



Master Plan Steering Committee Meeting

3 P.M. Wednesday

September 29, 2021

MINUTES

Members Present: Carol Bush, 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 September 1, 2021. Two minor edits were pointed out; Carol O. will make those corrections.

On a motion by Carol Bush/seconded by Barbara Maidhof, the minutes of September 1, 2021 were approved as corrected, with all in favor.

II. Status of the Draft Plan

- Gary stated that the Town uses CAI for its mapping. Carol O. suggested that if Gary could provide her with a name, she would call that person to discuss options for maps they will need for the plan.
- Ivy reported that she has begun the natural resources section and needs a contact for someone she can discuss this with.

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.
- Gary stated that the first step is to get postcards printed and mailed out. Ivy will create a postcard and email it to him.
- As previously discussed, there will be hard copies of the draft Plan available, but no slide presentation; Carol will organize easels and foamboards for displaying the selected data points to be highlighted. Gary will also organize the printing of these visuals. Carol O. and Ivy will prepare those and email them to Gary.
- All materials to be on hand on the 23rd will need to be submitted no later than one week prior to the meeting.

- The Committee then discussed the agenda for the day. Carol O. will send a draft to Gary; it will follow roughly this format:
 - Gary will open with a welcome and introductions. He will introduce the Committee, the Planning Board and Carol O. and Ivy. He will describe the process and explain why the Board is taking the particular approach to this Plan. He will then turn the meeting over to Carol O. and Ivy to present the draft.
 - Ivy will begin with a review of the Visioning process and the resulting vision statements. Carol will then cover the basis studies section of information that has been collected to date. She will then review the next steps and describe the future land use plan that will be developed based on data collection and public input.
- Light refreshments will be available; following COVID protocol, any food will have to be individually wrapped. Carol Bush will organize this.

IV. Next Meeting

Unless something comes up in the meantime, there was not a need to meet again prior to the 23rd. After the 23rd, the Committee will set a meeting date that will be in advance of the presentation to the Planning Board.

There being no further business, Gary adjourned the meeting at 3:40 P.M.

Respectfully submitted,
Carol Ogilvie

Approved 12-15-21