

## Town Wide Planning Committee

### Meeting Minutes

July 26, 2016

Meeting convened at 7:02 pm.

Members Present: Siobhan Bohnson, Sue Meola, Rich Simmarano, Norma Chanis, Rajeshkumar Barur, Tony Sanders and Anita Scheipers.

Members Not Present: Joanne Dunne, Pat Bryant, Raymond DeSantis

Also Present: Resident David Femia

#### Discussion and Decisions:

1. The committee briefly reviewed the existing draft chapters of the master Plan Update. The committee agreed that sections will require review to identify areas within each chapter that need to be updated as relates to key data (e.g. demographics, housing statistics), changes in facilities, and changes in town services. Committee members agreed to take on the review of these draft chapters as follows: Siobhan Bohnson – Schools, Tony Sanders – Land Use, Rich Simmarano – Cultural/Historical, Rajeshkumar Barur – Housing & Population, Norma – Municipal facilities, and Anita – Finances. The group agreed to review their assigned sections in advance of the next meeting and to highlight or otherwise identify those sections of each chapter that will need to be updated to reflect current conditions.
2. Anita Scheipers showed the committee the sample master plans completed by other area communities. Some are very detailed and lengthy, and some were shorter and condensed. Each sample provided a clear set of goals and objectives for each of the 11 areas/ chapters that were then assigned to various town committees or stakeholder groups to be acted upon within set periods of time. The committee discussed the importance of having clear and actionable goals within the new master plan so that relevant sections of the plan could be used by our boards and committees as a guide to focus their actions and to guide their decision making processes.
3. Next Meeting: Meeting are planned to be held the 4<sup>th</sup> Tuesday of each month at 7:00PM. The next meeting is August 23<sup>rd</sup> at 7pm in the second floor meeting room.
4. Siobhan Bohnson moved and Rich Simmarano seconded to adjourn. Vote: All yes. Motion approved. Meeting adjourned at 7:40pm.

Respectfully Submitted: Anita M. Scheipers

Date Accepted: 10/25/2016