

Master Plan Task Force

Approved Minutes of September 4, 2008

1. Meeting was called to order at 7:05 pm by Paul Giusti, Chair.
2. Present were Task Force members Chairman Paul Giusti, Ken Campbell, Mark DeWaele, Johnny Potts, Jeb Walker, and Penny Young. Absent was Bob Spangler.
3. Mr. Giusti asked for a volunteer to fill the Secretary position. Mr. Campbell volunteered.
4. Mr. Giusti then advised the Task Force of the progress of the Best Practices Task Force, headed by Kathleen Corbet, and the Budget Process Task Force chaired by Dan Ward.
5. The Task Force then entered into a discussion regarding the Task Force's mission statement. The following draft statement was proposed:

Develop a framework and implementation process based on the Plan of Conservation and Development that will provide all Town bodies, boards and commissions a consistent mechanism to

- 1) develop a vision for the Town;
- 2) set strategic objectives;
- 3) establish broad financial guidelines and cost projections;
- 4) set a process to establish planning and budgeting priorities; and
- 5) develop and implementation and on-going management process.

The Town's Master Planning Process should allow the periodic assessment of needs and the role of Town government in addressing those needs and for the efficient implementation of organizational and legal change necessary to address evolving needs.

6. Chair then reviewed the Plan of Conservation and Development (PCD) developed by the Planning and Zoning Commission in 2003.

7. Following the outline of the PCD, the following 6 areas are to be reviewed, each sub-committee to be chaired by the indicated individual:
 - a. Conservation Themes – unassigned
 - b. Development – Johnny Potts
 - c. Infrastructure (Town) – Penny Young
 - d. Infrastructure (Education) – Ken Campbell
 - e. Financial Model – Paul Giusti
 - f. Personnel & Organizational Structure – Jeb Walker
8. Chair discussed the need to augment the membership of the Task Force in order to divide the work load into manageable proportions.
9. Next two meetings are Sept. 16 and Sept. 25, at 7:00 pm in the Board Room, Town Hall.
10. Meeting was adjourned at 8:30 pm.

Respectfully submitted,

Kenneth Campbell