

Master Plan Implementation Committee Action Items

Priorities: Immediate (I)=within 1 year; Short-Term (ST)=1-3 years; Mid-Term(MT)=3-5 years; Long-Term(LT)=5-10 years
NOTE: Priorities may have two time frames and they may start in the shorter time frame, but take longer to complete.

#	Goal Actions	Primary Entity	Subentity(ies)	Evaluation Metrics	Priority	Status July 2022
G1-26	Identify and encourage conditions that attract and support Black, Indigenous, and People of Color population.	Selectboard	Administration, All entities	Process for identifying issues concerning BIPOC population and for monitoring the experience of Town services across all demographics. Process for identifying challenges and addressing them. Change in Town demographics. Change in diversity of people participating in civic life.	ST/MT	Discussion started at SB level. Need to identify baseline data (Federal census). Should categories be expanded to include gender, sexual orientation, disabilities, other?
G1-31	Foster Town engagement with college/university personnel and consultants to provide special expertise.	Administration	Other entities as appropriate	Number of personnel used. Type and effectiveness of services provided.	ST, MT, LT	Working with College re collaboration with Chamber and Town on business development, arts and music with Cultural Council, Town hall internships.
G3-14	Incorporate addressing climate change/resiliency into routine permitting and operations.	All Boards and Committees		Date new mandate adopted. Changes to Zoning or subdivision regulations adopted. Impact on projects.	ST	This seems to be a Planning Board responsibility. Reassign?
G3-24	Work with boards and committees to produce videos to welcome new members and give them a brief overview of responsibilities.	SHCTV	All boards and committees	Number of videos. Number of boards and committees participating. Feedback from viewers.	ST	Developing video script, will work with SHCTV to film.
G3-25	Encourage people of diverse backgrounds to run for boards and/or apply for committees to ensure broad representation of all residents in government functions.	All boards		Number of candidates identified. Number of candidates elected. Change in demographics of candidates.	ST/MT	
G4-1	Create working groups of staff and committee and board members to meet regularly around common priorities to identify and work together toward shared objectives.	All boards, committees, and departments	Administration, Selectboard	Date working group created. Number of shared priorities identified. Number of group actions being pursued. Number of actions completed.	ST	Convened interested parties on June 24 to establish working group around community seating. B/W will head the project. MPIC's ongoing role is to monitor progress.
G4-13	Prior to Town Meeting, review proposed bylaws as to legality, consistency with other bylaws, and alignment with the goals of this Master Plan Update and make recommendations for action (recommend or not recommend) to the Selectboard and Town Meeting.	Bylaw Review	All other boards and committees	Date(s) bylaws reviewed. Number of committees and/or proposers consulted. Recommendations made. Votes by Town Meeting.	ST/MT	In process of revising our bylaws.
G4-22	Post articles in area newspapers, Town's website and social media.	All boards and committees		Number of articles posted. Number of responses or other feedback.	ST/MT	Beginning in fall, will seek regular conversations with Town Reminder
G4-25	Review bylaw for Master Plan Implementation Committee and consider updating charge.	Master Plan Implementation Committee	Bylaw Review Committee	Date bylaw reviewed. Date changes approved.	ST	In process
G4-26	Work with boards, committees, and departments to develop a progress "dashboard" that the public can see.	Master Plan Implementation Committee	Administration, Information Technology	Date dashboard identified. Date dashboard approved. Date dashboard installed.	ST/MT	Complex issue; will require input from many directions. Suggest it might be a topic for the Nov. '22 forum.
G4-27	Work with boards, committees and departments to identify baseline data for impact evaluation and standard metrics, as appropriate.	Master Plan Implementation Committee	All boards, committees, and departments	Date baseline data identified. Schedule for collection of baseline data. Date(s) data collected.	MT	Will be primary topic of discussion in fall meetings with entities.
G4-28	Work with boards, committees, and departments to monitor progress towards goals using metrics recommended in this Master Plan Update as appropriate.	Master Plan Implementation Committee	All boards, committees, and departments	Identify schedule and process for monitoring. Feedback from boards etc. as to usefulness. Dates of progress updates to Selectboard, Planning Board, and Town Meeting.	MT/LT	Ongoing. First request for updates out to entities 7/1/2022.
G4-29	Work with Town Administrator, Planning Board and Selectboard to determine whether there are additional reporting mechanisms that should be put in place, for example to flag an urgent issue.	Master Plan Implementation Committee	Administration, Planning Board, Selectboard, All Departments	Date additional reporting mechanisms identified. Number of users. Feedback on effectiveness.	ST/MT	Ongoing

Comment

status Nov. 2022
Discussions begun with MT Holyoke DEI group

Comment

Status Mar. 2023
same

Discussions begun with MT Holyoke DEI group

same

per PB, only applies to entities that issue permits

proposing community-wide workshop on SEC issues

same

Draft bylaws to PB, TA, SB in January 2023

working on further revisions

Nov. 2023 topic

request for updates sent Nov. 1, 2022

developing criteria to use in determining when/how to add or eliminate tasks

have identified several sources of comparative data request for updates sent 3-1-2023; reminders sent 4-2-2023
criteria adopted