

Minutes: Master Plan Steering Committee – May 12, 2021 – Remote Meeting

Committee Members attending: Jack Troast (Chair), Barney Arnold, Janne Corneil, Mary-Lynne Bohn, Kerry Kissinger, Kate Reid, Bob Zogg, John Ballantine, Nancy Shohet West, Deb Bentley.

Also in Attendance: Judi Barrett and Alexis Lanzillotta (both of Barrett Planning Group), Christina Christodoulopoulos.

Jack called the MPSC meeting to order at 7:00 pm.

Administrative Matters

Jack welcomed new member Deb Bentley to the Committee, thanking her for her interest in contributing to the MP.

Jack reported that several members of the MPSC have been working closely with Alexis and with Judi to review the MP work completed to-date, and he thanked the members for their efforts. He asked Alexis to present the proposed MP work schedule, adding that Alexis will also meet with the Elements Captains to review the detailed schedule for each of their work. Jack explained that one of the first things he would like the P/PM to do is determine how best to organize our work to achieve our goals of a draft report in the fall, a report by end of the year, and a few community events for gathering input to back up the decisions of this process. He had met with Alexis in this regard, and asked her to review that discussion.

Draft Schedule/Community Engagement/Task Updates

Alexis reviewed the work schedule, noting that she had met with Mary-Lynne and Barney yesterday to discuss the proposed project timeline and deliverables. She also reviewed the project management software that she will be utilizing, the MP requirements and status of work in relation to each of these requirements, and next steps. Alexis noted that she and Jack have weekly check-in meetings (Thursdays), which others are welcome to attend. She proposed an MPSC meeting schedule through 2021, and suggested that the Elements meetings be facilitated by her and Janne monthly, possibly on the fourth Wednesdays. Barney informed Alexis that outreach meetings are weekly on Thursdays, and Alexis noted that she would attend as needed.

Alexis explained that given the goal of having the MP wrapped up by the end of December, it is best to bring the community back in to the process next., and She suggested that the next community engagement happen before the school year ends, with a community forum in June on the draft goals that the Committee is finalizing, followed by a survey on those goals. Once the goals are finalized, the work can then move into recommendations and implementation, and she proposed a fall Community Forum on Options and Recommendations. John expressed concern about broadening the base of resident input for the MP, and Alexis recognized that the large-scale input is part of the picture, and that input from Boards and Committees will also be sought, along with suggestions on specific individuals to reach out to for input. Once the recommendations and implementation program has been explored through the options we present to the community, a draft MP and final MP can be developed.

Alexis described the proposed month by month work plan:

May – Finalize Vision, Values and Goals; Plan June Community Engagement; Finalize Work Plan; Edit of ECs by BPG

June – Host Community Goals Forum and Survey; Develop MP Outline, Revisit Best Practices

July/ August – Draft and circulate recommendations for feedback; host Driveway Dialogues/Trail Talks; Compile Images; Explore options

September – host Community Forum on Options and Recommendations

Master Plan Steering Committee

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Approved August 28, 2021

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October – complete draft plan in Word, and circulate for feedback, with reviewers to be determined by the Elements Captains,

November – Bring MP document into InDesign, and review with MPSC.

December – final MP complete and shared with PB for acceptance

Jack clarified for the Committee that the reviewers for the draft MP should also include the Boards and Committees that will be responding to the draft MP, with the Elements Captains spearheading that effort.

The Committee discussed this work plan in detail. Alexis explained that items will be circulated for feedback, but that this must be done systematically and in a manner that allows reviewers to see that their comments were utilized. She described a “Comments Resolution Matrix” and displayed an example showing that the matrix includes the page and paragraph reference, the reviewer’s comment and the consultant’s response to that comment, with an explanation if the comment is rejected, and noted that the reviewers remain anonymous.

Jack asked about the level of specificity of the recommendations required to gain, feedback from the public. Judi explained that at a community-wide MP level, what we are presenting is more of an aspirational vision for Carlisle, with the plan identifying needs to be addressed to achieve this vision. She explained that often a MP leads to recommendations for further planning. For example: the Town needs a “downtown revitalization plan.” She explained that the MP detail will not be at the level of planning road networks or number of housing units, but rather propose these as next steps.

Alexis explained that the reasoning behind the process of working on draft recommendations in August is that these will be based on the feedback obtained through the spring and summer process, getting feedback at the staff and Board/Committee level first, then out to the community in the fall. At that time, we can get community feedback on which should be priorities, which will help further derive the timeline.

The Committee reviewed near-term May and June priorities, and Alexis explained how the virtual community forum will work and the tools that BPG utilizes to allow for input from the public within the virtual forum. It was suggested that the forum could take place on Jun 10 with a re-broadcast June 13, with a few members attending the re-broadcast to answer questions.

Alexis summarized tasks that need to happen to put the near-term goals in place, and to prepare for the Community Forum, and a meeting schedule for carrying out these tasks was discussed. The Committee discussed for the timing of the community survey following the forum. Once the input on the goals is analyzed, work on recommendations for the town can begin.

Minutes

The MPSC reviewed the draft Minutes of the 4/14/21 meeting. Janne moved and Kerry seconded the approval of the Minutes as drafted, and the motion was approved unanimously (8-0-1) by roll call vote (Deb abstained, and Nancy had left the meeting at this point).

The meeting was adjourned at 8:58 pm.

Respectfully submitted,
Gretchen Caywood, Assistant to Planner