

Planning Board Subcommittee Minutes 03/06/17

APPROVED

Chilmark Planning Board Subcommittee Meeting

Monday, March 6, 2017

Present: Janet Weidner, Chair, Joan Malkin, Peter Cook

Not Present: John Eisner

Public:

Staff: Jennifer L. Christy

Meeting called to order at 3:04PM:

- **Menemsha Master Plan DRAFT survey:**
 - Mr. Cook distributed a first draft of survey questions.
 - Discussion occurred.
 - The particular framework of the question format was discussed:
 - Groupings could be made of specific kinds of questions that address particular areas (climate change, water quality) and questions that address more philosophical questions.
 - Mr. Cook characterized the benefits of structuring a survey with questions that ask for a position on a statement of fact and vision. He noted the survey could be envisioned as a first step in the effort to the development of a vision statement for the Town.
 - Mr. Cook noted that the issues highlighted in the input sessions could be separated into areas that simply need recommendation to the Selectmen for consideration of action and areas that need to be developed into a statement which survey responders will provide information on the degree to which they are aligned with the statement.
 - Mr. Cook noted, for example, a “sharp” question could be “Should the Comfort station be renovated to be a modern facility?” He suggested that other questions could address policy and mission topics.
 - The subcommittee considered the idea of using Survey Monkey to conduct the survey in an electronic fashion.
 - Ms. Weidner asked if Ms. Christy could find out if there is a way to discourage responders from responding multiple times.
 - Ms. Weidner also inquired whether there would be a way to identify the responders by age, income, residency, email address.
 - Discussion occurred about the effect of responders to the survey who are not residents of Chilmark. It was determined that it would be prudent to ask questions about residency and ownership of business so that the demographics of survey responders is identified.
 - Discussion occurred regarding how to gather email addresses from people who respond. It was noted that the Board would need to assure the responders that their email would remain confidential.
- **Review of the Menemsha Master Plan Public Safety spreadsheet of issues:**
 - Ms. Weidner gave an update of the large spreadsheet of Menemsha issues and she reported that she is working to eliminate redundant items.
 - Ms. Weidner distributed a draft of input reorganized into sections: Vision, General Part 1, General Part 2, Commercial (Non-Fishing), Working Waterfront Part 1, Working Waterfront Part 2, Working Waterfront Part 3, and Comfort Station.

- It was decided that the subcommittee would review this new division of the input issues into these separate topics. It was also decided that each member would take a certain area of the input and would work to develop survey questions to address that input.
- Ms. Malkin stated that she would try to identify the demographics of survey responders.
- Ms. Weidner inquired whether the subcommittee needs to canvass the other town Boards and Committees to provide input for this survey even though the initial input session has already been held with them. It was agreed that it may be useful to reach out to the other Boards and Committees for a second chance of input that addresses the survey in particular.
- **Menemsha Survey work, Cont'd:**
 - More discussion occurred about how to design the format of the survey to enhance response rate and reliability.
 - Mr. Cook reiterated a way to format a survey where the statement of facts are given with reinforcing background information. The following questions are framed based on the background information given in the preamble to the section.
 - In a discussion about how to design a question to address the trash problem in Menemsha, it was noted that questions might lead to the fact that a business plan needs to be developed and implemented in Menemsha. Ms. Malkin noted the Board may want to recommend that the Town develop a business plan and the survey questions could be designed to elicit answers that lead to direct recommendations. Mr. Cook stated that, for example, questions could be devised that address an “umbrella” area addressing whether Menemsha should pay for itself.
 - Ms. Malkin noted that the Board could identify for the responders the income/revenue sources of Menemsha and the other service areas and then ask about whether responders are in agreement on this structure.
 - Mr. Cook stated that the preambles need to represent the facts but also need to encompass a vision for Menemsha that responders either agree or disagree with.
 - Discussion occurred about how a traffic officer could be utilized to improve traffic flow and help motorists find parking spaces in Menemsha.
 - Brief discussion occurred about the idea of a pedestrian barrier/low railing outside the fishmarkets and whether this barrier would help or hinder access. It was stated that it may be better to say that it may be desirable to clearly delineate pedestrian traffic outside of the fish markets without hindering access for all.
 - Ms. Malkin stated she would work to develop survey questions that begin with a bold statement that sets a particular position, based on the input so far received.
- **DRAFT Survey Timeline Discussion:**
 - April 3: Finish Questions?
 - April 30: Draft of Survey back from Town Committees & Boards
 - Announcement made at ATM & a table at ATM collecting emails
 - May 15: Survey goes out
 - Newspaper article about Master Plans, Paid Advertisement?
 - Advertisement in Town Columns, flyers at Library, Town Hall.
- **Next Meetings:**
 - March 13, 2017, 3PM
- **Minutes:**
 - No minutes were reviewed.

Adjourned at 4:33PM.

Minutes respectfully submitted by Jennifer L. Christy

