

WESTPORT PLANNING BOARD**MEETING MINUTES****July 24, 2013**

4:35 p.m. Call to Order.

Present:

Jack Baughan, Elaine Ostroff, David Cole, Jeff Bull, Jim Coyne and Jim Hartnett.

1. Approve Minutes May 22, 2013.

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

2. Update school participation.

Ostroff gave a brief update on the school participation. Nancy Rioux, a parent from the Elementary School has agreed to be part of the committee, she was a candidate for the School Committee and has been involved with the schools for a number of years. Ostroff requested that her name be added to the Planning Board agenda for appointment. Ostroff has also been in contact with the Education Foundation and will follow up with that group.

Ostroff spoke with Julianna Passetto, Passetto would like to organize a group to work on some of the school issues, Pam Pimental, a parent involved with the High School had expressed interest in participating in this group. Amy Arruda from the Middle School had also expressed interest.

3. Mission Statement

Baughan stated that the committee had a good discussion on the wording for the Mission Statement. He distributed a document that defined what a master plan is and asked if this should be included in the mission statement. After some discussion the committee agreed that the mission statement should be specific to the mission of the update committee. Bull suggested some changes to the mission statement and the Board agreed to amend the mission statement to read as follows:

Mission Statement

Implement a decision making process for the long term future of the Town of Westport by updating the 2004 Master Plan. The Master Plan Update Committee will engage a broad array of the community to review each element of the plan and update the goals and action steps to support the main mission.

Cole moved to approve the wording of the mission statement, Coyne seconded the motion and the vote was unanimous.

4. Discussion on Public Notice (Press Release)

Ostroff noted that it would be good to continue the public outreach by updating the web site and submitting monthly press releases. Ostroff stated that she would be willing to prepare the press releases.

5. Goals & Action Items

Committee members gave updates on the committees that they have been contacting and when their responses may be submitted. Cole stated that he would be contacting organizations over the next two weeks. Ostroff went through her list stating that copies of the questionnaire and action items were sent out to a number of the groups and the Housing Authority, Historical Society and Council on Aging will be working on their sections over the next month. Tim Gillespie will be working on the submittal for the Recreation Committee and Bill Gifford will be working on the section relating to the Long Term Planning Town Building Committee.

Baughan submitted a written update of his committee assignments. He will be meeting with Jack Healey to go over the Capital Planning, will follow up with Mike Grillo from Business to Business, left message with the Beach Committee and the Agricultural Committee. The energy committee was working on their submittal.

Hartnett stated that he has received responses from SRPEDD, Police Department and Conservation Commission, and the Cultural Council. The Planning Board, Personnel Board, Information Technology, Highway department and Board of Health have been contacted.

Bull stated that he will follow up with the Landing Commission.

Ostroff went over the timeline, would like to get committee responses back by the beginning of September and finalize a draft of the goals and action items by the end of September beginning of October.

In order to get the public involved Ostroff suggested hiring a company to facilitate three public meetings. The meetings would include a review of the drafts from each chapter and lead to input on the priorities. These meetings could be held in January with snow days scheduled for February. It is important to have a good facilitator to run the meetings and solicit feedback from the public. Baughan expressed concern with the meetings and the committee was in general agreement that the meetings need to be run properly in order for them to be productive. Ostroff would like to see a draft RFP to solicit facilitator proposals submitted to the committee in August for their review.

6. Schedule of future meetings

Ostroff stated that it was more convenient for some of the members to meet later in the day and the next meeting on August 21, 2013 will be in the afternoon at 4:30 p.m.

Adjournment

Subcommittee adjourned at 6:05 p.m.