

WESTPORT PLANNING BOARD**MEETING MINUTES****August 21, 2013**

4:40 p.m. Call to Order.

Present:

Jack Baughan, Elaine Ostroff, David Cole, Jeff Bull, Nancy Rioux, Jeff Bull, Sean Leach, Melissa Pacheco and Jim Hartnett.

Absent: Ann Boxler, Jim Coyne, Gay Gillespie, Julianna Pasetto

Ostroff asked if there was a quorum. Hartnett gave her a list of the members and Ostroff read the names:

Jack Baughan	Melissa Pacheco
Elaine Ostroff	Jim Hartnett
David Cole	Gay Gillespie
Nancy Rioux	Jim Coyne
Jeff Bull	Ann Boxler
Sean Leach	Julianna Pasetto

With a majority of the members present the committee had a quorum.

1. Approve Minutes July 24, 2013.

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

2. Update school participation.

Ostroff noted that she met on Monday with a Nancy Rioux, Melissa Pacheco and Julianna Pasetto to give them an orientation to the school's role in the development Master Plan. Hartnett had provided a brief summary of the 2004 goals that were discussed by the school group and they had some strong thoughts as to what might be included in this plan. This group will continue to meet to address different issues and prioritize them for inclusion in the master plan. Members agreed that the school was not a engaged in the previous master plan and it is important that the school be more involved during this process. There was a general discussion as to how the school could promote their accomplishments, that the perception of the school may not be accurate and there should be a way to compare the school with like communities.

3. Goals & Action Items

The committee members gave an update on the submittals by town committees and groups that were asked to respond to the questionnaire. Baughan submitted mission statements from the Economic Development Task Force, Westport Business to Business, Capital Investment Planning Committee and the Agricultural Committee. Bull submitted draft responses from the Beach Committee and the Landing Commission. The assignment of follow-up to the Beach Committee was transferred from Baughan to Bull.. Leach stated that he is working on the Board of Health response.

4. Process as discussed at June 19th meeting

The committee discussed the process, responses should be submitted by the end of September. Cole noted that the committee needs to be aware of not only the questionnaire but could address the divergent issues that emerged through the survey and the public forum. Leach noted that once the information is submitted groups are going to have to review the responses and complete drafts of the chapters. Nancy Rioux noted the possibility of analyzing the survey results with a computer program that could help quantify some responses.

5. Review draft RFP for Facilitation for Public Meetings

The committee reviewed the draft RFP and discussed the process of the meetings. Pacheco suggested that having someone familiar with the town issues may be helpful during the meeting process. Ostroff stated that along with the facilitator one of the committee members could work with each group. Leach motioned to approve the draft RFP. Bull seconded the motion and the vote was unanimous.

6. Other business

The next meeting of the committee will be on September 25, 2013, and October 23, 2013 at 4:30 p.m.

Adjournment

Subcommittee adjourned at 6:30 p.m.