



Town of Wilbraham Vision Task Force

Envisioning the future of Wilbraham by listening to the expectations of the people of our town, collecting data, and examining trends that could impact that future

MISSION

To lead a community-driven process to make Wilbraham a better place to live and work by gathering broad-based public input and generating a consensus-based guiding vision to address Wilbraham's current and evolving challenges and opportunities

Minutes

TUESDAY, April 16, 2013

7:00pm Selectmen's Room, Town Hall

In attendance: Tracey Plantier, Edna Colcord, Nancy Ross, Carol Albano, Chris Novelli, Chuck Phillips, Susan Burk, Stephen Brand

-Call to Order: 7:08 PM

-Correspondence: no comments

- Minutes from March 27 Meeting – Carol – moved by Edna, seconded by Nancy – approved by all. Minutes need to be posted on the town website, along with the agenda.

-Editing Progress/Outstanding Needs – Tracey (20 minutes)

- Team members have been having trouble putting docs into Google Docs, especially those documents which have charts and spreadsheets. Chris has devised a work-around which will be used to get the copies up on the site.
- Tracey is about to start editing. She has created a summary based on team summaries as well as proposed introduction content. Intro content should not be more than 4 pages. Team members will get back to Tracey with comments about the section.
 - Suggestion: Remove methods from the team chapters and put in the introduction or put methods at the end of each team chapter.
 - Suggestion: overly; find ways for readers to get from the intro to what they want to read quickly.
 - Statements in the summaries need to be supported by the data in the chapters.

- By Monday, Sue will send each team lead a consolidated list of comments related to their section of the report culled from the answers to the questions below to be used to gather low-cost ideas and to help add content to their report sections
 - 2-3 Future Headline
 - 2-4 With 10 million dollars
 - 3-8-28 Other Areas of Focus
 - 4-13 Other Insights
 - 5-15 Next Catastrophe
- Tracey reviewed the groups which need to see the report pre-go-live and go-live. The School Committee was added to the list. (see below)
- Motion: Engage the Steering Committee, and then the Selectmen, to let them know where we are in the process, when we will be done, how we are going to roll it out and engage with the community. Moved by Stephen, seconded by Nancy. Approved by all.
- Motion: Give the Steering Committee, Selectmen and Marty O'Shea opportunity for 1:1 meeting with Chuck and Nancy or Stephen to apprise them of the rollout plan and draft summary findings. Moved by Stephen, seconded by Tracey. All approved.

- "Movie Trailer" concept –

- Stephen explained the concept of creating a Times Headline page “of the future” to spark interest in the team’s report during the Town Meeting on May 13th. The back side could include Wordles on Core values and could advertise the public meetings in which we will inform folks of the outcome of the team’s effort.
- Proposed meeting schedule:

Pre-Go-Live 1:1 meetings

- Steering Committee – no later than 4/26
- Board of Selectmen – no later than 5/3
- Marty O'Shea – no later than 5/10

- Town Meeting – flyer – 5/13

Go-Live Presentations – Use a standard presentation with a specific handout for each group – might have a few extra slides.

- Business meetings will have a business focus.
- School Committee meeting will have a school focus.
- Town Services Staff will have a town services focus.
- All other meetings will cover all subjects.
- We will collect feedback as parking lot/action items.
- We will invoke a call to action with each of these groups to see what they might do.
 - Planning Board – sometime between June 15 and June 30 –Chuck, Edna, Carol
 - Boston Road Business Association – sometime in July/August – Karen and Tracey and Nancy
 - East of the River Chamber "ECR5" – sometime in July/August – Karen and Tracey and Nancy
 - Finance Committee – sometime between June 15 and June 30 – Chuck, Edna, Carol
 - Capital Committee – sometime between June 15 and June 30 – Chuck, Edna, Carol
 - Zoning Board of Appeals – sometime between June 15 and June 30 – Chuck, Edna, Carol

- Town Services Staff – sometime between June 15 and June 30 – Chuck, Edna, Carol
- Gardens IT Group – sometime in July/August – Karen and Tracey and Nancy
- School Committee –during the summer, if they meet; otherwise as soon as Stephen can get on the agenda.
- Public – when school starts –whole team – several meetings at different times of the day

-Assignments for Synopsis/Executive Summary for Presentation (Mixture of Bullets and Wordels?) – Nancy (30 minutes)

- Chris and Sue and Chuck will brainstorm the format of the presentation.
- Consider pecha-kucha format (20 slides, 20 seconds each) or something close to that.
- Consider Prezi as a delivery format

-Selection of Presenters and Schedule for Presentations (Planning Board, Select Board) – 20 minutes - Nancy

- Break these meetings out into teams (except for the public meeting, where all teams will be involved.)

-Audience of Citizens

-Next Meeting: Try for 4/22 at 7 PM

-Adjourn: Moved by Stephen and seconded by Nancy – all approved 9:20 PM