

Master Plan Steering Committee (MPSC)  
**MEETING MINUTES – August 18, 2021**  
**APPROVED**

**Attendance:**

MPSC Member: Jack Troast, Mary-Lynne Bohn, Bob Zogg, Kate Reid, Barney Arnold, Janne Corneil, Deborah Bentley, Kerry Kissinger, John Ballantine Jr.

Community Member: Christina C, Karina Combs (Carlisle Mosquito)

Other: Alexis Lanzillotta (Barrett), David Jiang

Minutes prepared by David Jiang

**Meeting Start: 7:05PM**

**Old Business/Topics Discussed**

- Minutes Approval
  - Four sets of minutes from March to July (Full): unanimous vote
  - Three sets of minutes from June to July (Elements): unanimous vote
- Focus Group Updates
  - Housing Focus Group: Focus group participants were very deliberative and went through all the recommendations, one respondent noted that there was no mention in the recommendations of need to increase infrastructure, respondents noted walkability was very important and determined that the densification of existing structures rather than sprawling new development would be best
  - Environmental Stewardship Focus Group: the focus group pointed out several improvements to the wording of the environmental stewardship goals
    - Need to flesh out more details regarding how the goals should be structured (one option is to conceptually break it from the top-down starting with emissions, then waste, then flora and fauna)
  - Infrastructure Focus Group: Most of the discussions focused on the capacity of the school and demographic changes rather than infrastructure needs. Some present felt there was no compelling reason for changing the zoning to generate additional revenues. Some discussion ensued about regionalization of municipal services.
    - Insight: The new residents of Woodward are not parents; rather they are empty-nesters
- Fall Community Engagement
  - Educational Tools
    - First Tool: Best Practices StoryMap, look for updates at the September 1 meeting
    - Second Tool: Master Plan ElementsArticles (see “Homework” section for to-do list)
  - Leadership Workshops
    - Town Staff
    - Volunteers
  - Fall Forum & Survey Updates
    - Most likely will be virtual
    - Ideally after OHD Part 2 (September 25)
    - BPG Suggestion: Wed, Sep 29, 7PM (optimal day)
    - Plan Outline

### **Homework for September 1, 2021**

- If we choose to do Master Plan Element articles these articles should be sent to Alexis a week before September 15th meeting so that MPSC can review and provide comments
  - We will determine using these articles as an outreach tool at September 15 meeting
  - Shared via MPO upon MPSC approval
- Notify Alexis if the Fall Forum date does not work (7PM September 29, 2021)
- For second survey: please consider specific questions relating to trade-offs you would like asked
  - Prepare draft questions that we will supply to Epicenter Survey by mid-September
- Need to Reorganize Goals and Recommendations (give this some thought)
  - How to handle goals without a large amount of support (of particular interest to the Planning Board)?
    - Alexis and Jack considered goals that had  $\frac{2}{3}$  support; how should goals with less than  $\frac{2}{3}$  support be considered priority-wise?
- Review Master Plan Element Drivers in Asana for accuracy and completeness by August 25
  - This will be used by Alexis to write the introduction
  - Please let Alexis know if you have any questions related to task assignment

**Meeting End: 8:43PM**