

## Town of Dunkirk Comprehensive Plan

Minutes of Steering Committee Meeting 1

April 9, 2014

In attendance:

- Vincent Vecchiarella, Chair
- Jean Crane, Town of Dunkirk
- Richard Purol, Town of Dunkirk
- Jay Warren
- Chris Penfold
- Craig Lyford
- Juan Pagan
- Diana Smith, MRB Group
- Connie Sowards, MRB Group
- Jane Rice, EDR
- Andy Obernesser, EDR

The meeting began with the Pledge of Allegiance, committee member and consulting team introductions. Vince welcomed the consulting team of MRB Group and EDR to the meeting on behalf of the steering committee. Diana Smith of MRB Group distributed project binders to the committee for their use, including the project contact information, schedule, and statutory language regarding comprehensive planning from the New York State Town Law.

The committee discussed the proposed meeting schedule for the coming months. The next three committee meetings are as follows:

- June 25
- July 23
- August 27

Meetings will be held at Town Hall, unless held in conjunction with project outreach events (e.g. public meetings). If held directly before or after an outreach event, the steering committee may meet at that location.

The committee discussed the publication of members' contact information, and determined that some may be withheld from public documents. Diana noted that external contacts through the website will go to her email first, and she will submit them to the committee during committee meetings.

Diana pointed the committee toward the Links page in their binders. This page identifies relevant plans and projects that may apply to the comprehensive planning process in one way or another. It will be updated with an additional link to the Chadwick Bay LWRP, and the committee may identify other links as well.

The committee discussed the New York State Open Meetings Law relative to subsequent steering committee meetings. Because the committee is comprised of members of the Town Planning Board, the Open Meetings Law does apply. It was noted that meeting discussions should not be misinterpreted as final decisions on behalf of the members in their role as the Planning Board, however. When votes are taken, they will be on behalf of the steering committee only, not the Planning Board.

Diana reviewed the project website, which went live April 9. The committee discussed a revision to the iconic image at the top of the page, and will supply Diana with a different image (e.g., Canadaway monument, Route 60 corridor, Chautauqua County Home). Residents will also be asked to submit photos. Diana also confirmed with the committee that MRB has permission to update the website with project information as it becomes available. Quotes and dates will be submitted to the committee prior to posting for their approval.

The committee reviewed the project schedule provided by MRB. The first public meeting will be moved up in the schedule, prior to the focus groups. Focus groups will be held later on in the process, after introductory information has already been made available through the public meeting and website.

The committee discussed the format of focus group meetings and the value that they will bring to the planning process. Several local residents and business owners have been recommended to the consulting team as potential focus group participants. The steering committee will finalize the list of invited members and gather their contact information. The intent is to have both sides of town represented adequately in each group, with a total invitation list of around 20 members in each. MRB Group will prepare the final, approved invitation letters and mail them to invitees, who will respond to Town Clerk Jean Crane.

The format of the focus groups will allow for informal, roundtable discussions. They will be designed differently than the charrettes, which are intended to be more interactive (e.g. stations, display boards, activities). The committee discussed the need for multiple potential avenues for interaction with stakeholders over the course of the project, with focus groups providing only one of those opportunities.

Action item: The steering committee will supply Diana with a different photograph for the website.

Action item: Diana will revise the project schedule to move the focus group meetings after the first public meeting.

Action item: The steering committee will finalize the list of invitees for the focus groups, along with their respective addresses.

Action item: MRB Group will prepare and mail invitation letters.