



# Master Plan Steering Committee Meeting

4 P.M. Wednesday

June 9, 2021

Due to the ongoing COVID-19 Pandemic, as allowed by the Governor's Executive Order 2020-10, unless otherwise noticed, this and all subsequent meetings will be held remotely via the Zoom platform.

## MINUTES

Members Present: Carol Bush, Laureen 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 May 26, 2021.

*On a motion by Carol Bush/seconded Barbara Maidhof, the minutes of May 26, 2021 were approved, with all in favor.*

### II. Update on Questionnaires and Zoom Meetings

- Ivy reported that to date between 450 and 500 questionnaires have been returned. This represents a 15-20% response, which is quite good and acceptable for master plan surveys.
- Carol O. reported that there have been two Zoom Meeting Rooms: one last Monday and one today. Unfortunately, there were no attendees other than staff and committee members. Carol O. noted that there were technical difficulties on Monday, and since it is not possible to know whether anyone tried to get into the meeting, we should think about whether a make-up meeting would be necessary. The Committee decided to wait and see how the others go, but if there is no attendance, it seems unnecessary to schedule a make-up.
- Gary stated that he does not think the master plan effort is getting enough visibility on the Town website. He is going to see whether some information/links can be put on the front page.

### III. Discuss Logistics for June 26<sup>th</sup>

- Carol O. and Ivy are going to be in Town on Saturday, June 26<sup>th</sup>. They will have a table at the Swap Shop, with questionnaires, posters, and general information about the master plan update. They will be there from 9 A.M. to 12 P.M., after

which Gary will take them around town to view various facilities and other important landmarks.

IV. Review of Chapter 4 - Infrastructure

- Ivy reported on the work she has done to date on this chapter, including speaking with the Librarian and getting information on the new Police Station. She described the vision of the new format for all of the chapters that will include maps, photos, graphs and other visual elements. She and Carol O. will also interview all of the Department Heads to ask about any current concerns they are dealing with, and what they see as issues going forward.

V. Other

- The Committee then reviewed potential future meeting dates, including in-person meetings. It was agreed that any meeting scheduled during the week of July 4<sup>th</sup> would be impractical – that includes any Committee meetings as well as any public outreach and engagement.
- It was pointed out that the Town has Old Home Days in August, with a number of events that are very well attended. Therefore, Ivy and Carol O. will wait until then for the next public outreach opportunity. In the meantime, they can continue with data collection and drafting of other chapters.

VI. Next Meeting

4:00 P.M. on Wednesday, July 14, 2021.

There being no further business, Gary adjourned the meeting at 4:30 P.M.

Respectfully submitted,

Carol Ogilvie

Approved July 14, 2021