

## MASTER PLAN COMMITTEE MEETING

June 9, 2016

**\*UNAPPROVED\***

**Call to Order:** Chairman Don Dubrule called the meeting to order at 7:55 pm.

**Roll Call:** Don Dubrule, Don Vogt, Mike Roberts, Robert Roudebush, David Martella and Mike Bonanno were present.

**Approval of Minutes – May 5, 2016:** Robert Roudebush moved to approve the minutes. Mike Roberts seconded and the motion passed.

**Questionnaire Discussion:** The Committee discussed the question from Tara Bamford of North Country Council about why there was a “N/A” choice on Question #9 (revised to be Question #6 on the latest version of the questionnaire from Tara Bamford) which asked for the respondent’s age range. Kristi Garofalo said she listened to the meeting recording and someone suggested that option for those who didn’t want to give their age. After discussion, Don Vogt moved to remove the “N/A” response from the question; Mike Bonanno seconded and the motion passed. Robert Roudebush made a motion to accept the questionnaire, after the change to Question #6 (formerly Question #9), as the final draft to be used for distribution. Mike Bonanno seconded and the motion passed.

**Address List:** Don Dubrule reported that Tara Bamford was getting involved in creating the address list from the information provided from the Haverhill tax listings. Don Vogt gave a sample page of the work he did on the address listing to Kristi Garofalo; *she will see if it works with the label maker the office uses and contact Tara Bamford with an update on the formatting.*

**Distribution Discussion:** After discussion about costs to mail approximately 1,000 letters and enclose SASEs in each one, along with the idea that many people would prefer the ease of completing the questionnaire online, the Committee decided to send postcards to all MLD property owners giving them the online link to the survey and giving respondents the option of having a hard copy mailed to them if they preferred that method. They also decided the survey link would be published on the District website and included in D-Mails (District-wide email blasts) sent out by the office. *Tara Bamford will provide the survey link to Kristi Garofalo for publication.* The Committee also decided that any surveys completed as hard copies could be entered by hand into the Survey Monkey for compilation and analysis, and they’d like to have all surveys back by August 15. *Don Dubrule and Tara Bamford will work on the cover letter and get it to Kristi Garofalo for use on the website and in the D-Mails. Kristi Garofalo and Robert Roudebush will work with information from the cover letter to create the postcard wording and format; once done they will circulate the draft to other members of the Committee for review.*

The Committee also discussed meeting with Tara Bamford and setting a public meeting in the next month and a half – no date was set.

Robert Roudebush moved to adjourn; Mike Roberts seconded. The meeting adjourned at 8:50 pm.

Respectfully Submitted,  
Kristi Garofalo