

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

3 **Minutes - DRAFT**

4 **March 9, 2022**

5
6 **Members Present:** Rik Ekstrom; Laureen Lafond; Robin Marra; Richard Marshall; Sarah
7 Olson

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

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

11 **Facilitator Training:** The first portion of the meeting was the facilitator training.
12 Additional guests present for this portion included Sandra Millar, Barbara Brooks, Steve
13 Reinhart, Nolan Buonomano, Daniel Sutton, and Marion Wheeler. Rik gave a high level
14 overview of the day, Barbara and Suzanne gave an overview of what a master plan is,
15 and then we discussed the breakout sessions and how time should be broken up.
16 Guests (facilitators for the forum) left the meeting around 7 pm.
17

18 **Promotion:** Posters could be put up at the Carousel Grille, Monadnock Firearms, Mr.
19 Mike's, and the antique store. A poster is already at the library and Lori left one with the
20 postmaster. Laureen said that all yard signs are posted but we could move some around
21 and reposition at post office, rec center, and school. Suzanne has two sandwich boards
22 that will be put out soon. Robin could also do a board at the library. Barbara gave
23 feedback that people have heard about the forum but they still do not know what it was.
24 We agreed to do a quick infomercial video; Barbara would coordinate a script, Richard
25 would work on confirming the library location, and Sarah and Rik would do the video. Lori
26 can also coordinate updates on facebook etc. for additional forum info. We want to target
27 questions like what the day will look like, sessions, lunch, etc.

28 **Coffee and Food:** Suzanne, Lori, and Laureen all have access to large coffee pots that
29 can be used. Karen is ordering food and possibly extra water. Extra food could be donated
30 to 100 nights shelter or nurses association to bring to those in need in town. We will also
31 need snacks for the kids.

32 **Signs:** We need to draft signs. A sign for each breakout session with facilitator names,
33 signs at entrance table with programs and signup sheet for emails and name tags. Could

34 possibly pass out old copies of the master plan. We will also need a poster of the agenda
35 as well as a map of the school with the you are here star and bathroom signs.

36

37 **Child Care:** We will also need signs to direct to things for child care. Karen will follow up
38 with final room location for child care. So far we have 3 volunteers- Kitty, Kathy, and
39 Elaine.

40 **Registration:** We will need people to possibly let us know if they need child care. It would
41 be good to know if there are any food allergies we need to be careful about. Possibly
42 recommend to have kids bring their own lunch. Could possibly have paper and activities
43 for kids to write down or draw their own master plan.

44

45 Our next meeting will be Thursday the 17th at 6 pm via zoom.

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47 The meeting was adjourned at 7:50 pm.

48

49 Respectfully Submitted,
50 Sarah Olson