

**Town Wide Planning Committee**

**140 Worcester Street**

**West Boylston MA**

**Meeting Minutes**

**November 28, 2017**

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

**Members Present:** Joanne Dunne, Rich Simmarano, Norma Chanis, Tony Sanders, Sue Meola, Siobhan Bohanson, Cheryl Carlson and Anita Scheipers.

**Members Not Present:** Pat Bryant, James Morrissey,

**Discussion and Decisions:**

1. **Review of Chapter Status:** The committee reviewed the list of chapters and discussed the status of and progress made on each chapter as follows:

Town Wide Planning							
Updated Comprehensive Plan 2017							
Chapter Number	Chapter Name	Contact Person	TWP Liaison Assigned	Draft Rcvd?	Public Review completed?	Draft Approved by TWP?	Comments
1	Executive Summary						leave to last
2	Factors influencing Growth						Do we need this Chapter?
3	Land Use & Zoning	Vin Vignaly	Cheryl	no			
4	Population & Housing	Pat Halpin	Anita	yes			
5	Economic Development	John Hadley	Tony	yes			needs to be fleshed out more
6	Transportation Network	Butch Jackson	Anita	no			almost ready
7	Open Space & Recreation	Vin Vignaly	Joanne	yes			needs table
8	Cultural & Historic	various	Rich	no			Rich will reach out to the various groups to get conversation started.
9	Municipal Facilities & Services	Anita	Anita	no			aim for draft in Feb
10	Education	Jay	Jay	yes			
11	Financial Conditions & Strategies	Staff/FinCom	Pat Bryant	no			
12	Implementation Plan						use the various chapter tables to develop this
20171128							

2. **Public Participation Process:** Anita Scheipers asked the committee how they feel we can obtain the best public feedback on the chapters. It was discussed the feedback we need to focus on is: have we identified all key issues associated with each chapter? Do we have the correct mix of goals assigned to the next five years? Are they in an acceptable level of priority? It was also discussed that the citizen survey the Selectmen plan to conduct this winter can be used for seeking feedback as well. It was agreed that we should schedule the first public meeting to review the 4 or 5 draft chapters completed to date. This meeting was set for Monday, January 22, 2018 at 7:00pm at the Town Hall.

3. **Next Meeting:** The next meeting was set for Tuesday, January 2, 2018 at 7:00pm. It was agreed that moving forward after that, the last Tuesday of each month is the best day to meet. Anita Scheipers will let members who are not present know of this change.

Meeting are planned to be held the 4<sup>th</sup> Tuesday of each month at 7:00PM. The next meeting is September 27, 2017 at 7pm in the large second floor meeting room. It was agreed we need to check with the various committees to ensure they have draft chapters ready for review by this meeting.

4. **Adjournment:** Tony Sanders moved and Rich Simmarano seconded to adjourn. Vote: All yes. Motion approved. Meeting adjourned at 8:15pm.

**Respectfully Submitted:** Anita M. Scheipers

**Date Accepted: July 31, 2018**