



TOWNWIDE MASTER PLANNING COMMITTEE

April 23 2020
MINUTES

Members Present: Jay Duncan, Chair, Cynthia Greene, Tom Erb, Teresa James, Pete Peterson, Mary McCarthy, Jerry Potts, Roberta Lynch, Laurel Scotti, Jessica Reilly (7:30 pm), Kevin Ryder, Kristine Trierweiler, Ex Officio, Sarah Raposa, Ex Officio

Members Absent: William Harvey, Matt Triest, Philip Stashenko, Mike Pastore, Sean Kay

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 reviewed and approved the March 26, 2020 minutes.

Motion: James; Second McCarthy; roll-call vote (10-0):

JD - yes	MM - yes	RL - yes
CG - yes	LS - yes	KR - yes
TJ - yes	PP - yes	TE - yes
JP - yes		

Internal Committee Discussion on Process and Next Steps

Chair Duncan reported that the consultants are on hold until tonight's discussion and he and Raposa will be reporting back to Community Circle (CC) tomorrow. The committee discussed milestones and deliverables in the original contract. Scotti debriefed the Dedham online forum and noted some good elements such as the number of attendees and respondents, breakout by neighborhood (or quadrant of town), vehicle registrations in town, and lack of breakout rooms. The Committee discussed ease of use, understanding, and access to zoom for broad participation. Raposa reported that the Town is eligible for DLTA funds from MAPC for additional civic engagement technical assistance for the second forum to help ensure smooth technology. Attendance will likely be good for a virtual forum with additional discussion on timing. An addition meeting was scheduled with Community Circle to work through the agenda. There may be some changes that need to be made in response to the Covid pandemic and the consultants are open to discussing scope changes. The funding will not expire at the end of this fiscal year. Additional discussion topics included one meeting or multiple, possible use of hometown weekly flyer and/or putting the information in the paper. Raposa will ask CC for a meeting on Wed May 13 and possible forum the weekend of June 6th.

Potts made a motion to schedule Forum #2 for an early June weekend, Seconded by James; roll-call vote (11-0):

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

Adjournment: By motion made and seconded, the meeting adjourned at 7:50 pm

Motion: Erb; Second James; roll-call vote (11-0):

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

Respectfully submitted:

Sarah Raposa