

Town of Dunkirk Comprehensive Plan
Minutes of Steering Committee Meeting 2
June 25, 2014

In attendance:

Jay Warren
Chris Penfold
Craig Lyford
Scott Pagano
Shari Miller
Juan Pagan
Ryan Mourer
Jean Crane, Town of Dunkirk
Richard Purol, Town of Dunkirk

Diana Smith, MRB Group
Connie Sowards, MRB Group

Excused:
Vincent Vecchiarella, Chair

Jay Warren was designated as acting chairman in Vince's absence. The meeting began with the Pledge of Allegiance by Acting Chairman Warren.

Diana Smith of MRB Group told the committee that Pat Nicoletta from MRB Group will be meeting with Dunkirk personnel on July 2nd to continue collecting data for the infrastructure assessment. She also shared a copy of the GIS zoning map created by MRB. The committee members requested a PDF copy of the map be distributed to each committee member.

Diana reviewed the focus group process with the committee and shared the reference card created for use in the various focus group meetings on June 26th at town hall and assured them that the focus group members would be encouraged to attend future steering committee meetings. This would create more opportunities for feedback during the process. The committee requested additional reference cards be provided to Town Hall.

The committee discussed the issue of focus group members becoming part of the steering committee or just attending the committee meetings as available. It was determined that for the focus group meetings being held on the 26th of June, MRB would facilitate, record input and provide notes to the steering committee and then a determination could be made if the focus groups wanted further involvement in the process or were satisfied on sharing feedback through the steering committee and other public opportunities.

The committee agreed to reach out to more individuals on the focus group member list that did not indicate interest in participating on a focus group to ask them to take an active role in feedback on the plan process.

The feedback process on the website was discussed and it was determined that any questions/feedback that come into the website would be forwarded to the Town Clerk, Jean Crane, and on to the committee for discussion.

The plan process was reviewed and an agenda for July 23rd was discussed. The data gathered from the focus group meetings would be discussed. In addition, sample survey questions would be shared and suggestions for the logistics of the survey process. The committee requested that a blast email be sent out to all of the steering committee as a reminder of the meeting.

On motion by Shari Miller, seconded by Jay Warren, the steering committee portion of the meeting adjourned at 7PM.

Note (unofficial addendum) * The scheduled public presentation followed. Supervisor Purol and Acting Chair Jay Warren welcomed the public. MRB Group representative Diana Smith explained the Comprehensive Plan process, emphasizing public participation as a critical component.