



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 **October 11, 2022**

Member	Present	Not Present	Member	Present	Not Present
Tariq Abu-Jaber	X (R)		Jean O'Neil	X	
Amy Bisbee	X		Eric Schmitt	X	
Chris Flory	X		Steve Smith	X	
Holly Hendricks	X				
Other attendees: R=remote					

At 7:07 pm Chair Smith called the meeting to order.

1. Vote on prior minutes

Meeting Date	Comments	Motion to Accept	Motion to Accept as Amended	Second	Vote Yea - Nay
9/26/2022	Meeting minutes	Bisbee		Flory	6-0; O'Neil abstains

2. Committee Liaison Reports

- a. O'Neil - awaiting economic development survey results; over 250 responses received
- b. Smith - mailbox review of miscellaneous notices from adjacent towns

3. Zoning Bylaw changes - AG Review status; no update

4. Master plan. Smith shared that he spoke with the Town Manager Nick Caccamo and affirmed the master plan as a current planning board priority. Select Board updates, subcommittees, and consultant procurement processes were discussed. A small project with PVPC would not require a procurement process. The Community Compact grant was mentioned as a possibility. Town manager Caccamo confirmed to Smith that the



Williamsburg Planning Board

141 Main Street, P.O. Box 447

Haydenville, Massachusetts 01039-0447

Phone: (413) 268-8400

Fax: (413) 268-8409

American Rescue Plan Act request for \$100,000 from the planning board to the selectboard is submitted. The MVP municipal vulnerability preparedness fund may be an option, although the town just received funding for the public safety complex from that same fund. PILOT funds (e.g. from solar arrays) were mentioned. Flory shared correspondence with PVPC executive director Kim Robinson. The PVPC offered and pre-approved 22.5 hours (3 days) of LTA (local technical assistance) for Williamsburg to get the process started. An end-to-end overview of the master planning process is needed, perhaps this can be accomplished with the small number of PVPC hours offered. The planning board discussed alternate sources of funding beyond the Town's free cash fund.

The board discussed possible uses of the PVPC hours, including guidance on what an end-to-end master planning process would look like, input on an RFP for a survey and perhaps other phases of the process, and examples of prior work products. Discussion of how the planning board might augment master planning work with volunteers, eg in a subject matter expert capacity. Suggestion to have a series of public events with food. Suggestions about how to inform and engage the public.

The suggestion was made to consult with other towns on the master planning process, and review their plans. The board members agreed to pursue as follows: Schmitt – Hatfield; Abu-Jaber – Shutesbury; O'Neil – Great Barrington; Smith - Stockbridge; Bisbee – Dalton; Flory – Chesterfield; Hendricks – Amherst. In the event board members are able to make contacts in other towns, the questions below will be asked to facilitate discussion:

- *What was your process?*
- *How long did it take?*
- *Did you have help? From in town or outside?*
- *How did you divide up the work?*
- *What worked well?*
- *What didn't work well?*
- *What advice would you give other planning boards?*
- *If you had to do it over again what would you do differently?*
- *Any outputs, plans, surveys that are worth sharing?*

5. Old Business. None of note.



Williamsburg Planning Board

141 Main Street, P.O. Box 447

Haydenville, Massachusetts 01039-0447

Phone: (413) 268-8400

Fax: (413) 268-8409

6. New Business. None of note.

The next meeting is planned for October 24th, November 7th

The meeting adjourned at 8:28.

Respectfully submitted,

Eric Schmitt