

# Westminster Master Plan Committee

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## **Westminster Master Plan Minutes 2/1/12**

**Present:** Steve Wallace, Mike Gallant, Linda Wiest, Scott Ryder, Mike Fortin, Ted Fiffy, Heather Billings, Dean Johnson

7:04 call to order

**Survey:** 2516 households were sent surveys, 867 are returned as of today, 34% response rate! 20 completed online. Indication that people care. Steve's highest response rate of SW's MP was 37%.

SW created tabulation spreadsheet, he will give each member 100 numbered surveys and have them enter data. It will take 15 minutes of training- stop into the office, one on one, and do 10 surveys together, but wait until after Tuesday, Feb 14<sup>th</sup> and try to finish before next meeting, March 7, 2012. Ok to drop in or make appointments.

### **Finish making arrangements for our public forum next Thursday, Feb 9**

Publicity-Facebook event, on the sign, local papers, cable station, notice to civic organizations (20-25).

High school open house is the same night. Want to see 50, but 10 is still a "great exercise".

Committee members get there at 645 for final huddle. All the supplies are there.

Notices on the electronic sign & town website & sign on the door if weather is bad. Decision will be made by noon.

### **Refreshments:**

Ted-coffee (DD couple boxes of Joe) Laila-Cider, Linda- DD card for either drinks or donuts, Mike G-water, Heather-cookies so far, 4 other restaurants contacted.

### **Script:**

Mike F. Chairman & PB member, thanks for coming out. Ask Laila to say a few words. Steve will introduce the format of the evening. 4 tables, 1 committee member at least at each table, appoint a scribe. Easel and flip chart. Choose someone with good penmanship for bullet points. Appoint a spokesperson to share the results with the whole group. Do not choose a municipal employee or government official, or committee member. We're keeping the group on task. Look for people with bad body language, make a point of engaging them with specific questions. 15 minutes on each SWOT

MP members are to be facilitators, peace keeper, works best as a free-wheeling conversation, not going around the table in turn, draw out the quiet people, keep an eye on the clock. Ok, to prepare some examples to open the conversation, not considered leading, just participating.

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Hustle at the break, and move the sheets from the flip chart and tape to the back wall. In 1111, 2222, 3333, 4444 Spokesperson will give summary. Groups will be broken up so they won't sit together people numbered 1,2,3,4. Attendees will be given 4 red dots, place on #1 strength, etc. then the public is free to go.

## **Discussion about the process**

SW has seen participation at these types of events between 30-80 people. Hardwick had the best turnout. SWOT does not directly correlate to Master Plan survey questions. We will hear the some of the same things that we read in the survey.

After the meeting, SW will write up summary, survey results will be the main topic for March 7 meeting.

As we go through the chapters of the plan, we will refer back to what the citizens told us they wanted.

## **Three sections in each chapter**

### **1.Data Collection & Analysis**

Where we've been, where we're at and trends for the future.

### **2. Goals and Objectives**

**3. Recommendations** Steve look up and bring back for discussion (did it fail once and is or is not worth trying again)

Interviews of boards & committees for Government section, not going so fast because of the layover station. Primary responsibilities are helping PB with duties and BOS with their duties, then MP as time allows.

## **The Voice** review

"So what are you up to New Town Planner?" Conversation quickly steered toward Master Planning process. What do we see are the long range issues. 1 hour long show, currently airing.

**Minutes:** approved.

Adjourn at 7:40