

**Master Plan Steering Committee (MPSC)
Regular Meeting**

Minutes of November 17, 2009

Ms. Gibson-Quigley called the meeting to order at 6:30 PM.

On a roll call by Ms. Dumas the following were present:

Members Present: Patrick Babcock, Charles Blanchard, Sandra Gibson-Quigley, Chair, Steve Dalberth, Penny Dumas, Heather Hart, Heather Hendrick, Matt Rousseau, Bruce Smith and Maryann Thorpe.

Members Absent: Alan Curboy, Chris Rovezzi

Consultant: Ralph Willmer, VHB

Staff: Jean M. Bubon, Town Planner, Diane Trapasso, Administrative Assistant

APPROVAL OF MINUTES OF OCTOBER 27, 2009

Motion: Made by Mr. Blanchard to approve the minutes of October 27, 2009.
2nd: Ms. Hendrick
Discussion: None
Vote: 9 – 0 – 1 (Mr. Babcock)

PUBLIC FORUM UPDATE AND LOGISTICS

Mr. Willmer began the meeting by providing an overview of the Public Forum that will be held on Saturday, November 21st. He stated that there would be four or five consultants present. An opening introduction would be provided by Ms. Gibson-Quigley and she would introduce staff and members of the Master Plan Steering Committee and then Mr. Willmer would introduce his team and provide some information on the day's events. The agenda would be as follows:

- 8:15 AM – Registration
- Sign-in – given name tag with a random number to indicate the break out sessions in which they would participate
- There would be a map of Sturbridge at the entry way and participants would be asked to place pin where live or work
- 8:30 AM – Session will start
- Overview of what a Master Plan is and what the process would be with a slide presentation;
- Snapshot of Sturbridge;

- Break-out group sessions
- Report back to the entire group;
- Question and answers; and
- Wrap up

Mr. Wilmer also stated that they will record the comments and he believes that the group will see a lot of common concerns emerge. The lists can then be used to prioritize issues in order of importance.

There will be several questions posed to the audience and they will be able to vote using Turning Point (an interactive audience participation tool) that allows participants to vote on issues and see the results instantly.

There will then be two breakout sessions, each running about 40 minutes, discussing the eight elements:

1. Land Use
2. Housing
3. Economic Development
4. Public Services & Facilities
5. Natural, Cultural & Historic Resources
6. Open Space & Recreation
7. Transportation
8. Energy & Sustainability

Each Steering Committee member will act as the facilitator, to make sure each group stays focused and answer the questions prepared by VHB within the time allowed. Each focus group will have a spokesperson and they will report their findings to the entire group.

VHB will prepare a report on all the findings of the day. The report will be on the website. The website is up and ready www.vhb.com/sturbridgemasterplan/ and there is a link on the Town's web page.

STEERING COMMITTEE OUTREACH TO TOWN

Ms. Gibson-Quigley stated that she attended a workshop sponsored by CPTC on how to get people involved in the planning process by having members interact with other boards and give updates on the Master Plan process to their own Boards and Committees., giving updates at other boards. She was suggesting that the Steering Committee take this approach and asked for volunteers to speak to various Boards and Committees. The following members volunteered:

- Sturbridge Nursery School /Trails Committee – P. Babcock
- Conservation Commission/PLAC – D. Barnicle
- Open Space – C. Goodwin
- Planning Board – S. Gibson-Quigley

- BNI – M. Rousseau
- Historic Commission – P. Dumas
- Council on Aging – H. Hart
- Cub Scouts – B. Smith
- MOS - M. Thorpe
- Library/BOS – S. Gibson-Quigley
- Recreation – C. Blanchard
- MOMS/ Lake Advisory Commission – H. Hendrick
- ZBA – A Gaudette
- Safety Complex – A. Curboy
- Housing – C. Blanchard & M. Rylant

The Committee agreed that this was a good way to get all involved.

FOCUS GROUPS

Mr. Willmer explained that the role of Focus Groups would be to help conduct research on the element areas and to identify issues that should be explored further by VHB. VHB will provide resource information to the groups to review so that they can become more informed about their element areas. He encouraged participants to let him know (through Ms. Bubon) if they needed additional sources.

Mr. Willmer stated that they can meet amongst themselves and that VHB would provide starter questions to get the groups going. He indicated that sometimes Focus Groups invite speakers and conduct outreach to other groups to help with their information gathering. The Committee then broke into Focus Groups for the remainder of the meeting.

NEXT MEETING

January 5, 2010

On a motion made by Mr. Smith, seconded by Mr. Blanchard and voted unanimously, the meeting adjourned at 8:05 PM.