

**Manchester-By-The-Sea
Wayfinding Task Force**

MEETING NOTES

Day and Date: March 26, 2024

Time: 6:00 P.M.

Location: Virtual

Zoom Recording Link: https://us06web.zoom.us/rec/share/VTWzH3er7zxbRNFo_Vp0JclzyEU-bsTe4X4OPW_1KAJqK1DIUA-xHm2nqqoGxfRQ.PVz-Kfn8OQFzWc0L?startTime=1711490353000

Meeting called to order at 6:05 P.M.

In attendance were members Marlene Dolan, Rosemary Costello, Ron Mastrogiacomo, Becky Jaques, Ruth Fitzgerald, Beth Panangos, Lauren Bunker, Marc Resnick and Mark Favermann (consultant to the project).

AGENDA & NOTES

1. Approve minutes from last meeting
 - Tabled for the 4/2 meeting
2. **Clarification/Modification of our Deliverables and Meeting Schedule**
 - The Task Force took a step back to spend time reviewing and discussing the scope of work and deliverables for Wayfinding. The schedule of upcoming meetings was adjusted as a result of the discussion. An updated set of invites will be sent to the team after the meeting.
 - The Task Force recommended adding Tiffany Marletta, Cheryl Marshall, and Todd Fitzgerald to several of the upcoming meetings, as their work intersects with the work of the Task Force, and we would like both sides to benefit.
 - Open discussion with team-questions/thoughts on content/other
3. **Review of Case Studies from Other Towns in Massachusetts**
 - Mark Faverman reviewed case studies from towns he has worked with in Massachusetts, which the Task Force felt was very helpful to the upcoming work next week.
4. **Homework assignment**
 - In preparation for next week's meeting, the team was asked to forward pictures/images of iconic places in Manchester. (e.g., when they thought about Manchester, one or more of these images came to mind.) The homework due date is April 1. Tiffany Marletta and Cheryl Marshall have been invited to participate in this exercise as well as to attend the next couple of meetings.
5. **Adjourn** – Meeting was adjourned at 7:33p.m. Next meeting will take place on April 2, 2024

Respectfully Submitted,

Marlene Dolan, Lead
MDA Wayfinding Task Force

