

Town of Yarmouth

Per M.G.L.: All town and school boards, committees, commissions, and authorities shall post a notice of every meeting at least 48 hours prior to such meeting, excluding Saturdays, Sundays, and legal holidays. Notice shall contain a listing of topics/agenda that the chair reasonably anticipates will be discussed at the meeting.

Notice of Meeting

Name of committee, board, etc.:	Planning Board
Date of Meeting:	Tuesday – November 10, 2020
Time:	5:00 PM
Place:	Virtual Meeting

The meeting will be held by remote participation pursuant to Massachusetts Governor Charles D. Baker's Order Suspending Certain Provisions of the Open Meeting Law dated March 12, 2020. No in-person attendance of members of the public will be permitted, but every effort will be made to ensure that the public can adequately access the proceedings in real time, via technological means. An audio or video recording, transcript, or other comprehensive record of proceedings will be posted on the town's website as soon as possible after the meeting.

JOINING THE VIRTUAL MEETING: Members of the public can join the meeting using one of the following methods:

- To attend the meeting online, click [https://us02web.zoom.us/meeting/register/tZArdemvrz4pEtT_ZW4C3qoD3qbljfTeUVVq](https://us02web.zoom.us/join/https://us02web.zoom.us/meeting/register/tZArdemvrz4pEtT_ZW4C3qoD3qbljfTeUVVq) and follow the prompts or navigate to <https://zoom.us/join> and enter meeting/webinar ID **846 2071 5380** and follow the prompts.
- To attend the meeting by dial-in phone, call +1 301 715 8592 and enter meeting ID **846 2071 5380**. The dial-in number can also be used to access the audio while watching the online meeting (if you don't have speakers and/or a microphone).
- Please plan to join the virtual meeting at least five minutes before the start of the meeting to troubleshoot any issues you may have joining.
- The virtual meeting will also be live streamed and uploaded to the Town of Yarmouth YouTube Channel. This live feed will not be monitored for public comment.

PUBLIC PARTICIPATION: During certain portions of the meeting, the Chair may invite the audience to comment:

- Online audience members wishing to participate during the public comment section can use the "Raise Hand" button to notify the Chair. Dial-in audience members should press *9 on their phone to notify the Chair. All audience members will be muted until you are recognized by the Chair to participate.
- As an alternative to making comments via the online audio or phone, you may also submit comments during Public Participation ONLY to the Moderator via the virtual meeting "chat" function. To do this click on the "chat" icon and type your message. When prompted, the Moderator will read comments and questions into the record.

MEETING MATERIALS:

- Meeting materials will be displayed at the online meeting and/or are attached to this agenda (available at <http://www.yarmouth.ma.us/AgendaCenter>).

PLANNING BOARD AGENDA (Topics to be discussed):

1. **Community Visioning Facilitator Training:** Planning Board members will participate in a Facilitator Training session with consultant Horsley Witten in preparation for the Virtual Visioning Workshops.
2. Upcoming Meetings:
 - a. November 18, 2020 at 5:30 PM – 1st Visioning Virtual Workshop
 - b. December 2, 2020
 - c. December 7, 2020 – 2nd Visioning Virtual Workshop
 - d. December 15, 2020 – 3rd Visioning Virtual Workshop
3. Adjournment

Posted By (Name):	Kathleen D. Williams
Signature:	<i>Kathy Williams</i>

Town of Yarmouth

YARMOUTH TOWN CLERK

'20NOV6AM9:53 REC

Per M.G.L.: All town and school boards, committees, commissions, and authorities shall post a notice of every meeting at least 48 hours prior to such meeting, excluding Saturdays, Sundays, and legal holidays. Notice shall contain a listing of topics/agenda that the chair reasonably anticipates will be discussed at the meeting.

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Posted By (Name):	Kathleen D. Williams
Signature:	<i>Kathy Williams</i>

YARMOUTH TOWN CLERK

'20NOV6AM9:53 REC

Yarmouth Visioning Workshops

Facilitator Training Materials

The Town of Yarmouth is sponsoring a visioning process through a series of workshops. The objectives of the first series are to:

- Introduce the visioning process
- Understand what residents value about Yarmouth
- Understand what residents see as the Town's future challenges
- Understand how residents see the future of Yarmouth

The first workshop series will be virtual using the Zoom platform. You will be participating in these workshops as a small group facilitator. The purpose of these Facilitator Training Materials is to provide guidance as you lead your group through a series of topics. Overall, your role is to:

- Guide the conversation so that it achieves the objectives of the agenda within the timeframe allotted.
- Work with your group to identify common themes that emerge from the discussion or individual points that really resonate.
- Accurately record the feedback provided by participants.

Through the small group activity, it is important to create a safe environment that encourages people to participate. This is done through ground rules that you and participants agree upon. These ground rules will be presented during the opening presentation:

- Be kind and respectful
- Land the plane
- Be patient with technology
- Be open to new ideas

As facilitator, you need to be aware of the people in your group and encourage everyone to participate. Be diligent to keep people from dominating the discussion. If need be, politely refer to the ground rules as you ask someone to be concise because you want others who have not spoken to have a chance.

Facilitated Activity

After the opening presentation, participants will be divided among the breakout rooms. You will have 6 to 8 people in your group. The facilitated activity should be about **80 minutes**.

Materials

- Facilitator Summary Sheets (one for each question)
- Pen and paper
- Clock/Cell phone

Housekeeping and Introductions

This may take about **5 minutes**.

Introduce yourself and let the group know that you are first going to recap a few technical items from the opening presentation. Ask everyone to turn on their video if they haven't already so we can all see each other. Tell participants to be mindful if they are or are not muted, and you may ask them to mute themselves if background noise interferes with hearing the discussion. It might be a good idea to keep themselves on mute until they are ready to speak.

Tell participants that during the discussion we will be using the Raise Your Hand feature to help keep us from talking over each other. When they raise their hand, you will call on them. Have everyone test the Raise Your Hand feature, raising and lowering their hands, to ensure everyone knows where it is.

If someone is having audio issues, suggest they use the Chat Box to comment and contribute to the conversation. If this is the case, ask participants to make sure it is open and as facilitator, be mindful to monitor it.

Ask if there are any questions on the features of Zoom.

Ask participants to introduce themselves, noting where they live and any special affiliations they may have. To ensure that participants are not talking over each other, tell them you will do a "roll call" and call out their name.

After everyone has introduced themselves, review the ground rules. Ask everyone if they agree to them or would like to add to the list. Ask for permission to be the enforcer of the ground rules. Paste them in the Chat Box:

- Be kind and respectful
- Land the plane
- Be patient with technology
- Be open to new ideas

Small Group Facilitation Instructions

Topic: Strengths and Assets

Discussion should be about **15 minutes**.

1. Read the opening script.

What are Yarmouth's strengths and assets? What about Yarmouth do you value the most and want to preserve for future generations and why?

Think about places, programs, events, or traditions that contribute to the quality of life in Yarmouth and make it a great place to live, work, and play. Consider where the Town is doing a good job having the biggest impact on the greatest number of residents.

2. Ask participants to write the topic at the top of a piece of paper (or use the pre-designed "Participant Worksheet") and then write their answers. Let participants know they can include as many items as they wish, but remind them, in the interest of time, they will only be reporting one to the group. The remainder

can be sent to the Town after this workshop. Give participants up to 5 minutes to make their list or when it looks like participants are done.

TIP: Let participants know that if they do not feel comfortable speaking in front of the group it's ok. They can pass when you call their name. Remind them (and all participants) to send their notes/worksheet to the Town after this session.

3. Ask for a volunteer to share one thing on their list. Write the suggestion on your Facilitator Summary Sheet, noting if it is a geographic location that can be mapped.

TIP: To ensure that you are accurately capturing participants' ideas:

- Ask participants to repeat themselves slowly if needed.
 - Read something back if the idea was complicated. You can use phrases like "Okay, let's read that one over" or "I just want everyone to hear that one again."
 - Ask a participant to shorten an answer nicely with prompts like "How would you sum that up for me?"; "What's the 'headline' version of what you're saying?"
4. Ask if others also have it on their list, using the Raise Your Hand feature. Note how many in your group also have it on their list. Remind participants who Raised Their Hands that, when they are called on, they can add something new from their list if they choose.
 5. Ask the individual(s) to explain the item from their list and why it's a strength or asset. Make sure that all those who Raised Their Hands are able to contribute to this discussion. Write all answers on your Summary Sheet. After everyone has provided their reasons, read back the answers to make sure you have captured them correctly.
 6. Using a roll-call style, ask the next person to share something on their list, repeating steps 2-5. Remember, if someone does not feel comfortable speaking in front of the group, let them know that it is ok, and they can provide their responses on the Worksheet, returning it to the Town.
 7. If there is more than 5 minutes left after everyone has offered an answer, ask if anyone has other items on their list that have not been mentioned. Repeat steps 2-5. If there is significant time left, refer to the tickler questions in the script to help prompt more ideas.
 8. Remind people that they can continue to add items to their list before they send their Worksheets to the Town.

Topic: Weaknesses or Challenges

Discussion should be about **20 minutes**.

1. Read the opening script.

What are Yarmouth's challenges today and in the future? How do they impact life in Yarmouth? Where could the Town be serving the community better and why?

Think about all aspects of living in Yarmouth, including economic, environmental, and social conditions. Consider challenges that have town-wide impact, but also those that might disproportionately affect a certain group of residents.

2. Ask participants to write the topic at the top of a piece of paper (or use the pre-designed "Participant Worksheet") and then write their answers. Let participants know they can include as many items as they wish, but remind them, in the interest of time, they will only be reporting one to the group. The remainder can be sent to the Town after this workshop. Give participants up to 5 minutes to make their list or when it looks like participants are done.

TIP: Remind participants that if they do not feel comfortable speaking in front of the group it's ok. They can pass when you call their name. Remind them (and all participants) to send their notes/worksheet to the Town after this session.

3. Ask for a volunteer to share one thing on their list. Write the suggestion on your Facilitator Summary Sheet, noting if it is a geographic location that can be mapped.

TIP: To ensure that you are accurately capturing participants' ideas:

- Ask participants to repeat themselves slowly.
- Read something back if the idea was complicated. You can use phrases like "Okay, let's read that one over" or "I just want everyone to hear that one again."
- Ask a participant to shorten an answer nicely with prompts like "How would you sum that up for me?"; "What's the 'headline' version of what you're saying?"

4. Ask if others also have it on their list, using the Raise Your Hand feature. Note how many in your group also have it on their list. Remind participants who Raised Their Hands that, when they are called on, they can add something new from their list if they choose.
5. Ask the individual(s) to explain the item from their list and why it's a weakness or challenge. Make sure that all those who Raised Their Hands are able to contribute to this discussion. Write all answers on your Summary Sheet. After everyone has provided their reasons, read back the answers to make sure you have captured them correctly.
6. Using a roll-call style, ask the next person to share something on their list, repeating steps 2-5. Remember, if someone does not feel comfortable speaking in front of the group, let them know that it is ok, and they can provide their responses on the Worksheet, returning it to the Town.

7. If there is more than 5 minutes left after everyone has offered an answer, ask if anyone has other items on their list that have not been mentioned. Repeat steps 2-5. If there is significant time left, refer to the tickler questions in the script to help prompt more ideas.
8. Remind people that they can continue to add items to their list before they send their Worksheets to the Town.

Topic: Our Future

Discussion should be about **30 minutes**. This discussion is structured slightly different from the previous topics.

1. Read the opening script:

What is your future vision of Yarmouth? What are your hopes for future generations in Yarmouth?

Based your vision, consider:

- *What are the opportunities that exist to reach that vision?*
- *What are the barriers that need to be overcome?*
- *Does your vision build on the Town's strengths and how?*
- *Will your vision help it meet its challenges today or in the future and how?*

When I ask you about your vision, I will follow up with these questions.

2. Ask participants to write the topic at the top of a piece of paper (or use the pre-designed "Participant Worksheet") and then write their answers. Let participants know they can include as many items as they wish, but remind them, in the interest of time, they will only be reporting one to the group. The remainder can be sent to the Town after this workshop. Give participants up to 5 minutes to make their list or when it looks like participants are done.

TIP: Remind participants that if they do not feel comfortable speaking in front of the group it's ok. They can pass when you call their name. Remind them (and all participants) to send their notes/worksheet to the Town after this session.

3. Ask for a volunteer to start and have them describe their vision in one to two sentences. Ask the four follow up questions above, one at a time. Open discussion to the group after each question is asked, and if they have anything to add or comment by Raising Their Hand.
4. Once the follow up questions have been answered and discussion has ended, read back the vision and major points related to the questions to make sure you have captured everything.
5. Ask for another volunteer or use the roll-call style to go to the next person to share their vision. Repeat steps 2 and 3. Recognize that some statements might build on one(s) previously mentioned and highlight common themes as they arise.
6. When the Host announces there are **10 minutes** left, ask the group which vision they would like to present to the larger group. You may need to organize ideas "on the fly" at this point, identifying common themes or

ideas that could be reported back, instead of reporting someone's single vision. To do this, you may suggest combining elements of different statements if the group feels this would be appropriate. Confirm what will be reported back and remind participants that you have recorded ALL feedback and it will be brought back to the Town.

7. Remind Participants that they can continue to refine their vision when they send it to the Town.

Report Out

Discussion will be about **15 minutes**.

The Host will bring everyone into the main room after 80 minutes. The Moderator will ask each facilitator to talk about common themes or shared vision from their group.



Yarmouth Community Visioning

Setting Our Course • Charting Our Future

Public Workshops – Facilitator Worksheet

Date: _____

1. What are Yarmouth's strengths and assets? What about Yarmouth do you value the most and want to preserve for future generations and why?

Think about places, programs, events, or traditions that contribute to the quality of life in Yarmouth and make it a great place to live, work, and play. Consider where the Town is doing a good job having the biggest impact on the greatest number of residents.

#	Comment & Why	# w/Same Comment



Yarmouth Community Visioning

Setting Our Course • Charting Our Future

Public Workshops – Facilitator Worksheet

Date: _____

2. What are Yarmouth's challenges today and in the future? How do they impact life in Yarmouth? Where could the Town be serving the community better and why?

Think about all aspects of living in Yarmouth, including economic, environmental, and social conditions. Consider challenges that have town-wide impact, but also those that might disproportionately affect a certain group of residents.

#	Comment & Why	# w/Same Comment



Yarmouth Community Visioning

Setting Our Course • Charting Our Future

Public Workshops – Facilitator Worksheet

Date: _____

3. What is your future vision of Yarmouth? What are the opportunities that exist to reach that vision? What are the barriers that need to be overcome?

What are your hopes for future generations in Yarmouth? Think about how you answered questions 1 and 2. Does your vision build on the Town's strengths and how? Will your vision help it meet its challenges today or in the future and how?

#	Comment & Why	# w/Same Comment