

Comprehensive Plan Project Management Team

3/16/2023 Minutes

The group started by finalizing the five questions we were going to ask for each precinct candidate.

Brandi likes Q2, Q1 (simplified), Q1 under Comm Engagement,

Added a couple more generic questions

1. What is your favorite things about Ashland? What is your least?
2. How long have you lived in Ashland and what brought you here.

The following questions were determined to be the final versions (with modifications)

General Candidate Qualifications – Questions 1 and 2

Community Engagement – Question 1, and:

1. What is your favorite things about Ashland? What is your least?
2. How long have you lived in Ashland and what brought you here.

The group next moved to discuss the interview process. It was decided that one person per precinct to would ask questions. There will be limited opportunities for follow-up questions.

The group discuss drafting a welcome memo from Project Management Group for Steering Committee. Yolanda to draft memo.

The group had further discussion about the letter to Precinct Candidates/Student Applicants – Will add a sentence/section encouraging people to include demographic data, although that is not involved. We also discussed phrasing to encouraging volunteering even if people are not picked as precinct representatives. Ultimately, it was decided to use Brandi's letter with modifications and include the flyer used at Town Meeting to provide more information.

We had discussion about Volunteer Engagement – the group tentatively agreed to provide a monthly share with the Steering Committee the concept of providing a monthly update electronically to volunteer. This list will start with members who applied to be a part of the Steering Committee and other residents will be able to opt-in. There was significant discussion about how to utilize additional volunteers. Anna will draft a revised letter and will bring it back to the group at the next meeting.

Marketing – Brandi will take a draft of the press release. By May 15, we will prepare a communications to go into the June Local Town Pages.

Staffing for Project Management and Steering Committee – Michael can commit to having an additional staff member to help with the scheduled monthly meeting starting at 6pm.

We reviewed important upcoming dates:

March 31 – Questions due on this date by midnight

Between the 31st and 10th – Members will review answers and the applicants will be notified if they are selected for interview on the 10th. April 7th to discuss ties.

April 11 from 6PM-10PM for interviews of candidates.

April 13th – from 5-7 to make decisions.

April 14th – Notify precinct members who are chosen and chosen

May 11th – Joint Meeting with Select Board and Planning Board to ratify appointments

Meeting Minutes – January 19th, 2023 – Yolanda made a motion to approve, Anna seconded. Passed 6-0

February 6th – Yolanda made motion to approve, Anna seconded. Passed 6-0

March minutes - Yolanda made motion to approve, Anna seconded. Passed 6-0

OML Compliance for Minutes – Peter will take the approved minutes and post them. That will be the process moving for.

Update to Project Management Group Procedures – Discussion of the impetus for the proposed changes.

Update to Project Management Group procedures – Anna to redraft utilizing Michael and Kate's edits.

Meeting Room for Steering Committee – Michael will check with the Library to see if we can use that room for Steering Committee meetings.

Motion to adourn by Yolanda, Seconded by Anna – 6-0