

Comprehensive Plan Steering Committee
Thursday, May 9, 2019
Police Station Training Meeting Room
588 High Street, Westwood, MA

Called to Order by Chair Wiggin at 7:30 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, Barbara Shea, Sheila Longval-Hanley, Kate Wynne, John Rogers, Trevor Laubenstein, Paula Jacobson, Janica Madiri, Tom Viti.

Members Absent: Phil Eramo and Charles Donahue

Also present: Daphne Politis of Community Circle and Judi Barrett Barrett Planning Group hired as consultant for the Committee, Abby McCabe Town Planner and recording secretary.

Introductions:

Chair Wiggin opened the meeting at 7:30. Committee members and the recently hired consultant introduced themselves. Mr. Wiggin explained we were here tonight to review the logistics and final items to do to prepare for the vision session in a week from Saturday.

May 18 Agenda:

The Committee reviewed a draft agenda for the Saturday, May 18 vision session. The Committee agreed there would be introductions, a presentation overview of why everyone is here, and purpose of the visioning workshop.

Ms. Politis reviewed and distributed a “facilitator’s instructions” hand out to be used on May 18. This includes the questions to be asked in the small groups. Assignments: someone to greet people as they enter and get contact info, assign tables, one committee member should be the facilitator that asks the questions, another committee member to be the note taker, and a third person to be the time keeper.

The Committee reviewed outreach efforts to date and encouraged everyone to continue promoting the event. It is recommended for each Committee member to personally call to invite people.

Several local business generously donated for a door-prize: Anthony’s Coal Fired Pizza, Not Your Average Joe’s, Bubbling Brook, Comella’s, Westwood Gardens, and the Charles River YMCA Needham.

Committee members should arrive early and we’ll recap the instructions before beginning the presentation.

Review of Meeting Minutes: The meeting minutes from the April 11, 2019 meeting were approved as written.

The Committee adjourned at 10:00 pm.

List of Documents/Exhibits:

Committee Meeting agenda, stamped by the Town Clerk on May 2, 2019
Meeting Summary dated April 5, 2019 and revised April 11, 2019 from Town Planner to Comprehensive
Committee Contact List
Facilitator's Guide
Outreach Checklist