



TOWNWIDE MASTER PLANNING COMMITTEE

May 13, 2020
MINUTES

Members Present: Jay Duncan, Chair, Cynthia Greene, Teresa James, Matt Triest, Pete Peterson, Mary McCarthy, Jerry Potts, Roberta Lynch, Laurel Scotti, Jessica Reilly, Kevin Ryder, Sarah Raposa, Ex Officio
Members Absent: William Harvey, Tom Erb, Philip Stashenko, Mike Pastore, Sean Kay, Kristine Trierweiler, Ex Officio

Location: Virtual Meeting via Zoom

Chair Jay Duncan called the meeting to order at 7:05 PM and stated the following:

Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, §18, and the Governor's March 15, 2020 Order imposing strict limitations on the number of people that may gather in one place, this meeting of the Medfield Townwide Master Planning Committee is being conducted via remote participation. No in-person attendance of members of the public will be permitted, but every effort will be made to ensure that the public can adequately access the proceedings as provided for in the Order. A reminder that persons who would like to listen to or view this meeting while in progress may do so by following the instructions on the agenda and meeting notice. This meeting is being recorded.

The Committee tabled the April 23, 2020 minutes.

Forum #2 Prep: The purpose of Forum #2 is to share inventory of existing conditions, validate what we have heard in terms of goals, and identify new goals due to impact of COVID-19

Daphne and team walked the committee through the format:

- Part I: Have an optional half-hour 'dinner' for interactive chats and technical support for computer and phone participants. Tech help (Amy & Maggie) with blue backgrounds. Ice-breaker questions (corona-related) via chat feature. The Porchfest video might be fun to play during one of the interludes. Discussion about the tone of the questions; could be too heavy or focused on the short-term versus acknowledging the pandemic. Laurel reminded us that we need to keep the forum simple in order to keep participants engaged. Kevin prefers to keep it factual and doesn't think people would want to eat on zoom. Other Committee members agreed we could drop the dinner part and call it more of a socialization and tech ramp-up as many meetings are generally delayed due to people not sure if they have their tech set up properly. Teresa suggested practicing zoom during this time (chat feature, polling, etc.) and other 'did you know' news blurbs. Cynthia suggested highlighting local outreach resiliency efforts (masks, rolling rally, etc.)
- Part II: Presentation as a large group with polling for feedback on goals. Daphne reviewed the purpose and components of the forum, goals, polling to get a sense of who is here. The Committee stressed that the tech portion needs to be flawless (access for co-hosts and co-host roles and responsibilities). Jessica suggestion some committee members be on social media to address questions there. All polls will be

explained in context. Additional info to be obtained is which area of town they are in (town divided by 109 and 27 North or south on 109 and east or west of 27; NE, NW, SW, SE). Slide on key findings of inventory and assessment. The Committee discussed the data and summary sheets and did more polling questions. The Committee provided feedback on the prioritization of objectives and provided comments on wording/context of questions and the impact of COVID chat response questions were discussed. Daphne was intentionally being brief for this meeting but intends on being more illustrative for the forum. Anonymity was discussed and since zoom bombing is a concern so we do not recommend allowing anonymity. Teresa suggested letting people marinate on the presentation and goals and objectives and reply to the specific question about the impact of COVID in the follow-up survey where people can be a little more primed to respond. Jerry suggested that committee members provide “thought bubbles” for Daphne to put in the presentation to help stimulate ideas. Sarah suggested that Daphne create the follow up survey now so that the Committee can a) provide the thought bubble and b) provide feedback on the survey whereas the committee members fill out the survey as guinea pigs as well as create some multiple-choice responses for the survey. There is a small gift for participants (need to collect physical addresses). The last slide was about solutions for ways to come together. It was decided to let this slide go since there are already a number of ways the community is coming together.

- Part III: Optional small group discussions (four breakout groups discussing same questions). This section is optional and is imagined that most people will stop after the presentation. The number of breakout rooms will be based on the number of participants. Perhaps the question should just be on the whiteboard; responses will be documents by chat and by verbal discussion.

Additional discussion included: email/phone for Sarah for questions; guidance for phone participants; inclusivity/closed captioning; not prioritizing the goals and objectives. The recording will be available after the meeting via Cable 8 and online so people can watch prior to the survey. Also add breakout questions in to the survey. Daphne to send the presentation out ahead of the next meeting. Reduce COVID questions, but acknowledge that the Committee contemplated stopping the process but in reality, this process is very important even coping with coping (Jay to say this); how to be nimble and resilient in the face of disruptions like COVID or even natural disasters. Some impacts of COVID have been positive. Laurel suggested incorporating video of the senior rally. Make lettering white instead of green and streamline presentation. Open ended questions about anything we may have missed; are there any long-range challenges/triggers? Include ‘Next Steps’ slide.

Forum #2: Sunday, June 7th at 5:00 pm (10 minutes for start-up and tech help) with 5-minutes showing aerials and music), 60-minute presentation with polling, 5-minute break (Porchfest video), and then optional 30-minute break-out discussion. Committee members will need to help advertising for the event.

Next meeting: Thursday, May 28th at 7 pm via Zoom.

Adjournment: By motion made and seconded, the meeting adjourned at 8:50 pm

Motion: Kevin, Second Jessica; roll-call vote (11-0):

JD – yes	JR – yes	MM – yes	KR – yes
CG – yes	JP – yes	LS – yes	MT – yes
TJ – yes	RL – yes	PP – yes	

Respectfully submitted:
Sarah Raposa