

PUBLIC SERVICES / EDUCATION / INFRASTRUCTURE
SUBCOMMITTEE GUIDE SHEET
TASK TWO (WORKING PAPERS)

Your next task on the Master Plan Committee is to begin to work on the Working Paper for your Master Plan element. We will be working on this task over the next 3 to 4 months. But first...

What the heck is a Working Paper?????

- A “working paper” is the first step in the development of the actual Plan. It will ultimately comprise the “chapters” of the Master Plan
- A working paper is created for each of the eight elements (or chapters) of the Master Plan – housing; economic development; open space and recreation; natural/ cultural/historic resources; public services / facilities and education; transportation; energy and sustainability; and land use.
- Each paper has four (4) key components: data collection, challenges and opportunities, tools and case studies, goals and strategies.
- It is used to foster detailed discussion of strategies and recommendations to address identified issues and/or achieve stated goals.

OK, Now What?

- PVPC and Easthampton planning staff are providing you with a first draft of the working papers for your subcommittee
- This draft contains data collected from existing plans, as well as some new data
- We have also included some data analysis, as well as a list of “smart growth” tools and case studies relevant to your subcommittee topic

What we expect the MPC to do for this task:

- Review the data – is there anything missing that you would like us to track down for you?
- Review the tools and case studies for public services/education/infrastructure. Do you know of any tools and strategies that are missing that you would like to add to the list?
- Do you know of any case studies or examples of good public services/education/infrastructure practices in other communities in either Massachusetts or across the US that you would like to share with the committee members?
- Based on the data collection and the results of the community survey and Community Days, what do you think are the main challenges and opportunities on public services/education/infrastructure in Easthampton?

For the February MPC meeting:

- Discuss with your subcommittee members the data that has been presented in the working paper. Do you see any important trends or issues?
- Develop and provide PVPC a list of additional data your subcommittee would like for the working paper (if any).
- Share with your subcommittee members any tools / strategies / case studies relevant to public services/education/infrastructure not listed in the working paper.

IF YOU NEED MORE INFORMATION ON THESE ISSUES:

- “Developing a Capital Improvements Plan” at <http://www.dls.state.ma.us/publ/misc/cip.pdf>
- Smart Schools Initiative at <http://www.smart-schools.org/archives.html>
- Massachusetts Smart Growth Toolkit at http://www.mass.gov/envir/smart_growth_toolkit/
- Massachusetts Smart Growth Alliance at <http://www.ma-smartgrowth.org/>