

**Minutes: Master Planning Steering Committee – February 5, 2020 – Town Hall, Heald Room**

Committee Members attending: Janne Corneil, Stacy Lennon, Barney Arnold, Madeleine Blake, Kerry Kissinger (Skype), Tanya White, Eva Mostoufi

Absent: Madeleine Blake, Jason Molten, Lynne Lipinsky

Other attendees: Planning Administrator George Mansfield, Assistant to Planner Gretchen Caywood, John Ballantine, Ruth Crampton, and Carren Panico (Mosquito).

Janne Corneil called the meeting to order at 7:05 pm. She noted that this is one of 3 meeting dates added to the schedule as working meetings, at which there will be no committee reports.

**Kitchen Conversation updates:** Several Committee members provided updates on kitchen conversations that they had either held or attended. Jessica Nierenberg had held a kitchen conversation and said that while initially the input was broad and more general, it became more focused and specific during the course of the event. Stacy Lennon said that her KC evolved similarly, and that several of the attendees signed up to receive MP updates. Stacy suggested that the host of a KC needs to emphasize to attendees that the status quo is not sustainable for the town, as several people initially stated that they were fine with “things as they are,” which necessitated an initial discussion reinforcing that changes are necessary. Barney Arnold had recently attended a KC, and noted that most of the attendees seemed to be residents that didn’t generally attend Board/Committee meetings, which is a good sign of resident interest, with a total of 49 KCs being held thus far, totaling about 500 attendees – half the overall goal. Barney informed the Committee that Historical Commission Assistant Maureen Adema, has agreed to compile, organize and categorize the KC input as needed for the Committee. She also updated the Committee on other near-term KCs. Janne reported that two sandwich board signs will also be in Town Center to advertise the KCs.

Janne summarized that the key goal of the KCs is to get residents involved and interested in signing up for updates. The KCs will also make residents aware of the key issues and tradeoffs being analyzed and investigated by the MP. Barney added that the KCs will get residents thinking about the choices we face and increase resident interest in advance of the March 4 and June 3 Community Meetings. Stacey pointed out that resident attendance at the KCs provides an avenue to keep them informed and engaged.

**Workplan and Schedule – MPSC review process:** Janne reported that the MP work plan has been revised, and now better aligns meetings with deadlines on deliverables. A draft workplan was reviewed by the Committee. KCs and tabulation and publishing of the results will take place throughout February. Janne explained that Civic Moxie (CM) will be providing “existing conditions” documents on 2/7/20, which this Committee will then review. She noted the Master Plan Working Group (MPWG) will also review and provide input on these documents. These reviews will take place in February, such that revised information can be utilized for the March 4 Community Meeting. The key takeaways from that meeting will be publicized at an array of “tabling events” associated with different Town events, such as Trails Day, Kimball’s opening day, Farm stand opening day, etc.

At the March 4 meeting, CM will describe to the Town the challenges it will have with the different possible scenarios for going forward. The content of the existing conditions documents will be discussed at the 3/11/20 MPSC meeting, with assignments to be reviewed this evening. Janne pointed out that the March through June timeframe on the workplan is getting toward the solutions under various scenarios for the Town, and will include a second, more focused resident survey, formation of a draft

MP which will be presented at the 6/3 Community Meeting, and a subsequent review by the MPSC and the MPWG, with publicizing/socializing takeaways from the 6/3 meeting.

Kerry Kissinger asked for feedback from the School Visioning Committee, and Barney explained that the Committee is visioning what a CPS graduate of 10 years out will be, what they will need to have learned from the curriculum and how to adapt the classroom accordingly. Visioning Committee member Eva Mostoufi confirmed this and noted that the Committee is discussing MP issues as well (e.g. sustainability).

**Outreach schedule review and MPSC/MPWG assignments:** Janne asked for a point person for Community Meetings and various tabling events, at which various MP materials will need to be made available. Ruth Crampton volunteered to do this for the 3/4/20 Community Meeting. The meeting will be advertised in the Mosquito, on the website and in an email blast, and Ruth will add the emails of the KC attendees to the master email contact list. Concerning the Carlisle.org site (City in the Woods), Jessica Nierenberg offered to obtain and provide their email contact list information to Ruth for inclusion on the master email list. Barney offered to check into the logistics of placing a banner in Town Center to advertise the 3/4/20 Community Meeting.

Concerning the Tabling Events at various Town functions and activities, Janne asked Jessica to seek volunteers from the MPWG, and it was noted that the MPWG meeting on 2/26/20 will be an opportunity for this. Jessica suggested that for general assistance at the meetings, high school students could possibly be utilized as well.

Janne explained that CM will be starting on development of a second survey asap, and that both the OS&R Committee and the ETF would like to include questions in the survey. She added that she will be asking CM for direction on the survey and will discuss at next week's meeting. Committee members felt it should be a paper survey distributed to every household.

The Committee discussed and agreed upon the following liaison assignments for MP information:

- Barney – Housing Trust, and Selectmen
- Madeleine – Planning board, OS&R Update Committee
- Lynne – Finance Committee
- Eva – School Committee
- Janne – Energy Task Force

For the Municipal Facilities Committee, Janne planned to approach Jerry Lerman, already an MPWG member and on the Muni Committee, and for Long Term Capital Requirements Committee (LTCRC), Janne planned to ask Lynne. John Ballantine (guest of the Committee) offered to liaison to the COA's Accessory Apt Working Group. Discussed that there should be a ConsCom member added to MPSC and that Angie Verge would be a good person to ask as a former ConsCom chair. If she agrees, the PB will appoint her at its next meeting. Janne planned to speak with her about being liaison to the ConsCom and its subcommittees for the MP process.

**Discussion of Maps, Survey, and metrics and assignments:** Janne reported that CM has said they are struggling with limited and sometimes confusing Town GIS data. She explained that the Committee needs to determine what data layers they want included on the maps, and she proposed a draft "Master Plan Mapping" outline of layers to be included. She asked the Committee to review the outline, and noted that CM will also be providing draft maps on 2/7.

**Review of draft Minutes from 1/15/20:** The Committee reviewed these draft Minutes. Stacy moved that the Minutes be approved as drafted, Jessica seconded the motion and it was approved unanimously (7-0).

At 8:32 pm, Stacy moved to adjourn the meeting, Jessica seconded and the motion was approved unanimously (7-0).

Respectfully Submitted,

Gretchen Caywood