

Minutes of Steering Committee Meeting for October 16, 2007

Attendees: Ken Hurd – Chair; Judi Barrett, Patti Kelleher, Noah Eckhouse, Tim Higgins, Mark Hochman, Jack MacLean, Jim Meadors, Anita Scheipers, Peter Sugar, Mark Whitehead

- 1) Jim Meadors, co-chair of the Conservation Commission is replacing Peter Von Mertens on the Steering Committee representing the Open Space Committee.
- 2) Not every subcommittee was represented (no one from LUED). It was also noted that there is little interchange between the subcoms. Their minutes in most cases are not posted which makes it hard to know their status. Anita agreed to follow up and attempt to put a fire under them.
- 3) Judi opened the discussion with reporting on COG's visit with the subcom's. Her observations:
 - Most subcoms are dealing with two subjects and thus far have concentrated on one.
 - No focus as yet on goals and policies which are going to be needed for developing the working papers to guide the rest of the work.
 - There needs to be a work plan with clearly defined tasks and schedules. Work plans help the subcoms understand their tasks by keeping them focused, avoiding duplication of efforts between the subcoms, and helps the consultants avoid overlap with the subcoms. Judi agreed to produce a draft work plan. Subcoms need to be aware of what the others are doing in order not to trip over each other, if the overlap is not known, it will result in needless duplication of effort.
 - SC needs to sponsor get-togethers with focus groups, written materials are no substitute for discussion.
 - All subcoms should establish a website link distinct for the subcom. All minutes ought to be distributed to all the subcom chairs for information purposes
 - Transportation will be a key part of the CLRP – Rob Nagi (VHB) will meet with Noah
 - Surveys: Judy is not very fond of these but will help. She also thought that the survey should be done after the initial draft working papers have been completed. Peter Sugar thought the survey would actually help in understanding better what the public would like and what their chief concerns are. It is true that one survey may not fit all, and some of the subcoms are not ready as yet to know what questions to ask, but it may still be useful. Subcoms could join the process and send in some of their questions to be a part of this survey.
- 4) We discussed what we expected the February MP meeting to accomplish. We need to lay down goals and policies – and establish a list of action items to precede the meeting. Judi indicated that the baseline ('do-nothing') report would be done as part of working papers. The working paper goals need to be clearly defined. They can then be discussed at the February meeting (note that they are only drafts and therefore can be changed later as more information becomes available)

5) In order for the subcoms to be able to have a work-plan, COG will provide an example to follow in the very near future (It should only be a 1-2 page document and should be prepared in short order after we receive COG's example). It was also pointed out that the subcoms need to consider further what they need for their work and how COG can help the effort.

6) We agreed to have a 'share info' meeting on October 25 at Town Hall, with each subcom reporting on their current status. Ken will chair the meeting. There will be no PowerPoint presentations, with the discussion concentrating on what we should be doing going forward including developing the work plans and preparing for the February 2nd meeting. The SC further agreed to meet again on Tuesday November 13th at 8:00 AM.

Footnote: all information from all subcoms should be copied to Judi and Patti – they would like to see all our materials.

Submitted by Mark Whitehead