TOWNWIDE MASTER PLANNING COMMITTEE

September 26, 2019
MINUTES

Members Present: Jay Duncan, Chair, Jerry Potts, Matt Triest, Laurel Scotti, Cynthia Greene, Teresa James, Roberta Lynch, Sean Kay, Pete Peterson, Tom Erb, Kristine Trierweiler, Ex Officio, Sarah Raposa, Ex Officio

Members Absent: Jessica Reilly, Kevin Ryder, Philip Stashenko, Mike Pastore, William Harvey, Mary McCarthy,

Consultants Present: Daphne Politis

Location: DPW conference room
Call to Order: 7:08 PM

Review and approve meeting minutes of July 25, 2019 and August 29, 2019. By motion duly made and seconded the minutes were unanimously approved.

Request to add Beta Staff (Amy Allen and Brett Sinica) to Consultant List. By motion duly made and seconded to add Beta Staff to Consultant List unanimously approved.

Debrief Medfield Day – Sarah Raposa, Cynthia Greene, Jerry Potts, Mary McCarthy and Pete Peterson manned the both handing out flyers and answering questions. Stickers and magnets have been ordered.

Leadership Interviews scheduled for October 8th, 9th and 23rd. Interviews will take place in the Warrant Room at Town Hall. There will be general questions as well as specific questions for each area. M.E.M.O. added to the list.

Subcommittee members updated and roles discussed.

- Land Use: Sarah, Teresa, Cynthia
- Housing: Sarah, Teresa
- Economic Development: Matt, Jerry
- Circulation: Jay, Laurel
- Open Space and Recreation: Mary, Jay and Sean
- Natural, Cultural and Historic Resources: Cynthia, Jerry
- Community Service and Facilities: Kristine, Tom
- Sustainability element incorporated throughout chapters: Sarah, Cynthia
- Incorporation of Medfield State Hospital Reuse Master Plan: Sarah, Teresa, Pete

Community Outreach and Participation Plan
Daphne reviewed the Community Engagement Plan, attached to Agenda.

- Goal for public engagement and the methods to accomplish such.
- Identify hard to reach population and Stakeholders.
- Committee members to make personal efforts to contact neighbors, organizations
Outreach strategies to include: Medfield public media, press releases, information hubs which will have hard copy information for residents to review. Public Forums, October 20th is the 1st of 3.
Reviewed ways to facilitate attendance at public forums.

Public Forum #1 – October 20, 2019 4:45 – 7:30 p.m.

Publicity:
- Use social media.
- Lawn signs.
- Distribute flyers at soccer and baseball fields.
- Put in School’s Thursday packet to parents.
- Medfield cable tv – interviews on Main Street, and scrolling a message across the screen.
- Committee members to issue personal invites.
- Medfield business owners to be invited.
- Jay, as pilot, Teresa as photographer, to take aerial pictures of Medfield.
- Laurel and Teresa to post flyers around town.

Raffle Donations:
- Medfield Yoga. Starbucks and Basils to be asked.

Childcare: Jessica is coordinating.

Food: Medfield High School providing food for October 20th.

Daphne leads a detailed discussion of October 20th Meeting format and the role of the facilitators as provided in the meeting materials.
- Welcome and Dinner
- Introductions and Brief Presentation
- Facilitated Small Group Discussions
- Reconvene as Large Group
- Next Steps
- Raffle

Invoices reviewed for Community Circle and W2 Wendy Wirsig. By motion duly made and seconded invoices were unanimously approved.

Adjournment
By motion duly made and seconded, the meeting adjourned at 9:04 p.m.

Respectfully submitted,
Laurel Scotti