

Town of Shutesbury Massachusetts
Master Plan Working Group

March 9, 2016

Minutes

Meeting Begins at 7:00 PM

Members present:

Introductions and areas of interest:

Meryl Mandell appointed by Selectboard. Interested in transportation

Bob Groves appt by Selectboard. Interested in Historic Preservation

Dale Houle appt by Selectboard. Interested in Housing.

Maryanne Antonellis. Appointed by Selectboard. Interested in Community Facilities & Services, especially human services to women and children and education.

Al Hanson, Former finance Committee member. Interested in finance, recreation

Jeff Lacy, Planning Board. Interested in town finances, demographic changes in Town

Nancy Dill Business consultant, Cushman Road. Interested generally.

Brad Spry. Select board appointment, real estate agent. Concerned that property values are lagging. Interested in Land Use & Zoning.

Melissa Warwick 3 yrs living here. Interested in Women's health issues, Community Facilities & Services.

Mike Vinsky Selectman, retired pilot. Wants to tap Shutesbury potential. Interested in Land Use & Zoning.

Meryl talked about remote participation and noted it is up to the Committee . Committee could use remote tech like Skype, FaceTime or Conference call . Nancy has access to a conference call number and offered to share it with the group.

All agreed to allow remote participation with town conference phone and Nan's call in line.

Discussion of roles. We need someone to take notes for minutes, make agenda, post meeting.

Meryl suggested we need a team leader or Chair, and a Note taker (secretary)

- Bob volunteered to be secretary. The group nominated and elected Meryl as chair.

Group discussed web access. Alan agreed to talk to Paul Vlach about getting a web address, set up a MPWG webpage and get an email for the group.

- Mary Anne agreed to serve as webpage email contact.

The group discussed reviewing the original Master Plan document. The town does not have sufficient copies for all members, but some are available. Meryl noted the entire plan is downloadable on the Planning Board web page. Jeff was going to try to get copies of old master plan.

Committee discusses whether or not we need more printed copies and agrees that, for the moment, we will not need more than the three copies we presently have. All agreed to share.

The group discussed what night do we meet? There were conflicts, but best nights were Tuesday or Wednesday. Will schedule as needed.

Maryanne brought a copy of state open meeting laws guide. Discussion of restriction on speech outside of public meeting. Mike asks whether or not we are subject to the restrictions on speech that are meant for decision making bodies. Meryl suggests that we follow the open meeting law anyway to ensure openness. Maryanne will ask Becky to consult Town Counsel and Maryanne will report back of whether MPWG is subject to Open Meeting laws.

Meryl asked if the \$10,000 funds appropriated at Annual Town Meeting to hire a consultant carried over into the next fiscal year. Mary Anne and Meryl to check with Becky Torres.

The group reviewed the scope of services for consultant. Discussed creating review of old Master Plan and use it as a basis for new Master Plan including a timeline.

Nan Dill is going to try and organize us. She used a flip chart to show graphic of process. Al suggested a financial ten year plan be a part of any master plan. Discussion of what it is we do follows. What do we do before we try to hire consultant. Should we hire now or later? - Jeff suggests early guidance from consultant on overall process.

Mike proposes that each member familiarize themselves with the master plan and discuss those chapters at next meeting for limited time.

- Meryl says we do not have to be intimately familiar with every detail of the plan before hiring consultant but just be generally familiar with how it works for next meeting. Jeff agrees.

Discuss strategies for communication, accessibility. Alan thinks we should not be limited to categories in old master plan. Nancy suggests we table this issue until this is clarified.

Agreed to at meeting:

- Coordinate conference call/dial in process: Nancy Dill
- Chair: Meryl Mandell
- Secretary: Bob Groves
- Coordination with Web Committee (set up page and email) – Allen Hanson
- Clarify procurement process: Meryl Mandell
- Serve as web page email contact: Mary Anne Antonellis

Action Items:

- Read Master Plan (all – paper copies to be passed on to others after reading)
- Bring ideas for items to include in consultant request for proposal (RFP)

Next meeting date 4/12

Agenda:

Selection criteria for consultant.

Talk about master plan.

Meeting ends at 9:03