

Minutes of the CLRPC Meeting of February 24, 2017

Pursuant to a notice filed with the Town Clerk, the Comprehensive Long Range Plan Committee (CLRPC) met at 8:00 a.m. on February 24, 2017 in the First Floor Meeting Room, 141 Keyes Road, Concord, MA.

Members Present:

Gary Kleiman, Co-Chair
Elise Woodward, Co-Chair
Wade Rubenstein
Judy Zaunbrecher
Tory Lambert
Sharyn Lenhart
John Boynton
James Bryant
Peggy Briggs
Jane Hotchkiss

Elizabeth Hughes, Town Planner
Sean O'Brien, Budget Analyst

The meeting was called to order by Mr. Kleiman at 8:00 a.m.

February 10th Meeting Minutes

Mr. Bryant moved to approve the minutes as amended. Ms. Lenhart seconded with all voting in favor.

Authentic Participation

The Town Planner projected the draft Authentic Participation lists on the screen. Mr. Kleiman gave a brief overview of the work done at the previous meeting and how the list of key groups and demographics and communication channels started to be developed. Mr. Bryant pointed out that in the MAPC Community Engagement Strategy Chart, they suggested that each group should be identified as one that gets informed, engaged and/or empowered. Mr. Boynton thought that everyone on the list would be informed at first and then as the Committee went through the process, some would be engaged more than others and some would be empowered. It was decided that the Committee would wait and get input from the Consultant on how to best move forward with informing, engaging or empowering the groups on the list.

The Committee reviewed the two draft lists and made edits and additions.

Combined SWOT Analysis

The Town Planner projected the Combined SWOT Analysis on the screen. Mr. Kleiman gave a brief overview of the work done at the previous meeting. The Committee discussed how the SWOT will be utilized and how and when to involve the Consultant. It was determined that the Consultant will review the Combined SWOT Analysis and inform the Committee as to whether

they should complete the SWOT Summaries or if there were others ways the SWOT Analysis might be used to inform the public.

The Committee reviewed the Combined SWOT Analysis and clarified the remaining ambiguous items. The Committee was not able to finish their review so the Town Planner will work with the Co-Chairs on the few remaining questions.

Data Collection

The Town Planner projected the draft Data Collection PowerPoint presentation on the screen. Mr. Kleiman gave a brief overview of the discussion from the last meeting and some of the items that members had submitted. He noted that there wasn't enough time to go through the presentation so directed the Town Planner to send the draft to members for their review and for members to submit additional data for discussion at a future meeting

Request for Proposal Update

Ms. Hughes informed the Committee that the Town Manager has authorized the execution of a contract with the top consultant as recommended by the Selection subcommittee. She commented that Ms. Rasmussen would be working with them next week to get a contract executed and that the Consultant was checking with the team members to see if they were available to come to the March 10th or March 24th meeting to give their presentation. Ms. Hughes will check to see if she can send the members the consultant proposal at this time.

Correspondence

The Committee did not receive any correspondence. Mr. Boynton summarized some of the items he has been putting out on Facebook and Twitter and questioned whether others felt these were sufficient at this time. It was determined that the current level was sufficient and the Committee will discuss this again after the Consultant was hired.

The Committee briefly discussed specifically how to engage the property owners (residential and business) along Virginia Road. The Committee agreed this would be addressed with the Consultant as an important step.

Mr. Boynton observed that the APA methodology does not explicitly address volunteer and citizen engagement, and suggested we reserve time to discuss this issue at a future meeting. He suggested the Committee would need to work with the Consultant to ensure the "next generation" gets engaged in Town affairs.

Public Comment

No public comment.

The meeting adjourned at 9:30 a.m.

Respectfully submitted,

John Boynton, Clerk