

MINUTES OF ALLINGTOWN STEERING COMMITTEE MEETING  
Notre Dame High School  
January 31, 2019

Members Present: Ron Quagliani, Chris Suggs, Robbin Watt Hamilton, Lou Annino, Kevin Vine, and Kathy Weilk. Staff Present: Fred Messore and Dave Killeen.

1. Call to Order

Meeting was called to order at 5:30 PM.

2. Minutes of December 6, 2018 Meeting

The following modifications were made to the draft minutes of the December 6, 2018 meeting:

- Kathy Weilk should be identified as the Vice-President for Advancement at Notre Dame High School, not Human Resources.
- Fred Messore was previously the Executive Director of the West Haven Economic Development Corporation not the Director of the West Haven Redevelopment Agency.
- One statement from Lou Annino in the last set of minutes should be amended as follows: “He wants to see a vision for more enabling zoning language to facilitate the vision of the POCD” (add underlined text.).

Motion to approve the minutes with these changes was made by Lou Annino, seconded by Christopher Suggs, and passed.

3. Continued Discussion of Community Engagement Proposal

The Committee discussed the fact that, at the last meeting, it was decided that a community workshop should be held to gain input from residents, businesses and community leaders of Allingtown. The workshop would be held at Notre Dame, and the session would last approximately two (2) hours. It was expected that this event should last two hours, running from approximately 6:00 to 8:00 PM. The Committee decided to discuss the scheduling of this workshop later in the meeting.

Mr. Killeen ask of the Committee could provide input on the groups and individuals that should be invited to participate in this workshop and how we should reach them.

- Ms. Watt Hamilton commented that she would like to make sure young people are included in this workshop. Mr. Annino suggested that some students from the University of New Haven could be asked to participate and share some of their vision for the area. It was noted that there might be grad students or others majoring in a related field that would want to participate in or support the process in some way.
- Mr. Annino agreed to reach out to Assistant Professor Chris Haynes who is involved in Political Science programming at UNH, to see if he has students or student groups that might be interested in this planning effort.
- It was suggested that we use social media to reach out to the broader community and also to the youth who may be more familiar with this communication method. It was agreed that we could use the City of West Haven Facebook page for this purpose. Others might add a notice about this workshop to their Facebook pages as well.
- A press release should be developed and reviewed by the Committee before it is forwarded to the City's Public Information Coordinator for circulation to area media sources. The Committee would like to review the wording of this announcement to make sure that it is inviting to the general public and written in plain language. It should appeal to people's interest in Allingtown. The Committee would like to also review the general announcement that is used for the workshop.
- Notices should be broadly circulated in Allingtown to reach as many individuals and groups as possible, including:
  - Churches and church groups. Area churches include:
    - Fresh Meadow/Farwell (West Haven Church of God)
    - House of Jacob
    - Emma Street (Faith Baptist Church)
    - Burwell Road (Promise Land Church of God)
    - Campbell Avenue
    - First Acebye
  - Schools and PTAs. Area schools that educate Allingtown students include:
    - Carrigan Intermediate School
    - ESUMS
    - Notre Dame High School
    - Forest Elementary School/Forest School
    - Bailey Middle School
    - West Haven High School
    - Board of Education should also be contacted

- Business Community
  - Chamber of Commerce
  - Non-Chamber members
- Allingtown Coalition c/o Phil Bartels. Efforts should be made to invite the VA to this workshop.
- Library
- Social Clubs
  - Rotary Club
  - Knights of Columbus
  - Kiwanis

The Committee also discussed whether it was possible to utilize the City's Reverse 911 system to communicate with residents of the broader Allingtown area. It was determined that this system is probably restricted for primarily emergency management purposes, but we should investigate the possibility. It was noted that announcements can come from this system in either a phone call, text or email format.

It was also suggested, for Social Media, it might be possible to post a notice on Instagram or Twitter.

It was suggested we might want to include in the notice a statement that this effort is designed to make change in this neighborhood.

As far as facilitators, Mr. Killeen reported that he had not yet heard back from the representatives of the CT Chapter of the American Planning Association. Members were asked to think about individuals who could serve as objective facilitators of small groups. It is hoped that we will have about 60 to 75 individuals in attendance, and approximately 5 to 6 tables for small group discussions. Mr. Suggs suggested we could check with the members of the Planning and Zoning Commission to see if they would serve as facilitators.

Mr. Annino asked the Committee to review the questions that would be considered in the small group discussions. Mr. Killeen reviewed the questions that were originally being considered, and opportunity for participants to raise strengths and weaknesses of the neighborhood as well as opportunities and threats to redevelopment. Mr. Annino was concerned that this set of questions might leave the workshop repeating some of the public input that was obtained in the round of workshops related to the Plan of Conservation and Development. The Committee then reviewed some of the suggestions for inclusion in the

Allingtown Plan that were included in the POCD. After reviewing these areas (as follows), the Committee agreed we should fashion some questions around these issue areas so that we come closer to defining the elements that will be included in the Allingtown Plan:

- Parks and recreation
- Educational and community facilities
- Housing upkeep and property maintenance
- Reuse of redevelopment of vacant buildings
- Homes adjacent to commercial and industrial properties
- Street and sidewalk conditions
- Campus expansion and design/character topics near or at the edges of campus and residential blocks.

#### Next Meeting/Next Steps

- Ms. Weilk will check the school's calendar and try to find 4 or 5 dates in late March or early April that could be available for the workshop. Members of the committee agreed to review those dates quickly so that the workshop date could be scheduled.
- Mr. Killeen will draft a written notice and press release to announce the upcoming workshop. The draft of that notice will be forwarded to Committee members for comments.
- Mr. Killeen will begin working on assembling invite lists for the workshop and asked Committee members to reach out to people they know and let him know of individuals or groups that should be added to the invite list.
- Mr. Killeen will draft a set of questions that could be used in the break out workshop sessions, based on the recommendations of the POCD. Those draft questions will be forwarded to the Committee members for review and refinement.
- The Committee would review the draft notice, workshop questions and invite lists as they are developed and provide comments. If it is decided another Committee meeting before the workshop would be helpful, it could be scheduled for late March.

#### Adjournment

There being no further business, meeting was adjourned at 7:30 PM