

## Minutes of Meeting of Carlisle Master Plan Steering Committee February 26, 2020

Chair Janne Corneil called the meeting to order at 7:10 pm. Present were Committee Members: Janne Corneil, Barney Arnold, Madeleine Blake, Angie Verge, Kerry Kissinger (Skype), Eva Mostoufi, Tanya White and Jessica Nierenberg. Also present were: John Ballantine, Bob Zogg, Ruth Crampton, and consultant Susan Silberberg of Civic Moxie.

Absent: Jason Molten, Lynne Lipinsky and Stacy Lennon.

Chair Corneil summarized the status of the master plan project. The Committee has been working hard reviewing the draft existing conditions reports provided by Civic Moxie. Chair Corneil explained that the areas of town structure/governance and fiscal projections are two areas that have come up a lot. Although they are part of the scope of Civic Moxie's work as they pertain to implementation of the plan, doing a full work up of these areas is outside of Civic Moxie's scope. Civic Moxie must provide analysis in the area of economic development, must have an understanding of town finances, and must analyze the costs and possible methods to finance various alternatives. However, the steering committee will need to supplement these efforts. A working group consisting of Barney Arnold and John Ballantine was appointed to work with the town's finance director to come up with additional information and analysis in the areas of budget, fiscal health and fiscal/financial projections.

Chair Corneil also noted that the project timeline has slipped, so that we are now behind on the deadlines contained in the work plan. Some of this is a result of the difficulty of gathering information in town. As a result, the scope of the March 4 meeting has been adjusted to focus on fact sharing. There is a very tight timeline to accomplish all the tasks for the March 4 meeting. Going forward after the March 4 meeting, the schedule will need to be modified by adding another public meeting or pushing back the dates of already-scheduled meetings, or both.

With respect to maps, Chair Corneil noted that she and David Freedman have provided lengthy comments on the draft maps they received. They have not yet received back edited maps from Civic Moxie. Corneil has just received a first draft of the Development Parcels map. Susan Silberberg noted that some of the committee's map edits have been made but they are not showing up yet electronically. It was determined that the committee will need to present draft maps at the March 4 meeting, as the mapping will not be completed by that time. Chair Corneil also noted that she has not yet received the first draft of the sustainability existing conditions report, or the revised facilities report.

There was a discussion of what will take place at the March 4 meeting. It was determined that there would be an open house format, with large posters placed around the school cafeteria. These posters will reflect the elements in the master plan scope. The posters will be arranged in stations which attendees can visit. Individuals from Civic Moxie, the steering committee and possibly other interested and knowledgeable individuals will stand at the stations and be prepared to engage in discussions and answer questions. There will be opportunities for participants to offer comments on post-it notes or blank comment papers. The posters will include information from the existing conditions reports as well as suggestions of aspirational goals for each area. Susan Silberberg stated that the MPSC's comments on the existing conditions reports will be reflected in the posters.

There was a discussion of the deadlines for deliverables leading up to the March 4 meeting. Civic Moxie will get draft posters to the MPSC by Friday. MPSC will turn around comments by Monday, and Civic

Moxie will deliver final products by Tuesday. Between Tuesday and Wednesday, the posters will be printed, probably at CCHS. Although discussion of goals will be a part of the March 4 meeting, the goals will be iterative and will not be final until the end of the master plan process. Also at the March 4 meeting, representatives of Civic Moxie will make an approximately 20-minute presentation summarizing the content from the poster boards.

There was discussion of how to assemble the factual information necessary to create an existing conditions report for the school. Member Eva Mostoufi brought with her information relating to school enrollment and budget. However, more information will need to be assembled.

There was a discussion of the status of the input provided in the Kitchen Conversations. Much of the information has been assembled, however, many of the notes are still outstanding. MPSC through Arnold, Blake and Corneil, will provide a summary of the notes received to date to Civic Moxie by Monday morning so that Civic Moxie can incorporate that information into planning for the March 4 meeting.

Ruth Crampton and Jessica Nierenberg discussed logistics for the March 4 meeting, including ordering pizza and salad, utensils, childcare and the like.

The meeting was adjourned at 9:15 pm.

Prepared by Madeleine Blake

Minutes approved 3/11/20