

## **Master Plan Steering Committee (MPSC)**

### **Minutes of December 14, 2010**

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

The following members of the Steering Committee were present:

Members Present: Charles Blanchard, Sandy Gibson-Quigley, Penny Dumas, Maryann Thorpe and Arnold Wilson.

Members Absent: Patrick Babcock, Alan Curboy, Steve Dalberth, Heather Hart, Heather Hendrick, Matt Rousseau, Chris Rovezzi and Bruce Smith

Staff: Diane Trapasso, Administrative Assistant

Consultant: Ralph Willmer, VHB

#### APPROVAL OF MINUTES

Ms. Gibson-Quigley stated that since there was not a quorum, the Committee could not vote to approve the minutes November 16, 2010.

#### REVIEW OF THE DRAFT IMPLEMENTATION CHAPTER

Mr. Willmer stated that this chapter is the most important. The implementation chapter is based on the goals and objectives of this Master Plan and the data that was collected and analyzed. The Town should clearly identify some entity comprised of representatives from Town staff and existing boards and commissions and other key stakeholders that will be charged with ensuring that this plan is used and followed. This entity will be responsible not only for coordinating overall implementation of the plan, but would also work to ensure that the public outreach and education is achieved.

In order to ensure follow-through on the recommendation of this plan and provide some accountability for plan implementation, the Town should consider some mechanism for reporting on progress on a regular basis. This reporting should include updates on progress and achievements as well as information on barriers to implementation that have been identified. Some communities provide this information in annual reports to Town Meeting.

Mr. Willmer explained the chart which summarizes the specific recommendations found at the end of each plan's element. They are organized by function. Recommendations from several plan elements may actually be listed under land use and zoning. The department,

board or commission responsible for implementing each recommendation is identified. Multiple entities are listed by action items that require coordination or collaboration among different departments or boards. Levels of priority are also assigned to assist in determining the timeframe in which each item is to be considered. Short term is 1 – 3 years; medium term is 4 – 7 years and long term is 8 years or more. If funding is required to achieve success, potential sources for the funds are listed.

Mr. Willmer stated that the table is a snapshot of each element. He would like the committee to go through the chart and any changes they would like to see send to Ms. Bubon and then he will revise the chart.

Ms. Gibson-Quigley stated that at the end of the Master Plan process, she would like something to hand out to each and every town employee, board and committee member to use as a guide for all policy and decision making.

Ms. Gibson-Quigley stated that she would like to see a “mission statement” for the Town, probably a “Vision Statement”. Then she would like to see recommendations for broad policies that the Town should follow to achieve our vision. Such as – we want to retain a “small town” feel – so, should we in general, always be trying to attract certain business, keep a certain amount of land as open space, look for ways to improve our public image. VHB could make commendations – noting those things that we are currently doing that are working well to achieve our “Vision”. Also, Ms. Gibson-Quigley would like to see a list of “major” recommendations – those things that if accomplished will go a long way towards helping us achieve and maintain our “Vision”, and that incorporate issues from all elements, or from many of them.

The committee would like to have an implementation committee who would report to the Planning Board. The members would be appointed by the Planning Board with staggered terms. They would communicate with other boards and make sure that the Master Plan is being implemented.

The committee decided on the format of the plan, they would like it to be in a spiral bound booklet form with tabs and one column.

Ms. Gibson-Quigley stated that the committee needs to review all and any changes or comments and send suggestions to Ms. Bubon as soon as possible. Then he will make all the corrections, list them, and send out a final draft.

The committee asked what happens to all the files that VHB has worked on. Mr. Willmer stated that the Town will get all the electronic files so it can revise or update the plan in the future.

## NEXT STEPS

Final Draft for all to review

NEXT MEETING:

Will depend on when the final draft will be ready.

The Master Plan Steering Committee meeting adjourned at 8:30 PM.