

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

3 **Minutes - DRAFT**

4 **March 24, 2022**

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

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

8 **Staff Present:** Lori Nolan.

9 **Guests:** Forum Facilitators, Note Takers, and Volunteers

10 The meeting was called to order at 6:10 pm.

11
12 Rik went over the schedule. The setup crew will arrive at 8 am. The main introduction
13 will be at 10 am with breakout sessions to follow. Then the catered lunch followed by
14 another breakout session and then the wrap-up. The shutdown crew / helpers would
15 then clean up.

16
17 **Breakout Sessions:** Zoom will be on for breakout sessions to enable remote
18 participants. For those in the room, there will be a parking lot to write questions. If the
19 people in the session are okay with it being recorded and there is a volunteer to record,
20 a recording of the session would be helpful. The rooms will be supplied with pads of
21 paper as well as pens and paper for each facilitator. There will also be easels to write
22 notes. Each room will have a sign in sheet. Note takers should plan on writing or typing
23 up a summary that will be shared with the steering committee to be part of the what we
24 heard document.

25
26
27 **Multipurpose Room:** There will be prompts on brown paper throughout to have
28 additional feedback and interactions. To enable everyone to be heard, we will utilize a
29 parking lot to write questions in breakout sessions as well as wrap up sessions. Some
30 prompts on the brown paper throughout multipurpose room.

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32 The meeting was adjourned at 7:30 pm.

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34 Respectfully Submitted,
35 Sarah Olson