

1 **TOWN OF FITZWILLIAM**
2 **Master Plan Steering Committee**

3 **Minutes - DRAFT**

4 **January 5, 2022**

5
6 **Members Present:** Brian Doerpholz, Rik Ekstrom; Laureen Lafond; Richard Marshall;
7 Sarah Olson

8 **Planning Board Members Present:** Suzanne Gray and Barbara Young.

9 **Staff Present:** Lori Nolan.
10

11 The meeting was called to order at 6:05 pm.

12
13 **Survey Printing**

14 Lori will review print on the 6th and if everything looks good, copies will be done end of
15 day or first thing on the 7th. The printed surveys will be dropped off at the post office on
16 Friday to be mailed out. Price for printing and mailing is \$565. With 1300 copies, there
17 will be some print copies will be left over to hand out. Survey Monkey is also live and
18 the url is customized. We should try and reach out to engage committees to remind
19 them to advertise the survey as well as discussing the forum. Next steps would include
20 possible postcard reminders on the 21st.

21
22 **Artwork**

23 Rik has had an initial meeting with the designer; a comic book like character was
24 proposed that would also incorporate the historic commons. We need to provide
25 additional guidance for the images. Loreen, Barbara, Rik, and Richard will form an
26 artwork subgroup to review the initial artwork ideas and sketches on the 8th at 9 am and
27 will write an update to circulate. The proposed full timeline includes an initial artwork
28 review by the 14th of January, text due to the artist by the 17th, final concept design
29 approvals on the artwork on the 21st, final text due by the 25th, print-ready files by
30 February 4th.

31
32 **Website**

33 Lori has added the newsletter article to the master plan page. The date for the forum
34 has been updated and the link to the survey will be added next week.

35
36 **Forum Planning**

37 We would like to get various committees involved for the forum to be held on March 19th
38 (with the 26th as a potential backup). Paperwork for Emerson still needs to be
39 completed. We will need to organize breakout rooms based on categories of surveys;

40 condensing from 12 categories down to 6 to 8. We will reach out to the following groups:
41 Economic Committee; Conservation; Historic District/Society; Recreation; Board of
42 Selectman; Planning Board. We will ask for each committee to propose representatives
43 from the committee that might be able to lead or co-lead a breakout session. We will
44 need to send an introductory email to each of the chairs and/or attend their meetings to
45 ask for their help. Each breakout session will need 2 to 3 people and the steering
46 committee will be floating staff. We discussed that a subcommittee for the forum might
47 be necessary to further work out details of materials and printing.

48

49 There is also a master plan webinar run by the state agency that helps with zoning and
50 planning. Links to view were sent out via email.

51

52 The next meeting will be on January 19th.

53

54 The meeting was adjourned at 7:30 pm.

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56 Respectfully Submitted,
57 Sarah Olson

DRAFT