

## **Minutes: Master Plan Steering Committee – April 29, 2020 – Virtual Meeting (Zoom ID 359 996 0472)**

Committee Members attending: Janne Corneil, Stacy Lennon. Barbara Arnold, Madeleine Blake, Jason Molten, Kerry Kissinger, Tanya White, Angie Verge, Eva Mostoufi, Lynne Lipinsky, Bob Zogg, John Ballantine.

Absent: Jessica Nierenberg

Other attendees: Susan Silberberg (Civic Moxie), Planning Administrator George Mansfield, Assistant to Planner Gretchen Caywood

Janne Corneil called the meeting to order at 7:00 pm and reviewed the MP tasks and timeline with the Committee, asking members to provide updates on their group's work.

### **Existing Conditions Reports and Maps**

Janne explained that Madeleine, John and David Freedman have provided feedback on these reports, and she is in the process of consolidating and incorporating their edits. She noted that Todd Thorsen also provided input, and that Bob will incorporate input on the sustainability report. Barbara will provide final edits. Janne estimated that the final revised reports will be available to Civic Moxie (CM) the last week in May.

### **Financial Model**

John reported that Kerry had assembled much information on this, and that they had met with Town Treasurer Kim Kane and have hard numbers for FY20 and 21. They will check a few financials regarding the school and capital spending going forward, and then will have a financial baseline along with a few financial scenarios (projections to 2030) by the end of May.

Lynne explained that there has recently been a decision to revisit the FY21 budget, with meetings planned for mid-May to shave the budget down, and that the revised budget likely won't be approved until the end of May, at which time it can be fed into this process. Lynne added that planned capital expenses are being reexamined as well. Also, Lynne advised that all requests for information from Kim should be directed to Lynne to streamline communication.

### **School Strategy**

Eva said that the School Envisioning Committee is still working on its plan for the future, and that it should be able to provide a report to the MPSC in June. Eva and Janne plan to discuss with Jim O'Shea, Barbara and John.

### **Municipal Vulnerability Preparedness (MVP) Plan application**

Madeleine reported that resident Lisa Lewis Davis has volunteered to prepare the application for the funding to develop this plan, and that they have identified some vendors, but must first figure out how to meet certain requirements of the grant. She added that the application is due in August, with funding available in the fall. Janne explained that the MVP plan is in the PB's purview, but the goal is to have it be in sync with the MP.

### **Governance/ Organizational Structure**

Madeleine planned to circulate this brief written item to the Committee.

### **Vision, Values and Goals statement**

Stacy reported that she and Kerry will be ready to circulate a draft of this item in a few days for discussion at the May 13 meeting.

### **Best Practices**

Janne referred to the spreadsheet from CM containing examples of best practices from other towns, and she asked that Committee members review the different examples and provide comment. Susan explained that the goal here is to see if there are any parallels with the other towns, adding that her firm could research any topic of interest that is not on the spreadsheet.

### **Development Potential Map, Single Family Parcel Analysis/Two Family Potential, Historic, Cultural and Agricultural Resource Maps**

Janne explained that she will be working on these and added that CM has provided their updated critical maps for the MP. Angie reported that the OS&R Committee is not holding virtual meetings and so cannot rank the 10+ acre parcels at this time-data that will feed into these maps.

### **Key Topics "Areas of Focus" / Alternatives, Metrics and Evaluation Criteria**

Janne explained that these are the critical decision points the town must look at including housing, developable land, community space and public facilities. She is working with Barney and Madeleine on defining the questions involved in these key topics, and they will share these questions with the Committee at a future meeting. Janne suggested that key topics/areas of focus will likely be topics for the second survey.

### **Survey Preparation**

Tanya outlined some of the decisions that must be made regarding the survey, including who the survey goes to (by household or by person over a certain age), is it electronic or paper, and what are the questions. She explained the usual structure of a survey having a menu of options with sub items paired to the options. The Committee discussed having the survey address overall priorities for the town, and Janne and Tanya agreed to discuss the survey structure further. Tanya pointed out technical and potential legal ramifications (right to contact) for the survey, and Janne asked Tanya and Barney to delve into this further, including who "owns" various contact lists and whether they can be used.

### **Communications**

Janne explained that Jessica's work involves the federal response to COVID 19, which means that she must step aside for a bit. Janne, Barney and Madeleine will discuss going forward with communications for the MP. Janne said she will revise the work plan and circulate it to the Committee and added that the current plan is to resume the public process of the MP in the fall. The Committee discussed additional potential ramifications of Covid 19 on the MP schedule, realizing that the pandemic situation is steadily evolving.

### **Minutes**

The Committee reviewed the draft Minutes from 3/25/20. Madeleine moved that the Committee approve the Minutes as drafted, Stacy seconded the motion, and it was approved 12-0 by roll call vote.

The meeting was adjourned at 8:05 pm

Respectfully Submitted,  
Gretchen Caywood