



TOWN OF MEDFIELD

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MEETING NOTICE

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POSTED IN ACCORDANCE WITH THE PROVISIONS OF M.G.L. CHAPTER 39B SECTION 23A AS AMENDED.

MSH MASTER PLANNING COMMITTEE

<u>PLACE OF MEETING</u>	<u>DAY, DATE, AND TIME</u>
Town Garage Training Room, 55 North Meadows Road	Wednesday, August 31, 2016 at 7:00 pm

DRAFT AGENDA & TIMES (Subject to change)

7:00 pm Welcome, introductions, and review previous session (8/17)

- o Introduce any first time visitors
- o Confirm completion of action items
- o Discuss and vote on meeting minutes
- o Confirm committee re-appointments for 2016-2017

7:05 Consultant contracting process

- o Discussion: Why do we need a consultant?
- o Discussion of the requirements for selecting new consultants. Kristine Trierweiler, Assistant Town Manager, will attend to participate in the conversation. To confirm:
 - Next steps
 - Impact on other activities (timing of public workshop, continued scenario development, overall schedule, etc.)

7:45 Access road letter to DCAMM

- o Discuss/confirm submission plan

7:50 Plan for monthly update to Selectmen

- o Confirm purpose of the update and assign someone to draft a brief plan and schedule for monthly updates

8:05 Prepare for conversation with VHB

- o Discussion: key questions and desired outcomes of meeting
 - What to provide VHB in advance of the meeting
- o Process for accepting the financial model

8:45 Plans for Medfield Day

- o Communications committee share plans and get feedback
- o Confirm commitments to staff booth

9:05 Process protocols update – internal communications

- o Review and approve

9:15 Review action items and next week's agenda

9:20 Conclude

- | Meeting objectives |
|-------------------------------------------------------------------|
| ➤ Approve minutes from 8/17 |
| ➤ Confirm committee reappointments for 2016 - 2017 |
| ➤ Discuss consultant contracting process and determine next steps |
| ➤ Prepare for conversation with VHB |
| ➤ Confirm process for accepting the financial model |
| ➤ Confirm process for submitting access road letter to DCAMM |
| ➤ Plan for monthly update to Selectmen |
| ➤ Confirm plans for Medfield Day |
| ➤ Confirm changes to process protocols |

Shen
8/25/16