



**Master Plan Steering Committee**  
Tuesday, June 21, 2016 at 5:15 p.m.  
The Visitor Center, 14 North Street

**MINUTES**  
**Approved 7/19/2016**

**I. Call to Order**

Mr. Putnam called the meeting to order at 5:17 PM.

**Present:** Melissa Richmond, Eileen Skowronski, Marilyn Harris (arrived at 5:20), Debora Matteau, Bill Carpenter, David Putnam, Abigail Carman, Nick Koloski, Andy Lafreniere

**Absent:** Richard Wahrlich, Jim Feleen

**Staff:** Nancy Merrill, Director, Planning and Development Department; Zachary Williams, Business Development Coordinator

**Others Present:** Bernard Folta, Rebecca MacKenzie

**II. Minutes**

**a. May 17, 2016**

**Motion:** To accept the minutes of May 17, 2016

**Made by:** Mr. Carpenter      **Second:** Ms. Matteau

**Vote:** Ms. Carman abstained; all others voted in favor

**III. Business**

**a. Draft Vision Statement**

Ms. Merrill clarified the role of the overall vision statement and presented the first draft. She listed the most-mentioned themes from the public survey.

Mr. Lafreniere clarified that committee members' input on the survey was not subjective or their own thoughts, but rather what was gleaned from the survey.

Ms. Harris noted that the first draft seems more detailed than normal – she wants to clarify expectations for a vision statement.

Ms. Richmond liked the more detailed statement because of its specificity.

Mr. Lafreniere likes a more “tactical” statement, rather than a broad statement.

Ms. Matteau commented that she liked this vision statement because she can really identify Claremont in it.

Ms. Carman thought this vision statement is too specific and that it might be hard to get through it. “We shouldn’t have to summarize a vision statement”.

Mr. Folta thinks the vision statement needs to have specificity and that the group should carefully consider the order of sentences vis-à-vis prioritization. He hopes the vision statement will inform the manager’s hiring process.

(Ms. Richmond left the meeting at 5:45 PM.)

Ms. Carman submitted an alternate vision statement. The group considered it a worthy introduction, followed by more specific goals out of Ms. Merrill’s drafts.

The group moved through the existing draft to decide the order of statements.

Ms. MacKenzie thinks the vision statement should offer a message on each chapter.

The group added the statement, “be a leader in the region”, to the end of the vision statement.

**b. Subcommittee dates and members**

Ms. Merrill gave an update on the subcommittees, the amount of sign-ups for each, and the needs for each.

**IV. Correspondence**

**V. Other**

**VI. Adjournment**

**Motion:** To adjourn the meeting.

**Made by:** Ms. Matteau

**Second:** Mr. Carpenter

**Vote:** Unanimous in favor

The meeting adjourned at 6:49 PM.

**Respectfully submitted,**  
*Zachary Williams*