

# AGENDA

## MASTER PLAN WORKING GROUP MEETING

Location: Shutesbury Town Hall

November 30, 2016

Start Time: 7:00 pm

posted sm  
11/21/16  
5:30 pm



Posted in accordance with the provisions of MGL 30A, ss 18-25

**MPWG Members:** Mary Anne Antonellis, Jeanne Brown, Michele Cunningham, Nancy Dill, Bob Groves – Secretary, Allen Hanson, Dale Houle, David Kitteridge, Jeff Lacy, Meryl Mandell – Chair, Brad Spry, Mike Vinskey, Melissa Warwick.

**Invited Guests:** Becky Torres, Howard Snyder, Steven Cecil, Emily Innes

	Introductions
<b>Old Business</b>	Approval of Minutes – November 15, 2016 meeting
<b>New Business</b>	Nov 3 Meeting Debrief <ul style="list-style-type: none"> <li>Feedback on Harriman’s summary of 11/3 meeting</li> </ul>
	Community Engagement/Outreach Strategy – Surveys (do we need more direct outreach to encourage participation? How?)
	December 5 Meeting Format and Agenda <ul style="list-style-type: none"> <li>Questions – reflect and refine</li> <li>facilitation/facilitators – confirm all Harriman</li> <li>room set up configuration, AV needs – microphone confirmed?</li> <li>Child care – the plan?</li> <li>roles and responsibilities of MPWG – can the same people from 11/3 set up, break down, provide food for 12/5?</li> <li>Handout materials for November 3 Workshop – new survey? We need 400 printed copies. 200 ran out fast.</li> </ul>
	Final Report Deliverable <ul style="list-style-type: none"> <li>how will the final document be used?</li> <li>what level of detail makes sense?</li> </ul>
	MPWG Web Page
<b>Other</b>	Unanticipated business
	Next Meeting with Harriman/MPWG:

**Note Taker**

**Meeting End Time**

**Date**