



Master Plan Steering Committee Meeting

3 P.M. Wednesday

September 1, 2021

MINUTES

Members Present: Carol Bush, Lauren Hadley, Barbara Maidhof, Sue Wingate, and Gary Qua

Staff Consultants Present: Carol Ogilvie and Ivy Vann

I. Approval of Minutes

The Committee reviewed the minutes of August 4, 2021. A correction was noted under paragraph IV regarding the discussion of Old Home Days. Carol O. will make that correction.

On a motion by Carol Bush/seconded by Barbara Maidhof, the minutes of August 4, 2021 were approved as corrected, with all in favor.

II. Review of the Draft Plan

- The Committee discussed the draft Plan they had received via email. Carol O. explained that the focus of today's review was the format and not necessarily the content, which is still being developed. The format would probably read best on an 11 x 17 landscape page. She thought that might be appropriate for a digital version, but that she would experiment with making a standard portrait format for the print version.
- Overall, the Committee liked the format, but did point out a few changes, such as making the font larger and expanding the charts so that the information would be easier to read.
- Carol O. and Ivy will continue to develop data and fill out the Plan for the next review.
- Gary noted that it would be important to note how many questionnaires were distributed and how many were returned. Given that a 10% return is considered valid for a master plan survey, it should be acknowledged that this survey had a return of about 25%.

III. Preparation for October Presentation

- The Committee then discussed logistics for the public presentation on October 23rd. This is a Saturday and Ivy suggested a start time of 11 A.M., with a duration of up to two hours. There should be light refreshments available.

- Gary asked about who would be making the presentations. Carol O. responded that to some extent it depended on the Steering Committee's comfort level with doing that. Carol O. suggested that certainly Gary, as the Chair, should open the meeting, introduce everyone and give a brief overview of the project. Then Carol O. and Ivy could present the Basic Studies sections, with the data that they have collected. When it is time for the Future Land Use Plan to be presented, that would be a good opportunity for the Steering Committee to participate since it is, after all, the Town's Plan and not the consultants.
- This discussion will be continued at the next meeting.

IV. Next Meeting

3:00 P.M. on Wednesday, September 29, 2021.

There being no further business, Gary adjourned the meeting at 3:45 P.M.

Respectfully submitted,

Carol Ogilvie