

Local Planning Committee Meeting Minutes
April 1, 2025 5pm Griffin Room
Harwich Town Hall 732 Main Street Harwich MA 02645

- I. Call to order. Meeting was called to order by Joyce McIntyre at 5:03 pm.
- II. New Business
 - A. Review and approve meeting minutes from March 4, 2025 and March 18, 2025. Meeting minutes from March 4 and March 18, 2025 were approved with a motion by Ed McManus and a second by David Spitz. Verbal roll call was taken with approval by all. Mary and Brian were remote.
 - B. Ongoing revision of LCP, including Housing Goal, Objectives and Actions to replace pages 4-12 through 4-14 of the LCP. Ed and David are meeting with Christine Thursday to discuss a rewrite of chapters 3 and 4 relative to housing and community engagement. The discussion will include prioritizing the housing actions in the document, and then the visual design of what the action items should look like (spreadsheet, graph, etc.).
 - C. Update and review of visual design of LCP. This will be discussed at our meeting on April 8, 2025 in the Griffin room from 4:30-6:00 when Sharon will be attending .
 - D. Update and review of executive summary. T&B still working on it.
 - E. Global review of LCP, including: review and discussion of governance section, review and discussion of capital infrastructure and facilities plan. There are holes throughout the document. Executive summary needs to be prepared, section 3 needs some rewrites, section 4—the matrix needs to feed into section 7, which is the implementation section. Section 6—the HPP summary, prioritization of action items are important—goals, objective, implementation. Pine Oaks is not included in document. Natural environment and open space—impacted by growth and development. Christine is still working on the facilities and infrastructure section. How do we present the action items so they are obvious to readers?
 - F. Orientation to Miro software (ranking tool—T&B to facilitate) in anticipation of 4/8/25 meeting. T&B—use Miro software next week—time needed to train as well as to use for the rankings. Committee asked do we really need to use the software? Won't it be easier to do the action plan manually, like we did for the February 4, 2025 plan? Less time consuming than training and using Miro.
- III. Adjourn. Meeting was adjourned at 6:40 pm with a motion by Bernadette Waystack and a second by David Spitz. Roll call was taken with all ayes to adjourn. April 8 is next meeting with possibly April 28 or 29 after that.