

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

3 **Minutes - DRAFT**

4 **March 17, 2022**

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

7 **Planning Board Members Present:** Barbara Young;

8 **Staff Present:** Lori Nolan.

9
10 **Advertisements:** Barbara will post the schedule of the forum every day on facebook community page.
11 Some signs may be relocated to increase visibility. Barbara requested that sandwich boards that get
12 knocked over be fixed. There is a large banner at depot road train station. Laureen put signs/postcards at
13 Widow Gauge and one at Laurel Lake. There are signs at the fire department, school, church,
14 crossroads— with an 11x17 single page schedule next to it.

15
16 **Survey:** Robin will analyze current survey responses and compare to previous responses. 297 responses
17 in the system and Lori will double check if additional paper versions after Tuesday.

18
19 **Supplies:** Lori will order pencils, paper, 8 post it easel pads, 4 packs of easel chart markers, post it notes
20 (multicolor), push pins, creamer/sugar/coffee, gallon jugs of water for coffee, coffee cups, and cloth
21 masks.

22
23 **Printing:** Laureen and Lori will coordinate to create and print signs for rooms and other signage for the
24 forum Lori will coordinate with Skip for printing maps that are 17x30.

25
26 **Miscellaneous:** We are not sure if we need to bring a first aid kit. Snacks and materials in child care
27 room will be coordinated by child care volunteers. We will double check that the multipurpose room has
28 tables as well as enough chairs. On the walk through of the school, we will also double check on what to
29 do with trash at the forum. Brian reported that there will be a police officer to help with traffic and will be
30 present for the entire forum.

31
32 **Forum Schedule / Duties:** Steering committee should be there at 8 am. Facilitators will be asked to
33 show up at 9:30. Steering committee members not assigned to a room to facilitate / take notes will rotate
34 and we will make sure someone is at the front entrance welcoming people the entire day. Board of
35 selectman will also have a table to ask people to help in projects in town. Martin volunteered for cleanup.

36
37
38 **Next Meeting:** Run through day of schedule. Lori and Rik will create and send the agenda and invitations
39 for the in-person meeting on the 24th with all facilitators and volunteer note takers.

40
41 The meeting was adjourned at 7:50 pm.

42
43 Respectfully Submitted,
44 Sarah Olson