



**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

Monday, February 25, 2013
4:15 p.m. Selectman Room Town Hall

Attendance: Carol Albano, Susan Burke, Karen First, Chuck Phillips, Nancy Ross, Tracey Plantier

Call to Order: Meeting called to order by Chuck Phillips at 4:15 p.m.

Minutes submitted by Tracey Platier from Monday, January 25, 2013 approved by Susan Burke, seconded by Carol Albano

Motion made by Susan to write an article by the chairman of VTF in the Wilbraham Times to update the community on our process thus far and the next steps and seconded by Edna

- **Schedule for Final Report Writing Discussed:**

Nancy reviewed the schedule that will be used for a timeline for the sections of the draft report writing by the Captains and Teams. Tracey will resend this to all members to be sure the updated 2-19-13 version of the "Chapter Outline for Vision Task Force" is being used and followed. Can the suggested due dates work?

The team agreed that the first due date is doable.

Tracey continued with defining the sections to be written and what should be included.

The due date for the draft is Tuesday, March 13th, 2013, Team Captains will bring the copies to the meeting to discuss and review. Sharing of the drafts will help us to understand the successes and challenges of the first steps in our report writing.

- **The areas as shown by the outline are:**

STEPS TAKEN-aggregated insight from research, surveys, and Imagine Wilbraham Day.

FINDINGS SUMMARY-5 things that the data shows and you want the community to know.

KEY FACTS & TRENDS SHOWN BY RESEARCH-This section is only fact based research

KEY FINDINGS FROM THE COMMUNITY-this information is only from community opinion from collected surveys, Imagine Wilbraham Day, and meetings.

Each section was discussed in detail and questions were addressed.

Also discussed were the EXPERT INSIGHT, TOP OPPORTUNITIES, TOP ISSUES, MOST IMPORTANT QUESTIONS, and OUT OF THE BOX IDEAS.

With the data intact, which census data is most appropriate for the teams? The data team headed by Chris will meet to discuss how they can support the team captains using the data compiled by Ray.

Questions such as: Are there age correlations in response to the data? Ray will check to see if age is significant, he will spot check the distribution. All categories will be checked.

Team Captains can contact Ray to tell him what data is specific to their report writing sections. Ray can be contacted by email.

Audience of Citizens:

- None

Next Meeting Dates:

- Tuesday, March 12, 2013, Wilbraham Town Hall, Selectman Room

Motion to Adjourn:

- 5:30 p.m. by Edna and seconded by Tracey

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