

Medway Master Plan Committee

Mission

To guide the development of a comprehensive strategy for Medway's future by engaging the community and directing the process of preparing a comprehensive update to the Medway Master Plan, last adopted in 2009, and in accordance with G.L. 41, §81D. In so doing, the Master Plan Committee will partner with the Planning and Economic Development Board, the Medway Community and Economic Development Department, the consultant selected to prepare the Master Plan, various stakeholders, and the community at large.

Committee Composition

The Committee will be comprised of 11-15 members and shall represent a cross section of the community. Some members will serve as representatives of various Town boards and committees or community organizations. Others will serve as "at-large" members. Town staff will not be appointed as committee members but will be actively involved in the project. Membership on the Committee will be by appointment of the Planning and Economic Development Board (PEDB) for a term of two years. Members must be sworn in by the Town Clerk.

Time Frame – The MP Committee will perform its charge through the completion and adoption of the Master Plan. We anticipate this to be an 18-20 month process with the intention of completing the plan and obtaining PEDB approval by the end of October, 2022.

Committee Responsibilities:

Develop Plan

Working with the Master Plan consultant, the Planning and Economic Development Board, and Community and Economic Development Department staff, the MP Committee will produce a draft Master Plan update for the Town of Medway for review and approval of the Planning and Economic Development Board.

Engage Stakeholders

It is important that a broad cross section of the community provide input and comment throughout the process. Stakeholders should be representative of, but certainly not limited to, all age groups, ethnicities, various economic means, religious and secular associations, family structures, business community, etc.

The MP consultant will spearhead the community engagement process. The overall engagement strategy and schedule will be reviewed and approved by the MP Committee early in the process.

MP Committee members are expected to participate in various community engagement events, forums, activities, etc.

The MP Committee shall seek out the advice, counsel, assistance, input and comments from:

- Volunteer elected officials including the Board of Selectmen, Planning and Economic Development Board, Board of Health, Parks and Recreation Commission, Housing Authority, Board of Library Trustees, Redevelopment Authority, and School Committee; and
- Volunteer appointed boards and committees including, but not limited to: Affordable Housing Committee and Trust, Agricultural Commission, Board of Assessors, Capital Improvements Committee, Conservation Commission, Council on Aging, Cultural Council, Design Review Committee, Economic Development Committee, Energy and Sustainability Committee, Finance Committee, Historical Commission, Open Space Committee, Zoning Board of Appeals, and the soon to be established Inclusion, Equity and Diversity Committee; and

- Key Town staff including personnel of the Community and Economic Development Department, Department of Public Works, Finance, Town Manager's office, Library, Medway Public Schools, Building Department, Council on Aging, Health Department, Parks and Recreation Department, Police and Fire Departments.

Promotion and Buy-In

- Build interest, excitement and awareness of the master planning process and its value
- Interact with stakeholders, other entities, and the public at large
- Help identify and outreach to segments of the community that may not be readily engaged
- Ensure public participation retains a key place in the comprehensive planning process
- Members may be asked to use their own social media to circulate information about the master plan update process and various community engagement activities

Process

- Confirm milestones and deliverable due dates
- Ensure work is proceeding on schedule
- Establish guidelines for composition of subcommittees to study and report on specific topics as needed
- Identify obstacles and roadblocks to progress and help to resolve
- Provide guidance for the creation and review of data, findings, and draft documents and provide comments and input
- Build consensus. The MP Committee shall strive, at all times, to reach a consensus among its members. Voting should not be the default action taken by the Committee.
- Where appropriate, serve as liaison between the MP Committee and the board, committee or organization which the member represents, providing regular updates and soliciting input and comments.

Other Duties

- Serve as a sounding board for the MP consultant and staff
- The Committee shall publicly report its activities to the Planning and Economic Development Board at least monthly. Reports shall be made to the Board of Selectmen upon request of the Selectmen or Planning and Economic Development Board.

Implementation

- Lay the groundwork for a program to implement the Master Plan recommendations
- Establish a schedule and process for monitoring the Town's on-going progress on Master Plan implementation

Meetings - The MP Committee will meet at least monthly at a regularly scheduled time. The schedule for meetings will be established by the Committee. At its first meeting the Committee will elect its own Chair and Vice- Chair. Sub-committees may be established which may include non-MP Committee people. All meetings of the Committee will be public and will be posted and records will be kept of all Committee and sub-committee proceedings according to the Open Meeting Law.