

Charge to the UP Steering Committee

The Steering Committee (“the Committee”) will act as the steward through the development, finalization and endorsement of the Unified Plan (the “Plan”). The Committee will work with the Consultant(s) to gather community-wide input in order to identify a set of core values, create a shared vision for the future and produce the Plan. The Committee will ensure that the Consultant conducts broad public outreach to allow the entire community to be actively engaged in the process. Stakeholder interests and community consensus will be identified, considered and appropriately and creatively addressed. The Committee will ensure that the resulting Plan is visionary, ambitious yet realistic; that it builds on the inherent strengths of the Town and its culture, and that it is focused on specific and measurable outcomes.

In conducting its work, the Committee should recognize that a wide range of opinions, expertise, and objectives exists among the individual members of the Committee. The Committee members should respectfully consider one another’s views, and should combine their talents to represent the broader interests of the community at large, recognizing that the Plan will be a community-wide asset. All aspects of any issue should be fully considered before drawing conclusions and proposing recommendations.

1. The Committee will work with the Consultant at minimum to:

- a. Establish a schedule of public involvement;
- b. Provide outreach to the community;
- c. Confirm milestones and due dates of deliverables;
- d. Ensure work is proceeding on schedule;
- e. Establish guidelines for composition and direction, and convene working groups to study and report on specific topics;
- f. Identify obstacles and roadblocks to progress and help resolve as necessary; and
- g. Provide guidance and input in the creation and review of data, findings, and draft documents.

2. The Committee will engage with and listen to input from stakeholders representing a broad cross section of demographic and interest groups such as, but certainly not limited to, all age groups, ethnicities, economic strata, family structures, religious and secular associations, business community, and advocacy organizations. The Committee through outreach shall:

- a. Build interest, excitement, and awareness of the process and its value;
- b. Solicit input and comment from other municipal boards and departments;
- c. Actively facilitate communication and feedback between their constituents and the Committee;
- d. Interface with stakeholders, other entities, and the public at large;
- e. Ensure public guidance retains a key role in the Plan documents; and
- f. Build consensus.

3. The Committee must strive, at all times, to reach a consensus among its members. Voting should not be the default position for the Committee and should only be undertaken in rare cases.
4. The Committee will meet regularly with the Consultants to monitor progress, review pertinent documents, provide feedback, make recommendations regarding the planning process and communication with the Town, and refine strategic elements within the established mission and core values of the Plan.
5. The Committee will work with the Consultants to prepare and make a presentation of its progress at the 2017 Annual Town Meeting, and will perform its charge through the completion and adoption of the Plan or until such time as the Selectmen and Planning Board jointly choose to end its tenure.
6. The Committee will meet at a regularly scheduled time. The schedule for meetings will be established by the Committee and Consultant to suit the convenience of its members, consistent with its charge. At an initial meeting (or at an early meeting) the Committee will elect its own Chair, Vice-Chair and Secretary. All meetings of the Committee shall be conducted in accordance with the Open Meeting law.
7. The Committee will provide periodic updates to the Board of Selectmen and Planning Board.
8. The Committee will ensure the timely and widespread availability of information about the process through website, social and news media and other means, to ensure a multitude of opportunities for communication with the public.