

MEETING RECAP & ACTION ITEMS

Steering Committee Meeting #1

Thursday, April 28, 2016, 4:00 p.m. to 5:30 p.m.

at West Haven City Hall, 3rd Floor Conf. Rm., 355 Main Street

Key Decisions:

- ✓ **Second Steering Committee Meeting** to be held on Wednesday, June 1 at 4:00pm.
Proposed Agenda: Draft Conditions/Trends Analysis Presentation + Public Workshop #1
- ✓ **Public Workshop #1** to be held on either Wednesday, June 22 or Thursday, June 23, starting at approximately 6:30/7:00pm. Location TBD.

Key Action Items:

- FAQ.** RBA to Fix typos, incorrect months/timings, add reference to list of Steering Committee members, describe more of the steps taken in developing the POCD. RBA to send revised version of FAQ to the SC. Steering Committee to email with any additional feedback on the revised draft FAQ.
- Youth Engagement.** RBA to provide examples of approaches to youth engagement.
- Website.** RBA to update the “draft” website and get it ready to “go live” with its first post; coordinate with press release.
- Example Plans.** RBA to provide examples of POCDs and other plans.
- Press Release.** City to draft press release announcing the POCD plan and planning process, plus promote the website planwesthaven.com.
- Volunteers and Partnership Opportunities.** Steering Committee to consider potential volunteers/partners who could contribute to and learn from the planning process (e.g., UNH class, high school students/class, etc.)
- Schedule.** RBA to update project schedule on Google Docs and provide read-only link to Steering Committee to view online.

Topics/Points Raised:

- ➔ **Scheduling.** June 13 is end of school year/graduation. Generally Mondays and Tuesday nights are not good for meetings and public events.

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PLAN OF CONSERVATION & DEVELOPMENT

- **Website.** Website will be the main portal. Will add an e-mail address (contact@planwesthaven.com) for those who have questions. Will include a list of Steering Committee members. Looking to launch website by the end of the first week of May.
- **Facebook.** Mayor's Facebook page has a large number of local followers. Kathy H. can copy items from blog posting or press releases and post to his Facebook page.
- **Events/Partnerships.** West Haven has many events and activities, such as UNH West Fest, the Apple Festival, etc. that can be used to promote.
- **Surveys.** Consider providing useful information on any survey, as opposed to only asking questions.
- **Savin Rock Festival.** Planning to have a "booth" to promote the West Haven POCD process with an activity designed to get public input.