

Westminster Master Plan Committee

Meeting Minutes: January 4, 2012

Present: Heather Billings, Richelle Brown, Ted Fiffy, Mike Fortin, Mike Gallant, Dean Johnson, Lois Luniewicz, Laila Michaud, Scott Ryder, Stephen Wallace, Linda Wiest

Minutes: need to correct "January" to "February" & resubmit.

Logistical:

Town Clerk's office requests assistance in stuffing surveys into the census envelopes during working hours Tuesday, Wednesday, Thursday the week of January 11-15.

Survey link is posted front page on the Town website as well as on the Planning Board, and Planner pages, via Survey Monkey. Results from online surveys will be tabulated by Survey Monkey.

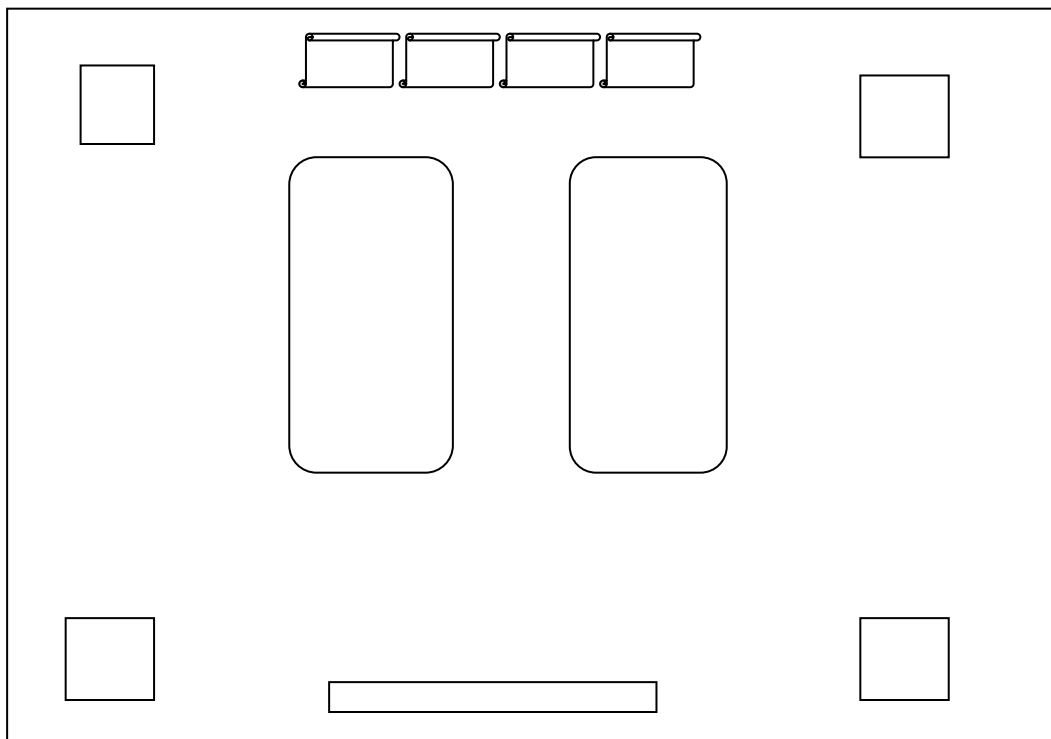
Survey tabulation

Steve to create an excel document for survey tabulation. Committee members will take stacks of 100 home and tabulate.

Finish making arrangements for February Master Plan kick-off event

Steve and Linda have chosen Westminster Elementary Cafeteria as most suitable location and Steve has made the arrangements to use it.

Sue will help set up the room on Thursday afternoon.



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Review plan for kickoff event for January- Steve will arrive at 6pm. Charts & supplies are on hand or on order. Linda, Mike F., Mike G., Laila, Ted, Richelle, Heather plan to attend. Planning Board Chair, Marie Auger will be invited to speak for the Planning Board, and Laila for the Board of Selectmen.

Steve will review the plan, and then break into groups. In the group, go around the table and introduce yourselves and identify any people with governmental involvement.

SWOT (Strengths, Weaknesses, Opportunities & Threats) discussed at tables, 1-2 committee members as table leaders – appoint a scribe to write on the flip chart (not town official or another committee member), appoint a spokesperson (same rules), SW time keeper. Come back as a big group, put all the sheets on the wall, spokespeople read off their sheets of SWOTs. We hand out 4 red dots to every person there, instruct to place on #1 SWOT. Dot preference exercise – cream rise to the top. To follow up, Steve will produce a summary memo, we will talk about as committee, put results on website.

When-February 9 and snow date of February 16.

Refreshments- Coffee-Ted, Cider-Laila, Water-Mike, Cookies- Heather

Publicity

Steve edited Linda's press release and will send to newspapers along with an offer to do a story on the Master Plan process. Hand out flyer will include both the survey and the forum information.

H- Community Vine Facebook page, SW- public safety sign,

The Voice- Keith Harding's show taping 1-5-12- Mike F, Richelle, and Steve will attend.

In person- Vincents- Linda 1/21, Drop off Center 1/28 (Josh Hall wants to be notified of day & time, ok with WM).

For next meeting February 2, 2012

For the first chapter of the plan, **Town Government**, Steve will interview each town department to gather information about their facilities, equipment, budget, staff, programs, hours, capital needs and goals for the next 10 years.

Steve will visit the Historical Commission and ask if they will write an introductory page to the plan.

Data and Analysis will hopefully be done by the March or April meetings.

After that the committee will discuss **Goals and Objectives**, then make **Recommendations**.

Additional note- Community Preservation Act was voted down previously, but will try again. It is a property tax surcharge (elderly are exempt) which the State matches a percentage of the funds to be used for open space or historical preservation.

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