



SHREWSBURY OPEN SPACE AND RECREATION PLAN COMMITTEE SHREWSBURY, MASSACHUSETTS

MINUTES

Regular Meeting, February 28, 2012 – 8:30AM

Location: Meeting Room A: Municipal Office Building

Present:

Larry Barbash

Jim Brown

Martha Gach

Mindy McKenzie-Hebert

Ken Polito

Angela Snell

Kristen Wilson

Jack Perreault

Brad Stone

Trish Settles, CMRPC

Minutes:

1. The Committee discussed the public forum.

Logistics

- Expected number of participants 30 -50, maybe more.
- Selectmen's Meeting Room in Town Hall.
- To be taped by Shrewsbury Media Connection.
- Monday March 19th at 7 -9pm with an open house for map viewing and open discussion at 6:30.
- Committee members will facilitate small break out groups.
- K. Wilson will coordinate refreshments.
- K. Wilson will coordinate name tags, sign in sheets, volunteer sheets (Implementation, Trails, Finance & Promotion).
- K. Wilson and T. Settles will coordinate easels and flip charts for small groups.
- T. Settles will coordinate tape, markers, large format maps and summary handouts.

Outreach Plan

- K. Wilson and T. Settles will prepare the flyer and announcement.
- K. Wilson will post and circulate flyer and announcement.

Process

- Draft OSRP plan will be posted on the Town's website for review.
- 6PM March 19, 2012, OSRP Committee will meet with T. Settles to review roles of the night.
- K. Wilson will work with T. Settles on the PowerPoint presentation.

Draft OSRP Public Forum Agenda

	Task	Time	Lead
1	Welcome and Introductions	5	Kristen and Trish introduce members of the committee. Ask attendees how they found out about this event.
2	Purpose of meeting/plan (PP)	5	Trish
3	Plan Highlights (PP)	20	Trish
4	Review Survey results (PP)	15	Maybe Kristen and Angela
5	Time to review maps and draft objectives again	10	Minutes while moving into groups
6	Small Group discussion based on goals (or if not enough people, back to one group).		Participants
	6 facilitators and note takers for groups of 6 or so. Can draft a notetaker from the group. Will vary depending on total size of crowd.	30	Committee members to facilitate
7	Report Back (Large Print for people to commit to take action on plan.)	20	Notetakers
8	Next Steps	15	

Small Groups by Goal

This will in large part be determined by how many people attend the forum. We will allow folks to go to the group that interests them most, but ask them to try to even out the groups if possible.

- 1 Angela 2 Martha
- 3 Mindy 5 Jack
- 4 Jim 6 Brad, Kenny

Each Group will address both goals in the group.
 Trish will develop a sheet with guidance for the small group leaders
 Small Groups should designate a recorder/reporter to report back to the large group.

2. Draft OSRP Review:

Town staff sent a marked up copy to T. Settles. The Committee reviewed the draft, focusing on the objectives. T. Settles will make the changes suggested and will resent to K. Wilson for posting.

3. ADA Inventory:
T. Settles will send the assessment form. The committee may divide up the sites. The Disabilities Commission will be contacted. The OSRPC needs a member of the disabled community to review the completed assessment forms for inclusion in the final submittal to the State.
4. Proposed next steps
 - March 19th, Community Forum
 - Final meeting to discuss feedback from public forum and finalizing draft. April
5. Next Meeting is the Public Forum, Monday, March 19, 2012.

Action Items

As noted within the Minutes