

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

3 **Minutes - DRAFT**

4 **July 13, 2022**

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

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

8 The meeting started at 6:10.

9 **Editing the Master Plan:** Rik gave an update on conversations with the Southwest
10 Region Planning Commission (SRPC). To complete a full master plan, this is normally
11 on the order of \$50,000. They could workshop with us at three meetings to help us
12 develop a consistent structure of chapters and complete final editing in November. This
13 would cost around \$5,000.

14 **Print and Web Version of Master Plan:** Coni Porter gave a modified proposal for a pdf
15 of a Master Plan document with graphic design and photographs. We are still looking for
16 both a printed report and an interactive version on the web that would be developed and
17 maintained by someone else. In our printed document, we will reference the web
18 version for additional details and links. At this point, it will likely be \$2500-\$4000 to have
19 a formatted document for printing and a document that can be modified for the website.
20 There would be printing costs associated with printing 200 Master Plans as well as an
21 additional \$5000 to \$10000 to engage a web developer to complete the interactive
22 portion of the Master Plan.

23 **Drafting Chapters:** We discussed that some historical relevance needs to be included,
24 but we do not want to have too many historical facts that are redundant with the
25 previous Master Plan. We will have more historical context in the first chapter on Land
26 Use and then most chapters should focus on 2012 and beyond. Similarly, Town Reports
27 are available for context but we should not be putting too much data in the Master Plan
28 that is already in the year Town Reports. We can refer readers to the Town Report.

29 **Updates on Chapters:** We discussed having strategies and goals outside of the
30 chapter and having an implementation chapter at the beginning that will aggregate the
31 ideas. Skip is working on Transportation and Richard is working on Recreation; both are

32 reaching out to others to get additional data. Sarah is working on Community Facilities
33 and will reach out to Lori to get notes from interviews conducted a few months ago. The
34 goal will be to blend information from surveys, interviews, and discussions at forum to
35 determine needs and goals. An example discussed was a committee to study cost of
36 educating townspeople about trash as well as cost of recycling. Laurie is working on
37 Conservation and Natural Resources, and will discuss wetlands and other resources
38 that will likely have overlap with other chapters. Barbara is working on Historic and
39 Cultural Resources and we discussed whether the Master Plan's goal and visions
40 should be distinct from the Historic District Commission and whether we should include
41 goals from the Master Plan in 2012 that were not completed. Consensus was that old
42 goals could be briefly discussed but they do not need to roll over as a continued goal.
43 The Master Plan's goals can be overarching goals that include a subset of the HDC's
44 goals. Karen is working on Youth and Education and kept a larger vision of education
45 and educational programs. We discussed the potential to get youth more involved in the
46 writing of this chapter.

47 Rik will draft a progress report for the next Newsletter that will list the chapters and
48 invite the public to one of our meetings to give feedback.

49 A subset of this committee will meet with the planning board soon to discuss the draft of
50 the Master Plan and several of the goals being outlined.

51 The next meeting will be July 27th.

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53 The meeting was adjourned at 8:00.

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55 Respectfully Submitted,

56 Sarah Olson