will serve as vice-chairman.

Kathy Joubert provided a summary of the Master Plan process.

Geoffrey Morrison-Logan and Donny Goris-Kolb, lead consultants from VHB, presented an overview of the process; details regarding VHB and the Master Plan project; and review of the scope of work for the Master Plan.

Items discussed with power point presentation:
- Schedule
- Roles and procedures
- Demonstration of sharepoint site
- Initial findings from Immersion Day (day of interviews, four sessions every hour, conducted by VHB with department heads, businesses, and residents)
- Existing conditions/trends analysis
- Public participation process including three public meetings in addition to Steering Committee meetings and public events
- Draft Master Plan details
- Master Plan details
- Implementation process

Chairman Bakstran will send email to committee regarding setting up meeting schedule.

Meeting adjourned at 8:30pm.