

# **MASTER PLAN STEERING COMMITTEE**

## **Meeting Minutes**

**Thursday December 21, 2023 at 7:00 pm**

**On line via Zoom**

The meeting was called to order at 7:00 pm.

**Members Present:** Bob Roemer, Brian Boyle, Panny Gerken, Stacia Downey, Mary Ciummo, Ed Sterling, Cia Boynton

**Others Present:** Pam Harding, Olivia Knightly

**Minutes.** The minutes for the November 16, 2023 meeting were approved unanimously.

**After Konveio Website.** Pam reported that she has moved Bob's Google drive files to the town website and has copied and updated the documents in the Master Plan folder so that they no longer have links to Konveio. After thanking Pam, Bob noted that there still remains the issue of public comments on master plan goals and documents that show misunderstanding or a lack of knowledge of the current state of affairs by the public. He proposed and other agreed that high level one-page summaries of master plan goals and issues were needed that could then be posted on Facebook and Instagram. Stacia noted that the one-pagers could be a springboard to additional information sources on the website. Brian liked the idea and suggested one or two be prepared as templates for review by the rest of the MPSC. He volunteered himself and Stacia to prepare templates. Cia noted that the one-pagers, and other material we prepare needed to emphasize the small town nature of Bolton and the financial stress that places on the relatively small population, the situation Panny described as the elephant in the room. Attendees agreed that Brian and Panny will draft a municipal facilities one-pager and Stacia will draft a housing one-pager, both by January 8, and circulate those to other MPSC members for discussion at the next meeting. Pam said she had some examples of one-pagers from a previous master plan she worked on that she could make available as examples. They were more like graphic posters. Attendees were enthusiastic to review those examples.

Bob reiterated that the public needs to understand the background of the goals, how they were developed in part from public comments, and the fact that many public comments indicate that we need to do a better job of explaining how the goals were developed. Olivia noted that the goals had been available on Konveio but had not necessarily been made readily available in the move to the town website. Bob also emphasized the importance of publicizing the Master Plan information on social media and that we will work with Kristen DeJohn on that publicity.

**Draft Implementation Matrix.** Prior to the meeting, Pam had distributed to the MPSC a draft implementation plan prepared by BSC. Bob did a detailed review and mark up, concluding the draft doesn't reflect enough of what is currently going on and needs MPSC discussion before a revised draft is made available to the public. Olivia noted that she and Pam intended to include existing conditions information with the matrix as background for public readers. Bob also noted the importance of getting input from the various department heads in town. Panny mentioned that there are overlapping roles and shared responsibilities in some town functions. Olivia noted that BSC and Pam had planned to meet with the department heads in late January. Bob said that

MPSC members needed to attend those meetings as well and that those meetings should occur before the draft implementation matrix is made public. BSC suggested that each department head meeting last about an hour and that, if possible, they be completed in one day in person in Bolton. Follow up conversations might be via Zoom.

Bob suggested and all participants agreed that an in person MPSC meeting to discuss comments on the implementation matrix would be the most efficient and legal way for MPSC to decide on the upgrades needed in the implementation matrix. The group agreed to meet in person at the Lois Alex Room in the Houghton Building on Thursday January 18, 2024 at 7:00 pm. Bob will distribute his comments to the MPSC, each member will review, and they will then discuss at the meeting. The meetings with department heads will occur in the weeks following the January 18 working meeting.

With no further business, the meeting adjourned at 7:49 pm.