

Wilbraham Vision Task Force
Selectmen's Office: Town Hall

Minutes for January 31, 2013

Meeting called to order at 7:30 pm

Present: Carole Albano, Stephen Brand, Susan Burk, Karen Furst, Christopher Novelli, Chuck Phillips, Tracey Plantier, Dave Sanders

1. **Minutes** from Jan 17, 2013 accepted as read (motion CA1, SB2)

2. **VTF Final Report Page Length Discussion**

A discussion took place regarding the final report subchapters on whether or not a page maximum should be set for each chapter. Overall discussion determined that team captains will follow VTF report format that had previously been approved. The committee discussed that depending on the chapter, that it was possible that page length would reflect the complexity of that particular chapter. Tracey gave as an example that chapters such as Education and Business may be longer than the chapter on Lifestyles. Committee is cognizant that chapter reports should be kept as brief as is reasonable to make clear points and not lose interest of the reader. Writing in bullet and short formats is the preference of the committee.

3. **Steering Committee Follow-up on VTF Report Format**

After the previous VTF meeting on January 17th, the Steering Committee met as a follow-up on Tuesday, January 23, 2013, to discuss the VTF Final Report Format and relay their feedback to the VTF Committee. Karen Furst, Stephan Brand, and Tracey Plantier attended the Steering Committee representing the VTF Committee. They reported back to the VTF committee that the Steering Committee was supportive of the Final Report Format, that they were interested in a Communications Plan, also that they were interested in any thoughts that the VTF committee had regarding the data that had been collected. It was discussed that the Steering Committee had not formally communicated their thoughts to the VTF Committee. Chuck will follow-up with the Steering Committee to request a formal communication.

4. **VTF Final Report Appendix Discussion**

A discussion took place regarding the content and format of the Final Report Appendix. It has been the committee's assumption that detail data that would not be included in the main body of the report would be included in a report appendix. One of the concerns discussed by the group was the possible volume of the appendix not being workable in a print format. Susan suggested that the appendix be available in a digital format. There were some concerns from other committee members that a digital format would not work for some citizens. Susan suggested that the committee could be available to help citizens navigate a digital version of the appendix. The digital report format for the appendix requires more discussion.

5. VTF Final Report Presentation Suggestions

a. Stephen suggested that the VTF Committee request time to present the VTF findings at the Annual Town Meeting in May. The Committee agreed that this would be a positive step at communicating the VTF findings. Chuck to follow-up and request time at the Annual Town Meeting.

b. Chris suggested that the Final Report be available in a website format. This suggestion was received favorably for its intent to communicate more broadly to a wider audience. This suggestion needs to be discussed more fully to determine complexity, effort, and timeframe. Karen suggested that the report would still need to be available in a print format for citizens that do not have computer access.

6. VTF Final Report Schedule

A discussion took place regarding the timeline for the report writing phase of the project. Chuck had e-mailed a proposed schedule. It was decided that the sub-committees of each chapter would meet in the next two weeks post this meeting (Jan 31st) to determine if the dates proposed could be met by the sub-committees.

7. VTF Final Report Author Discussion

A discussion took place regarding the author for the report sub-chapters. Chuck had proposed prior to the meeting that he would be willing to author the reports to keep the reports brief and present in "one voice". Some captains of the sub-committees spoke up that they would prefer to write their chapter reports. The committee decided that sub-chapter captains will be working with their teams to author the chapter reports. If any captain would like help with the writing of their chapter report, Chuck has offered to author the chapter.

8. VTF Final Report Methods

A suggestion was made that Chuck should begin writing the methods section of the VTF Final Report. Chuck has agreed to do this.

9. Audience

One citizen in audience – no audience questions.

Meeting adjourned at 9:30 pm (motion SB1, CA2)

Next VTF meeting February 25, 2013, at 4:15 pm, Town Hall

Respectfully submitted, TP