

Open Space Committee  
*[virtual meeting] 1<sup>st</sup> meeting to update OSRP Plan*

November 18, 2020

In attendance:

Kimberly Noake MacPhee, Land Use & Natural Resources Planning Program  
Manager, FRCOG

Tamsin Flanders, Land Use & Natural Resources Planning intern, FRCOG

Penny Jaques & Gail Fleischaker, OSC

**Introduction of attendees; confirmation of grant funding** to enable 100 hours of FRCOG support [scope & timeline attached].

**Project Scope of work:** rewrite/update text of Open Space & Recreation Plan, run & analyze public survey, and compile for submission in Fall 2021.

FRCOG is working with several communities in updating their Open Space Plans, providing guidelines and formatting requirements for successful submission 2021. 1. FRCOG will contribute state/county data for Section 3 (Community setting) and Section 4 (Environmental Inventory & Analyses), will comment/ask questions for Shutesbury committee response, and will provide required maps and additional appendices for full Plan.

2. FRCOG will collect survey questions used by other towns and work with OSC to devise Shutesbury survey, will compile survey & provide Survey Monkey link for OSC to post on Town website, and will collate & analyze formatted survey responses (OSC will tally open-ended survey questions)

**Committee homework:** Section 3 and Section 4 was distributed. OSC to review, getting back quickly to Tamsin with responses to comments/questions labeled "COMMITTEE," thorough-going line-editing later.