

## **PELHAM MASTER PLAN SUBCOMMITTEE MEETING**

In Person Meeting dated February 2, 2022

**LOCATION:** Pelham Town Hall, Conference Room

### **MEMBERS IN ATTENDANCE:**

Samuel Thomas, Chair  
Danielle Masse Quinn, Vice Chair  
Jim Bergeron, Member  
Roger Montbleau, Member  
Jennifer Beauregard, Planning Director

### **GUEST IN ATTENDANCE:**

Steve Whitman with Resilience Planning & Design, LLC - attended via Zoom

Meeting was called to Order at 3:02pm.

**MEETING MINUTES:** Meeting minutes for January 25, 2022 - Approved as Written

### **NEW BUSINESS:**

Discussion by Samuel Thomas on Master Plan presentations to the Town Boards to bring awareness to the Master Plan Subcommittee.

Discussion with Steve Whitman on key contacts for portals of communication to be between Resilience, Samuel Thomas, Danielle Masse Quinn and or Planning Director Jenn Beauregard.

Discussion with Steve Whitman on Three (3) Links provided by Resilience via email. Link One (1) is for a List of Stakeholders. Link Two (2) is to be for used for a document and resource list. Link Three (3) is to be used for questions and ideas.

Mr. Montbleau wanted to know if Resilience had a schedule on how they do their work.

Discussion on deliberated session for February 8, 2022.

Discussion in reference to funds in order to sign contract. Once the contract is signed it will be sent over to the Town Attorney for legal review.

Discussion on contract vetted, format of meetings and timing of meetings. Meetings would be one time per Month with Steve Whitman and or Steve Whitman and a Resilience member in attendance. Work Sessions would be the Master Plan Subcommittee members.

Discussion on getting started. Steve Whitman would need a day and time to meet once a month. During the Outreach Effort Stage: Build Out Analysis and Resource Inventory.

Discussion by Steve Whitman on providing a Monthly Report that would work with points of contacts, a timeline matrix and a spread sheet. Once everything is in place, review the timeline and scope of work.

Steve Whitman of Resilience Planning and Design, LLC ended zoom meeting at 3:48pm.

### **OLD BUSINESS**

Discussion and Acceptance of new applicant

Jenn Beauregard and Samuel Thomas to draft a letter of acceptance for Volunteers.

Discussion on First Master Plan subcommittee with volunteers proposed for Thursday March 10, 2022 from 6:00-7:30pm pending March vote and conference room availability.

Discussion on having a Public Meeting for the town residents to offer Master Plan presentation on Wednesday February 23, 2022 at 6:30pm.

Jenn Beauregard to create flyer to notify Public.

**Meeting Adjourned at 4:50pm.**

**MOTION: Roger Montbleau / Danielle Masse Quinn**

Meeting Minutes respectfully submitted by:

Danielle Masse Quinn on February 2, 2022 at 9:25pm