

MASTER PLAN STEERING COMMITTEE MINUTES MONDAY, FEBRUARY 12, 2018

7:00 PM - Call to Order

Meeting was called to order @ 7pm

Present: Brendon Chetwynd, Adam Conn, Tim Houlihan, Jason Kreil, Melissa Levine-Piro, Bill Nemser, Andrew Snyder, Cheryl Steele, Greg Tuzzolo, Michael Uttley, Megan Zammuto

Election of Secretary/Clerk

Andrew Snyder was nominated as secretary/ clerk by Adam Conn. Nomination was seconded by Cheryl Steele and unanimously approved.

Review of RFP proposed timeline and costs.

General discussion of timeline for Master Plan:

It was determined that if the timeline is altered, and deliverables run late (so long as they are within scope) there would be no impact on anticipated/ budgeted cost.

If there develops an expansion in scope (i.e. there are more things to be done or a longer timeline), there would have to be a change order, and a formal request for a price on that change. This would require approval by Board of Selectmen, as additional monies would need to be allocated.

Mechanisms for public feedback discussed; how items desired by the public could be integrated into the Master Plan and the effects on timing and costs. Suggested that an item for "correspondence" be added to the standing agenda so that any public inquiries directed to Town Planner and/or members of the committee can be shared with the Committee and VHB.

Discussion of a mechanism for an additional \$50K getting approved by the Town—question as to whether this requires an affirmative action at Town Meeting. We need to understand the required timing for this dispersal, and how that fits into VHB’s proposed payment schedule.

Consultant update – Review VHB proposed timeline.

VHB is working with the Town on the details of the contract. It is anticipated that they will be ready to start within the next 30 days (i.e. by March 14, 2018)

We anticipate this committee’s next meeting would be with VHB – which is the “Kick-off Meeting” requested in the RFP.

Committee member expectations of the Master Plan

Group began thinking through goals/expectations for the process. Nearest term priority is figuring out what we hope to see in the Kick-off meeting.

- Who is communicating what/how –between the committee and VHB, VHB and the public, and the Committee with the public.
 - Board wants to understand how decisions will be made for public messaging
 - Ideas discussed for generating excitement/ engagement/ participation (handouts/flyers/cards)
 - Request for Bill to confirm with VHB that kick-off will be a presentation LED by them in accordance with the bullets outlined in their proposal
 - Board wants to have the opportunity to offer feedback on recommendations.

- Validation of integration of “external” perspectives on the Town: perceptions of neighboring towns and Maynard’s place within the region. The goal is to have a Master Plan that is realistic to an integrated place in the region. It was noted that elements of this were addressed by VHB in the

interview/oral presentation portion, but/and that we will want to again explore.

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- The need to identify the demographic gaps that will emerge – how will they track that, what are their strategies, and how can we help mitigate those as identified.
- Have they identified any information gaps from the background and historical documents provided? Which plans/ documents etc. that already exist can be integrated as is, and which will have to be altered?

Miscellaneous

Proposed that the kick-off meeting be at the Maynard Public Library

Ideas about developing a newspaper article covering the kick-off to be run in the Beacon-Villager were mentioned. Also potential publicity in the Boston Globe was discussed.

Next Meeting Date

Next meeting date will be decided after Bill discusses with VHB.

Public Comment:

A member of the community who had observed the meeting expressed appreciation for the committee's service. She wanted to see the specific values and character of the Town of Maynard reflected in the plan – not a generic report that could be “insert Town name here”.

She also expressed appreciation for a focus on inclusivity – to include strategies to engage elder community.

Minutes: Adam Conn made motion to approve the minutes of the meeting of 1/29/2018. Motion was seconded by Andrew

Snyder and was unanimously approved.

Adjourn: Meeting was adjourned at 8:04pm