**APPROVED**

**Chilmark Planning Board Subcommittee Meeting**

**Monday, November 12, 2019**

Present: Peter Cook, Catherine Thompson, Ann Wallace

Not Present: Janet Weidner, Chair

Public:

Staff: Jennifer L. Christy

Meeting called to order at 3:03PM**:**

* + - **MVC Up-Island Water Quality Presentation:**
      * Ms. Wallace described the presentation at the Chilmark Library and suggested the process for developing a study of water quality may provide a model for developing a master plan. Ms. Wallace described that the process will be to look at each of the five great ponds and the island watersheds to identify the characteristics of each resource before reaching out to a consultant to assist with a report.
      * Mr. Cook described how the process for developing the water quality report will include identifying the various priorities for the ponds and how the report’s information will help identify what actions will need to be taken in order to address certain priorities.
      * Mr. Cook also mentioned that the Chilmark Pond Association that may be able to help financially with the work of the study.
    - **Peaked Hill Pasture Site Discussion Planning Discussion:**
    - Mr. Cook related that he has spoken with Christine Flynn of the MV Commission and he noted that Ms. Flynn suggested it would be best if the Board had a clearer idea of what service is exactly needed before having her work to secure funding in order to hire a consultant.
    - Mr. Cook stated that he committed to sending to Ms. Flynn a synopsis of where the Board stands, what the Board’s overall objective is and a detailed description of what the Board would like from the MV Commission.
    - Mr. Cook further stated it would be beneficial to be more specific to the MV Commission and he noted that he would suggest that a priority would be for some form of community housing with accompanying priorities for open space.
    - Ms. Thompson suggested that she would advocate working with an independent consultant but would hope that the consultant be a person who has worked with small towns like ours.
    - Ms. Weidner suggested sending a memo to the Board of Selectmen to provide an update of where the Board is and what the plan is to go forward.
    - Mr. Cook suggested that the memo be concise and that the key points be highlighted. Ms. Thompson suggested that the wording is already in the memo from May 2019 from the Planning Board to the Board of Selectmen.
    - The subcommittee members brainstormed what information may be included in a memo to the MVC.
    - Ms. Weidner suggested that the memo state the Planning Board would like to obtain assistance in the development of a plan that pairs affordable housing, a combination of owned and rented, with open space.
    - Mr. Cook suggested that the Board may request from a consultant, at the beginning, to come up with a plan that develops 40-50% of the site for affordable community housing without requesting assistance with other types of development. Mr. Cook reasoned that there are multiple other uses for the Peaked Hill Pastures site that have been identified, but that these other proposed uses are not as pressing as housing and some may never be pursued.
      * Mr. Cook further suggested that a consultant could describe, after completing a detailed survey, what part of the 50% of the site is best suited to affordable housing and how the site would be best set up for a combination of owned and rental units. Mr. Cook further noted that the site is varied and in some places not at all suited to housing. Mr. Cook then stated that a survey could show what specific areas of the site are not at all suited to housing and then how would the remainder be best used.
      * Ms. Weidner summarized the proposed process:
        + Assume that the site will be developed for housing on approximately 50% of the land.
        + Perform an “enlightened” survey that identifies the areas of the site best suited to housing.
        + Propose 2-3 options for owned and rental housing plans and the feasibility and possible timeline of each of the options.
    - The subcommittee requested that Ms. Christy draft an email to Christine Flynn at the MV Commission to move forward on gaining consultant services. Ms. Christy stated that she would create a first draft of an email and then send it along to Ms. Weidner for review by the end of the November 12th week. It was acknowledged that the email would be cc’d to the Board of Selectmen so that they are kept apprised of the progress of the Board. It was suggested that the beginning of the memo might acknowledge that the original grant opportunities did not come through and the Board has a suggestion for how to proceed. The subcommittee members agreed that the memo would state the three points above. Ms. Weidner suggested that the email to Christine Flynn include an invitation to the next meeting of the subcommittee.
    - Mr. Cook noted that it is important at some point to make clear that the Town is not interested in the MV Commission funding the entire planning process and that the Town would contribute to the planning costs as well. Ms. Thompson reiterated the need to copy the Selectmen on the memo to Ms. Flynn in order to keep the Board of Selectmen completely updated on the process.
    - **Master Plan Document Work:**
      * Ms. Thompson reviewed the work that she and Ms. Wallace have done to move forward on the Master Plan work.
      * The subcommittee members reviewed the draft outline of the next steps, the draft potential vision plan goals, and the proposed next steps produced by Ms. Wallace and Ms. Thompson.
      * Discussion occurred about the necessary steps to gather data and input to create a master plan.
      * The subcommittee members discussed how a survey to townspeople may work and whether meetings with stakeholders and Boards/Committees may be useful. Discussion occurred about what information is needed or wanted from the town.
      * Discussion occurred about how the values that are identified by Ms. Wallace and Ms. Thompson could be translated into actions plans.
      * Ms. Weidner suggested that she find what was sent to Town Boards & Committees during the last Master Plan process to see what was asked at that time.
      * Ms. Thompson reiterated the importance of regularly checking in, using some kind of tool, with townspeople of what they care about most.
      * It was suggested that the subcommittee start with developing a process for gaining input from Town Boards & committees and then move on to gaining input from stakeholders and then the wider public.
      * It was noted that online surveys are possibly subject to “trolls”.
      * Mr. Cook noted that the Peaked Hill Pastures planning process will also provide a way for all of the values that are noted in the Master Plan goals to be addressed and it will provide an opportunity to show that the Board is actually moving forward on putting into action the values that are already identified as important to the Town.
      * Ms. Weidner suggested that the subcommittee review the documents produced by the working group and come back with comments at the next meeting. She said she would also find the survey used in the previous Master Plan process. Ms. Wallace stated she would work on a timeline for the work of completing the Master Plan process with the idea that the total amount of time will be 1-2 years and include action plans and evaluative measures. It was noted that some background could be provided to the Boards/committees and stakeholders before they are asked for their feedback and input. Mr. Cook noted that in reaching out to the Town for input, the inquiry could be prefaced with a description of how the Menemsha Master Plan work, and now the community housing project at Peaked Hill Pastures, are initiatives that revisit all of the values that are identified by the Town as important. Mr. Cook further stated a specific reference could be made stating that the reason why the subcommittee keeps returning to the essential values of the Town is because these are the key elements of every project that the Town embarks upon. Ms. Thompson suggested that all memos reference the Master Plan goals.
    - **Topics not anticipated by the Chairperson at the time of posting:**
  + **Minutes:**
  + The minutes from October 21, 2019 were reviewed and approved as written.
  + **Next Meetings:**
  + Monday, Nov. 25, 2019 3PM Subcommittee Meeting
  + Working Group will meet at 8:30AM on Monday, Nov. 18, 2019
  + **Documents:** 
    - Subcommittee Master Plan working group outline of work
    - Subcommittee Master Plan Potential Vision Plan Goals
    - Subcommittee Master Plan Possible Next Steps

Meeting adjourned 4:26PM

Minutes respectfully submitted by Jennifer L. Christy