



COMMUNITY DEVELOPMENT COMMITTEE

(Town Council Sub-committee)

Members

Claudia King, Chair
Russell Anderson
David Goldberg

Staff

Nathan Poore
Theo Holtwijk
Amanda Stearns

Meeting Agenda –with LPAC

Monday, January 26, 2015 - 8:00 AM – 10:00 AM

Large Conference Room

1. **Approve Minutes** – approve January 12, 2015 minutes
2. **Council Report (40 min)**–LPAC and CDC will have draft final reports of the first phase land use implementation policy.
 - LPAC overview of report
 - CDC overview of report
 - Questions and Comments
 1. Does this meet expectations?
 2. What are the impacts of proposal?
3. **Outreach Meeting 3 (20 min)**
 - Purpose - Presentation of committee proposals for feedback
 - Target audience - Property owners and general public
 - Date – February 26
 - Length – 6:00 – 7:30 p.m.
 - Venue – How many to anticipate for attendance. Council Chambers or Elementary School (have tentatively reserved the cafeteria)
 - Meeting materials – Use report? Handouts, easel pads, nametags, sign up sheet, etc.
 - Recording – Mike McDade to record meeting. Do we need recorder at meeting?
 - Input both by speaking and/or cards, conversation stations, record comments (timed) and questions.
 - Agenda
 - General presentation – bullet points presentation, by whom?
 - General comments and questions
 - Conversation stations – for each topic, in depth dialogue
 - Wrap up
 - Refreshments ?

4. **Outreach Meeting 3 - Promotion (20 min)** – Decide on what tools we will use to promote the meeting. Suggestions are:
 - Email blast to email lists off the website subscriber list. (date)
 - Invitation to previous invitees for public input (Meetings 1 and 2) (date)
 - Town wide postcard mailing – includes link to final report(s) (date)
 - Website announcement on front page (date)
 - Announce at other committee/board meetings (Council, Planning Board, BZA, Conservation Commission, LMAC, FEIC, Route 100, Ad-hoc Zoning Committee) (meeting dates)
 - Notice in Forecaster? (date)
5. **Discuss overall schedule (10 min)**
6. **Council Report Presentation (15 min)**
 - Purpose and expectations of presentation
 - Pick date – March 9 or 23
 - Committee chairs are presenters?
 - Presentation Format - Brief PowerPoint (15 minutes or less)
 - Handout of reports?
 - Packet Materials?
 - Distribute report/packet materials to other committees when packet goes out?
7. **Next Meetings** – Joint CDC/LPAC first week of March to review Meeting 3 comments and finalize Council presentation.
8. **Other Business**
9. **Adjournment**