

Minutes of 10/19/23- Master Plan Steering Committee Meeting

Roll Call of Attendees - Chair: Joeci Gilcrest (Economic Dev.), Vice-Chair: Tim Willsmer (Planning Board), Evan Watters (Finance Com.), Debbie Lincoln (Council on Aging), Dick Mailloux (Trustees of Library), Lou Franco (Select Board), Jerry Reid, Carol Archambault (School Committee) and Rami el Samahy (OverUnder)

DECIDE ON DETAILS FOR NOV. 2ND FORUM - Joeci noted that Rami sent an informational flyer that they can post and give out. She will ask someone at Town Hall to make copies and will email it to the committee members. Joeci read the verbiage on the flyer stating a comprehensive plan is being developed, looking at land use and resources, to help shape the town for the next 5-15 years. They need to create a shared vision, requiring input from all corners of Lunenburg. There will be several public engagement opportunities, including a public meeting on 11/2 at Smokestack Roasters, 6:30- 8:30pm. Rami stated they will do a short presentation on what they are doing and then have 2 breakout sessions. A question will be given, and the group will divide into smaller groups, led by one of their team to facilitate discussion. Fun activities will be used to break the ice and encourage discussions. One member of each group will then report back to the larger group. After that, there will be a final open session for questions. Rami is hoping to have the town model available to promote interest. They will attend Homecoming and the Shrieks & Krieks events to get information out about the public meeting. The website, *planlunenburg.org* will be live next week. On the website, people will be invited to attend the meeting and fill out a survey. High School students and the general community filled out a previous survey with 163 responses. The second survey will have more focused questions that will launch before the public meeting but will also ask for responses at the public meeting. Joeci asked how the committee could assist him on 11/2. Rami said they will come with 4 or 5 of their team, but it would be helpful if Joeci or Matt Brenner could say some introductory words regarding the consultants and it being a town initiative. The Steering Committee team is a liaison between the consultants and the community. Joeci reiterated their mission is to bring awareness to the 11/2 public meeting. She asked Rami if the flyer is good to share on Social Media and Rami said yes. Joeci will post the flyer on the Master Plan Committee Facebook page. Carol said she can email it to the Superintendent's office who will get to parents of school age kids.

Lou asked if PACC will be there to record the public meeting and Joeci confirmed they will record the front table introductions and resident questions. Breakout sessions will not be recorded, and it will not be live because of the location. Lou said he will put the flyer on his page and will platform it at Select Board. Rami added if anyone had questions or comments on the flyer to let him know. Joeci asked where the QR code on the flyer goes, and Rami replied it takes you to the website *planlunenburg.org*. Currently, you need a password to get in but once the website is active, it will go right to the website. He added they could make it live tomorrow. Rami screen-shared the flyer for the committee to review. Joeci noted that Smokestack will be open, with their full menu for purchase and it was suggested to add a caption stating that on the flyer.

UPDATE ON UPCOMING EVENTS FOR OVERUNDER TO ATTEND - Joeci asked if there are any other community events after Homecoming, but no one knew any. She asked Rami where he was setting up at Homecoming and he replied in front of the Boys and Girls Club. Carol said the Lion's Club sells food near there so a lot of people will be in that area. The other option would be near the Football Field. Evan suggested moving to the Football Field at 1pm and Rami agreed.

OPEN DISCUSSION FOR COMMITTEE MEMBERS TO ASK OVERUNDER QUESTIONS-

Joeci asked if anyone had questions about the Master Plan. Lou said the public meeting would help open the floodgates for questions. Rami stated they have been working quietly and this will

be their chance to open up discussion on the plan. Also, they have been working on an Existing Conditions Report looking at all aspects of the plan, to compile the first understanding of the town through each of these components. They will present an executive summary at the public meeting and then make the report available. After that, with input from the community and the committee, they will start to articulate goals and visions for the plan in December/January. It would make sense to have another public meeting during the first quarter of next year for feedback again. Joeci said she is really excited to see who shows up at the public meeting and the questions asked.

OVERUNDER ADDITIONAL QUESTIONS -

COMMITTEE COMMENT - Evan noted the Municipal Building Design Committee has submitted a Special Town Meeting warrant article to give an interim report and asked Rami if OverUnder has done this previously. Evan suggested they could give a report at the Spring Town Meeting and distribute it to the town afterwards. Lou said he thought that would be a good idea and would float the idea to the Select Board. Rami replied he would be able to do that. Carol asked if they want to distribute bookmarks at the 11/14 Special Town Meeting and Rami replied he will make sure there are items to give out on 11/14. Debbie Lincoln said they are welcome to put written items in the Senior Newsletter and Sue Doherty can advise on the newsletter deadlines for submission. Evan asked about sending items to the Superintendent's newsletters and Carol said she will forward items from Joeci to that office.

PUBLIC COMMENT - Tony Sculimbrene via phone suggested Rami look at the Phase 3 of the Municipal Building Design Committee. Also, he suggested advertising the public meeting in the Lunenburg Ledger. He suggested getting ideas from the various outreach efforts Rami has and bringing them to a statistically based survey of Lunenburg residents. If they want to reach all of the people buying into the Master Plan, you could say we are thinking of doing this or that --do you like it - yes or no. When finished, you have a document of what people think - not just the ones that show up to meetings. Rami said they will have 4 or 5 surveys. The 2nd survey will state -- this is what we heard from the 1st survey - do you agree or disagree. The 3rd survey would be more about the vision. By summer, they will look at scenarios and different ways to look at Lunenburg's future. Carol suggested looking at some of the Municipal Building Design Committee meetings to see the focus of where that committee is going. Rami said Emily Enis's group is looking at zoning and the code but will add the Municipal Building Design also. Tony suggested Rami look at that Committee's minutes which are very good and will save his staff some time. He also suggested Rami talk to Michael Ray Jeffreys, who is the chair of that committee and Lou said he could facilitate that.

**Motion: Lou Franco
Carol Archambault
To adjourn at 6:45pm
and Evan - all aye**

Second:

Roll Call Vote: Lou , Jerry, Joeci, Tim, Carol, Debbie,

Respectfully submitted,

**Jane L. Ranley
Minutes Clerk**