

*Symmes Advisory Committee  
Community Outreach Working Group  
Minutes from Monday, February 11, 2002*

*Members Present: Cindy Friedman, Lynne Lowenstein, David Walkinshaw, Owen Carrigan, Diane Meadows, Jean Hopkins*

1. Meeting began at 7:30 pm
2. Introduction of new members: Owen Carrigan, Jean Hopkins, Diane Meadows
3. Review of past Outreach Meeting and SAC meeting.
4. RFP – Reviewed and added to Outreach Committee’s portion to reflect Committee’s view of the consultant’s role to be as follows:

Responsible for creating charettes/presentations to be used to explain the key concepts of the site development, the status of work to date, and to elicit feedback from the community.

Actively involved in meetings with the public and key community groups to present this material, facilitate the sessions, and provide training for Outreach Committee members in giving these presentations.

Provide assistance in collating and analyzing the feed back from the community.

Provide information for interim reports outlining status, major findings and other information from community input and from within the working groups.

Develop a plan for managing community expectations and addressing discrepancies between what is feasible for the site and what is desired based on community input.

Provide packets, pamphlets or videos that can be used to provide information about the Symmes site for community education.

5. Committee discussed timing of survey – decided that we should not wait until consultant is on board to send it out. Lynne Lowenstein to follow up with Town Planning to discuss logistics.
6. Next meeting scheduled for 2/25 at 7:30 pm in Town Hall Annex.
7. Meeting adjourned at 8:20 pm

Respectfully submitted,

*Lynne Lowenstein*