**Approved Meeting Minutes**

**Chilmark Planning Board Subcommittee Meeting**

**December 15, 2023, 10:00AM**

**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 9:55AM.

**Menemsha Traffic Speed Bump:**

* Discussion occurred about the “Draft Memo” re Traffic Calming in Menemsha.
* A number of small changes were made and Ann Wallace made a motion to send the memo to the Planning Board for their meeting on Monday, Dec. 18th. The motion was seconded and the motion was voted unanimously to send to the Planning Board.

**Master Plan:**

* + - The Subcommittee members reviewed the entities that have submitted survey responses and made a plan to reach out to those Boards, Committees and Depts. who have not yet responded.
		- It was decided that Jennifer Christy should reach out tothose Boards, Committees and Depts. who have not yet responded in the new year.
		- Peter Cook asked when would be a time to reach out to a consultant considering that there is a lot of information from those who have responded to the survey so far. Catherine Thompson stated that there is quantitative information received that shows directions, but she would urge waiting until there is as full as possible response before evaluation is considered. Janet Weidner advocated to wait as well, for more survey responses, and then hold forums in the Spring and Fall of 2024 possibly. Ann Wallace noted that the Peaked Hill Pastures affordable housing project Planning Board forums, during the summer of 2020(?), were effective because they were led by a consultant. Janet Weidner and Catherine Thompson agreed with this idea.
		- After discussion of the next steps, discussion occurred about defining how a consultant would be used.
		- The plan, it was reviewed, is for the Subcommittee to finish up getting the survey responses, write an interim report, organize the responses, talk with those who may assist about a consultant and then create a larger survey and schedule for forums.
		- Discussion occurred about the length of the survey and whether the fact that it was four questions is a benefit to the process. Peter Cook suggested thinking about the idea of placing a “question of the week” on the website to gather input on key topics. Ann Wallace thought that the only issue would be that she would maybe answer the question, but it doesn’t necessarily reflect what topics may be very important to her.

**Minutes:**

* The minutes from the November 27, 2023 Planning Board Subcommittee meeting were reviewed and approved as written.

**Next Meeting(s):**

* Monday, Jan. 8, 2024, 3:00PM, Chilmark Town Hall

**Documents:**

* Master Plan draft survey responses

Meeting adjourned at 11:00AM. Minutes respectfully submitted by Jennifer L. Christy