

***Charter for Planning Board Subcommittee  
Master Plan Vision Steering Committee  
2023***

**Purpose**

The Planning Board is preparing to review and revise the Master Plan last approved in 2012. The Master Plan is a road map of how the community wants to move from where we are today to where we want to go.

The Steering Committee will work on the logistics of the Visioning Forum and craft the survey questions for a community survey that will help shape the Forum.

Once the survey is complete, the Steering Committee shall organize a community Forum (at least one (1)) to solicit deeper responses to questions raised in the Survey. This will require finding a location, preparing & distributing notices, developing questions, facilitating discussion, collecting data and analyzing the responses.

The Steering Committee shall construct, distribute, publicize, collect, and analyze the responses from the community survey collecting demographic information and opinions from residents and business owners.

**Organization**

The Steering Committee shall consist of two (2) Planning Board Members, one (1) Conservation Commission member, one (1) Historical Society member, one (1) Selectboard Representative, and at least three (3) at large members of the public. A Chair shall be named from one of the two (2) Planning Board members. Quorum shall be a simple majority of committee members.

The Committee will have the option to split into Sub-Committee(s) in order to distribute and focus on specific tasks and reduce the workload of the members. Sub-Committee(s) shall meet at least once a month during a "Committee" meeting.

Any recommended expenditures, in pursuit of the committee's charter, shall be approved in advance by the Planning Board.

The subcommittee shall meet, at a minimum, once per month. All meetings will be posted, open to the public and have summary minutes recorded consistent with applicable RSAs. Individual members may be asked to publicize community outreach efforts and to encourage participation.

## **Committee Deliverables**

The Committee shall continually:

- Keep the Planning Board updated on progress
- Ensure that optimal levels of expertise and community input are being included in each step of the committee's work
- Provide a final report including all survey data, forum responses, vision boards, etc.

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Alan Rosenberg

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Eric Bernstein

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Chris Duncan

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Scott Grenier

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Steve Russo

Date: \_\_\_\_\_