

## Planning Board's minutes from the March 17, 2022 meeting

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**Planning Board members in attendance:** Ken Kahn, Steve Freedman, Tom Ewing, Van Stoddard, Richard Paul Nathhorst, Jean Bergstrom, Tim Shores

**Planning Consultant in attendance:** Emily Innes

**Town residents in attendance:** Pat Duffy, Lucas Kronlund, and Selectman Melissa Colbert

Unanimous approval minutes of last minutes

Discussion with Emily Innes about Master Plan project:

- Today's kickoff meeting is setting the stage for getting to the end of the Master Plan project, stage 1, by June 30th.
- Board agreed to schedule the site walk: 4/1 10am to 12pm. Prioritize sites that are of special meaning to the town, and buildings/sites of concern. If possible, invite Working Group (WG) candidates to join, staff, officials.
- Discussion of outreach to recruit WG members, which will be the task of the PB.
  - Emily recommends that the WG should be no fewer than 8 people, and probably no more than 12 people, in addition to the Planning Board members who participate in WG meetings. One person would be the chair, it could be a PB liaison acting as chair, but it doesn't need to be.
  - Emily recommends at least one PB member as a WG liaison. It may make sense to rotate PB members between meetings, to avoid PB members taking on too much work commitment.
  - The Board and Emily discussed the importance of prioritizing diversity of WG membership. To prioritize diversity, it may make sense to recruit more than 8 people. Subject matter experts in housing, conservation, energy and other Master Plan subjects will be important. Diversity of social identity and lived experience is also important, such as age, race, ethnicity, income (if people are willing to self-identify about these traits when they apply to the WG).
  - Emily recommends that we try to find expertise in town: people who know how to find data and information, people who can network and communicate with others, people who are excited about this process, people who are thoughtful about issues facing the town.
  - Emily recommends that we communicate WG candidates the expectation of a 20 hour time commitment: Emily schedules meetings no longer than 90 minutes. The WG will have 3 meetings, which means a meeting commitment of 4.5 hours in this stage. They'll also need to spend time studying reports and data. Over the next 3 months, she estimates a 20 hour time commitment.
  - For the entire Master Plan process (stages 1 and 2 and beyond for the entire lifecycle of the Master Plan) she will recommend a total of 3

committees: A Working Group, a Steering Committee, and an Implementation Committee. The people on the WG may end up being on the Steering Committee for the Master Plan, so consider people who would serve well for the second phase of the Master Plan development process. She will also recommend a Master Plan Implementation Committee of appointees who supervise and report to the town.

- To recruit, Emily recommends an application process, distributed online, in person, and by mail. People can self-identify key characteristics that we're looking for. There will be roles in stage 2, in the Steering Committee and to help facilitate Community Visioning. Emily and the Board planned an application process Emily will draft, and a distribution process that uses digital and mailed channels to reach the broadest number of Leverett residents.

Adjourned unanimously