

Town Plan Steering Committee

March 4, 2015

5:30-7pm

Meeting Notes

Present: Heidi Bormann, Chris Granda, Gary Bressor, Ian Bender, Joy Reap, Wright Preston, Kristin Novotny, Alison Anand, Jeff Forward, Mike Foote, Bruce LaBounty, Clare Rock (Planner)

Rock lead the group through the initial steps of developing a Community Network Analysis. This will help define the various groups and individuals we'll aim to reach in the public outreach and engagement process of developing the new town plan.

The first step is to identify stakeholders (i.e. who may be affected by the outcomes? Who can offer insight? Who will be responsible for implementing the outcomes?) and the to identify networks (i.e. how and/or where do the stakeholders meet? What organization represent them? What informal ways are they organized?) The list of stakeholders and networks developed during the meeting is attached, see document titled *Community Network Analysis, March 4, 2015*.

Rock asked the committee is they felt identified stakeholders were well represented by those on the steering committee. In general the committee felt there was broad representation but suggested the following groups/individuals be contacted to round out committee representation.

Recommendations for additional committee members:

- Farmers (reach out to Farris, Verbergs, Multrup, DeGraff, Conants)
- Food Shelf (reach out to Marcia Levenson – Joy Reap has her email or Jeff Forward could also ask)
- First Responders (Bruce LaBounty suggested Andy, Tommy or Harlen Stockwell)
- Cochran's Ski Area
- Children and Students and/or High School Students (who can reach out? Bruce LaBounty?)
- Renter and Senior Citizen (Suggestion: someone from Richmond Terrace? Who can reach out?)
- RiverView Commons (Clare Rock will can find out name of Homeowners Association)

Regarding the Committee Process and Structure, Rock asked the committee if they felt a formal guiding document would be helpful to help define the structure and role of the steering committee. Committee members agreed. The consultants were able to provide a template for this types of document, referred to as "Terms of Reference" document. Rock will use the template and send out a draft "Terms of Reference" for the Richmond Town Plan Steering Committee. Discussion followed about the number of committee members: how many is too many? And weather current members should identify which stakeholder group they would best represent as many members may have multiple affiliations.

Rock distributed the "Town Plan Process and Identity Questionnaire" for members to fill out. A digital copy is also available.

The consultants will come and give a presentation on public engagement activities on either March 17 or 25. Committee agreed March 25 was a better date. There will be no March 18 meeting.