



Draft Notes

March 19, 2014

4:30 p.m. A quorum was not present, attached are notes from discussion of members present.

Present: Jeff Bull, Jim Hartnett, Melissa Pacheco, Elaine Ostroff.

Absent: Ann Boxler, , Jack Baughan, Jim Coyne, Gay Gillespie. Nancy Rioux, David Cole, Sean Leach,

1. **Approve Minutes February 26, 2014.** No action taken

2. **April 12, 2014 Public Forum**

Jim H. stated that the first public forum will be held on April 12, 2014, at the Westport Library, from 9:00 am to 12:00 pm. Melissa P. noted that the agenda lists next steps to be discussed at 12 pm and the notification should include the extended time, 9:00 am to 12:30 pm so that people can plan accordingly. Elaine O. noted that chapter 3 on the agenda should be listed as Water, Wastewater & Stormwater. Jeff B. asked about the set up at the library and refreshments. Elaine O. and Jim H. will visit the library next week to see how the room can be set up. Elaine O. requested that a summary be prepared for the meeting that could be handed out to the participants outlining what has been completed to date.

Notification and publicity of the meeting will consist of

- Mailing to all of the committees and boards that participated in the original request for information.
- Distribution of flyers to a list that will be provided by Elaine O.
- Elaine O. will contact the local papers with an announcement of the event.
- Jim H will contact Valarie to schedule the recording of the 12th.

Jeff B. noted that he wanted to review the Chapter on Natural Resources with Dave C. prior to the forum to see if the protection of endangered species were addressed properly.

3. **Update on Consultant – Horsley Witten Group**

Jim H. stated that the contract has been signed with the amendment for an additional workshop to be held in the Fall for the Education component of the plan. CPC also approved the use of \$5,000 provided it be used for the sections of the plan relating to affordable housing.

4. **Update school participation**

Melissa P. stated that she had a meeting with Elaine O. _____ and, _____ to discuss the educational component of the plan and will be setting up another meeting soon.

5. **Schedule of future meetings**

- April 12, 2014 Public Forum
- April 23, 2014 Need to verify meeting date (did we change)