



Winter Hill Urban Renewal Plan

Civic Advisory Committee
Organizational Meeting
Feb 10, 2022

Agenda

Welcome (2 min)

Get to Know GoToWebinar (3 min)

Member Introductions (30 min)


CAC Foundations (10 min)

Feb – June 2022 (15 min)

Brainstorm & Open Discussion (20 min)

Public Comment (10 min)

Get to know GoToWebinar



Minimize

Mute

Video on/off

Share Screen

Give Someone else mouse control on your screen

Make someone else presenter

Drawing tools

Meetings are going to be recorded and posted to the City website

We will generally not use the other features in these regular meetings in favor of other tools that we can share on the website

We are investigating more interactive tools for virtual community meetings

Meeting Attendees:

To ask a question or share a comment...

- Raise Hand
- Type into Questions

Member Introductions

- Name
- How do you typically spend an afternoon in the neighborhood
- One thing you're hoping to talk about in this committee

Please keep it to 2 minutes or less

CAC Foundations

- Consensus on the Charter
- Meeting schedule
- Timing for Public Comment

CAC Draft Charter

Winter Hill Urban Renewal Plan Civic Advisory Committee Charter

I. Purpose, Objective, and Scope

Purpose ... “to create a **forum in which neighborhood perspectives can be collected and shared** and to bring diverse voices to the developer selection and site redevelopment process.” (pg. 1)

Objective ... “**All perspectives shared with the Winter Hill URP - CAC are valued and the group does not need to reach consensus on any particular topic**; rather, points of group consensus will be identified along with the range of dissenting perspectives so as to inform the discussions of the decision-making bodies listed above.” (pg. 2)

Scope ... “**This group has a limited purview and will refrain from direct involvement in additional processes** unless its scope is officially amended. Individual committee members are free to participate in other planning and project review processes, but the group will not have an official role.” (pg. 2)

CAC Draft Charter

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II. Civic Advisory Committee Composition

Resident (Open)	Resident (Renter)	Resident (Mystics)	Resident (Youth)	Resident (Senior)	Business Owner	Institutional Partner	Workforce (x2)	Spanish	Haitian Creole	Portuguese	City Councilors
Matt Hirst	Rishika Dhawan	Michele Thomson	Edith Kwok <i>Alternate</i>	Will Colan <i>Alternate</i>	Breck Bailey	Louise Coghlan	Elizabeth Dewitt	open	open	Denise Lauers	Jesse Clingan
							Andrea Duarte				Jake Wilson

CAC Draft Charter

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III. Winter Hill URP - CAC Member Roles and Responsibilities

- A. Members are responsible for **helping gather perspectives from their personal networks and the broader public** and keeping those same networks and community informed to the best of their ability about the deliberations of the Winter Hill URP - CAC. Members should **express the range of views that they hear in addition to their personal views.**
- B. Members are also **expected to help design, promote, facilitate, and synthesize input from public meetings**, in order to maximize participation and involvement in the redevelopment process.
- C. Members are **expected to attend all meetings, which will be scheduled in advance. Notice should be sent to the City of Somerville facilitator, in the event of an absence.**
- D. **Members must be willing to be constructive, strive throughout the process to bridge gaps in understanding, to seek options that meet multiple interests, and commit to the principles of respect, decency, and civility.**

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III. Winter Hill URP - CAC Member Roles and Responsibilities

E. In order to facilitate an open and collaborative discussion, the members agree to abide by the following rules:

- Only one person will speak at a time, and no one will interrupt when another is speaking.
- Members will refrain from speaking for other participants or on behalf of the group.
- Members will refrain from raising their voices, making personal attacks, calling names, and other such negative behavior.
- Members will make every effort to stay on track with the agenda and avoid grandstanding and digressions.
- Members will make every effort to be concise and succinct in their comments and questions.
- Members will make every effort to review available materials and documents prior to each meeting and be prepared to discuss them.

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IV. City of Somerville Staff Roles and Responsibilities

- A. The facilitator...will be responsible for helping to ensure that the process runs smoothly, drafting meeting agendas, preparing and distributing draft and final formal memos from the committee, synthesizing input, and guiding deliberations. They **may use any number of techniques to help ensure that everyone has the opportunity to speak, that comments are kept to a reasonable length of time, and that discussion topics are provided sufficient time and focus.** The facilitator will be responsible for implementing the agenda and keeping participants on track.
- B. The facilitator will **prepare meeting summaries ... and distribute them in draft to all participants for their review before finalizing.** The summaries will identify key points of discussion, action items, points of tentative consensus and next steps, and will generally be written without attribution. The summaries are not intended to be transcripts or detailed meeting minutes, but summaries of key points, issues, and ideas.
- C. The facilitator will also be responsible **for providing technical information and substantive expertise** ... [involving] staff from the across City of Somerville Departments. Other expertise, e.g. consulting experts or representatives from boards and commissions, will be engaged if and when required.
- D. Materials will be posted on the **project website:** <https://voice.somervillema.gov/winter-hill-plan-implementation>.

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V. Group Meetings

- A. Meetings will be held **monthly or less frequently as needed**. Meetings for the first year are tentatively scheduled... and are expected to be 1-2 hours in length. These dates and times may change based on the project's need but will be announced in advance.
- B. All **meetings will be open to the public and posted in advance** according to City procedures. Discussion at the meetings will center on members of the Winter Hill URP - CAC. **There will be a public comment period once during each meeting. Time allowed for public comment will be limited to ensure that other meeting topics can be covered.**
- C. Regular meetings will be held in English. When possible, live Closed Captions will be made available. **Larger community meetings will have live multilingual interpretation** in Haitian Creole, Portuguese, and Spanish. When possible, the language liaison members of the committee will assist those making public comments at regular meetings and at the larger community meetings in their native languages.
- D. In order to achieve the Winter Hill URP - CAC's objectives in a timely fashion, **the facilitator and CAC members may communicate between meetings on administrative matters ...** using email and other technology. In the interest of an open process that is transparent to the public, **communication between meetings will not include or take the place of group deliberation.**
- E. Until further notice, **meetings will be held virtually and will be recorded. An exception will be made for in-person site visits**, for which there will be a summary discussion at the following virtual meeting.

CAC Foundations

- Is everyone comfortable with the Charter in its current form?
 - Yes

CAC Foundations

- Is this time ok for everyone as our regular meeting time?

5:30 – 7:00 pm on the **second Thursday** of the month

Community Meetings – 6:00 pm start on a day without a Council meeting

CAC Foundations

- Public Comment at the beginning or end of a meeting, or both?
 - 10 min at the beginning, remaining comment at the end

Feb to June 2022

- Topics for the first engagement with the neighborhood
- Draft Schedule for CAC Meetings vis-à-vis Neighborhood Meetings for 299 Broadway Application

Project Area

- **299 Broadway**
(former Star Market & Walgreens)
- **313 Broadway**
(Winter Hill Liquors & Brazilian Times)
- **9 Temple Street**
(Elegancia Barber Shop & residences above)



First Engagement Proposed Topics

Collect perspectives on how to proceed with the corner

- Leave as is for now
- Move forward with eminent domain and redevelopment
 - If we did so, what are the priorities for redevelopment



Feb to June 2022 Schedule

CAC Draft Schedule

- Th 02.10.22 ● Organizational Meeting
- Th 03.10.22 ● Community Engagement Planning
- Early April ● Community Meeting
- Th 04.14.22 ● Site Visit
- Th 05.12.22 ● Community Engagement Synthesis
- Th 06.09.22 ● Finalize guidance to the SRA regarding the corner

299 Broadway Neighborhood Meeting Schedule

- Th 02.23.22 ● Neighborhood Meeting
 - Sitewide Planning discussion with the Planning Board*
 - Variance application with the Zoning Board*
- Late May ● Two Neighborhood Meetings on the design details of buildings and civic spaces

Brainstorm & Open Discussion

- Ideas for engaging with Winter Hill neighbors
- Priorities for the project area
- Additional ideas/comments

**Public
Comment**

Raise Hand

or

Type question into the
Questions box

Public Comments



Action Items

- Get the word out to your networks about the Feb 23rd Neighborhood Meeting
- Keep brainstorming for the first engagement
- Post the meeting recording and a summary of the discussion
- Draft proposed engagement plan as starting point for discussion next time