

***Town of York ~ Village Study Committee  
Meeting Minutes ~ March 5, 2015  
York Public Library – Wheeler Room***

***Present:*** Ron McAllister, Stu Dawson, Toni DeSoto, Gloria Gustafson, Joel Lefever, Jodi Merrill, Robert Palmer, Dylan Smith, Pete Smith, Scott Stevens, Lew Stowe

***Absent:*** Chris Hartwell, Dean Lessard

***Guests:*** Charles Szeniaowski – York Police Department

1. Chairman Ron McAllister called the meeting to order at 8:33 am.
2. Meeting minutes for February 19<sup>th</sup> were approved as written.
3. Denis opened the meeting by reviewing the agenda and the schedule of meetings looking ahead through March and April.
  - 3/5 - this meeting will focus on the organization of the report – sections, topics, outline
  - 3/19 - this meeting will include a progress update as well as a subcommittee working meeting
  - 3/23 - prior to our next regular meeting, Ron will present an update to the BOS
  - 4/2 - this meeting will focus on more detail editing and content refinements
  - 4/16 - this meeting will review the final (99%) draft ready for presentation to the BOS and would represent the point of Master Plan delivery and the culmination of work for this phase
4. Robert pointed out that after the May elections there will be two new selectmen which might be good reason to delay the BOS presentation. Lou countered that it normally takes new BOS members several weeks to get oriented and be productive. It was decided not to delay.
5. Dylan noted that our charter calls for incorporating the Master Plan into the Comprehensive Plan, which is the Planning Board's responsibility. Due to public hearing notice requirements, the last possible workshop date for starting the process in order to meet November's referendum is April 23<sup>rd</sup>.
6. Denis introduced the new Master Plan draft which has two components – a “Condensed Report” and the “Chapters.” They are both set in landscape orientation to facilitate graphics and diagrams. When opened, many of the facing pages are “complementary” in that a graphic view on one side coincides with text on the opposite side.
7. The group reviewed the document and noted several issues that may need attention. For example, orienting the “plan” views and “birds-eye” views in the same direction to minimize confusion. Also, mixing graphics and bullet lists with text to minimize “boredom.”
8. The Frequently Asked Questions (FAQ) section is a place where a person can get a quick idea of how an issue is addressed by the Master Plan.
9. Pete asked for clarification of the relationship between the Condensed Report and the Chapters which appear as presented so far to not include any actual “plan” information. It doesn't seem to address such things, even at a conceptual level, as village boundaries, infrastructure, proposed design standards, streetscape components and monument relocation issues.
10. There were a lot of questions and suggestions relative to the structure, flow and content of both the Condensed Report and Chapters as implied by this first draft. Even though a significant amount of text will be required to address specifics of the plan, it seems clear that there is a preference within the committee for much more graphic, visual presentation of the information.

11. Robert suggested that specific Master Plan recommendations for each topic should be presented at a high level in a highlighted section at the beginning of each chapter.
12. There is a question as to where to place the Community Outreach chapter within the Master Plan. It seems chronologically out of place at the end, but might be distracting if placed at the beginning.
13. At Pete's request, Denis offered to provide links to a few sample completed Master Plans.
14. Pete suggested that we try to create a Condensed version or Executive Overview that contains no prose, but instead uses bullet lists, outlines, matrix charts, diagrams, photos or other graphics to provide a high-level summary of the Master Plan.
15. An editing subcommittee was formed to include Chris, Pete, Joel and Ron as chair.
16. Our next regular meeting will be at 8:30am on Thursday, March 19<sup>th</sup> in the Wheeler Room at the York Public Library.

Meeting adjourned at 10:10 am

Respectfully submitted,  
Peter Smith, Secretary