

## **Master Plan Update Committee 2023**

### **Meeting Minutes**

**December 13, 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 8 and Verizon Channel 28.

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; Kenneth Elmore; Joe Halligan; Ginelle Lang; Gino Carlucci; Rick Power; Erin Gallagher; Eric Steltzer; Jennifer Williams; Meghann Hagen; Bruce Hunchard;*

Committee Members Absent:

Others in Attendance: *Amy Love, Town Planner; Jill Slankas, Barrett Planning Group LLC; Jeff Maxtutis, BETA Group, Inc.; Emily Farmer, BETA Group, Inc.;*

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

#### **Existing Conditions & Inventory Draft Report**

Town Planner Love updated the Committee on recent comments incorporated to the Report, both from the Committee Members and from various department heads throughout the Town. She added that further corrections and evaluations of the report still need to be done, but a final version will be completed after the New Year.

Chair Jones, Member Steltzer, and Member Lang commented that certain data relating to Economic Development, Sustainability Credits for Solar work, and Land Use appeared to be outdated or lacking in current information. Member Halligan and Member Carlucci also inquired about the sources of information for certain data relating to new construction of Housing and Open Space availability. Clerk Hamblen asked about getting up to date information from the Agricultural Committee for the StoryMap, and Vice Chair Frongillo said that the Housing and Economic Development Committee's comments did not appear to have been incorporated into the Report yet. Town Planner Love told the Committee Members that they could still send in their feedback past the deadline as the Consultants would be still revising the Report.

Vice Chair Frongillo asked if there would be a dialogue and response back to the Committee Members' comments, or if their feedback would be final, to which Town Planner Love said the comments they send now would be final as they are incorporated into the final document over the next month. Ms. Slankas responded that a final Inventory Assessment would be getting sent back to the Committee along with a question/comment response matrix, so that each Committee Member could see how their remaining questions and comments are being addressed by the Consultants. Mr. Maxtutis added that the Consultants do not collect/survey

new data, but rather collect what preexisting data they can find, so if they cannot find data that the Committee Members are looking for then they will not have it in their documents.

Chair Jones then asked to confirm that January 24, 2024 would be the date that the final version of the Inventory Assessment Report would be ready, which Town Planner Love and the Consultants confirmed. The Consultants then thanked the Committee for their input before exiting the meeting.

### **Subcommittee Updates**

Vice Chair Frongillo said the CSFC subcommittee did not meet earlier in the day, but they have scheduled and planned their next 4 to 6 meetings. Member Elmore said that the Housing and Economic Development subcommittee reviewed the draft Inventory Assessment Report, and have planned out their 2024 meetings. Vice Chair Frongillo said that the CSFC Bike Tour that had happened recently and had been recorded by Franklin TV was going to be edited into episodes to be available for curious viewers. Member Lang updated the Committee to say that the Land Use and Zoning subcommittee would be trying to meet with the Planning Department later in the week, and then scheduling their meetings for January to preferably be on Mondays. Member Carlucci provided an update on the Sustainability subcommittee to say that they have begun their outreach program and be at the Winter Farmers Market on Saturday December 16. Member Hagen provided an update on the OSRP & NCHR subcommittee to say that they have started planning their public outreach, one event for Open Space and Recreation (in an Open Space to be determined, but on February 19), the other for Natural Cultural and Historic Resources (possibly at the Library on February 10). Vice Chair Frongillo said he would be happy to schedule a meeting at the SNETT Trail for the Franklin-Bellingham Rail-Trail Committee and host the Open Space meeting for February 19. Chair Jones encouraged subcommittee Chairs to relay any ideas about holding meetings at special locations to relay those ideas to Town Planner Love and Chair Jones so that they can be planned out at an appropriate amount of time ahead.

### **Tabling and Outreach for Survey**

Chair Jones asked Town Planner Love of any updates to the survey, to which she answered that about 465 responses to date, so they are hoping to receive a few hundred more and are promoting it more. Town Planner Love also mentioned that the Planning Department can lend supplies for tabling and displaying information to the subcommittees who are performing outreach if they request it. Chair Jones said he would be taking a break from work in February and planned on visiting the Senior Center during that time to meet with seniors, and he added that this time he would be bringing surveys with him for the seniors and other Committee Members are welcome to join along.

Town Planner Love then provided an update to Mr. Stephen Sherlock's recommendations for the survey matrix, saying that he seemed pretty happy with the changes made since the previous meeting. Chair Jones asked the Committee Members to continue promoting the survey on all platforms and mediums that each of the uses. Vice Chair Frongillo asked if the deadline for submitting surveys by could be made more noteworthy so more people notice it

and feel encouraged to participate. Member Gallagher suggested changing the Master Plan website to make a banner or logo for the survey that would be easily accessible to the public as a way of effectively gather more responses.

Chair Jones then provided an update on the idea of using a Maptionnaire survey, saying that the Town Administration had decided against acquiring the software because of the cost and lack of responses from other departments saying they would not need it.

Member Hagen asked about what the subcommittees should be preparing for in January in regards to outreach that they might not have begun on yet. Chair Jones answered that subcommittees have made their way through their goals and objectives, then they can move forward with gathering public input on them. Vice Chair Frongillo asked if there is a loose deadline for subcommittees completing their goals and objectives, which Chair Jones answered it would be ideal for them to be completed before they hold the first public hearing for the Master Plan in February. It was then decided that February 21 would be the deadline for draft goals and objectives of each subcommittee to be sent in by.

Member Lang asked if, because the Town would not be allowing the Committee itself to create a Maptionnaire survey, if they could ask the Consultants to create and manage such a system instead. Chair Jones responded that it was not in the Consultants' contract with the Town to create such a program, and Town Planner Love said it might not be in their budget along with the Consultant's capabilities and resources if they did want to alter the contract. Member Williams remarked that she strongly believes it would be helpful and forward thinking. Chair Jones said in response that he and the members of the Committee who are on the Town Council might be able to talk with the rest of the Council about pitching the program to Town Administration for frequent use beyond a single survey/project. Clerk Hamblen expressed her agreement with Members Lang and Williams in believing that the Maptionnaire type of survey software would be very useful to the Committee's work.

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

January 10, 2024 at 6:30PM

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

Open Space & Recreation, Natural, Cultural, and Historic Resources: TBD

Community Service, Facilities & Circulation: January 10, 2024 at 5:15PM

Land Use and Zoning: TBD

Housing & Economic Development: TBD

Sustainability: December 16, 2023 at the Winter Farmers Market

#### **Additional Comments**

#### **Adjourn Meeting**

***Member Halligan motioned to adjourn the meeting. Seconded by Clerk Hamblen. There was a unanimous vote in favor of adjourning. Meeting adjourned at 7:40 PM.***

Respectfully Submitted

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Tyler Paslaski

Administrative Assistant

***--Master Plan Update Committee Approved Minutes at March 6, 2024 Meeting***