

PLYMOUTH MASTER TASK FORCE

Master Plan Task Force

Meeting: Town Hall, Cranberry Room - 8:30 a.m. – January 19, 2023

Attendees:

Members: Steve Bolotin - Chair, Kathy Castagna, Darice Wareham, Evelyn Strawn, Glenn MacGregor, Don Williams, Lorenzo Pizarro, Carl Donaldson and David Peck.

Staff: Lee Hartmann, Robin Carver

Mr. Bolotin opened the meeting.

New Members

The Master Plan Group welcomed the new members, David Peck and Carl Donaldson. The members introduced themselves.

Minutes:

Mr. Pizarro moved to approve the minutes of September 29, 2022. Seconded by Mr. MacGregor. The vote was 7-0-2 (Ms. Strawn and Mr. Peck abstaining).

Master Plan Next Steps

Mr. Bolotin said that his hope is that this task group will become a part of the future Master Plan Update Committee. This current group's charge is to develop a master plan scope of work and attach a cost estimate to the scope.

Mr. Hartmann noted that to assist the Task Group he has applied for district local technical assistance from the Old Colony Planning Council. We will ask them to assist in identifying consultants, drafting a scope of services and establish cost estimates. We should look at changing the way a master plan is written. Focus less on data and more on implementation. We should also focus on how each subject area relates to the others.

Mr. Pizarro asked about the timeline.

Mr. Hartmann said that the Master Plan update will be a capital request. Capital requests are typically reviewed at the April Town Meeting. In this case April 2024. If the group has everything in place, we could seek funding in the Fall of 2023.

Mr. Williams suggested looking at a list of general areas and identify those that the plan should focus on.

Ms. Strawn asked how much input on the scope should we get from the community?

Ms. Wareham suggested looking at what tasks the consultants will do versus what task committee members can undertake to reduce the role of consultants and cost.

Ms. Castagna stated that the senior task force is working on a community designation for age and dementia friendly Plymouth. The study is going to be conducted by the University of

Massachusetts Boston Gerontology Institute. We could certainly incorporate some of that work into the master plan. They will be looking at housing needs transportation, needs, economic stressors on seniors.

Mr. Donaldson suggested looking at the work and studies already being conducted by other committees in town.

Mr. Hartmann said that the Planning Department has a very limited amount of staff time to devote to this effort. There is a balance to how much time we can devote to developing a scope.

Mr. Hartmann mentioned how in 1979 the Town held a year long goals setting process as a starting point for the 1980 Master Plan process.

Mr. Williams said that the roles and responsibilities for the implementation of the plan must be built into the document.

Ms. Strawn suggested using the MVP process as a model. The Town held meetings throughout the community to provide guidance.

Mr. Peck said that the master plan should be scientifically driven including items such as ways to protect the aquifer.

Mr. Bolotin noted that the master plan will identify the goals of the community and items to be studied but not necessarily conduct detailed studies.

Mr. Pizarro suggested leveraging the work of existing town committees and boards.

Mr. Donaldson said that MAPC is a great resource with a library of prior master plans.

Ms. Castagna agreed, lets look at best practices from other communities. We also need to incorporate accountability into the plan.

Ms. Castagna and Ms. Wareham suggested talking to master plan consultants to identify what worked well for community buy-in. Let the consultants describe how they would design a public outreach program.

Ms. Castagna supported a phased process. 1. goals and 2. drafting the master plan.

Mr. Bolotin agreed and added two steps 1. goals, 2. Identifying concepts to be added to the plan, 3. Drafting the master plan, 4. Implementation.

Mr. Donaldson noted that we may be looking for more than one consultant to do the work.

Mr. Hartmann stated that as a previous consultant, we would create a team based on what a community's RFP requested. We would typically pull in other consultants based on the special areas of focus and the areas of expertise of each consultant.

Ms. Strawn said that as a member of the Advisory and Finance Committee she feels that going to the Fall Town Meeting with a big financial request would not go over well. A smaller Fall article may work.

Mr. Bolotin said that at our next meeting we will better define the three master plan phases with a focus on goal setting as phase 1.

Ms. Castagna moved to adjourn the meeting. Second by Mr. Williams. The vote was unanimous.

Approved: February 9, 2023