

## **Master Plan Update Committee 2023**

### **Meeting Minutes**

**July 26, 2023, 6:30 PM**

**Third Floor Training Room**

**355 East Central Street**

This meeting was available to be attended in person by all citizens. The meeting was also live-streamed by Franklin TV and shown on Comcast Channel 11 and Verizon Channel 29.

Recordings have been made available on Franklin TV's "Franklin Town Hall TV" YouTube channel. Additionally, citizens were able to participate remotely via phone and Zoom.

*Committee Members in Attendance: Chair Glenn Jones; Vice Chair Cobi Frongillo; Clerk Melanie Hamblen; Meghann Hagen; Jennifer Williams; Kenneth Elmore; Joe Halligan; Ginelle Lang; Eric Steltzer; Gino Carlucci; Bruce Hunchard; Rick Power; Erin Gallagher*

*Committee Members Absent:*

*Others in Attendance: Bryan Taberner, Director of Planning and Community Development; Amy Love, Town Planner; Jeff Maxtutis, BETA Group, Inc.; Jill Slankas, Barrett Consulting;*

***Chair Glenn Jones called the meeting to order at 6:30 PM.***

### **Community Outreach Plan**

Town Planner Amy Love gave a briefing on the Town's Public Outreach plan, including marketing, engagement, materials and events. Committee members were told they should read the Public Outreach document and be ready with any feedback for a later meeting.

Chair Jones added that he would like to set August 16 as a deadline for any feedback or changes to the document to be submitted by, especially branding and tagline suggestions, which the other members of the Committee agreed with. Town Planner Love said the tagline would be important to get settled as early in the process as possible because it will be used for the next year and a half.

### **Establish Mission and Goals**

Chair Jones presented an updated draft of the Mission Statement as updated by Member Hagen, who then in turn gave an in-depth explanation for the changes she had made to it. Chair Jones then also presented Member Lang's suggested edits to the Statement, followed by Member Lang explaining her suggested changes.

Members of the Committee then deliberated and discussed their own suggestions and changes to the Mission Statement document. This included discussions about what values and goals to highlight, as well as mentioning areas where the Town has been performing well versus mentioning areas where the Town would like to focus on making improvements.

Chair Jones told the Committee that they could vote upon a general agreement that the changes discussed at the meeting would be implemented into the Mission Statement, while

adding that the official final draft of the document would be voted upon at a later date once Member Hagen has written the agreed upon changes into it.

***Chair Jones called for a vote in favor of revising the Mission Statement with the agreed upon wording from the discussion by the Committee during the meeting. There was a unanimous vote in favor of approval.***

The Committee moved onto a discussion of the Vision Statement. Member Hagen read her previous draft of the Vision Statement, followed by the Committee then discussed and deliberated on possible changes to the wording of the document. The Committee eventually came to an agreement on having the wording of the Vision Statement say “Our Vision of Franklin to be a vibrant, inclusive, pluralistic, innovative and sustainable community.”

***Chair Jones called for a vote in favor of putting the Vision Statement, as read by Member Hagen, forward to be added into the Committee’s goals and policies. There was a unanimous vote in favor of approval.***

Vice Chair Frongillo asked if there would be time for the Committee to measure itself on certain metrics, adding that Franklin had been named the top in education by the Boston Globe or second safest town in America, but said it could be discussed at a later date.

### **Subcommittee Meeting Schedules**

Chair Jones listed the roles and responsibilities of subcommittees that members would need to abide by. He added that the tight schedule of fall meetings is leading to the possibility of overlapping meetings. It was also clarified that each subcommittee Chair could reach out to Director Taberner, Town Planner Love, or the Consultants without having to go through Chair Jones, but he should be included in the correspondence.

Chair Jones then spoke with each of the subcommittee Chairs to confirm if they have established meeting schedules. Vice Chair Frongillo asked about how long out subcommittees should be scheduling and when subcommittees need to be done with their work, as May 2024 would be the date of the first Public Hearing of the Draft Master Plan. Town Planner Love answered that a monthly outline of what the subcommittees would need to do, but she cannot give Vice Chair Frongillo an answer until they finalize their timeline. Vice Chair Frongillo then also asked if field trips are eligible for the Facilities subcommittee, and would they have to be scheduled and public. Chair Jones answered that he would categorize such visits as gathering data just like Barrett Consulting and BETA, Inc. are doing at sites. If any of the members need to garner information or data, they should reach out to the consultants or the Planning Department. The members of the subcommittees then decided among themselves on when and where to hold their first meetings.

### **Next Meetings (Main Committee)**

August 23, 2023 at 6:30PM

### **Next Meetings (subcommittees)**

Open Space & Recreation, Natural, Cultural, and Historic Resources: August 8, 2023 at 7:00PM

Community Service, Facilities & Circulation: August 14, 2023 at 6:00PM

Land Use and Zoning: August 14, 2023 at 7:00PM

Housing & Economic Development: August 21, 2023 at 5:00PM

Sustainability: August 21, 2023 at 6:30PM

### **Additional Comments**

Chair Jones asked the subcommittees to communicate with Town Planner Love about making sure that their agenda items are communicated to her for posting on agendas at least 48 hours before the meetings. Jill Slankas of Barrett Planning Group, LLC provided an update to the Committee on the planned data collection process for August and how it would proceed. She also provided guidance on Information Interviews that the some Members have received invitations to attend on August 7, 9, 11 and 25.

Member Williams asked why not everyone received invitations to the Interview meetings, to which Town Planner Love answered that staff and Chairpersons of boards were selected. Member Williams also asked if Chairs of other boards/commissions were also being selected, which Town Planner Love responded with a clarification of what kinds of staff and officials were being selected. Member Williams suggested the Committee Members be able to see the list and determine if they want anyone else to be able to participate in the interviews. Jill Slankas said that it is typical that, a few months into the process, it is brought to their attention that someone or some organization would be helpful to have a conversation with.

### **Adjourn Meeting**

***Chair Jones motioned to adjourn the meeting. Seconded by Member Halligan. There was a unanimous vote in favor of adjourning. Meeting adjourned at 8:21 PM.***

Respectfully Submitted,

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Tyler Paslaski

Administrative Assistant

***--Master Plan Update Committee approved minutes at October 25, 2023 meeting***