

TOWN OF FITZWILLIAM

Master Plan Steering Committee

Minutes - DRAFT

February 22, 2022

Members Present: Brian Doerphelz; Rik Ekstrom; Skip Hagstrom; Laureen Lafond; Robin Marra; Richard Marshall; Sarah Olson

Planning Board Members Present: Karen Craig; Barbara Young; Suzanne Gray.

Staff Present: Lori Nolan.

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

Breakout Sessions: These will be one hour and the discussion focused on how to break up the time and an outline to give facilitators. Karen drafted a facilitator outline based on reviewing UNH's guidelines for running a town planning forum. The suggested breakdown of the one hour is for 5-10 minutes on logistics and introductions, followed by 40 minutes for discussion, and then 10 minutes to summarize and identify priorities to share at the last session of the day. The 40 minute discussion was further broken down into 5 minutes for where we have been, 5 minutes for where we are now, 25 minutes for where we want to go, and 5 minutes on how will we get there.

For facilitator trainings and running of the forum, we discussed how much facilitators should be providing a vision versus having the group come up with their own vision. Based on the participants, there may be a need for facilitators to narrow the vision and get the group to coalesce on a vision or mission. The initial part of the discussion could possibly include what we heard from the town in terms of survey data to date as well as explaining how many initiatives will tie into zoning and land use. Since breakout sessions will have areas to write on boards or posters, we discussed whether initial thoughts should be put on these to start the discussion or whether summary ideas could be put on these. Facilitators will have to reiterate to participants that there will likely be a commission or task force to flesh out details later on, but we want to focus on key priorities and possibilities of how we could get there.

Forum Materials: We want the program to have a map of the building for all participants. We would also like to have a name for each breakout session with a short description to help people decide. We can also have this information to circulate to the facilitators as well as post on the town website. Lori will draft some text for different sessions.

Vision Wall: In the multipurpose room, we could have maps of the town and everyone could pin where they live. We could also have a vision or brainstorming wall where people can congregate throughout the forum. Suzanne and Barbara volunteered to run this. We will need to determine appropriate questions or prompts.

Invitations for training: Rik will draft text for an email that can be sent to invited facilitators, note takers, and zoom facilitators. Training for facilitators will take place on March 3rd and/or 9th in person or via zoom. We will have a dress rehearsal for all (including note takers and zoom facilitators) on March 24th.

Additional Logistics: Brian will coordinate to have an officer on site. We discussed the need for childcare and whether we could utilize funds to pay people.

The meeting was adjourned at 8:30 pm.

Respectfully Submitted,
Sarah Olson