



**Meeting
Notes**

Attendees: Karen McGinley, Acting Chair
Bob Young
Grey May
Laura O'Donnell
Jon Lariviere
Robert Jones
Barbara Salvatore
Dave Danielson
Andre Garron
Doug Pearson
Rick Sawyer, AICP – Planning
Cynthia May – Planning
Gordon Leedy - VHB
Ralph Willmer – VHB

Date/Time: April 23, 2009
4 PM

Project No.: 52023.00

Place: BCTV Meeting Room

Re: Master Plan Steering Committee

Notes taken by: Ralph Willmer, AICP
Gordon Leedy, AICP

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- A. Minutes from 3/12/09 meeting unanimously approved
 - B. Update on website
 - a. Website up and running. Links to Planning Department's documents and reports, resources, and the notice for the 5/9/09 public forum is posted on several different pages. Meeting minutes will be posted upon approval.
 - b. Dave Danielson and Karen McGinley asked whether there was a way to measure the number of unique users of the website. Feasibility and cost will be checked.
 - c. Comment link to Rick will be made more explicit, including a box for people to write comments.
 - d. Survey and results will be posted when available. Andre Garron asked to continue to allow people to provide input from the survey.
 - e. Add link to BCTV so anyone interested in seeing Steering Committee broadcasts can do so.
 - f. Several members indicated that the site looked good.

- g. Bob Young suggested that the link from the Town's website to the Plan website be made more prominent.
- C. Project schedule has been revised as requested by the Committee at the last meeting and will be posted on the website.
- D. Discussion of 5/9/09 public forum. Agenda includes introductions; a presentation on Bedford land use and demographic data (snapshot of the Town); Strengths, Challenges, Opportunities and Threats discussion; prioritize/voting on key issues; survey questions; breakout groups (Rt. 3 north and south, Rt. 101 commercial corridor, Town Center, and residential neighborhoods); report back from each breakout group. The breakout groups will be given specific questions to answer.
 - a. Bob Young suggested that scorecard be prepared that shows what was accomplished since the 2000 Plan and what changed that may have affected the outcome.
 - b. Dave Danielson said that the previous plans cited that Bedford's location has been a key asset – how have things changed that make its location more or less desirable?
 - c. Andre Garron – more time needed for strengths, challenges, opportunities, threats (SCOT) analysis
 - d. Jon Lariviere – explain upfront that we are looking at the big picture/global issues; not minutiae
 - e. Barbara Salvatore – let people write ideas on index cards or sheets on the wall
 - f. Greg May and Laura O'Donnell – should we do the SCOT analysis at breakout tables?
 - g. Andre Garron – need to set pace and tell participants that there are no wrong answers in SCOT
 - h. Robert Jones – should there be a list of SCOT answers for people to react to and validate?
 - i. Dave Danielson – large group can have a “stampede effect”, which would be prevented by breakout groups
 - j. Karen McGinley – decide at the start of the forum as to how best to proceed based upon the turnout
 - k. Discussion on what role should Committee play. Committee members will facilitate and pre-printed instructions/guidelines will be prepared. Each group picks a recorder and will be given a list of questions to answer.
 - l. Participants will be randomly selected for the tables they will be assigned to using numbers on name tag.
 - m. Robert Jones – Results should be published so that the information is disseminated and posted to website.
 - n. Jon Lariviere – use 4 dots for things people agree with and 4 for the ones they disagree with
 - o. Rick Sawyer – both newspapers have been helpful and flyers are being distributed.
 - p. Barbara Salvatore – personally ask people to attend (clubs, churches, schools, transfer station)

- E. Update on survey. Survey complete results should be ready shortly. Good rate of participation in completing the survey.

Respectfully submitted by Ralph Willmer, AICP
April 30, 2009

Next Meeting scheduled for BCTV on 5/21/09 at 4 PM.