

Master Plan Steering Committee
Meeting Minutes – January 5, 2022

Attendance via Zoom: MPSC Members: Barney Arnold, John Ballentine, Deborah Bentley, Christina Christodoulopoulos, Kerry Kissinger, Kate Reid, Jack Troast, Bob Zogg, with Alexis Lanzillotta, Barrett Planning, LLC.

Meeting Start: 7:00 pm.

We met to discuss an overview of the Draft Master Plan that was distributed to the Committee on January 3 in preparation for a Joint Presentation to Select Board/Planning Board on February 1st. Alexis Lanzillotta, the consultant, also distributed a copy of a “Comments Resolution Matrix” Form for sharing suggested changes/comments which are **due to her by January 15th**.

Alexis clarified that the main purpose of the meeting was to solicit and schedule finalized wording and narrative of the Draft Master Plan. Alexis also had questions for the Committee regarding a variety of topics covered by the Draft Plan. She requested clarifying comments to the extent that the Committee could provide them and asked whom to contact within the Town government to get answers. These were all aimed at assuring accuracy, and not aimed at changing any of the narrative or recommendations in the Draft Plan.

She also solicited help in closing a few remaining items:

1. Running down open issues, primarily around build out analyses and maps. Bentley, Kissinger and Troast will work on these.
2. Working on the presentation to the Planning Board/Select Board meeting on February 1. It is anticipated that this will be a Zoom meeting with 30 – 45 minutes of presentation plus ample time for Q&A. The focus of the presentation will be on the Benefits of the Plan and the Planning Process, and the 5 major areas of strategic focus. Jack Troast will be the primary presenter and he will assign specific areas of emphasis to other committee members as appropriate.
3. Kissinger will gather background, scope and costs of the Facilities Plans of Andover and Wilmington.
4. Bentley and Kissinger to provide a list of those who have participated in the planning process since its inception in 2017 for recognition in the final document.

Next Steps:

1. Comments Resolution Matrix to Alexis by 1/15.
2. Committee to meet 3 to 5 pm on January 21 for final review/changes to the Draft Plan.
3. January 3 through month end – Town Leadership and Committees provide comments on Draft Plan.
4. January 24 – Draft Plan submitted to Planning Board and Select Board.
5. February 1 – Joint Planning Board/Select Board presentation of Draft Plan; Draft Plan publicly available.

Meeting adjourned 9:45 pm.

Respectfully submitted: Kerry Kissinger