

Dover Long Range Planning Committee

October 1, 2013

Attendees: Jack Donoghue, Rich Forté, Robyn Hunter, Mark Sarro, Peter Smith

Location: Town Garage Meeting Room

Mr. Donoghue called the meeting to order at 7:00 pm

1. Approval of minutes of prior meetings

There being only two attendees this night who were at the May 7 meeting, it was decided to defer approval of those minutes.

2. Organization for the coming year

In deference to the absent members, all agreed to postpone election of a Chair and Secretary until the next meeting, although Messrs. Donoghue and Smith indicated their willingness to continue in their roles for another year.

The current meeting schedule – first Tuesday of each month at 7:00 pm – is agreeable and will be continued.

3. Master Plan follow-up

Mr. Donoghue will draft a letter explaining Long Range Planning's intention to coordinate tracking of progress on the recommendations in the new Dover Master Plan. Once approved, this letter will be sent to all boards and committees who contributed to the recommendations. Ms. Hunter will bring the matter up at the next Board of Selectmen meeting. It was agreed that having a standard reporting template and a suggested schedule will simplify the process. Mr. Forté and Mr. Sarro will inform the Warrant and Capital Budget Committees respectively. Mr. Smith will circulate a spreadsheet of recommendations sorted by agency and by liaison.

*Mr. Forté moved to adjourn, seconded by Mr. Smith;
the motion was agreed by consensus at 7:35 pm*

The next meeting will be November 5, 2013 at 7:00 pm at the Town Garage

Respectfully submitted,
Peter Smith, Secretary

approved November 5, 2013