



MASTER PLAN COLLABORATION COMMITTEE MINUTES

TUESDAY, DECEMBER 12, 2023

LOCATION: Room 6 (Veterans Hall), Pembroke Town Hall

STARTING TIME: 6:30 pm

COMMITTEE MEMBERS PRESENT: Stephan Roundtree (Chairman), Steve Ciciotti (Vice-Chair), Scott Chaharyn, Curtis Kuta, Tracy Marino, Sue Bollinger, Susan McNamara, George Grey, Martin Lu

OTHERS PRESENT: Sabrina Chilcott, Matthew Heins, Julia Mintz (VHB), Luke Mitchell (VHB)

At 6:30pm, Mr. Roundtree opened the meeting of the Pembroke Master Plan Collaboration Committee by reading the Chairman's statement.

REVIEW OF ROUTINE ADMINISTRATIVE MATTERS

Mr. Roundtree discussed the meeting minutes and expressed that he would like more strategies and solutions when discussing agenda items. Several committee members noted that some topics discussed are not under the purview of the committee to make final decisions on.

DISCUSS MASTER PLAN UPDATES

Ms. Mintz discussed the last pop-up event at Pembroke Youth Flag Football, she noted that good feedback was provided from the public. She discussed the second public meeting, possibly to be held in mid-January. She would like to set a date, time, and location. Discussion ensued on how that public meeting would be facilitated. Ms. Bollinger discussed the challenges of a January meeting with conflicting events at the school. She stated she would speak with the Superintendent. Ms. Marino suggested using the library. There was discussion about remote participation as a possibility for the public forum. The committee agreed to a tentative date of February 29, 2024, at 6:00pm, at the library for the forum. The committee further discussed the set up and table facilitation during the forum. Mr. Mitchell stated that the goal was to update the draft and it be posted by February 1 for public review, but with comments turned off. Mr. Ciciotti discussed facilitating something with PACTV after the draft is published in early February.

Mr. Mitchell discussed an implementation section in the back of the plan to address Mr. Chaharyn's comment regarding implementation of the actions. Discussion ensued regarding implementation. Mr. Mitchell stated that VHB would reach out to colleagues to ask who has been responsible in various towns for the Plan actions to be carried out by. Mr. Ciciotti suggested that the Select Board would oversee the implementation of the plan through the Town Manager as well as through check-ins with various boards and committees throughout the years that follow. Discussion continued about carrying out implementation.

Mr. Mitchell stated that the executive summary needed to be written. Mr. Chaharyn pointed out a correction regarding Willow Brook Preserve to Mr. Mitchell. Ms. Marino stated that not all the town's trails had been mapped, Mr. Mitchell stated that he would research further and include trails. Ms. Mintz reviewed the corrections that had been made based on the comment document from committee members.

Mr. Ciciotti made a motion to approve the vision statement of the Master Plan as presented, Ms. Marino seconded, the motion passed unanimously.

Ms. McNamara made several comments to implement. Mr. Ciciotti asked VHB to reach out to Council on Aging Director, Gretchen Emmetts, regarding GATRA as a form of public transportation. Mr. Mitchell stated that they would incorporate all new input into a new draft for the February 1st deadline to post before the public forum.

Mr. Roundtree stated he would like a meeting on January 11, 2024, at 6:30pm.

Mr. Ciciotti made a motion to accept the minutes of September 14, 2023, October 12, 2023, and November 9, 2023, seconded by Ms. Marino, the motion passed with two members abstaining.

At 8:31pm, Mr. Roundtree made a motion to adjourn the meeting, Ms. Marino seconded the motion, and the committee voted unanimously in favor.