



Master Plan Implementation Committee Minutes September 2, 2021

Members Present

Judy Gooch Dobosh, Chair
Susan Perry
Larry Dixon*

Nate Therien, Vice Chair
Renee Sweeney

Michelle Wolfe, Clerk
Michelle Theroux

The meeting was opened by Judy at 8:00 a.m. Larry Dixon, Margaret Jodoin and Scott Roe were absent, although Larry did join near end of meeting. No guests were in attendance.

Introductions:

Since new members have joined MPIC, we did a roundtable of introductions and backgrounds to get to know each other. At the next meeting we will hear introductions from the three other MPIC members, Larry, Margaret and Scott.

Minutes:

Minutes of the June 3 meeting were discussed, and a motion was made to approve. A roll call vote of members approved the minutes and Michelle W. can post them online.

Master Plan Update Process:

Nate provided an update on the new Plan. The Planning Board (PB) has reviewed the updated Master Plan and provided consolidated comments to Anne Capra. Anne will send over comments to the consultant, and they will update working closely with Anne.

It is likely the Plan won't be approved until end of calendar year. Evaluation metrics have not yet been discussed and likely will be reviewed in the fall. There seems to be some concerns from a few PB members around the feasibility of some of metrics. Judy offered to attend meeting with PB to discuss evaluation and metrics since she and Nate have considerable experience and background.

Bylaws:

Michelle T gave update on the bylaw review process primarily for new members. Judy mentioned that the subcommittee met separately with the prior and current Planning Director (Richard and Anne) over the summer. Next step is to meet with the Planning Board

on September 13, and then will set up second meeting with the Select Board to obtain their input. Anyone on MPIC is welcome to attend both meetings.

Nate suggested that MPIC should provide some proposed documentation (like a conceptual outline) of how the committee thinks the implementation process should be. MPIC could then work with the Bylaw committee and submit to Town Meeting for approval, so that the implementation process will become solidified. The meeting with Anne resulted in a framework in which MPIC will still be having similar types of meetings with entities as in the past (monitoring) and will report back on how things are working or any issues to a formally constituted group including a member of administration, Planning Board and Select Board. Also discussed with Anne was to have a spring meeting of representatives from each of major elected boards, and volunteer town committees, in order to review the status of the Master Plan.

Judy was in touch with Larry this week and Larry agreed he would put together single page by September 9 so that the Planning Board will be able to discuss. Larry will share with the subcommittee prior to distribution to PB. Planning Board had previously expressed concern over implementation of the new plan due to its complexity and seemed eager on guidance for implementation process.

The SB also is aware of the ways in which they can't oversee everything.

Entities/Assignments:

Judy briefly discussed assignments and the following have been assigned. Renee asked a few questions about number of entity assignments, looking to have each person assigned to three.

Appropriations – Renee, Michelle W.

Assessors – Judy

Board of Health/Health Department – Michelle T., Nate

Bylaw Review - Nate

Capital Planning – Michelle W.

Conservation – Susan

Council on Aging – Judy

Cultural Council - Susan

DPW – decided that we will work through TA since town department.

Disabilities – Michelle T.

FD 1 – Renee

FD 2 – Nate

Historical Commission – Nate, (likely Scott also)

Housing Authority – talk with TA to see if we should monitor directly. (Otherwise, Judy assigned)

Library – Susan, Margaret

Police Department – Michelle W.

Recreation (undertaken Bike/Walk and Golf) – Renee, Michelle T.

Redevelopment – Judy
Schools – Judy (Susan may join depending on interest of others)
SHCTV – Michelle W.
SHELD – Judy, Michelle T.
Sustainability and Energy – Michelle W.
Tree – Larry, Michelle W.
ZBA – has not needed oversight.

Judy will send updated list to the group including missing members. We should start getting on the entity agendas for September/October. We want to make sure that the Master Plan is on everyone's radar in advance of the updated Plan circulating. The goal is to gather information including status from 2010 plan tasks and what the entities are currently doing. Once information is gathered, Judy can work to put together a report for the new Town Administrator and Select Board.

For the committees that are jointly assigned, we should work together to determine who will reach out to the entity contact (usually Chair). The Chair for each entity or key town employee should be listed on the town website, and if any questions reach out to Kristen Maher in TA office.

The Planning Board has reassigned some of the tasks in the updated Plan, usually at the request of the entity. Nate will look at some of the unclear tasks and can provide a brief update. Capital Planning and Appropriations committee provided feedback on what they were assigned.

Judy recommended that when entity meetings are set up, we should email details to the entire group in event newer members would like to attend. Also, it may be helpful if newer members attend a joint meeting.

Larry joined the meeting. He will go through notes provided by Judy from meetings with Anne and Richard over the summer and will create talking points. Material needs to be sent to Anne Capra by September 9.

Next Meeting: October 7, 8:00 a.m.

Adjournment: 8:45 a.m.

Signed:
Michelle Wolfe, Clerk