

## Williamsburg Planning Board

141 Main Street, P.O. Box 447 Haydenville, Massachusetts 01039-0447 Phone: (413) 268-8400 Fax; (413) 268-8409

Minutes for meeting on April 3, 2023

Member	mber Present Not Present Member Present Not Preser								
Tariq Abu-Jaber	Х		Jean O'Neil	Х					
Amy Bisbee	х		Eric Schmitt	х					
Chris Flory X Steve Smith X									
Holly Hendricks X									
Other attendees: Ken Comia (PVPC)									

At 7:02 pm Chair Smith called the meeting to order.

Ken Comia presented an initial plan for comprehensive planning in 2023. The plan included scope, cost and timing elements. Various optional add-on deliverables were covered. The possibility of revising the plan to include additional scope items for data entry, data analysis and a comprehensive plan web page were noted. Chair Smith noted that the board is likely to seek additional funding in the form of a Community Compact Grant.

A discussion ensued. The topic of focus groups was discussed at length. O'Neil proposed running a public meeting first, followed by a series of focus groups, and then bookended by a second public meeting. The consensus was that this was a good idea. The board also discussed using the town newsletter as a vehicle for public awareness and education about comprehensive planning.

Smith to speak to Town Administrator Caccamo about next steps. Schmitt to draft letter from Selectboard to town employee and volunteer stakeholders.

Bisbee and Hendricks reviewed survey work. Feedback was collected

Next steps: Comia to review scope. Planning board to revise survey



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The next meeting is planned for Tuesday April 18th.

The meeting adjourned at 8:57.

Respectfully submitted,

Eric Schmitt

Comprehensive Plan Advisory Image: Comprehensive Plan Advisory Image: Comprehensive Plan Advisory   Communite/Planning Board Meetings ( Up to 6 meetings) S 1,000 S 1,250 <t< th=""><th></th><th>Budget</th><th>No Options</th><th>Low end of</th><th>High end of</th><th>April</th><th>May</th><th>June</th><th>July</th><th>Aug</th><th>Sept</th><th>Oct</th><th>Nov</th><th>Dec</th></t<>		Budget	No Options	Low end of	High end of	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Committee/Planning Board Meetings \$ 1,000 \$ 1,200 \$ 1,250 <th></th> <th>Duuget</th> <th>No options</th> <th>option price</th> <th>option price</th> <th>- Ahim</th> <th>Iviay</th> <th>June</th> <th>July</th> <th>Aug</th> <th>Sebr</th> <th>000</th> <th>1404</th> <th>Dec</th>		Duuget	No options	option price	option price	- Ahim	Iviay	June	July	Aug	Sebr	000	1404	Dec
Community Survey Preparing Community Survey draft with CPAC - Lunch and publicite paper and Survey Morkey survey, May include types of development scenario photos. \$1,250	Committee/Planning Board Meetings	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000									
Additional Data Sets and Maps for Presentations and Report \$ 1,250 \$ 1,500 \$ 1,500 \$ 5,000 \$ 5,000 \$ 5,000 \$ 5,000 \$ 5,000 \$ 1,500 \$ 1,500 \$ 3,000 </td <td>Community Survey Preparing Community Survey draft with CPAC – Launch and publicize paper and Survey Monkey survey. May include</td> <td>\$ 1,250</td> <td>\$ 1,250</td> <td>\$ 1,250</td> <td>\$ 1,250</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td>	Community Survey Preparing Community Survey draft with CPAC – Launch and publicize paper and Survey Monkey survey. May include	\$ 1,250	\$ 1,250	\$ 1,250	\$ 1,250									
Presentations and Report \$ 1,250 \$ 1,500 \$ 1,500 \$ 1,500 \$ 1,500 \$ 1,500 \$ 1,500 \$ 1,500 \$ 1,500 \$ 1,500 \$ 1,500 \$ 1,500 \$ 1,500 <	Option – Mailers of postcards or survey	\$750-1,500		\$ 750	\$ 1,500									
maps \$3,500 \$\$,000 \$3,000 \$5,000 \$0,000 </td <td></td> <td>\$ 1,250</td> <td>\$ 1,250</td> <td>\$ 1,250</td> <td>\$ 1,250</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td>		\$ 1,250	\$ 1,250	\$ 1,250	\$ 1,250									
1.5 hours, can be virtual or in-person Housing Historic Resources Facilities and Services, Transportation 		\$3,500-\$5,000		\$ 3,500	\$ 5,000									
Space/Natural Resources, Sustainability \$3,000 \$3,500 \$3	1.5 hours, can be virtual or in-person) Housing Historic Resources Facilities and Services, Transportation - Includes attendance list, notes	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000									
Plan and publicity meeting. Present base conditions, survey and focus group findings. Visioning with exercises (typically SWOT, though may include types of developments cenario photos). Can include zoom recording for wide distribution. \$ 1,500	Space/Natural Resources, Sustainability	\$3,000-\$3,500		\$ 3,000	\$ 3,500									
Meeting #1; or relation upuow.ce meeting. Review Puolic. Meeting #1 and further visioning exercises, focusing on 1-2 neighborhoods or projects. Can include Zoom recording for <u>Option – Incentives for attendance – gift</u> \$ 1,000 \$ 1,500 \$	Plan and publicize meeting. Present base conditions, survey and focus group findings. Visioning with exercises (typically SWOT, though may include types of development scenario photos.) Can include	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500									
cards, food, child care	Public Meeting #2 – Same as Public Meeting #1; or rian and public meeting, Keview Public Meeting #1 and do further visioning exercises, focusing on 1-2 neighborhoods	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500									
Draft Vision Statement and Nort Store \$ 500 \$ 500 \$ 500 \$ 500	Option – Incentives for attendance – gift cards, food, child care	\$ 1,000		\$ 1,000	\$ 1,000									
Drait vision statement and vext steps 2 300 2 300 2 300 2 300	Draft Vision Statement and Next Steps	\$ 500	\$ 500	\$ 500	\$ 500									