

MASTER PLAN
Hingham, Massachusetts

Insert Logo

PUBLIC FORUM

Wednesday, November 20, 2019

Central North & South 2nd floor, Town Hall

7:00 PM – 9:30 PM

AGENDA

Purpose of Public Forum: *To invite the Hingham community to come together and generate ideas that will create a shared vision and goals for Hingham's future. This in turn will be used as the foundation for an action plan that will outline the steps necessary to attain this vision.*

- 7:00 PM **Welcome, Introductions and Brief Presentation**
Purpose and Process
Today's Agenda
- 7:30 PM **Facilitated Small Group Discussions**
(all groups will discuss same questions)
- 9:00 PM **Reconvene as Large Group:**
Report Back
Next Steps
Raffle

For more information please see: <https://www.hingham-ma.gov/833/Master-Plan-Committee>

Master Plan: Hingham, Massachusetts

**Public Forum #1: Visioning
Wednesday, November 20, 2019 and
Saturday November 23, 2019
DETAILS OF THE DAY**

Let's think of ways of making this an event, not just a public meeting

SPACE

Location -Central North and South 2nd floor Town Hall – both days?

Furniture

Round or rectangular tables? Free-standing or connecting chairs?
What are walls made of? What kind of adhesive can we use?

FOOD –

ENTERTAINMENT- ??

CHILDCARE

RAFFLE

TRANSPORTATION

FACILITATORS / SCRIBES

How many **Committee Members**?

OTHER??

Public Forum #1: Visioning Wednesday, November 20, 2019 and Saturday November 23, 2019

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THE ROLE OF THE FACILITATOR

The dictionary definition of the word facilitate is "the act of making easier." There are three main ways that you are assigned to make things easier for participants of the Public Forum:

- To manage the small group discussions of the group assigned to you (you will be given specific discussion points and instructions in this packet)
- To help the group come up with a summary of that discussion so they may share it with the larger group at the end
- To write up your notes of your group's discussion after the workshop is over

The point of the group discussion is to **build an understanding and agreement** among participants so that at the end of the discussion the group can create and present **an agreed upon vision** or at least elements of a vision, for the Town. All members should feel that they have contributed to this shared vision and they should agree that it represents the group's point of view.

Shared Responsibility. The Facilitator should share responsibility for managing the group discussion with the report back representative and the time-keeper. The Facilitator should share the responsibility for the success of the discussion with the group participants; they need to be inspired to share this responsibility.

Do not let anyone dominate – wait for a good moment to interrupt and say: "I am sorry, you are making important points, but we need to hear everyone's point of view"; or "We need to move on, we are running out of time..."

Use humor to both control "would be dominators" and draw out the "quieter ones."

Keep all participants focused. Only one conversation should be occurring at a time. You should not allow interrupting or side bar conversations. You may need to gently/politely remind participants of the ground rules (provided later).

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If the **discussion** seems to be going **“off track”**, acknowledge this and ask if everyone would like to give the “new” direction 5 more minutes. If the group does not wish to do so, invite the proponents of this idea to write up their thoughts and “submit” it to you later on a separate sheet of paper (or a clearly designated corner of the flip chart).

Keep track of all comments, even those that only one member of the group feels is important. Writing everything down demonstrates respect to all participants and their ideas.

Build Agreement. In order for the outcome to be a shared vision, the process needs to continually build consensus. Some of this happens naturally as participants advocate for their point of view convincing others along the way, some of this must be facilitated:

Build small agreements along the way makes the way smoother for building agreements on larger issues. Check for understanding, make people feel comfortable about the process, about asking questions. When asking for agreement, ask: “Does anyone disagree?” rather than: “Does everyone agree?”

MOSTLY... Be a good listener by showing curiosity about others’ ideas and being empathetic about their experience(s), but don’t get so carried away by the content of the discussion that you lose track of the process... stay on track... get help from the time-keeper. Don’t forget to **ENJOY YOURSELF!!**

WHAT TO DO	HOW TO DO IT
Put Aside Your Own Opinions	Internally acknowledge and set aside your own opinion and become curious about the speaker’s point of view
Reflect Back	Confirm understanding by repeating the speaker’s exact words
Paraphrase	Rephrase what the speaker is saying using your own words to confirm the meaning
Check your Perceptions	Check what you believe the speaker means by asking about it
Ask Open-ended Questions	Probe for further information by asking a question that requires more than a one-word or a two-word answer
Use Body Language	Increase the comfort level of the speakers by using your eyes, torso, arms in a way that is welcoming and demonstrates your desire to be open to all points of view. Make eye contact with all group members, especially those who do not seem as comfortable participating.

VISIONING DISCUSSION QUESTIONS

These will be discussed in the small groups at the public forums to be held on November 20 and November 23, 2019

What are your FAVORITE things about Hingham?

- What do you like most about living/working in Hingham?
- In other words, what would you want to be sure is preserved in the future?

PRIORITIZE: Once this discussion is complete please **give each group member 5 dots** and ask them to get up from their seats and “prioritize” by placing the dots next to what they feel is most important (as described by the words on the large pad). They need to use all their dots and **may not place more than 3 dots on any one item.**

1. What are your LEAST favorite things about Hingham?

- What are some things you feel need to change to improve the quality of life in Hingham?
- What are some challenges faced by Hingham that you feel need to be addressed?
- Are there particular locations in Hingham that face particular challenges? Where and what are these?

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3. What is MISSING in Hingham?

What have you seen in other communities that you think would be good for Hingham to have/do?

Hingham Master Plan

4. What would you predict will be some of the important ISSUES to take into account when planning for Hingham's future?

Opportunities	How should we take advantage of these?
Challenges	How should we address these?

5. If you could do ONE THING TO IMPROVE Hingham, what would it be?

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ADDITIONAL QUESTIONS/ACTIVITIES

Sticky Wall Comment Cards

- What is your favorite place in Hingham and why?
- What else makes Hingham unique?
- How would you define Hingham's Town character?

Fun Facts

- Handout
- Scroll on Screen
- Crossword puzzle

Call for Selfies:

- Committee members should start the process by posting selfies of themselves at their favorite place in Hingham.
- Ask participants to post a selfie of themselves in one of their favorite places in town and to provide a caption as to why it is amongst their favorite.
- Provide Facebook page info for them to do so (could hand out small slips of paper with the "Call for Selfies" and instructions regarding where to post them.
- Create an INSTAGRAM Hashtag: #hinghamspecialplaces

Youth Activities

- Reach out to schools, library programs, girl scouts/boy scouts, other?
- Work with them to present at next meeting and/or on-line, display in prominent locations (e.g. Town Hall, Library, etc.)

OTHER IDEAS??

