

WINCHESTER MASTER PLAN PROJECT

PROPOSED PROJECT SCHEDULE

Revised 8/30/18

Phase I – Winchester Yesterday and Today (September - December 2018)	
September	Project Kickoff Meeting Master Plan Steering Committee (Steering Committee) and town staff meet team members and review project scope, schedule, and approach.
	Windshield Tour of Winchester Guided by town staff and/or members of the Steering Committee with primary consultant team members.
	Planning Board Meeting¹ - Present and introduce the project work plan and schedule.
September- October	Focus Group Meetings and Stakeholder Interviews (7) Conduct at least seven focus group meetings and/or stakeholder interviews for all Master Plan elements to clarify opportunities, constraints, and issues.
	Analyze results of prior MAPC community survey
October	Steering Committee Meeting Review draft community survey. Community survey will identify issues and opportunities. coUrbanize site will be customized to Winchester Master Plan project.
November	Mid-November – Existing Conditions Draft Report Prepare an existing conditions assessment, updating the work done for the 2010 partial Winchester Master Plan, that identifies opportunities, constraints, and issues. Steering Committee will review.
	Late November - Steering Committee Meeting Meet with town staff and the Steering Committee to review and refine the draft existing conditions assessment.
December	coUrbanize goes live coUrbanize site will be live for 14 months Mid-December 2018 through mid-February 2020 Planning Board Meeting - Present the revised draft assessment at a Planning Board meeting.

¹ Note: Planning Board meetings where the consultant presents updates of the Master Plan process could also be conducted as joint meetings between the Board of Selectmen and Planning Board or one or more of the five public presentations outlined in this scope of work could be supplanted with a presentation at a Board of Selectmen meeting. The consultant is flexible regarding these details, but feels it is very important to have public presentations at each stage of the process in addition to the other engagement methods to help keep the public at large and public officials informed along the way.

Phase II –What could Winchester’s Future be like?
(January – July 2019)

January	Steering Committee Meeting Organize outreach and engagement plan that could include a community-wide public forum, “tabling” and/or café events. Prepare for public forum.
February	Public Forum This event will help develop initial vision and goals for the plan. (snow date: early March)
March	Steering Committee Meeting Review results of public forum and prepare for Spring engagement events
April – June	Tabling and/or café events
June - July	Community Vision Statement and Goals - Compile and analyze community input and prepare draft ten-year community vision statement and goals.
	Steering Committee Meetings and Planning Board Presentation The consultants will meet at least twice with the town staff and Steering Committee and present the draft vision and goals to the Planning Board.