

**Minutes of the Master Plan Committee**  
**September 7, 2022 7:00 pm**  
**Lee Town Hall Select Board Office**

**Members Present:** Tom Matuszko, Bobbi Koz Paley, Chris Skelly, Betsy Strickler, Kathy Hall, Thom Swift, Kirk Nichols, Sean Regnier, Peter Bluhm, David Buttery and Jack Tucker

**Call to Order**

Member Bluhm called the meeting to order at 7:00 pm. For the record, he informed those in attendance that the meeting was being recorded.

**Introduction**

All members in attendance introduced themselves to the group.

Member Bluhm stated that he will request the Planning Board to officially appoint the committee at the next meeting.

A brief discussion occurred regarding the number of members the committee should have and the lack of diversity of the members.

Member Bluhm stated the composition of the committee is well balanced with a lot of varying experiences.

Member Nichols stated the importance of the town's future.

Member Regnier stated that Lee is an inclusive town and hopes the master plan will illuminate the history and the town as a whole.

Member Matuszko, representing Berkshire Regional Planning Commission, stated they serve as a municipal consulting firm. He also discussed the programs the Commission has including a Community Planning program, Community Development program, Transportation Planning program and Economic Development Program.

Member Skelly, also representing BRPC, discussed his background in transportation planning, neighborhood planning and historic preservation planning.

**Explanation – What is a Master Plan?**

Member Matuszko stated a Master Plan is a comprehensive document and a vision for the future. One element of it is the analysis of existing conditions. i.e. What do you have here now in town? How has it changes over some time period? Is the change good or bad?

Member Matuszko stated another element is what the residents want and a good Master Plan will have public input participation. The third element is the steering committee and their overall guidance. A typical Master Plan includes areas of natural environment, transportation, economic development, housing, historic resources, cultural resources, recreation, demographics, infrastructure, zoning, land use and what the town provides. A typical pattern is that there is a broad goal for an area and underneath is more refined elements and objectives.

Member Matuszko described minty meter as an electronic app to help collect information from townspeople.

Member Bluhm asked what the typical process is for developing a Master Plan.

Member Matuszko stated the importance of the demographics aspect and that the 2020 census information is not yet available.

Member Buttery asked if the plan was to update to existing Master Plan or create a new one.

Member Matuszko stated the plan is to create a new one.

Member Matuszko shared a document with the Committee titled "Operating Practices for Meetings."

Member Matuszko stated Member Skelly will be doing stakeholder interviews, meeting with other boards and key people in town to get their understanding of what is important to them. The information he collects will be brought to the Committee as part of integrating it into the plan.

Member Matuszko shared a document titled "13 Features of a Good Plan."

### **Goals for the Committee**

Member Swift stated his goal is to have a useful product.

Member Nichols stated his goal is for the Committee to develop a good plan that will guide making decisions to move the town forward, make the town successful and thrive in the future.

Member Koz Paley stated the town needs a common space.

Member Buttery stated goal is to put something together that is workable and that whole town can get behind.

Member Koz Paley stated she would like to measure how many students that graduate stay in Lee.

Member Strickler stated the importance of retaining, maintaining and growing the sense of community. She also stated the importance of modern technology.

Member Bluhm stated he would like to see the town plan for a way for people to be able to walk more and encourage neighborhood shops. He also stated the importance of workforce housing.

### **Committee Meeting Scheduling**

The members briefly discussed which days of the week and times worked. The Committee decided to meet the third Monday of the month at 7:00 pm.

### **Elect Chair & Secretary**

Member Tucked moved to name Member Bluhm as Committee Chair; Member Regnier seconded. Motion passed unanimously.

Member Koz Paley moved to name Member Strickler as Vice Chair. Motion passed unanimously.

Chairperson Bluhm stated he would assign a member each meeting, on rotation, to act as secretary.

**Set Next Meeting Date & Time**

After a brief discussion the committee decided to set the next meeting date of Monday, September 19, 2022 at 7:00pm.

**Other Topics**

Member Matuszko stated there are other staff of BRPC that they will be bringing in to assist. He stated the importance of climate change and adaptation and how much should be integrated into the plan.

Member Regnier stated that the town is in the process of appointing Mass Vulnerability Project Committee.

Member Koz Paley suggested the Committee to consider micro-mobility.

The Committee briefly discussed transparency and open meeting laws.

Meeting adjourned. 8:57 pm.

Respectfully Submitted,

Elizabeth Mead  
Administrative Assistant