

**Town Wide Planning Committee**

**140 Worcester Street**

**West Boylston MA**

**Meeting Minutes**

**July 31, 2018**

**Meeting convened at 7:05 pm.**

**Members Present:** Joanne Dunne, Rich Simmarano, Norma Chanis, Tony Sanders, Siobhan Bohanson, Vinny Vignaly, and Anita Scheipers (Chair).

**Members Not Present:** Sue Meola, James Morrissey

**Discussion and Decisions:**

1. **Minutes:** Joanne Dunn move and Norma Chanis seconded to approve the minutes of:
  - a. November 28, 2017
  - b. January 22, 2018, as amended
  - c. March 27, 2018

Vote: 4 yes. 1 Abstained. Motion passed.

2. **Review of Chapter Status:** The committee discussed the status of the Phase 2 chapters which include:

3.

- a. **Cultural and Historic** – It was agreed this chapter still needs work to input the concepts on the historical side. Norma Chanis agreed to assist Rich Simmarrano in reaching out to and meeting with key representatives from the Historical Commission to gain their feedback. It was also discussed that this chapter may best be served by having a Part A (Cultural) and Part B (Historic), to do justice to both topics. These sections need to be double checked to ensure each has the necessary format sections and table.
- b. **Financial Conditions and Strategies** – Anita Scheipers presented the draft chapter and requested feedback on content and phrasing from the committee. After much discussion, she will update the chapter to include the suggestions, and send it to the Finance Committee for review and edits.
- c. **Open Space and Recreation** – Vin Vignaly, the new committee member representing the Planning Board, and Chair of the Open Space Committee, stated his committee has been waiting for the final edits to the Open Space Plan before working on the chapter. Anita Scheipers suggested we have run out of time and asked if his committee had enough Open Space Plan content to begin the remaining work on that chapter. He agreed it did and would be putting this before the committee at their next meeting.
- d. **Land Use and Zoning** – Vin Vignaly stated that no work has been done on this chapter as of yet. It was agreed by all that this chapter could be part of the Phase 3 process along with the Municipal Facilities and Services Chapter.

It was discussed that the next public forum would only cover the first three Phase 2 chapters, as listed, pushing Land Use and Zoning to Phase 3 as discussed.

4. **Public Forum:** It was agreed that we needed another month to get the three chapters into better shape before the public forum. The group chose the date of Tuesday, September 25<sup>th</sup> for this next session. It was agreed the committee would meet the Tuesday before to finalize the presentation materials.
5. **Participation Process:** Anita Scheipers reminded the committee that as soon as the majority of the drafts are ready, we need to pull in liaisons from each board or committee and ask them to begin to compare chapters for areas of conflicting goals, confusion on which entity will be responsible for implementation, etc.
6. **Next Meeting:** The next meeting was set for September 18, 2018 at 7:00pm to prepare for the September 25, 2018 public forum.
7. **Adjournment:** Tony Sanders moved and Joanne Dunne seconded to adjourn. Vote: All yes. Motion approved. Meeting adjourned at 7:45pm.

**Respectfully Submitted:** Anita M. Scheipers

**Date Accepted:** Oct. 16, 2018