



Master Plan Steering Committee
Tuesday, May 17, 2016 at 5:15 p.m.
The Visitor Center, 14 North Street

MINUTES
Approved 6/21/2016

I. Call to Order

Mr. Putnam called the meeting to order at 5:15 PM.

Present: Melissa Richmond, Eileen Skowronski, Marilyn Harris, Debora Matteau, Bill Carpenter, David Putnam, Abigail Carman, Nick Koloski

Absent: Richard Wahrlich, Andy Lafreniere, Jim Feleen

Staff: Nancy Merrill, Director, Planning and Development Department; Zachary Williams, Business Development Coordinator

Mr. Putnam asked to add to the agenda an update on a Nellie Mae Foundation grant being pursued by the SAU.

Motion: To accept the agenda with the change requested by Mr. Putnam.

Made by: Mr. Carpenter **Second:** Ms. Matteau

Vote: Unanimous in favor

II. Minutes

a. April 19, 2016

Motion: To accept the minutes of April 19, 2016

Made by: Ms. Matteau **Second:** Ms. Carman

Vote: Unanimous in favor

III. Business

a. Survey Results

Ms. Merrill distributed the survey monkey results at the meeting (the survey closed the day of the meeting). She said 250 responses were submitted (there may be duplicates from participants at the Public Forum in March).

Ms. Merrill said she will write the draft vision statement. To do so she called upon all members of the committee to review the survey results and tally the 5-7 most striking themes they observe. She asked each member to email those themes to deForest. She urged the members to keep in their minds when reviewing the results the three important questions, "Where are we now, where are we going, and where do we want to be in five years?"

The committee read and discussed the current vision statement. The general consensus was that the new vision statement needs to be more aggressive and inspiring, set higher goals, and be more promotional and proactive.

Ms. Merrill said she will have the draft vision statement ready for the next meeting. She asked that members email their input within the next two weeks.

IV. Correspondence

V. Other

Mr. Putnam spoke about a technical assistant grant being sought from the Nellie Mae Foundation by the SAU. The focus of the grant is providing assistance with engaging the community around various topics.

VI. Adjournment

Motion: To adjourn the meeting.

Made by: Ms. Matteau

Second: Ms. Skowronski

Vote: Unanimous in favor

The meeting adjourned at 6:00 PM to allow participants to get to a program at the Soup Kitchen.

Respectfully submitted,
deForest Bearse