

MASTER PLAN COMMITTEE MEETING

May 7, 2015

UNAPPROVED

Call to Order: Chairman Don Dubrule called the meeting to order at 6:52 pm.

Roll Call: Don Dubrule, Don Vogt, Chris Demers, David Martella and Fred Garofalo

Approval of Minutes: Chris Demers moved to approve the minutes, Fred Garofalo seconded and the motion passed.

Discussion of Approach/Assigned Areas of Responsibility/Initial Committee/Commissioner Contact: Don Dubrule said the proposed approach to updating the MP is to use the current MP as a template, break it down according to sections and subject matter, and have two or more committee members assigned to each subject area. The committee agreed it was a good approach and Don Dubrule passed out a spreadsheet naming the MP committee members assigned to each subject. Don Vogt asked how committee members should contact each other to work together; *Kristi Garofalo will create a contact list and email it to committee members.*

Questionnaire Objectives: Members agreed to the following objectives for the questionnaire:

- Use the survey to ask questions/gather data we can't get any other way
- Should be targeted to discover new directions for the District along with rating the District as it is today
- Should have a measurable response limit from individual households (one per unit?)

Targeted community: After discussion, the committee agreed to the following about their targeted community:

- It should definitely include all property owners (lots and homes); a mailing list can be created through tax records from the town.
- Renters should be included if possible; a cover letter to the property owners should contain information on how their renters can take part in the survey.
- Posters and other publicity should be used to increase responses.

Discussion of Preliminary Questions: Fred Garofalo passed out sample questions for the committee to review. The Committee agreed members would contact committee chairs for questions to add to the survey. Don Vogt suggested some questions from previous surveys could be re-used to track possible trends.

Homework:

1. Review sample questions and old survey questions; evaluate their use in 2015.
2. Compare questions with assigned subject areas to see if other questions suggest themselves.
3. Contact committee chairs in assigned subject areas to get question suggestions.

Don Dubrule moved to adjourn; Fred Garofalo seconded. The meeting adjourned at 8:04 pm. The next Master Plan Committee meeting is: Thursday, June 11 at 7:00 pm

Respectfully Submitted,
Kristi Garofalo