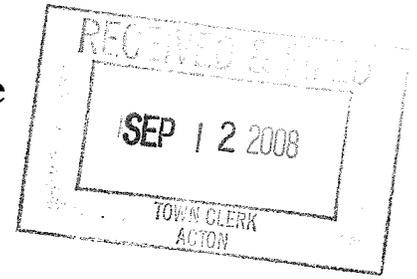


Outreach Steering Committee

MINUTES 7/9/08



Committee Members Present: Bob Whittlesey, Nancy Tavernier, Michael Kreuze, Paul Turner, Ann Sussman, Kathy Acerbo-Bachmann, Terra Friedrichs, William Klauer, Debra Elkhoury, Jim Snyder-Grant, Linda Chance, Dick Calandrella

Staff Present: Kristin Alexander

Friend: Leigh Davis Honn

I. Minutes from previous meeting approved.

II. Next Steps

Report

- The focus of the Phase I report is Vision and Goals, which later will be used to develop policies. Daphne will send out a draft of the Phase I report sometime next week, in two parts: Executive Summary and Appendix. The draft will be sent electronically; if anyone wants a paper copy please let Kristin know.
- Send comments to one central location- Kristin Alexander, Planning Department, who will send a matrix. Comments due to Kristin August 14, 2008.
- Roland will develop the RFP for Phase II.
- The phone survey is complete and included in the report. A smaller response rate than expected but still statistically significant.
- Question to resolve: how will the report be disseminated? Daphne suggested a poster or placemat. Distribution unclear as there is no funding. Nancy suggested including the summary with the Municipal Tax Bill- or at least refer to it and list the website. Jim will check with Andrea Ristine on lead time for that. The committee agreed that PR is more important than ever. Ann stressed that the report and next steps must be clear in order to win public support, and urged transparency. Dick volunteered to write an article for The Beacon and Action Unlimited. Daphne urged committee members to hold off until the report was ready.
- Committee members should think about how and where the report will be distributed.

Timeline and Process

Several members emphatically stated the need to develop a chart or graphic that showed the timeline, goals and objectives for the entire process (Phase I, II and III). This would aid the committee and could be shared with the press and public. Members debated the pros and cons of listing the \$\$\$ associated with each phase. The three phases are:

- I. Vision
- II. Existing Resources & Building the Plan
- III. Implementation.

Phase II

Phase II will look at existing conditions, implementation strategies, and prioritization. Master plan elements are mandated by the state. They include housing, economic development, public facilities and governance.

The next phase (II) will have its own budget. An RFP is being developed and will be sent out to bid.

Issues addressed in a master plan are many:

- Governance
- Capital improvements
- Sustainability
- Housing
- Transportation
- Land use
- Open space
- Natural resources (different from open space)
- Public facilities and service

Suggestion: include a glossary of terms for Phase II (define "Open Space", for example- a lesson learned from Phase I)

August 13

Ann suggested one more meeting to debrief and discuss next steps. Date: August 13, 2008, 7:30 PM. Questions to discuss at the meeting include:

- How do we improve the process?
- Do current committee members want to stay on?
- Who wants to move to alternate status?

Minutes respectfully submitted by Kathy Acerbo-Bachmann, 8/12/08.