

RECEIVED

TOWN OF WINCHENDON



SEP - 1 2020
Approved: 9/1/2020
WINCHENDON TOWN CLERK

Master Plan Committee

Telephone (978) 297-5414

Meeting Minutes
August 18, 2020

Meeting held via zoom:

Meeting ID: 961 4700 7998

Passcode: 7426992

Meeting called to order: 2:04pm

Members Present: Elaine Mroz, Jane LaPointe, Jill Sackett, Art Amenta

Staff: Tracy Murphy, Director of Planning & Development
Nicole Roberts, Land Use Coordinator

Members of the Public in Attendance: Marc Dorwart

Materials: Agenda

Master Plan Draft

Approval of Minutes

Minutes Approved for the 7/7, 7/21, 7/29, 8/11 meetings approved with one change of the attendees were not listed on the 7/29 and 8/11 meeting minutes- attendees were added.

Elaine, Jane, second- roll call unanimous vote to approve with changes

Meeting Discussion:

- Discussion about the Key Challenges We Face; Jane feels the Master Plan needs to "Engage" all citizens. Suggestion was changes be made to the Key Challenges:
 - change develop and support to developing and supporting
 - Improve to Improving
 - Attraction and retention of families and youth to Attracting and Retaining Families and Youth
- Elaine: It is up to the town to be sure the Master Plan is carried out by BOS
- Results and implementation lies with the Board of Selectmen; responsibility is also shared with the Town Manager

Implementation:

- Tracy Murphy: Do we want to get the roles in the Implementation chapter down to one actor?

- Jane: Lead (department) and committee or board is not clear as to the role between the committee and department.
- Mark Dowart: Suggested a flow chart similar to a family tree.
- Elaine to Jane, list the strategy = department in charge/committee then indicate who that committee/department is in collaboration with.
- Tracy Murphy will update the list of those in charge in the implementation chapter.
- The committee makes it happen, assigning a job to a committee precludes then from reaching out
- Jill: Assigned members should be the most obvious, with input it will "shakeout"
- Jane: the ultimate responsibility of the master plan lies with the Board of Selectmen and is shared and delegated with the town manager and department heads. Specify whose responsibility (departments) and who the department's report to. The BOS and town manager should be held responsible for the plan.
- If the town buys into this plan, how do we get it to be taken seriously? Movement will need to occur from the charges of the master plan

Open Space/Land Use Chapters:

- Jill -Ultimately the Open Space Plan from 2015 would be referenced throughout both of the Open Space and Land Use Master Plan chapters.
- Jill would make the changes and send them to Tracy to be edited for our next meeting

We should develop some type of communication tool that MP Committee members can use when visiting some of the stakeholders so that are all delivering the same basic message.

Tracy will send the edited version of the Master Plan out by 8/27/2020.

The Planning Board has a copy of the Master Plan current to last meetings edits. The public comment period will be September to mid-October. Then in November the Planning Board will receive the final draft.

It was suggested by Tracy that the Master Plan committee attend some of the meetings that are players in the Master Plan.

Next Meeting: September 1, 2020 at 2pm via ZOOM format.

Meeting Adjourned: 3:55pm

Respectfully Submitted:

Nicole Roberts, Land Use Coordinator

minutes approved via Zoom
