

# MEETING MINUTES

## May 22, 2013

11:00 a.m. Call to Order.

Present: Jack Baughan, James Coyne, Elaine Ostroff, David Cole, Ann Boxler, Gay Gillespie, John Perry and Jim Hartnett.

### **Approve Minutes May 1, 2013**

Coyne motioned to approve. Gillespie seconded the motion and the vote was unanimous.

### **Town Meeting Update**

#### **a. Funding \$25,000**

Members discussed the ability to use consultants through the state approved list along with other options. The interactive online use will require professional assistance. A priority would be to draft a scope of work first. Hartnett noted that availability of Tech Assistance grant that the Econ Development Task Force might consider

#### **b. Phase II Chapters**

Members discussed how to bring forth issues on where the community wants to go and that there be a summary from Visioning session and survey created soon..

Members then reviewed the chapters and assigned the various committees that were suited in providing updates and feedback relative to their mission for the following areas: Services and Facilities, Economic Development, Land Use, Natural and Cultural Resources, Traffic and Circulation.

#### **c. Demographics, Build Out**

Hartnett suggested using the demographics data from the Housing Production Plan, may not need to use SRPEDD. It was noted that Tim Gillespie had previously calculated a town-wide build-out that can be used as a starting point.

Ostroff noted that she spoke with School Superintendent Dr. Colley who suggested that school families and staff should be engaged. Boxler suggested engaging the school PTOs, the Education Foundation and the like. Ostroff noted a few staff members from the schools were willing to participate. The School Committee is not considered to be an appropriate contributor because their purview is overseeing budgetary issues and policy that do not factor into the MP update.

Baughan stated that one of the benefits of the MP is communications and it is a big issue he would like to see included. Ostroff would be meeting with some of the staff from the schools to have them read over the action plan and see how they could fit in with the hope of obtaining town-wide representation.

### **Process involving Boards, Commissions and Organization**

Hartnett provided a draft letter for review along with the mission statement request and copy of the action plan. Edits were made so it can be sent out to the committees.

### **Review Goals and Action Items for Economic Development Chapter (20 min)**

Members noted that some items have been addressed but are also ongoing. Observations and comments were exchanged. Baughan suggested seeing a more working waterfront and more activity along the shore line.

### **Next Steps**

Ostroff stated that the results of the visioning session and the survey will need some in-house analysis. Gillespie asked to be included in the survey results.

### **Schedule of Meetings/Next Meeting**

The next meeting will be held on Wednesday June 19, 2013 at 11:00 am. Ostroff asked if there was availability for meeting at 4:30 pm in the future and this could be revisited at the next meeting.

### **Adjournment**

Subcommittee adjourned at 12:30 p.m.