

Master Plan Steering Committee  
4/2/2025 5:30pm-6:30pm, Lower level of the Town Hall

Meeting Minutes: 4/4/2025

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**Members Present:**

Mark Ohlson, Chair; Paul Marks, Vice-Chair; Tia Gagnon, Secretary; Jim Eldridge, Selectmen's Representative; Chief Michael Brooks, Pastor Andrew Anderson, Isaak Wellinghurst, Principal Heather Woodward, Chief James Hayford, Evelyn Whelton

**Members Excused:**

Cheryl Littlefield, Sloane Jarrell, Aysia Wellinghurst

**Others Present:**

Mark Graffam, Eidelweiss Commissioner; Mark Faunce

Chief Brooks led the oath of civil officers, all in attendance swore in and signed the oath of office declaration. Note: Evelyn Whelton's Oath is needed to sign.

No Public Comment.

**New Business:**

- Tia Gagnon thanked the members for joining the steering committee and donating their time and talent to help the Planning Board and our community build a new master plan. She provided a high level overview and scope of the project. Topics covered included: the three major pieces of the project, the master plan, the implementation section, and the capital improvement plan. Also covered: The timeline of the project including the phases and critical path of building the master plan; as well as the expectations and goals of the group this year.
- A master plan is a foundational document for land use boards and acts as a future vision and land use policy guide for those boards, the town, and civic groups. It is often referenced as a reflection of our community values. It must have a vision and a land use section to be adopted.
  - Updating the document provides an opportunity for the Planning Board to take a pulse on our community members and translate that information into the future needs of our town. Furthermore, to make sure that policies and municipal projects align with the plan and are executed in a cohesive manner.
- The implementation section specifically helps the board prioritize town projects, including upgrading facilities, updating policies, and planning for shared amenities. It helps the board and local leaders stay accountable and gauge progress. It is the step by step action plan that can be used as a tool for the town to bring the master plan to life.
- A long-range capital improvement plan is the third key piece and is usually included in the implementation plan. We intend to work on this in lock step with the Selectmen and their CIP subcommittee (once established). A CIP should include any town projects that will take at least six years to complete, facilities upgrades, and maintenance. The first year of the CIP is an annual budget sans operations.
- Addressed concerns over the 2002 Master Plan including: low resolution, missing pages, not digital, outdated, in need of new data, images, and maps. Members expressed concerns about the challenges of completing the project and also offered ideas to advance the project.

- Chief Brooks offered that the town has resources to access new maps.
- Discussed different survey delivery methods with inclusivity as top priority. Being very mindful of any costs associated with distribution and data collection. Aim is collecting 300 surveys to get a cross section of adult community members. Considered a secondary survey tailored to students and those under 18y/o who make up roughly a quarter of the population of Madison.
  - Heather Woodward suggested being available at the library to help anyone who needs assistance. That would also reduce the need for mailers. She also suggested consistency in the format of questions and answers. Suggested collecting respondents email addresses for future communications.
  - Chief Brooks suggested using a QR code.
  - Jim Eldridge suggested breaking the survey up into multiple sections and keeping it short.
- Primary goal for 2025 is to develop the two sections necessary to adopt our master plan: vision and land use. In order to do that, the subcommittee will develop and send out a general town questionnaire, host forums for any sections of the master plan that require a deeper dive, and suggest additional sections to include in the draft based on feedback from our community. After data and feedback are gathered, we will craft a vision statement that accurately reflects our town values and a land use section that guides future development and conservation efforts.
- Secondary goal is just as important. The MPSC members will work with their respective boards/ groups, to prepare their chapter and add it to their section of the master plan. They will develop long term goals and add any town project suggestions to their CIP. They will have the opportunity to workshop these drafts.

Action Items:

- Need Evelyn Whelton's Oath of Office from Selectmen.
- Propose additional committee members to the Planning Board: Eidelweiss Commissioner, Mark Graffam and Mark Faunce.

The meeting ended at 6:40pm.

Minutes submitted by:  
Tia Gagnon

Approved at 5/7/2025 meeting.

Signed: Tia Gagnon 5/16/2025



5/16/2025