

Topsfield Master Plan – Phase I Project Schedule

8/31/2022

Collect data, review current plans/studies

9/26 1pm Community Tour

9/26 4pm Master Plan Committee (MPC) kickoff meeting:

- Master Plan Overview
- Review Scope/Schedule
- Project Launch Activity

Begin preparation of EC Report

Oct 1-21: Hold Focus Groups for each MP element & conduct interviews

Late October MPC Meeting #2:

- Facilitate Discussion Activity with MPC
- Preliminary Focus Group/interview Results
- Launch project website and create outreach and engagement plan (Forum)

Continue preparation of EC Report

Mid-Nov MPC Meeting #3

- Discuss Community Forum activities/preparations

Late Nov: Community Forum #1

- Engage community members to learn about MP project and share their concerns and vision for the future

Continue preparation of EC Report

Early-Dec: Hold Brainstorm Session with Subconsultants (internal) to discuss key EC observations, issues, and synergies between elements

Mid Dec: MPC Meeting #4

- Engage Town Council & Planning Board
- Discuss Forum Summary
- Discuss draft EC report

Early Jan: Present Existing Conditions Report to PB

Prepare Phase II Project Schedule

SEPTEMBER

OCTOBER

NOVEMBER

DEC/JAN