

# AGENDA

## MASTER PLAN IMPLEMENTATION COMMITTEE (MPIC)

LOCATION: Town Hall, Room 103

DATE/TIME: 5:45 – 6:45 PM, Wednesday, September 13, 2023

- General member introductions, input, and questions
- General discussion of 2023 Progress Report submitted in July to Select Board and posted on Littleton. Org.
  - Edits, updates or suggestions?
  - What should target goals be for year ahead? (target 3 to 5)
  - Assign committee member to be responsible for each target goal (liaise with appropriate Board or Committee for actionable results)
- Vote on officers: Chair, Vice Chair and Secretary
- Set date for next meeting

## NOTES

Members in attendance: Delisa Laterzo, Karen Morrison, Stacey Desmarais, Laura Yates, and Jennifer Banks

Not in attendance: Michael Gruar, Tatiana Scott

Introductions around the table.

### 2023 Progress Report

Thank you to Laura for managing the update of the progress document, and getting it posted to the (new!) town website. It can be found at:

<https://www.littletonma.org/DocumentCenter/View/5863/MPIC---2023-Progress-Report>

- **ACTION STEPS:** For the next meeting, each member will look through the progress and identify several goals which we believe will be important in the coming year, but which may be lost in the current conversation or buried in the large and complex plan. We can discuss at the next meeting with the idea that we can report these identified goals to the Select Board for consideration, or at least so they do not get overlooked as other large projects are moving forward.

Jennifer noted that the condensed version of the progress report is more readable than the very large plan, certainly, but asked whether the MPIC could play a role in more widely disseminating neutral information about the plan itself and how it is providing structure to what can seem like a huge number of big projects. Karen suggested that we might use a few minutes at the beginning of town meeting on November 1 to review the progress to date and reinforce where people can find information on the Plan, both the condensed summary of progress and the full details. Delisa offered that we should be sure to know what the big voting issues are in front of the town in November, as well as hot button discussion issues, so we can be sure to provide updates and context there. She particularly mentioned the Parks and Rec plan, and that we should reach out to them beforehand to ensure they are explicit in aligning their own work with the Master Plan.

**ACTION STEPS:**

- Karen will reach out to Ryan to ask if it's possible for us to do this
- Laura and Jen will meet to discuss a draft PPT and send around to the group in advance of the next meeting

Officer Appointments

Delisa nominated Laura for Chair of the Committee. Karen seconded. Unanimous vote yes.  
Laura nominated Jen as Vice Chair of the Committee. Karen seconded. Unanimous vote yes.  
Laura nominated Jen as Secretary of the Committee. Karen seconded. Unanimous vote yes.

Date for Next Meeting

**Tuesday Oct 3rd at 7pm**

Will be over Zoom to make it easier to review the PPT with everyone