

Attendance Roster

Committee Members		
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Stephen Nolan	Patrick Casey	Gil Rodgers
Teresa James	Randal Karg - absent	Brandie Erb - absent

Resource Members		
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Alec Stevens - absent	John Harney - absent	Frank Perry - absent
Lucille Fisher	Jean Mineo	Bill Massaro
John Thompson - absent		

Others		
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Sarah Raposa	Mel Seibolt	Dave Jacobson
Carri Hulet		

Agenda

7:00 Prepare for May 29th meeting with MSHMPC, Board of Selectmen, Warrant Committee, and Planning Board

9:30 Conclude

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

Agreements

1. No agreements were made at this meeting.

New Action Items

#	Item	Responsible	Due
1.	Revised Power Point Summary presentation incorporating discussion points and send to MSHMPC for review and completion	C. Hulet	On-going
2.	Prepare slide showing pros and cons of alternative phasing strategies	G. Rodgers	Done
3.	Develop cost and revenue estimates for BOS presentation and send to C. Hulet for inclusion in presentation	P. Casey	On-going
4.	Review, edits, and completion of final master plan document	McCabe and MSHMPC	See detailed schedule below

Summary Notes

Meeting began: 7:15 PM

Meeting concluded: 10:25 PM

Project Review –

Most of this long but productive meeting was spent on discussing the draft master plan; schedule of edits and deliverables; and preparation for the meeting with Board of Selectmen, Planning Board and Warrant Committee. As a result a number of short-term action steps were developed as summarized below.

L. Fisher reported on a very constructive and cordial meeting with Selectman M. Marcucci that helped guide the discussion. Some of the main points espoused by the selectman during this meeting that are being incorporated in the presentation and in the final plan document were:

- Phasing is critical for implementation and must be addressed explicitly in the plan
- Concern with Town's administrative burden that would be incurred during implementation
- Need to address and clarify the infrastructure costs estimated by McCabe and how this will be managed
- Flexibility required in plan and proposed zoning to be responsive to developer's responses

C. Hulet presented a draft outline for the meeting that received numerous comments and inputs. The discussion points raised by Marcucci were addressed and preliminary responses formulated that have been incorporated in the draft slides. Guidance to MSHMPC received from BOS on 9/19/2017 was also reviewed and considered for the draft presentation.

Suggested changes to presentation were included on following topics:

- Phasing
- Administrative Costs
- Infrastructure Costs
- Soliciting Additional Developer Inputs
- Zoning Flexibility

An updated version of the presentation is attached for your review. This is a work-in-progress and more versions will be forthcoming shortly.

Master Plan Review Schedule –

The following revised time-line and action items were developed by C. Hulet, S. Nolan and K. McCabe for editing, final review, drafting, deliverables, and presentation of the Master Plan document. This is in preparation for the meeting with BOS, PB and WC scheduled for June 12th and release of final plan to the public scheduled for June 19th.

Revised Time-Schedule (Everyone Please Take Notice)

Date	Task Description	Responsibility
May 29	All edits on draft chapters sent to McCabe	MSHMPC and Resource Committee Members
June 1	MSHMPC receives full document including appendices from McCabe and including revised versions of Chapters II - XIII and a list of issues/comments that the committee needs to discuss and resolve	McCabe
June 1 - 5	B. Erb (and anyone else brave enough) completes a thorough review of the full document	B. Erb + ??
June 6	MSHMPC meeting to resolve remaining issues in Master Plan and plan for June 12 meeting	MSHMPC and Resource Committee
June 7 - 11	Final revisions to slides and handouts for meeting	C. Hulet, L. Fisher, others
June 7	Send final draft document to BoS, PB, & WC	S. Nolan
June 12	Meeting with BoS, PB, & WC	MSHMPC and Resource Committee
June 13	Someone from MSHMPC compiles all edits and sends to McCabe	??
June 13-19	McCabe makes final revisions based on feedback from BoS, PB, & WC	McCabe
June 13-19	MSHMPC promotion letting people know the master plan will be posted the following week	Communications Subcommittee
June 18	McCabe sends final master plan to MSHMPC	McCabe
June 19	Post final master plan for the public to review	Communications Subcommittee

Attachment: *Draft Master Plan Presentation to Medfield Board of Selectmen, Planning Board, and Warrant Committee, June 12, 2018, Version 2, 5/31/2018*