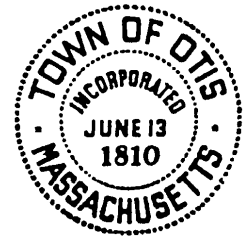


TOWN OF OTIS

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Master Plan Steering Committee Meeting Minutes August 12, 2026 Conference Room, Town Hall

Call to order: The committee called the meeting to order at 6:03 p.m.

Attendance: Committee members Travis Ward, Larry Gould, David Donahue, and Gordon Middleton.

Berkshire Regional Planning Commission Representative Andrew McKeever

Introductions: Each committee member introduced themselves.

Overview of Master Plan Process and Timeline: Andrew McKeever presented a PowerPoint presentation about the components of the planning process. The plan includes a survey, two public outreach meetings, review of the prior master plan, and identifying and speaking with stakeholders. Andrew McKeever presented a proposed schedule to address each topic in a master plan. The proposed timeline is short, expected to be completed in June, which will be difficult to adhere.

Larry Gould said he viewed this process as an opportunity to modernize and update the goals and action items from the last plan. He would like this process to be an opportunity to look at things differently and to internationally seek input from people who are not typically engaged in local civics.

Travis Ward urged committee meets to do a thorough review of the 2016 plan and note areas that need updating.

Discussion on meeting schedule, hybrid meeting options, committee organization, and file sharing: Committee members agreed unanimously that they prefer to have meetings in person. However, the committee also wants to provide a Zoom option for guests and the public to join and for occasions when committee members are unavailable to make it to town. David Donahue said he knows there are meetings he would have to take virtually and requested that option.

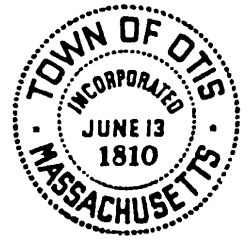
The committee members support holding the meetings on the Second Wednesday of each month.

The committee agreed to use a Google Drive for BRPC to share meeting materials and reference documents in advance of meetings.

Andrew McKeever requested that the committee start thinking about who would like to be chair and who would like to serve as clerk. Larry Gould mentioned that if meetings are recorded, it would be easier for the clerk to keep the minutes. Travis Ward suggested putting the nominations as the first agenda item at the next meeting.

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Discussion on Next Steps: The committee discussed the next agenda items and generally agreed that the next meeting will include: nominating a chair and a clerk, reviewing the prior master plan and identifying items that are completed, need updating, are no longer relevant, and items that should be retained, reviewing the prior survey, and discussing public outreach strategies.

David Donohue encouraged the committee to engage with the Revitalization Committee and get copies of those reports because there is a lot of quality material that will inform the master plan and allow the committee to avoid duplicating efforts. Andrew McKeever said he would reach out to the town administrator to get a copy of that report.

Adjournment: The committee adjourned the meeting at 7:14 p.m.