

Town of Princeton, Massachusetts Master Plan Steering Committee Charge

Purpose:

The Town of Princeton is in the process of updating its Master Plan. The effort shall be guided by the **Town of Master Plan Steering Committee** (hereafter "the MPSC"). The MPSC shall convene to prepare a plan that meets the requirements of Massachusetts General Law, Chapter 41, Section 81D, which outlines the statutory elements of a Master Plan.

Responsibilities:

The MPSC shall:

- **Work with Town staff, Town officials, and a consultant team to update the Town's Master Plan.** Updating the Master Plan provides the community with a formal avenue through which to make regularly scheduled assessments of progress, both in terms of reviewing the effectiveness of development decisions and satisfying the priorities the Town has established for itself. This "living document" will act as a guiding force for any planning that is to occur within the Town in the future.
- **Assist with Public Engagement.** This will include publicizing regularly scheduled meetings, preparing minutes, attending, and assisting with the facilitation of workshops and advertising meetings and workshops through their personal networks.
- **Develop goals, objectives, and action items and review other materials.** This will include reviewing feedback from surveys, public meetings, and other outreach and synthesizing the feedback into coherent, actionable strategies. The MPSC may also be called upon to review data, drafts of handouts, surveys, and other deliverables.

Accountability:

The MPSC is established through and accountable to the Princeton Selectboard. It will meet as a deliberative body subject to the Open Meeting Law.

Membership:

Membership in the MPSC is based on appointment by the Princeton Selectboard. Each member of the MPSC has full voting rights. Ex Officio members may be appointed by the Selectboard as needed but do not have voting rights. Governance of the MPSC Committee is by a Chair, Vice-Chair, and Secretary. The governance positions shall be chosen from and by the voting members of the MPSC.

Term of Service:

Members of the MPSC shall serve for a period deemed appropriate by the Princeton Selectboard.

Meeting schedule:

Meetings will be held monthly throughout the duration of the project, with calls and email communication in between.