

MEETING RECAP & ACTION ITEMS

Steering Committee Meeting #3

Wednesday, July 20, 2016, 4:00 p.m. to 5:30 p.m.

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

Key Decisions:

- ✓ **City Visioning Workshop Summary** is not ready to post to the website. It will be revised as discussed and distributed to the Steering Committee for review and “approval.”
- ✓ **Continually Promote and Amplify Community Engagement.** We must continue to make sure as many types/groups of people participate in the planning process. One efficient way to do this, given the very tight timeline, is to create a survey and “proactively” have Steering Committee members and others promote the survey to their various professional/social constituencies and other types/groups of people.
- ✓ **Final Savin Rock Festival Booth Schedule** has been determined and additional volunteers added to the booth schedule.
- ✓ **Next Steering Committee Meeting** will be held on Thursday, August 4 (at 4:00 p.m.)
[*Note: This decision was made the day following the meeting. Initially August 10 and 11 were being considered, but given the tight timeframe we are working within, we have to meet sooner. An agenda will be circulated by the end of next week.*]

Key Action Items:

- Edit City Visioning Workshop Summary.** Revise as discussed.
- Create Draft of a Survey.** This “City Priorities Survey” (rough working title) would build on what we learned from the City Visioning Workshop.
- Consider Date, Agenda, Location for the Next Workshop.**

Topics/Points Raised:

- ➔ **Community Engagement.** More efforts should be made to reach out to groups that did not participate in the June 23 City Visioning Workshop.
- ➔ **City Visioning Workshop Summary.** Needs more introductory context/prose, more positive commentary about the workshop, and next steps language. Consider additional changes (one of the quotes + whether or not to include the “appendix” showing each

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roundtables full responses). It should be clear that the workshop is not a “one shot deal.” There will be additional opportunities/venues for providing opinions and ideas.

- **Getting to the “What” and the “How.”** Discussions should be focused on implementation strategies and projects. The project schedule is tight. Therefore the recommendations and strategies should start to be formulated at the same time as community engagement continues.
- **Public Facilities.** The POCD should include a assessment of municipal facilities including school and fire.