

THIRD STREET DAM AND ROADWAY CITIZENS ADVISORY COMMITTEE
MONDAY FEBRUARY 27, 2012 6:00 PM

Present: Terry Rumsey, Linda Healy, Brett Lester, Mike Jordan, Robin Lasersohn, Michael Kinsley, Adam Kradel, Paul Robinson (Council)

General Business

1. Meeting facilitated by Terry Rumsey
2. Brief introduction of those in attendance
3. Review and approval of Agenda
4. Approval of Minutes from February 20, 2012
5. Announcement of Sam Lemon's resignation from CAC, nomination and consensus that Brett Lester will assume role of Co-Facilitator.

Opinion Survey/Fact Sheet

Review and approval of final version of Opinion Survey with distribution of non-official document to members and public attendees. Currently at the printers with the possibility of mailing at the end of the week. Disappointment and concern that survey will not reach the public sooner. Discussion and consensus that deadline for survey response can not be pushed back due to timeline for final report.

Analysis of survey

Adam Kradel anticipates a cross tabulation of results examining the preference of options sorted by stakeholders, their age range and geographic area. There will be quantitative results and a brief narrative looking at some of the most significant findings. As is typical with survey analysis, there may also be a discussion of the limitations of the survey and recommendations for future inquiries.

March 5, 2012 Community Meeting

1. Terry Rumsey indicated that the previously approved media advisory has been distributed to Town Talk and other media sources, as well as the borough for inclusion in borough television, website and telephone announcements.
2. Discussion and agreement that CAC provide a draft script for the Mayor's announcement using the Global Connect System with a preference for an evening call on Thursday March 1, 2012.
3. Borough staff and employees will set up the Community Center with video capabilities.
4. Borough will be asked to produce 50 color copies of flyers on Tuesday March 28th, for public distribution. CAC members are welcome to copy and distribute additional flyers as they are able. Discussion regarding display of large version of flyer in central location.
5. Handouts will include two-sided options sheet and index cards for written comments.
6. Additional logistics will be communicated by e-mail during week.
7. Distribution and review of Frame for meeting with consensus on following

Welcoming Statement - Council Representative

5 minutes

Facilitator -	Brett Lester	on-going
Review of Options -	Brett Lester	10 minutes
Presenter-	John Harrison, Schnabel Engineering	15 minutes
Presenter-	Laura Craig, American Rivers	15 minutes
Public Q&A		30 minutes
Small Groups	Led by six CAC members	45 minutes
Mingling/Closing		15 minutes

8. Discussion and agreement that camera may continue to roll during small groups from a stationary position.

March 12th Stakeholder Interviews

Two meeting rooms and one recording device will be made available by borough for a series of 15-20 minute interviews. Interview teams were re-organized:

Robin Lasersohn	Adam Kradel
Brett Lester	Linda Healy
Michael Jordan	Michael Kinsley

Terry Rumsey will greet and direct stakeholders. Members urged to identify and confirm stakeholder attendance by Wednesday March 29th.

Review of interview questions with discussion and agreement to remove references to proximity potential hazards within criteria on safety. Revisions will be made by Robin and e-mailed to CAC.

Discussion regarding request for additional information

Discussion regarding a numbers of areas of continued interest with consensus to ask emergency responders to provide more specific information on prior emergency calls and the impact of various options on emergency response time.

March 17th On-Site Meeting

Agreement that CAC members will meet at the Third Street Project site on Saturday, March 17th, possibly as early as 8:00 AM. Coffee will be provided.

Action Items

- ACTION ITEM** Mike Kinsley to e-mail final version flyer to CAC members.
- ACTION ITEM** Robin Lasersohn to pick-up color copies of flyers from borough office.
- ACTION ITEM** Michael Jordan to provide additional copies of flyers.
- ACTION ITEM** Brett Lester to prepare draft script for use by Mayor's telephone call to residents.
- ACTION ITEM** Terry Rumsey to continue to work on meeting logistics with Jeff Smith
- ACTION ITEM** Michel Kinsley to follow-up with Jeff Smith and Brett Lester re: poster size flyer.
- ACTION ITEM** Michael Kinsley to provide 200 copies of two-sided option sheet
- ACTION ITEM** Adam Kradel, Robin Lasersohn and Brett Lester to prepare visuals using flyer and additional photographic examples of options
- ACTION ITEM** Linda Healy to prepare script for small group facilitators
- ACTION ITEM** Adam Kradel to provide index cards in six colors
- ACTION ITEM** CAC members to identify recorder of comments for their small group by February 29th
- ACTION ITEM** Terry Rumsey to provide clipboards for recorder's use.

NEXT MEETING MONDAY MARCH 5TH 6:00 PM COMMUNITY CENTER
FACILITATOR BRETT LESTER