



**Town of Leverett
Comprehensive Plan Steering Group
Meeting #2
In-person at Town Hall and via Zoom (see details below)
May 10, 2023
7-8:30 pm**

Zoom Link

<https://us02web.zoom.us/j/83957683443?pwd=MUWzMmxmOWtKTy9tQjl4cTlNHd2pudz09>

Agenda

1. Welcome and introductions. (10 minutes)

Discussion 1: Community Engagement and Outreach (40 minutes)

2. Discuss format of Community Visioning Groups.
 - a. Two big meetings, smaller meetings in-between?
 - b. Three big meetings?
 - c. Other?
3. Identify volunteers from committee and potential volunteers from outside committee.
4. Identify locations and establish outreach to people in charge.
5. Develop schedule for meetings.
6. Discuss outreach options.

Discussion 2: Format and Content (40 minutes)

7. Discuss meeting format.
 - a. Existing conditions, options, recommendations?
 - b. Pre-meeting readings, guided group conversation, reaching consensus?
 - c. Scenario building and evaluation?
 - d. Other?
 - e. Length and number of meetings per group?
8. Discuss meeting content.
 - a. What information should be provided **before** the meeting?
 - b. What information should be provided **during** the meeting?

- c. What does the Steering Group need from meeting participants?
- d. What are the requirements for a comprehensive plan in Massachusetts and how does this engagement process we establish help us meet those requirements?
- e. How do we follow up with participants after the meeting? After the meeting process is complete?

Discussion 3: Elections!

9. Elect Chair and Vice-chair.
 - a. Role: Keep order in meetings.
 - b. Communicate with consultant team on logistics in-between meetings.
10. Establish rotation for taking minutes.

Attendees

Committee members

- Matt Boucher
- Silas Ball
- Jenny Daniell
- Arlyn Diamond
- Jim Field
- Gary Gruber
- David Henion
- Isaiah Robison
- Kim Van Wagner
- Andy Vlock
- Steve Weiss
- Bob Weitzman

Consultant Team

- Emily Innes, Innes Associates
- Chris Herlich, RKG Associates
- Tracy Adamski, Tighe & Bond