



MINUTES

September 25, 2013

4:35 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.

1. Approve Minutes August 21, 2013. (5 min)

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

2. Update school participation. (10 min)

Ostroff brought up for discussion the role that the schools should play in the development of the master plan. Pacheco felt that the school committee should be the primary school's representative to give feedback to the master plan committee but would like to take a look at the process and discuss it at the next master plan meeting. Boxler asked about the school department's strategic plan and Pacheco noted that it should be done next year. Boxler also expressed concern that the Master Plan not impose its preferences on the schools. Ostroff stressed the importance of the schools being a part of the plan and wants to make sure the community is engaged in the process, especially the Westport Education Foundation. Discussion among members as to how the schools fit into the individual chapters and if the schools should have a chapter of their own. The group will decide at next meeting what the process should be for school input.

3. Goals & Action Items (20 min)

Hartnett gave an update on the committee responses, 22 of the 50 committees had responded and several more have indicated that their responses will be sent soon. It was noted that Ken Sullivan was the new contact for the Westport Youth Athletic Association, the Estuaries Project Subcommittee is now part of the Water Resource Committee, the Housing Rehab Advisory Committee and the East Beach Road Reconstruction ADHOC Committee are no longer active. Selectman Vieira was in attendance and noted that the Water Resource Management Committee had finalized their response and that it had been submitted. Bull submitted the response from the Landing Commission and an updated response from the Beach Committee. Baughan stated that he had not received a response from the Energy committee and was informed that the new contact for the Agricultural/Open Space Preservation Trust Fund is Ed Ferreira.

Ostroff asked Hartnett what the next steps in the process would be. The committee discussed different ideas Gillespie suggested that a couple of members be assigned to the different sections and begin review and update the Goals and Action items in those sections. Cole and Gillespie agreed to look at the Natural Resources Chapter, Baughan and Coyne – Economic Development, Open Space and Recreation – Gillespie, Boxler and Bull, Traffic and Circulation-Coyne.

4. Review final draft RFP for Facilitation for Public Meetings (15 min)

Ostroff suggested that this be discussed at the next meeting.

5. Implementation with Department Heads (5 min)



Hartnett stated that Jack Healey would be available to meet next week.

6. Discussion regarding Website and possible RFP for standalone site. (5 min)

Ostroff noted that she had been researching Web Sites and different options to make the plan more accessible and interactive and will work on developing some questions to be discussed at the next meeting.

7. Topics for next meeting (10 min)

Topics for the next meeting included, continued discussion on the school participation, the RFP for the facilitator, and defining the process as the committee moves forward.

8. Other business (5 min)

9. Schedule of future meetings (5 min)

Future meetings have been scheduled for October 23, 2013, November 25, 2013 rescheduled from November 25, 2013, and December 18, 2013.

ADJOURNMENT

Subcommittee adjourned at 6:15 p.m.