

Comprehensive Plan Update Board Meeting
July 28, 2022 6:00-8:00p
Gates Town Hall, Large Meeting Room

MINUTES

CPUB Members present: Christine Maurice (Chair), Ed Mauro, Virginia McIntyre, Steve Zimmer
Absent: Brom Bianchi, Patty Redfern, Mike Wall

Also present: Cosmo Giunta (Town Supervisor), Rob MacClaren (Deputy Town Attorney),
Kurt Rappazzo (Director of Public Works)

The meeting commenced at 6:00p

The minutes of the previous meeting (July 13) were approved.

Typesetting of Document. Confirm who is lead on this. Discussion with Board, Cosmo and Kurt concluded that CPUB will hand off a Word document to the Town. The Town will use its resources to do the final formatting of the Plan document. Virginia is the lead Board member to put together the Word Document. There was much discussion on the technical aspects of this and the Word experts in the room agreed on what would be done.

Edit the most current draft. Together the group went through the most recent versions from Patty and Virginia, editing and making some additions.

The proposed second page (after the cover page, still tbd) which lists the CPUB members and the list of contributors and sources was approved. Chris to send to Virginia to add to document.

For all intents and purposes this concluded the "input" activities of the past six months creating the Comprehensive Plan. The next two weeks will be finalizing the layout and wordsmithing.

Plan of Action for the next two weeks. In the next week, Virginia will create the Word document, with place holders for charts and pictures. She'll send that out to the Steve, Ed and Chris, who will identify the charts and pictures and write captions, add some of the background explanations of the recommendations (Chris to provide) and return to her.

Ed and Steve took the lead to compose the section of Recommendations and Means of Implementation for the beginning of the document (right after the Executive summary), and also tidy up the Executive Summary that Chris had submitted into an Executive Summary and an Introduction. The board agreed the "objectives" in the current 2017 Plan will remain at the end of each section as they are now (edited to take out any that no longer apply) and be renamed "ongoing services".

Photos to add Time ran out and we didn't get to the photos. Chris took the action to cull through all she has collected from Cosmo, Dan Hoock, Bill Gillette, and Brom, write the captions, and send to Virginia once Virginia has created the Word document (see above).

The next meeting, which was already scheduled for August 11, 6:00p needs to be rescheduled to either August 11 afternoon, or August 10 6:00p. The group agreed to extend the meeting to 3 hours, for a final document review and tie up loose ends. Chris to check with Lily on meeting room availability and confirm. It is still expected to be the final formal meeting before the Plan is referred to Rob on August 23 for his legal review, and to the TB members on August 30 to review in anticipation of "official" handoff to the Town on September 6.

The meeting was adjourned at 8:00p

Master Plan first drafts prep team:

The Master plan **Ed**

Overview **Steve**

Industry, Bus, Commerce **Ed**

Residential Land Use **Brom, Patty**

Industrial Land Use **Steve**

Commercial Land Use **Steve**

Open Space/Recreation **Brom, Patty**

Transportation **Virginia**

Other Facilities **Virginia**

Unique Attractions **Virginia**

Conservation Board (include with Open Space) **Brom**

Appendix: Community Input: Public Forum and Focus Groups **Chris**

Appendix: updated Zoning, Land Use and Features maps **Mike**