

**Comprehensive Plan Steering Committee**  
**Monday, November 19, 2018**  
**Police Station Training Meeting Room**  
**588 High Street, Westwood, MA**

Called to Order by Chair Wiggin at 7:05 pm. The meeting was video recorded by Westwood Media Center.

*Committee Members Present:* Chair Jack Wiggin, Vice Chair Steve Olanoff, Linda Walsh, Nancy Donahue, Peter Neville, Pam Kane, Peter Kane, Phil Shapiro, Barbara Shea, Sheila Longval Hanley, Phil Eramo, Janica Madiri, Charles Donahue, Kate Wynne, John Rogers, Trevor Laubenstein, Tom Viti.

*Members Absent:* Paula Jacobson

### **Introductions and Opening Remarks**

Chair Jack Wiggin welcomed everyone to the first steering committee meeting after the Committee's formation on November 5.

Mr. Atkins, Chair of the Planning Board, thanked everyone for volunteering to serve on this important committee.

Mr. Wiggin summarized what a comprehensive plan is and that it ultimately needs to be approved by the Planning Board. A Comprehensive Plan is a long range planning and policy document and is usually prepared by a committee other than the Planning Board to assist with the workload and due to the wide variety of content in several subject areas. All members of the Committee introduced themselves.

### **Planning For 2019 Comprehensive Plan Update**

Ms. McCabe explained that Westwood's current Comprehensive Plan was previously adopted in 2000. This team will help update and write a new plan over the next year. She explained there will soon be a community survey, and then a town wide vision session which is still to be determined but recommended to be held at the end of January or February. She added that a consultant will be hired to help led the vision session. Ms. McCabe reviewed the documents distributed to each committee member – a summary of a general work plan that would help the Committee develop a plan by the end of 2019. A public participation plan was reviewed that includes a variety of outreach methods to a variety of stakeholders, and logistics related to MA Open Meeting Laws. When there is a meeting of this full Committee or when you are meeting with some of Westwood's other Boards, Commissions, and Committees those meetings need to be posted with the Town Clerk. Those meetings could be coordinated with the board's staff and keep Ms. McCabe informed so that public meetings can be posted on the Town's website and proper notification.

## **Next Steps & Assignments**

Ms. McCabe recommended committee members review the 2000 with careful attention to your assigned section. Members were also encouraged to suggest survey questions for a town wide survey that will be prepared and open in December. It was recommended that survey questions be largely multiple choices and not open ended so they can be quantified after but there may be some open ended ones. The group suggested focusing questions on what people see as the needs for the area, what Westwood does well, what people like about Westwood. The Committee discussed ways to have respondents be representative from everyone in town. It was suggested to include a survey questions to learn respondent's general age and if they live in town. It was recommended that the Committee work closely with the schools, principals, use the school's email notification lists, and bulletin to distribute the survey and gain input from students and young people. A Facebook "Event" was also recommended for when a vision session and other important specific events are scheduled.

The Committee agreed a Saturday morning would be a good day to hold vision session. Mr. Wiggin explained the exact date will be scheduled when a consultant is hired and a meeting for this group will be arranged at that time to prepare for the vision session.

The meeting adjourned at 8:40 pm.

### List of Documents/Exhibits:

Committee Meeting agenda, stamped by the Town Clerk on November 14, 2018.  
Comprehensive Plan steering Committee Resource & Contact List  
Memorandum from Town Planner Abby McCabe, Re: Welcome – Kick off Meeting Summary for November 19, dated November 16, 2018, revised November 19, 2018.  
Comprehensive Plan Committee Member Description  
Public Participation Plan  
Frequently Asked Questions, updated November 16, 2018  
Comprehensive Plan Work Plan & Timeline  
Mass. General Laws, Chapter 41, Section 81D  
Sample surveys  
Westwood Comprehensive Plan Survey Results and Overview, February 2012