**Approved Meeting Minutes**

**Chilmark Planning Board Subcommittee Meeting**

**March 25, 2024, 3PM**

**Chilmark Town Hall, 401 Middle Road, Chilmark**

Present: Ann Wallace, Catherine Thompson, Peter Cook, Janet Weidner

Staff: Jennifer Christy, Admin. Asst.

The Chairperson called the meeting to order at 3:00PM.

**Minutes:**

* The minutes from the March 11, 2024 Planning Board Subcommittee meeting were reviewed and they were approved as written.

**Master Plan:**

* + The chairperson, Janet Weidner, opened the meeting and listed the five categories as:
		- Government
		- Character
		- Access
		- Climate and Energy
		- Housing
	+ Brief discussion occurred about the word “character” and whether that accurately reflects the category.
	+ Brief discussion also occurred about the weighting of the topics and how to do this accurately. Subcommittee members noted that the audience and responders to this first survey were in town government. Cathy Thompson noted that the Subcommittee is taking the responses within the returned surveys and subjectively slotting those responses into categories. She noted that the resulting report will provide a “stepping stone” to the consultant of what people in Town Hall feel is meaningful.
	+ Ann Wallace reiterated that the next step is to move to a consultant who will assist in moving the process out to the community. Cathy Thomson and Janet Weidner noted that the consultant would need to know that this information is a starting point.
	+ Cathy Thompson thought that the numbers of “hits” on topics, resulting from 18 responses, may not be as relevant as the qualitative information that is gathered. Discussion occurred about jettisoning the numbers and it was noted that the numbers are “directional”, but they are not to be used in place of a qualitative assessment.
	+ Cathy Thompson noted that the response by a third of the entities surveyed is a good response. Cathy suggested providing the numbers in an appendix to the final report in the form of the chart.
	+ Discussion occurred about categorizing various survey response topics: public bathrooms, education, waste stream. Cathy Thompson noted that it is not needed to flesh out the responses to the study and that the results of the survey are enough to provide to the consultant.
	+ Cathy Thompson will be working on a draft report of the study undertaken of the results of the survey to be reviewed at the next meeting of the Subcommittee.
	+ Janet Weidner reported that her notes from a while ago says exactly what the plan was originally, to use the results of this survey to work with a consultant and move towards conducting public forums to gather responses from the public.

**Next Meeting(s):**

* Tuesday, April 9, 2024, 3:00PM, Chilmark Town Hall

**Documents:**

Master Plan survey results chart and updated chart that shows the topics with the most tallies

Meeting adjourned at 4:06 PM. Minutes respectfully submitted by Jennifer L. Christy