

058-
V.C.

Potential Agenda for Public Workshop #1
Vision, Goals, and Issues Identified in the Inventory
Fall 2010

Suggested Agenda:

1. Introduction – welcome, overview of process, description of the workshop’s events
2. Brief presentation of Emerging Vision and Goals from Phase 1
3. Exercise on vision and goals aimed at confirming/revising them
4. Brief presentation of observations and issues identified in the inventory work, and potential themes around which to build or organize the Comprehensive Community Plan, e.g.
 - a. Sustainability
 - b. Villages
 - c. Growth management
 - d. Diversity
 - e. Etc.
5. Exercise on issues and themes

Notes:

A Saturday morning workshop allowing about 4 hours would be ideal; could do a shorter workshop on a weekday evening if timetable is carefully controlled.

A background briefing on sustainability is proposed in the scope; however, it might be advisable to discuss this theme in the second workshop, in which the agenda is less full. For the first workshop, a one-page handout on potential themes could have capsule descriptions of sustainability and the other potential themes listed above.

Exercises would be facilitated discussion held in break-out groups followed by re-assembling and reporting back.

PART OF THE MINUTES
FROM THE 7/14/10 ACTION 2020 COM. MTNG.
RE: PUBLIC WORKSHOP
(in yellow)

Among the choices presented by PC, all agreed upon a poster which would have the executive summary followed by some important facts/data. This would overall be relatively concise, readable and less expensive. Would have key things emphasized, more powerful and graphically seen. The web would contain all the information in detail for anyone to reference.

Margaret- Moving on to Project schedule: (referring to the handout -Exhibit 2 provided by PC)

Jim Purdy- The calendar goes into early 2011. We needed to work around holidays. Red diamonds indicate major workshops and below are meetings with committees and depts. What we will be doing in the next 3 months is inventory and analysis- identify issues, opportunities on what data reveals. Look back at phase 1 and get vision and goals. Work on potential actions. Brain storm and challenges to actions. We then go back the loop second time and organize by theme. End with some kind of consensus, turn action plans for town, from broad to specific. We then end by revising to circulate and distribute. It's a straight forward process.

Margaret- looks good.

Jim – We have to understand the cost concerns

Jim Purdy- Refine recommendations – we start there. It means to evaluate cost in the first pass. Get ball park amounts. This is enough for planning purposes.

Roland- Having early cost estimates will really help. Everyone wants to know costs.

Sue- How is cost analysis done? If we do not prioritize things how can you put cost estimates.

William Giezentanner- We look for comparable situations.

Roland- We might run into scheduling problems. Things can get crazy during holidays and what if half way through, we find out we cannot make the schedule?

Jim Purdy- Extending in time but not in work is not a major issue for us. In spring we really have a tight schedule.

Roland- We should stick with this schedule. If longer than 10/11, we are not going to be ready for town meeting. All details should be finalized by December 31st.

Moving onto item 12 – Inventory and Analysis:

Jim Purdy- We acquire data on paper, specific questions particularly addressed to boards and commissions. Roland will request town managers to request for data they may have and fill in the gaps. In the first phase we had more than one department round table. This is a good way to get issues and specifics. Turned into a cluster of meetings.

Brian Barber- I will use Claritas for business and economic data.

Margaret- All this happens in the first 3 months. All categories of master plan elements MA Statute (MGL Ch 41 S 81-D) Plan to get all dept heads own inventory – comprehensive list. Roland has a link to that. Let's be efficient with money and dig deeper on things based on what we figured out. Next meeting, top discussions for us. Reread the report and understand what is required.

Roland- We can give preliminary guidelines and nothing more. Everyone in committee should familiarize the outreach report and give feedback to PC.

Roland to send out email regarding the previous information request to departments and committees.

Data Format:

Jim Purdy- Excel files are preferred. Real databases are impossible to read unless you really know how to use it.

GIS- conventions, graphic standards, all mapping will be on GIS which can be layered on top of what town has. One can view them fairly cheap. People have access to this but cannot change the data.

William Giezentanner - Docushare GIS file can produce maps easy to use and add from MA GIS. We can produce layers perfectly compatible with the towns. Example a map of natural resources on GIS, PC can export it as an image as well as a report.

Jim- can we export to a file where public can view?

William Giezentanner- we do not have a lot of experience.

Roland- Bill and Jim will look further into that.

Item 13- Potential Agenda for public workshops:

Jim Purdy- We need to agree on the right program. Have background briefings with presentations. Dealing with sustainability on the first agenda can be tricky topic. First workshop will talk about emerging vision and goals. Get confirmation and also talk about the inventory. Have exercises on what the issues mean to people. Then build this up into 2 big segments.

Sue- This has to be done in the 3 hour time frame. In phase 1 it was 2 ½ hours. Need to have only so much worth of content or else it becomes too much.

Roland- We'll have documents and prepare well ahead of time. It's not enough just letting them know the time but should also materials and emerging goals. Even though it will not be in a finished form, people need to look on docu share and the web. We will get the right kind of info from people if they have looked at all this beforehand. Need to advertise the url and not just rely on meetings.

Jim Purdy- Plan workshop sometime in October and not long after Labor day. We don't need to pin down the venue but the day.

Roland- The more preferred day would be a Wednesday.



Margaret- The next committee meeting with PC would be September 8th. Wednesday, October 20th for the workshop. We will wait until September to get the word out and publicize.

Roland- Let's go back to the workshop agenda. The break up time for presentation and also committee needs to have enough volunteers and resources

Jim Purdy- Presentation will just be for 10 minutes or the inventory can go on for a long time.

William Giezentanner- Most important data is given to the public.

Kristin- Will call the volunteers who helped out in phase 1 and ask to help out.

Next Steps-

Discussion of Inventory Analysis PC is working on.

Structuring the sub committees and how best to utilize them.

Setting up of website and blog

Discussion of Brandy Brandon's comments

Preparing for community outreach

Meeting adjourned at 9:50 pm