

Master Plan Steering Committee

The Master Plan Steering Committee membership is as follows: Kevin Quinlan, Planning Board; Josh Bartlett, Board of Selectmen; Brian Sanford, Conservation Commission; Norman Larson, Heritage Commission; Paul Punturieri, Master Plan Implementation Committee.

Mission

To engage public input and review the process and progress of developing a Master Plan for the Town. The Master Plan Steering Committee will provide input and direction for the development of the Master Plan working with the Town Planner. The Committee shall report to the Planning Board at least bi-monthly. Reports shall be made to the Board of Selectmen upon request of the Selectmen.

Charge

The purpose of this Committee is to work with the Town Planner, or other resources engaged by the town, toward the following:

- (1) to develop the Master Plan;
- (2) to review data, demography, findings and recommendations, maps and draft sections of the Master Plan; and
- (3) to oversee progress and provide input and guidance to the Town Planner; and
- (4) to act as a sounding board for extensive public input on the data, demography, findings and recommendations, maps and draft sections of the Master Plan.

Responsibilities:

Draft Plan

Assist the Town Planner in drafting a Master Plan for the Town for review and approval by the Planning Board by providing input and guidance.

Engage Stakeholders

It is important that a broad cross section of the community demographic provide input and comment throughout the process. The Steering Committee shall endeavor to use all available means to get the word out about their regular meetings and the fact that citizens are welcome and needed for their input and advice throughout the process.

- Solicit input and comment from the public at large
- Ensure public guidance retains a key place in the master plan preparation process

Process

- Establish strategy for public involvement
- Conduct outreach
- Confirm milestones and deliverable due dates
- Ensure work is proceeding on schedule
- Provide guidance for the reviewing of data, findings, recommendations, and draft documents by providing comment and input

· Build consensus. The Steering Committee shall strive, at all times, to reach a consensus among its members. Voting should not be the default position for the Committee and should only be undertaken in rare cases.

This Committee is advisory in nature; it has no responsibility to produce any reports or written documents. It will be considered a study/research arm that reports to the Planning Board on progress. The Committee will perform its charge through the completion and adoption of the Master Plan or until such time as the Planning Board chooses to end its job.

The Committee will meet at least monthly at a regularly scheduled time. The schedule for meetings will be established by the Committee to suit the convenience of its members, consistent with its charge. Unless otherwise posted, the Committee will meet in the Office of Development Services conference table area in Town Hall. At its first meeting, the Committee will elect its own Chair and Vice- Chair and secretary. All meetings of the Committee will be public and will be posted and records kept of all Committee proceedings according to the Right-to-Know law.