

# MASTER PLAN IMPLEMENTATION COMMITTEE

February 13, 2018  
Minutes

Present: Rick Paterno, Barre Pinske, Kelly Arrison, David Pisha, Carla Westine, Bob Flint, Julie Hance, Claudio Veliz

The meeting was called to order at 10:00 a.m.

Organization: The following were voted in as officers of the Master Plan Implementation Committee: Rick Paterno, Chairman; Carla Westine, Vice Chair; Julie Hance, Secretary.

## 1. Sidewalk RFQ:

Julie Hance explained that she is working on the final draft of the RFQ for the Depot Street Sidewalk Project. She is looking for input relative to the Key Elements as well as the Ranking chart. It was suggested to add Communication with Department Heads as a key element as well as community engagement. Kelly Arrison also suggested adding some language about historic characteristics. Rick Paterno asked for a better description relative to lighting. Julie explained that this level of detail will come up in the planning phase.

It was suggested that the ranking system be adjusted so that Knowledge is worth 3 and Meets Schedules is worth 4.

## 2. Pocket Park Update:

Julie Hance explained the Pocket Park project at the end of School Street. The Town has been working with Scott Wunderle on a design for the parklet. The idea at this time is to have a few benches and planters on the town side of the river and then really enhance across the bridge with benches, tables, a walking path, etc.

## 3. Zoning Audit Update:

Julie Hance provided an update on the Zoning Audit. The consultant will be at the Planning Commission on February 19 at 7:00 p.m. to discuss the first draft. It is anticipated that the Audit will be completed by the beginning of May. Julie expects to begin the bid process for the consultant to help write the new bylaws at the end of April. The goal is to keep the momentum going forward.

## 4. Begin future project priority discussion:

A suggestion was made that the parking near Town Hall should become a priority project as it will link to the Depot Street Sidewalk Project.

It was also suggested that there should be better communication about all that is happening in town. Julie and David will work on this for the town and make some improvements to the Website.

The group discussed the Economic Development Policy. David Pisha and Julie Hance are working on a rewrite of the existing policy. It was agreed to have Julie Hance provide a copy of what exists now for the group to review.

#### 5. Other Business

There was no other business discussed. It was decided to add the economic development discussion on the next agenda.

#### 6. Adjourn

The meeting adjourned at 11:40 p.m. A motion as made by Barre Pinske and seconded by Claudio Veliz.