



## *Williamsburg Planning Board*

*141 Main Street, P.O. Box 447*

*Haydenville, Massachusetts 01039-0447*

*Phone: (413) 268-8400*

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### Minutes for meeting on **May 1, 2023**

<b>Member</b>	<b>Present</b>	<b>Not Present</b>	<b>Member</b>	<b>Present</b>	<b>Not Present</b>
Tariq Abu-Jaber	X		Jean O'Neil	X	
Amy Bisbee	X		Eric Schmitt	X	
Chris Flory	X		Steve Smith	X	
Holly Hendricks	X				
<b>Other attendees:</b> Ken Comia (PVPC); R= Remote					

At 7:01 pm Chair Smith called the meeting to order.

1. Comprehensive plan visioning. Chair Smith stated that at the Board of Selectmen meeting on April 20th, it was agreed to use ARPA funds to cover our \$15,000 project gap on Visioning, and that the Board of Selectmen will send out an introductory email about the project.

Ken Comia noted that PVPC is working on a proposal document, and specifically focused on scope.

Scope will be updated since the project will now have a total value of \$25,000 (\$10,000 from DLTA and \$15,000 from the Town's ARPA funds). The town funding component allows for the Visioning timeline to extend into 2024. Consensus that the visioning will run through June of 2024, with funding applications for implementation in calendar 2024, and implementation itself in 2025. It was noted that the implementation phase could potentially include participation of a comprehensive planning committee.

Discussion of project timing, use of town meeting (Monday June 5th), web presence, survey review. Discussion of survey timing including coding into Survey Monkey and testing.



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Decision made to announce the survey at June Town Meeting, aim for a preview version in July, and to field the survey in the August-September timeframe.

Distribution options include electronic, mail (QR code), distribution at library, senior center.

Schmitt to revise the survey, with eye towards organizing around what people want to see.

### 2. Vote on prior minutes

<b>Meeting Date</b>	<b>Comments</b>	<b>Motion to Accept</b>	<b>Motion to Accept as Amended</b>	<b>Second</b>	<b>Vote Yea - Nay</b>
3/20/2023	Meeting minutes	Bisbee		O'Neil	6-0; Flory abstains
4/3/2023	Meeting minutes	Bisbee		Flory	7-0
4/18/2023	Meeting minutes	Abu-Jaber		Flory	7-0

3. Board membership. Bisbee announced she will be leaving the Planning Board in June

The next meeting is planned for Monday May 15th, followed by June 12th.

The meeting adjourned at 8:57.

Respectfully submitted,

Eric Schmitt