

Town of Shutesbury Massachusetts
Master Plan Working Group

October 12, 2016

Minutes taken by RL Groves

Meeting Begins at 7:00 PM

Members present:

Meryl Mandell, Bob Groves, David Kittredge, Al Hanson, Mike Vinskey, Mary Anne Antonellis, Brad Spry, Nan Dill, Michele Cunningham, Jeanne Brown

Town Administrator Becky Torres is a guest.

Minutes of September 27, 2016 approved.

Steve Cecil will join Howard Snyder in leading our project for Harriman.
Next meeting is October 17th. Steve will attend with Howard.

Committee will have Steve do a mock facilitation similar to what Alison and Howard did during the original interview, and then ask them to leave the meeting for a few minutes to discuss new team. Committee will decide during meeting whether we will recommend that Selectboard sign contract, then ask Harriman to return to meeting and continue accordingly.

Nan offered her services on a pro bono (unpaid) basis if current plan does not work out.

Dave reminds group that we are hiring more than a facilitator and that the collection of data and the drafting of a visioning statement are key elements to our charge. Harriman will also be responsible for that work, which is considerable.

General agreement that Committee would prefer an outside person to conduct the project.

Linda Seidman and Sharon Raymond offered to provide volunteer services.

Outreach

Who will print more cards? Dave Kittredge offered to print 50 sheets or 200 cards. Will bring them to Becky's office or get them to Mary Anne.

Dave mentioned that it will be very important to have the online opportunity for non-meeting attendees to contribute up and running by the first meeting. He said we should be able to hand out cards to people who attend, so they can go home and spread the word, engage their neighbors who didn't attend the mtg, etc. He thinks someone at the first meeting is guaranteed to ask "what about the people who don't attend meetings? can they participate too?" We need to have an answer that "yes! here is where they can submit their comments online!"

What groups or venues would be good for disseminating info and who will be responsible for contacting them?

Bulky Waste: Meryl handed out
Flu Clinic: Joan Hanson (volunteered by Allen)
School Newsletter: MaryAnne
Town announce: MaryAnne
Next-door: MaryAnne
Ecricket: MaryAnne
SAC: Brad
PO Bulletin Board: Mike
Amherst Bulletin Notices: Bob
Recorder Notices: Bob
Lake Assoc: Allen
Council on Aging: MaryAnne
Shutesbury Community Church: MaryAnne
Sirius: Brad
Basketball: Brad and Allen
Library: MaryAnne
HS Newsletter: MaryAnne
Co-Op: Brad
Town Website, MPWG page: Mike

Nan: What are deliverables?

Brad: We are to deliver data to Planning Board representing what Townspeople want or don't want.

Bob: We should provide conceptual framework.

MaryAnne reads original document of Scope of services and Meryl reads description of final chapter deliverable as per RFP/Contract.

Allen concerned that Committee not exceed its charge and attempt to create Master Plan. After hearing description of deliverable he was reassured that the scope was contained. All agreed.

Nan: Who will lead the discussion in meetings?

Nan: Survey will be "dynamic", not "flat".

Brad: Data collection becomes complicated and unwieldy and that online and in person surveys should ask the same questions.

Meryl: Meeting with consultant should clarify this point.

Will some Committee members facilitate working groups?

Mike and Michele are willing to try.

MaryAnne: Number of participants will determine this need for additional facilitators.

Nan: How do we get a "good" or exciting meeting?

Michelle suggests "Icebreakers".

Meryl will ask consultants how they plan to create interest.

Gym: MaryAnne will make sure gym is open 1 hr before event.

Bob, Mike set up Nov 3.

Dave, Jeanne set up & break-down Dec 5. Most others agreed to help too for both.

Food: Brad. Hot Cider, Cookies, Tea, Popcorn, etc. Mike confirmed BOS approved \$50 budget for food.

Meryl: Should we ask Committees and Boards to report to MPWG? She said one Board approached her and asked to do so.

Dave: MPWG said focus and concern is citizen participation. Committees and Boards should not be consulted at this early Visioning stage. General agreement on this point. Committees members can participate as individuals at the public meetings, and as Committees if/when a full Master Plan is undertaken.

Baby Sitting. Brad suggests baby sitting be provided at school during meeting. Volunteers should be "Cori Checked."

Jeanne will try and coordinate child care.

Meryl will cc communication with Harriman.

Allen. Card should encourage citizen participation in both meetings.

Meeting ends 9:00 PM.