

Attendance Roster

Sub-Committee Members		
Gil Rodgers	Randal Karg	Lucille Fisher
Brandie Erb	Alec Stevens - absent	

Others	
Jasmin Chan	Carrie Hulet

Agenda

17:00 pm - Open Meeting

- Approve minutes from 16, 2017 meeting
- Review proposed MSH outreach plan (draft from Carri)
- Review draft Design Guidelines article
- Review and update MSHVision.net
- Review scheduled topics for future news articles
- Other

And, any additional business that came in after the deadline that must be discussed prior to the next meeting

Agreements

1. Next meeting scheduled for 22 Jan 18 @ 17:00 at Public Safety Building

Holdover Action Items

#	Item	Responsible	Due
1.	Review website and engage A. Stevens to update links and content	J. Chan/S. Durham	25 Oct 17

New Action Items

#	Item	Responsible	Due
2.	Finalize 16 Oct 17 meeting minutes and distribute	R. Karg	12 Jan 18
3.	Forward revised Design Guidelines article for use in the weekly newsletter	L. Fisher	12 Jan 18
4.	Forward revised draft minutes from 13 Dec 17 MSH	R. Karg	Done

	MPC meeting to C. Hulett		
5.	Enlist A. Stevens to assist in repairing MSHVision.net website	L. Fisher	ASAP
6.	Create a new Medfield TV video that incorporates vignettes from the three prior video interviews and preferred master plan communications materials.	L. Fisher/G. Rodgers	When possible
7.	Update draft communications plan and distribute to all MSH MPC members prior to the 17 Dec 18 meeting.	C. Hulett	
8.	Send zoning primer document to L. Fisher	R. Karg	Done

Summary Notes

Meeting began: 17:05

Meeting minutes for 16 Oct 17 unanimously approved after review and minor revisions. Follow up action is required to get the website operational as we enter a ‘communications heavy’ activity period. This is a very high priority item for the Master Planning Committee.

Motion: B. Erb Second: R. Karg

Draft Communications Plan Review –

Comments were gathered by C. Hulett for incorporation into a revised version. She will forward the updated draft version to all MPC members prior to the next meeting.

L. Fisher reviewed the prior Medfield TV segments created by the team and noted the consistency of messaging that each incorporated. The group agreed that creating a new segment for Medfield TV would be useful with content that uses appropriate clips from the prior segments along with explanatory materials that describe the preferred plan.

Future News Articles –

- What are Design Guidelines – L. Fisher/B. Erb
- What to expect at the Special Town Meeting – L. Fisher
- Video synopsis – L. Fisher
- Preferred plan overview with map
- Design decision summary (this might be more than one article)
- Zoning explanation

Meeting concluded: 18:46