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MEETING DATE: August 13, 2008

ISSUE DATE: August 18, 2008

REFERENCE: Master Plan Committee Meeting
West Springfield, Massachusetts
BTI Project No. 1292.01

PRESENT: Diane Crowell, Master Plan Committee
Chris Nekitopoulos, Master Plan Committee
Katie Harrington, Master Plan Committee
Suzanne Schneider, Master Plan Committee
Cindy Romaniak, Master Plan Committee
Marco Amato, Master Plan Committee
Mr. Richard Werbiskis, West Springfield Planning Director
Ms. Tracy Adamski, Tighe & Bond
Ms. Kristen Wilson, Beals and Thomas

ABSENT Ed Sullivan, Master Plan Committee
William Whitney, Master Plan Committee
Joe Laplante, Community Development Director

PREPARED BY: Kristen Wilson, Beals and Thomas

COPIES TO: Master Plan Committee Members, Richard Werbiskis, Consultant Team,
Job File

PURPOSE: The purpose of the meeting was to discuss the draft elements of the Master Plan, the survey outcome and the public forum outcome.

DISCUSSION ITEMS:

1. The Committee voted to accept the meeting minutes from June 11, 2008. Minutes from May 14th and July 30th will be available for acceptance at the next meeting.
2. C. Romaniak discussed that the Mittineague Park Master Plan was never accepted by the Selectman, however, the Park and Recreation Department is using the document. She is concerned that some recommendations in the Mittineague Park plan are not appropriate and that reference in the Master Plan gives it more credibility. Additionally, she is concerned that the document is being used by a Town department as a guide and was never adopted by the Selectman.

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3. The Committee agreed to review the Mittineague Park Master Plan and provide input to the consultants on how to incorporate the Mittineague Park plan into the Master Plan. One option is to acknowledge the plan as it exists, but to recommend that the Plan be updated in a public process to incorporate the needs and values of the Town today.
4. R. Werbiskis gave an overview of the July 30th meeting. He stated that some of the Committee members felt that the participants should have been able to pick the group discussions they attended rather than being told which group to go to.
5. At the July 30th meeting, the Committee also discussed that more attention needs to be given to the sections of the Master Plan that refer to the Big E. Specifically, a sentence in the Land Use element states that businesses thrive from the Big E. Realistically, some businesses suffer. R. Werbiskis also stated that Ed Sullivan was concerned that some of the statements in the draft elements were opinionated and needed to be more factual.
6. The Committee asked how the final report will be bound and presented. K. Wilson stated that the Committee can decide if they want the report in a three ring binder, GBC bound, or flat bound. K. Wilson also stated that the report would be available on CD Rom and on the Town's website in pdf form. R. Werbiskis also suggested that hyperlinks be incorporated into the document.
7. C. Nektipoulos suggested that a Committee may need to be formed to study the impacts of the Big E on the Town of West Springfield. Specifically how much agricultural activities it produces, the taxes that are contributed to the town, etc.
8. K. Harrington suggested that the Master Plan should have a very strong table of contents so readers know exactly where to go to refer to a specific item. She also suggested that some of the text within the document be reduced. C. Romaniak stated that she felt there was too much history and facts in the Master Plan drafts that are in other plans already adopted by the Town. Committee members committed to providing the consultants with their recommendations and comments on the sections per the schedule indicated below. The consultants will be responsible for incorporating comments and changes, and providing a track changes version of the document to the committee.
9. The group discussed the implementation plan. Currently, the implementation plan would be a list of actions to achieve into the future and would be contained in its own section. S. Schneider suggested that the implementation for each element be placed within that section (ex. Housing implementation within the Housing Section).

10. The group established a new review timetable:

Committee to deliver edits to consultants:

Land Use and Development Patterns	August 15, 2008
Housing	August 20, 2008
Transportation	August 23, 2008
Open Space	August 26, 2008

Consultants to deliver next set up elements to Committee:
September 8, 2008

Next meeting with consultants and edits on next elements due to Consultants:
September 24, 2008

ACTION ITEMS

1. R. Werbiskis will forward the Mittineague Park Master Plan to the Committee Members.
2. Committee Members will provide their input on the Plan to the consultants.
3. K. Wilson will email the Master Plan Statute to the Committee.
4. K. Wilson will email a copy of all the opened ended answers to the survey to the Committee.

These minutes are accepted as accurate and complete upon acceptance by the Master Plan Committee.

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