



**Town of Leverett
Master Plan Steering Group
Meeting #1
Zoom (see details below)
April 17, 2023
7-8:30 pm**

Zoom Link

<https://leverett.ma.us/d/32024/Leverett-Comprehensive-Plan-Steering-Group-Meeting-1>

Doodle Poll for Next Three Meetings

<https://doodle.com/meeting/participate/id/engY885a>

Agenda

1. Welcome and introductions.
2. Review scope and timeline.
3. Discuss format of Community Visioning Groups and identify volunteers.
4. Discuss message to Town Meeting (April 29).
5. Next steps:
 - a. May: Existing conditions and scenarios
 - b. June: Continued scenarios (may need second meeting)
 - c. June/July/August: Community Visioning Groups

Attendees

Committee members

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

Consultant

- Emily Innes, Innes Associates

Timeline for Phase 2

Task	Meetings	Deliverables	Timeline
1	Project kick-off and site walk.	Updated work plan with timeline. Assistance with recruitment process for Steering Group.	February 2023
2	Orientation meeting for Steering Group.	Updated Outreach and Engagement Strategy.	April 2023
3		Completed evaluation of existing conditions. Slide deck of existing conditions.	April 2023
4	Steering Committee (up to 3 meetings). Town officials and staff (up to 5 meetings). Community Visioning Groups (10-15, but not all will require consultant presence). Community event if timing is appropriate.	Draft and final scenarios for discussion. Materials for Community Visioning Groups. Facilitation instructions and training for volunteer facilitators. Community-wide surveys (2).	Completed by August 2023
5	Steering Committee (up to 2 meetings). Town officials and staff (one meeting).	Draft plan, zoning recommendations, and septic regulation changes. Second draft. Appendix of public comments during review process.	Completed by September 2023
6	Steering Committee (one meeting). Planning Board (one meeting). Community meeting (one meeting).	Slide deck for presentation to Planning Board. Final plan.	Completed by October 2023

Project to be completed by the end of November 2023.

Resources

- <https://leverett.ma.us/g/95/Comprehensive-Planning>
- <https://leverett.ma.us/p/2105/Leverett-Comprehensive-Plan-project-timeline>

Work Plan through September

- April Steering Committee meeting
 - Introduce planning process, timeline, expectations.
 - Discuss format for Community Visioning Groups and identify volunteers. Establish timeline.
- May Steering Committee meeting.
 - Present existing conditions.
 - Discuss economic development scenarios with analysis of fiscal impacts and tradeoffs.
- June Steering Committee meeting(s)
 - Discuss and refine scenarios for Community Visioning Groups.
 - Facilitation training for volunteers.
 - Discuss first community-wide questionnaire.
- July/August/September
 - Community Visioning Groups

Community Visioning Groups: Background for Discussion at Meeting

From the RFP: Scope of Work

FACILITATE COMMUNITY VISIONING. Community Visioning will occur in meetings with groups of Leverett residents, to include a sufficient number and diversity of Town residents and points of view. Each Community Visioning group may need more than 1 meeting to cover all activities necessary to support each group's level of participation and decision-making process. The consultant may choose to train members of the Steering Committee or other volunteers to help with the outreach and facilitation process for this effort. Each facilitated Community Visioning group should strive to accomplish five goals in a facilitated meeting format like the following example:

- Idea generation and innovation roundtable discussion of the future vision of Leverett, to elicit values and priorities that are important to the Leverett community according to the participants in that group;
- Problem-solving activities to help participants resolve disagreements and make respectful space for differences;
- Issue analysis activities to help group participants understand, compare, and internalize the complexity of existing conditions, economic development scenarios, fiscal impacts, and trade-offs;
- Design-thinking activities to synthesize the group's preferred future vision, values, priorities, conditions, scenarios, impacts, and tradeoffs.
- Collective decision-making process to conclude with the group's recommendation for the Plan.

Additional Information from the Consultant Team's Proposal

The process for the Community Visioning Groups establishes common expectations for the groups. We anticipate that team members will be involved in this process in four ways:

- Providing materials to support the groups meetings that include the scenarios and supporting existing conditions.
- Training Steering Committee members as facilitators to conduct some of the meetings.
- Being present at the first meeting of each group to help set the stage for the process.
- Analyzing the input collected by facilitators and documenting that input for inclusion in the draft plan and subsequent presentations.

One possibility might be to establish the groups based on specific topics identified in the planning process and tied to the master plan elements from Section 81D. Such organization would allow in-depth discussion of the scenario plans from a specific focus point for each group while allowing the conversation to also consider the high-level topics from other groups. For example, one group might focus on housing needs in more detail, while recognizing the work of other groups on recreation and economic development, two topics with close relationships to housing.

Given the Historical Commission's experience with small group facilitation and oral history gathering, we would value their input into developing the visioning process and the training materials for interested Steering Committee members.