



**Master Plan Implementation Committee Minutes
February 4, 2021**

Members Present

Judy Gooch Dobosh, Chair
Alexis Allen
Keith Paul

Nate Therien, Vice Chair
Larry Dixon
Michelle Theroux

Michelle Wolfe, Clerk
Margaret Jodoin

The meeting was opened by Judy at 8:00 a.m.

Judy obtained permission to record the call from all members, and then went over the rules for our online meeting. No guests were present.

Minutes:

Minutes of the January 7, 2021 meeting were approved by role call of members and Michelle W. can post online.

Master Plan Update Process:

Nate gave an update as to the process. The Planning Board is meeting tomorrow, February 5, to discuss and there will likely be two additional meetings. Currently they are going to meet bimonthly to review.

Interesting to note is that: 1) People are amazed at the detail and complexity of the new plan and 2) Planning Board seems to understand that implementation is a challenge and they are open to the idea of enhancement of MPIC role.

Timing, the plan will not be ready for May's Town Meeting. It will need to be reviewed several more times by Planning Board and then will be available to public for comment. Once comments are received, they will likely need to meet accordingly and they will need to accept the updated plan prior to it being sent to Town Meeting for endorsement. Acceptance of the plan means that it is finalized and legally accepted.

Entity Updates:

Appropriations - Michelle to follow up.
Bike/Walk - On the February agenda.

Board of Assessors - Judy and Margaret met and they are awaiting comments.
Board of Health/Health Dept - On the February agenda.
Bylaw - Nate is waiting to hear back from Ann.
Capital Planning - Michelle waiting for response, they have not been meeting.
Conservation - Done.
COA - Done, they have comments.
DPW - New DPW contact is looking into this.
Disabilities - On February agenda. Also, they have a survey out on town website.
FD2 - Nate to reach out.
Historical - Nate met with Keith and the commission.
Planning Board - no reason to meet with them.
Police - Met with Chief Gunderson, meeting notes sent to Judy.
Recreation - Done. No feedback.
RDA - They have the information, Michelle T to follow up.
Schools - This was on January agenda but due to long meetings (regarding school reopening) they did not get to this. Kyle has not forgotten and will keep this on his radar.
SB - Judy and Nate met with them. They are going to meet separately to discuss.
SHCTV - Michelle W to follow up for feedback.
SHELD - They are going to have separate session to discuss.
SH Public Library - Current status? Meeting was on 1/4 and they were going to discuss and provide feedback.
Sustainability - Michelle W to reach out.
TA - Done, met with Mike.
Tree - Contacted again, they are not meeting currently. Michelle W to reach out.
ZBA - Don't need to do anything.

Other business:

Keith has submitted his letter of resignation, which has been accepted. Judy thanked him for his service.

Bylaw Review:

Larry provided an update. Subcommittee met to discuss what they would like to see in the bylaws and Larry created and distributed summary. Subcommittee consisted of Larry, Judy, Nate and Michelle T. Discussion included roles and responsibilities and process. Basically we are starting from ground zero in creation of bylaws.

There are 4 buckets discussed in order to create the bylaws.

1. What is implementation process (workflow and operation) before determining bylaw?
2. Need to identify responsible parties and develop architecture of the process. Currently there seems to be a lot of overlap.
3. What is MPIC's role?
4. How does MPIC drive the process and keep accountability.

We will need to get into each of these points and think about meeting with Planning Board, Administrator and Selectboard prior to creating bylaw language.

Larry mentioned that he has a contact at PVPC and was interested in contacting his friend/colleague to see if they have any tool kits or documents as to process. Exploratory informational discussion. Nate suggested that Richard and Joanna Brown (representative to PVPC) be apprised as a courtesy in the event PVPC mentions the matter.

Alexis mentioned that what seems to be missing is capturing the work that is done by MPIC looking forward to the next update and this entire process. This may be part of the roles and responsibilities to document but Larry has added for future discussion.

Next steps:

- Larry to follow up with PVPC and Nate to touch base with Joanna (and/or Richard).
- Larry to review the sample bylaws that Michelle W emailed.
- MPIC to review the tasks assigned in the update and be ready to discuss at the next meeting. Reference Goal 4, lines 27-32.

Next Meeting: March 4, 8:00 a.m.

Adjournment: 8:44 a.m.

Signed:

Michelle Wolfe, Clerk