

Leverett Comprehensive Plan: Phase I
Minutes for Working Group Meeting #1
Leverett Town Hall and Zoom online meeting, April 20 at 5:30 pm to 7pm

Working Group attendance:

Name	Attended
David W Henion	In-person
Kathryn Stoddard	In-person
Lizzie Alwan	In-person
Mike Fiscella	In-person
Miles Palmer	In-person
Silas Ball	In-person
Charles Bagley	Virtually
Melissa Colbert	Virtually
Molly Daniell	Virtually
Stephen Ball	Virtually
Andrea Morris	No
Arlyn Diamond	No
Denzel Hankinson	No
Diane Crowe	No
Gordon Fretwell	No
James Perkins	No
Kimberly VanWagner	No

Also present: Emily Keys Innes, planning consultant and presenter
Planning Board members in attendance: Richard Nathhorst, Ken Kahn, Steve Freedman, Tim Shores

1. Welcome and Introductions
2. Presentation: Plan to Plan Process
 - a. Slide presentation by Emily [provide link to slide deck]
3. Committee Organization
 - a. Roles and Responsibilities
 - i. The Working Group (WG) has a limited scope in the overall Master Plan project. The WG will end at the end of this fiscal year, June 30, 2022. The results of the WG work will inform the Planning Board and the planning consultant next fiscal year as they recruit a new group of residents to gather more data and to lead a series of community visioning meetings. This planning process may take another year or more. The end result will be a comprehensive Master Plan that will be voted on at the next Town Meeting.
 - ii. WG scope of work from now until end of June:
 1. Discuss and collaborate on an outreach plan for next year's Master Plan process and events, in order to make it as inclusive as possible: identify the people to include and identify how to reach them.

2. Examine and discuss the data that we already have, figure out what's missing, and identify how the Master Plan process can obtain that missing data next year.
 - iii. David Henion asked a clarifying question about the final output of this Working Group: Emily explained that she as planning consultant will write a report on the above scope to the Planning Board, and the report will be informed by the WG discussion and findings.
 - iv. The WG will not have a voting procedure. Molly Daniell asked a clarifying question about a WG process for decision making. The methodology will be discussion, with efforts to reach consensus, or where there is disagreement, to make note of that disagreement for the report. Emily emphasized that it's more valuable to focus and report on areas of disagreement, or areas where we lack information, than it is to focus on the areas of widespread agreement.
 - v. Minutes: Tim Shores, when present as an observer from the Planning Board, will take minutes, and email the minutes to Emily and Mike, who will then distribute the minutes to the WG members for comment and approval. When approved, Mike or Tim can submit them by email to Lisa Stratford, Leverett Town Clerk.
 1. Lizzie Alwan volunteered to take minutes if Tim is unavailable.
 - b. Electing a Chair: Mike Fiscella volunteered for this role, with no objections from others.
 - c. Group Agreements: Emily suggested several standard agreements that have worked well for other groups, including silencing phones, a commitment to attendance and punctuality. No other agreements were recommended or requested by WG members.
 - d. Procedures for Public Comment/Questions
 - i. Miles Palmer suggested reserving time at the end of each WG meeting for questions and comments from any public attendants.
4. List of Documents under Review
 - a. Documents depicted in Emily's presentation are available in this Drive folder. The folder permissions are set to "Anyone on the internet with this link can view", which means that all contents of this folder are publicly available, but only specific people have been given access to edit or add to the contents of the folder.
 - i. https://drive.google.com/drive/folders/1P_Rx2SiQTKXUCouIF1M93inYtfNAqh4
 - b. Lizzie suggested that the WG use a Google Form to collect questions and comments from WG members. Emily will create the Form in this Folder.
 5. Asset Mapping
 - a. Emily showed examples of asset maps, and described the process for defining community assets from the data – or identifying gaps in the data that should be filled next year.
 6. Results of Outreach Survey
 - a. 39 people responded to the survey
 - b. Top three interests: Climate adaptation & sustainability; Natural resources; Land use & zoning.
 7. Next Steps
 - a. The WG agreed to these meeting dates. Emily will coordinate remote meeting links.
 - i. Tuesday, May 3, 5:30 to 7pm.
 1. WG members should try to become familiar with the data and documents shared in Drive before this meeting. The expectation is that WG become familiar with the basic subject-matter of documents, but not that they should study them closely.

- ii. Thursday, May 19, 5:30 to 7pm
- iii. Thursday, June 2, 5:30 to 7pm

Minutes taken by Tim Shores, observing member of the Planning Board