

**COMPREHENSIVE PLAN ADVISORY COMMITTEE (CPAC)
REGULAR MEETING**

MINUTES OF JANUARY 14, 2009

(As Approved February 4, 2009)

Present:

Members: Kate Bedard, Connie Clancy, Lucia Foley, Bob Gelinas, Martha Johnson, Dale Johnston, Jeff Labrecque, Dan Luis, Melissa O'Brien, Martha Terry, Nathan Therien and Linda Young (Excused: Wendy Kelleher, Jesse Lytle, and Kurt Schenker)

Staff: Juli Beth Hinds and Matt Chase, VHB, Inc. and Richard Harris, Town Planner

Liaisons: None

Public: None

Ms. Young called the meeting to order at 6:30 p.m.

1. Minutes of Meeting – December 03, 2008

Motion – Ms. Bedard moved and Ms. O'Brien seconded the motion to approve the minutes of the December 03, 2008 meeting as presented. All members present voted in favor of the motion.

2. Review of January 5, 2009 meeting with the Planning Board

Ms. Young discussed the CPAC members' meeting with the Planning Board. There were comments as to suggestions made to enhance the Municipal Facilities chapter. Members supported the need to continue to engage the Planning Board as CPAC progresses through Phase 2.

Mr. Harris suggested dividing the Municipal Facilities chapter into several elements (utilities and buildings, for example). He will also clarify the discussion about SHELD.

3. Review & Discuss Overall Plan Structure; Phase 2 Chapters and Tasks Outlines and Schedules

a. Review Overall Plan Outline

b. Review the general strategy and objectives for the Plan and Plan elements, and incorporation of the Open Space Recreation Plan (OSRP)

c. Review the process for completing each element and the final document; schedule for CPAC and subcommittee meetings

Ms. Hinds reviewed the outline for the overall plan and the concept of how the plan is to be approached (policy versus data plans). In this case, the plan is a combination of a policy and data approach. She suggested that the existing Recreation & Open Space

plan offers a significant amount of information which could be used as the basis for the Phase 2 chapters. Mr. Harris suggested that the numerous listing of “Heritage Landscapes” identified at the December 10, 2008 public meeting could be a significant benefit for the Historical & Cultural elements as well as the other Phase 2 tasks.

Ms. Young stated that the Recreation and Conservation Commissions need to be engaged in the Phase 2 tasks. There were suggestions regarding some other community boards that will also be vital resources – Historical Commission and Cultural Council, for example.

Ms. Bedard inquired about how to engage more people in the process. Mr. Labrecque offered that people need to be engaged directly – that encourages their participation at public meetings.

Ms. Hinds offered that VHB could facilitate several community meetings. She also offered several examples of how she and VHB have promoted public involvement including use of “scenario development” in a public forum. There was discussion of different approaches to “scenario development” which could be undertaken. Generally, members were supportive of this approach.

Considering the timetable for Phase 2 and Ms. Hinds’ schedule, several members suggested undertaking the “scenario development” task at the February 11, 2009 meeting. The following boards/committees need to be invited to join CPAC in this effort:

- Planning Board
- Conservation Commission
- School Building Committee
- Housing Authority
- Historical Commission
- Chamber Board

In terms of finalizing the outline, Mr. Harris suggested and all present concurred, that the subcommittees need to finalize their edits of the draft outlines by January 28, 2009.

Ms. Hinds suggested holding a community gathering/forum centered on Land Use issues.

All present indicated support for a community gathering. No date for such an event was selected; however, the consensus of members present was that it needs to be held early, but no later than mid-March.

4. Review Heritage Landscape Inventory meeting

Mr. Harris stated that there were approximately 30 persons present at the December 10, 2008 public meeting. He noted that this was more than attended similar events in some communities larger than South Hadley. Persons present identified numerous community features as “heritage landscapes” (he is to provide a complete listing of those items identified). At the conclusion of the meeting, those present “voted” the top 6 landscapes to be reviewed in the “field work” and analyzed by the PVPC.

Field work for these items is to be conducted January 28th.

5. Upcoming Events

- a. Heritage Landscape Inventory Field Work – January 28th**
- b. Planning for Phase 2 Community Meeting**

Mr. Harris noted that both of these items were previously discussed.

7. Adjourn

Mr. Harris noted that the CPAC would not meet together after the “breakout sessions” of the various subcommittees.

Motion – Ms. O’Brien moved and Ms. Terry seconded the motion to adjourn. All members present voted in favor of the motion.

The meeting adjourned at 8:35 p.m.

6. Break out meetings for Phase 2 subcommittees

Following adjournment of the meeting, the members broke out into the Phase 2 subcommittees in Rooms 204 and 205.

Respectfully submitted,

As Approved

Richard Harris, Recorder