



MINUTES

November 25, 2013

4:38 p.m. Call to Order.

Present:

Jack Baughan, Elaine Ostroff, David Cole, Jeff Bull, Nancy Rioux, Ann Boxler, Gay Gillespie, Jim Coyne, Melissa Pacheco and Jim Hartnett.

Absent:

Sean Leach

1. Reviewed Notes from October 23, 2013 Discussion.

Ostroff noted that the previous meeting did not have a quorum and these are general discussion notes from the members that were present. Bull noted that the title of the notes should be changed from Minutes to Notes.

2. Committee Organization

Hartnett stated that the committee should elect a chair and Cole and Ostroff had expressed interest in serving as co-chairs of the committee. Pacheco motioned that Cole and Ostroff be co-chairs of the committee. Gillespie seconded the motion and the vote was unanimous with all in favor.

3. Update school participation. (10 min)

- Structure for public & committee input
- Discuss expansion of Master Plan to include chapter on schools

Ostroff brought up for discussion the role that the schools should play in the development of the master plan. Pacheco stated that she had reviewed the 2004 Master Plan and the state requirements for the master plan and noted that the state does not have a specific requirement for schools. Pacheco noted that the Master Plan should address the school as it relates to Town wide issues and gave some examples such as percentage of the school budget as part of the Town budget, housing for teachers and sharing of resources between the town and the school. Rioux stated that the town and school need to work together as a team. Coyne agrees with Rioux and stated that the school's needs are important enough to warrant their own chapter. Baughan, Cole and Bull were in favor of the schools having their own chapter. Ostroff stated that she likes the idea of a separate chapter for the schools and that they could still be referenced in the other chapters where applicable. Ostroff asked for a motion. Cole motioned to add a chapter to the plan for the schools. Baughan seconded the motion and the vote was unanimous with all in favor. Pacheco expressed interest in seeing how other towns have included schools in their master Plans. Hartnett will look for examples and report any findings to the group.

Ostroff stated that the Westport Education Foundation was interested in participating in the process and Pacheco and Rioux agreed to meet with them. Both Pacheco and Rioux were positive about a Saturday morning public input meeting.

4. Natural Resource Chapter (David Cole)

Cole presented a draft of the Goals and Action items as well as a draft rewrite of the Natural Resource Chapter. He stated that he found that it was best to work on updating the Goals and Objectives first and then make changes to the actual wording in the chapter. He offered that approach as a way for the schools chapter to be developed.



He noted that the **documents** are both in draft form and will be presented and discussed as the process moves along. Cole pointed out that there are still some action items that need to be reviewed and pointed out items 1.5.1 and 1.5.3. Bull stated that there are some items that may need to be modified and Cole agreed that they should be discussed. Baughan liked the work that Cole had done and hoped that it carry's through to the other chapters.

5. Chapter Meetings and Assignments (15 min)

Land Use – *Sean Leach*

*Natural Resources – David Cole, Gay Gillespie

*Open Space and Recreation – Gay Gillespie, Ann Boxler, Jeff Bull

Historical and Cultural Resources –

Water and Sewerage – *Sean Leach*

Traffic and Circulation – *Jim Coyne*

*Economic Development – Jack Baughan, Jim Coyne

Housing – Elaine Ostroff

Capital Facilities and Human Services – *Jack Baughan*

Hartnett gave an update on the Chapter work. He stated that three chapters had been started, Natural Resources, Open Space and Recreation and Economic Development. Now that the format introduced by Cole for the Natural Resource Chapter was completed work could continue on the other two chapters. Economic Development agreed to meet on Thursday December 5, 2013. Coyne stated that he had begun working on the Traffic and Circulation Chapter comparing the population vs vehicular growth. He suggested that Lt. Bell should be involved and agreed to set up a meeting. Boxler pointed out that the Westport Athletic Fields will add to the traffic issues on Route 177. Cole stated that he would look to see if he could find someone interested in moving the Historical and Cultural Resources Chapter forward. Cole also expressed interest in the water and sewerage chapter and asked Selectman Vieira if someone from the Water Resource committee would be interested in participating in the discussion. Vieira stated that he would make sure that his committee was represented. **Elaine will identify another person with housing expertise to work on that chapter with her.**

6. Status of RFP for Facilitators of Public Meetings

Hartnett stated that the requests for proposals have been sent out to over 15 planning groups and responses are due back by December 20, 2013.

7. Other Business

Baughan questioned the process moving forward and asked if there were going to be presentations on each chapter to the public and the committees. Ostroff suggested that this should be discussed in more detail and put on the next agenda. **Also suggested for the next meeting agenda were: implementation; presentations on chapters; review of process of community engagement and the overall timeline.**

8. Schedule of future meetings

December 18, 2013

January 22, 2014

February 26, 2014

ADJOURNMENT

Cole moved and Pacheco seconded; Subcommittee adjourned at 5:55 p.m.