

Action	Purpose	Timeframe	Comments/Notes
Identify Goals of a Menemsha Planning Committee		On-going throughout the effort	Update the Chilmark Master Plan, bring to light the guiding principles/guidelines of Menemsha, modernize the objectives/test the assumptions of the Master Plan, create a climate for discussion
Define Menemsha in 2016	Define Menemsha boundaries: Where does Menemsha begin and end?	On-going throughout the effort	Maps, MVC Data, determine if Menemsha 'includes' those whose viewshed includes Menemsha
	Define Menemsha area: Characterize what's there		Town Documentation; Institutional Memory; Past Town Votes
Identify Stakeholder Groups	ID those boards/committees who have a direct interest in Menemsha (To ensure all invested in Menemsha are heard from). Identify business owners, residents, those with M viewshed	May 9th	There may be some "regular citizens" who don't necessarily sit on a board or committee who may want to be involved, ask stakeholders to "Identify 3 working things about Menemsha and 3 not working things in Menemsha."
Communicate with Stakeholders	Introduce our effort	Send out June 13th	Mailing/memo-type of letter
	Tie to goals in the master plan		Regularly communicate with BOS to update on progress/feedback
	Explain our process (meet with each board; survey; forum; etc)		Attend the meetings of committees and Boards
	Ask boards to think about what they see as concerns and bring those thoughts to their meeting with us		
	Ask for volunteer nominees to participate on a regular basis; will involve regular meetings, lots of reading		
Develop a Detailed Schedule/Game Plan	Identify where/when people can participate so they know they will be heard	Finish by June 27th	
	Focus on two boards/committees per meeting through the summer		Or focus by topic, e.g. parking; traffic flow; types of businesses
Lead Formal Kick-off Meeting	Have a detailed schedule to hand out	June 27th	

	Advertise in advance in town gossip columns		Plant mentions of our committee in the town columns throughout the summer as well
<b>Conduct Meetings with Boards</b>		Through end of summer (or as long as it takes to get everybody in)	
	Analyze input and "coalesce" into common themes or areas of concern		
<b>Develop a Survey</b>	Tie to goals in the master plan	Complete Draft by 30 September	
	Design questions to stimulate thought		Help from Bill Veno?
	Build on what we've learned through our summer meetings		
	Look back: These concerns were voiced in 2008 - do they still exist?		
	What other concerns can you identify?		
	Try to get visitor input this summer? Or is that too short a fuse?		
	Identify three things the town has tried that have worked; three things that haven't worked		
	Give Town Boards Opportunity to add questions and make suggestions	Request input by 31 October	
<b>Send a Survey</b>	Send to Voters and Non-Voting Property Owners	November or January?	
<b>Analyze &amp; Publish Survey</b>	Analyze results and publish the results		
<b>Conduct All-Board Meeting</b>	Make sure all town boards are aware of, and have opportunity to input to, our planning effort	November	Selectmen would need to drive such a meeting
	Most likely, there are other things that could be accomplished at such a meeting		

<b>Conduct Public Forum(s)</b>	Maybe one or two public forums, when we've started to coalesce all the input into some actual goals and ways to get there		Idea would be to let the wider audience know what we are heading towards and solicit more feedback
<b>Receive Master Plan Training</b>	Suggested by Tim. We need this for the entire Master Plan effort, but it would be good if we could make it happen during Phase I Menemsha.		
	Then, we could develop our findings/approach into a format that would be consistent with the larger Master Plan		
	e.g. one year goals; two year goals; longer term, etc		
<b>Document the Progress of Planning</b>	Project Website?		
	Section of Master Plan		