

Approved June 28, 2023

**Advisory Committee Meeting
Zoom Video Conference
Wednesday, May 24, 2023, 6:30 p.m.**

Those present from Advisory Committee included Shawn Baker, Doug Smith, Madison Riley, Rani Elwy, Gail Sullivan, David Prock, Bill Schauffler, Pete Pedersen, Jenn Fallon, Christina Dougherty, Wendy Paul, Susan Clapham, Neal Goins, and Andrea Ward.

Chair Shawn Baker called the meeting to order at 6:30 pm. Vice Chair Doug Smith took roll call.

Meeting video can be found here. [May 24, 2023](#)

Citizen Speak

There was no one present for Citizen Speak.

“Lessons Learned” Discussion and Survey

Improvements and goals for FY2023 were reviewed and discussed. Incremental improvements are made in Advisory operations each year; the highlights for this year include:

1. Implementation of a weekly officers’ meeting.
2. Enhancement of new member orientation session.
3. Establishment of mentor program for new members.
4. Information and sources made available in a Google sheet format.
5. Update of Advisory handbook (which functions as a policy manual). This is a resource for all committee members.
6. Creation of a comprehensive guide for authoring write-ups. Recommendation made to encourage use of write-ups in prior Advisory Reports as a resource.
7. Reevaluation of role of Advisory Administrator to formulize the role and have it recognized by the town for expansion of the role and its responsibilities over recent years.
8. Review of bylaws and suggestions for where bylaws could be modernized to reflect current practice. Items that might be beneficial to the town were highlighted.

Survey results and a summary of the comments for each question were shared and reviewed. Comments included incorporating the feedback into the orientation; use of the previous year’s liaisons to support new liaisons; strength of the town staff acknowledged; consideration given to meeting format for upcoming year: virtual, hybrid, or in person.

Liaison Updates

Library/Christina Dougherty– a report on the recent WFL Trustees meeting was provided and included updates on outreach; WFL Foundation fundraising event – Books in Bloom -- on May 12; COA antiques road show; Friends of WFL book sale. WFL requests funds from the Foundation which are reviewed and approved by the Foundation.

Planning/Madison Riley – one of the two open positions in the department has been filled and the new employee will start on June 7.

Schools/Rani Elwy and Jenn Fallon – an update of the recent meetings was provided; the teachers’ union contract was approved; there was a discussion on how to start building a sense of community again; strategic plan framework was discussed: it is posted on-line and there is a Google sheet for comments; there was an updated report for Hunnewell fields lights; SC voted to allow a non-voting member of School Committee from METCO; SC withdrew from the School Choice program because of the elementary school projects; tours of the new Hunnewell school. Last day of school June 15. The Schools are not moving ahead with standards-based grading. Retention dollars will be covered in the budget.

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COA/Bill Schauffler– there will be a review of the TPC kitchen at next meeting; bathroom doors have safety closures installed; working on the strategic plan; looking for new board members.

Recreation/Wendy Paul– there was a joint meeting (DPW, CPC, Recreation, NRC, Select Board) regarding the Morses Pond project; a working group will be formed to look at the project and to bring forward a request for design funds. Discussion on pickleball – the RFP for a consultant to measure sound is not going forward; Recreation will work with NRC and SC for proposal to help with the mitigation of sound. A question was asked if there was a discussion about the nighttime use of Morses Pond with respect to lighting. There was no discussion of nighttime use.

NRC/Al Ferrer – NRC is talking about nighttime use of various facilities and is addressing evening use of properties.

Minutes Approval

Madison Riley made, and Neal Goins seconded a motion to approve the May 3, 2023, minutes.

Roll Call Vote

Jennifer Fallon – yes

Doug Smith – yes

Al Ferrer - yes

Wendy Paul – yes

Pete Pedersen – absent

Madison Riley – yes

Rani Elwy - yes

Christina Dougherty - yes

Gail Sullivan – yes

David Prock -yes

William Schauffler - yes

Susan Clapham - yes

Neal Goins - yes

Andrea Ward - yes

The May 3, 2023, minutes were approved, 13 to 0.

Adjourn

Bill Schauffler made, and Jenn Fallon seconded a motion to adjourn.

Roll Call Vote

Jennifer Fallon – yes

Doug Smith – yes

Al Ferrer - yes

Wendy Paul – yes

Pete Pedersen - yes

Madison Riley – yes

Rani Elwy - yes

Christina Dougherty - yes

Gail Sullivan – yes

David Prock -yes

William Schauffler - yes

Susan Clapham - yes

Neal Goins - yes

Andrea Ward – yes

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The meeting was adjourned at 7:40 p.m.