Comprehensive Plan Steering Committee

MINUTES

FEBRUARY 2, 2005 7:00 PM – 10:05 PM TOWN OF CHATHAM TOWN HALL

MEETING CALLED BY	Mike Hart
TYPE OF MEETING	Regular Monthly Meeting
FACILITATOR	Nan Stolzenburg, Consultant, Planning Better Places
NOTE TAKER	Bob Balcom
ATTENDEES	Mike Hart, Bob Balcom, Kary Jablonka, Van Calhoun, Ira Marks, Bob Pollard, Jean Rohde, Rick Werwaiss (left 8:45), Mary Gail Biebel (via speakerphone), Nan Stolzenburg Audience: Randi Walker

Agenda topics

2 MINUTES CALL TO ORDER MIKE HART

DISCUSSION	Chairman Hart called the meeting to order at 7:10 PM.

3 MINUTES ADOPT JANUARY 5, 2005 MINUTES BOB BALCOM

DISCUSSION	Ira Marks made a motion to accept the minutes as written, seconded by Bob Pollard.

1HOUR 55 MINUTES ANALYSIS OF SURVEY RESULTS NAN STOLZENBURG

DISCUSSION		
Nan Stolzenburg gave a brief overview of the tabulation process noting the results are raw having only 3 weeks to tabulate and check for quality. Her analysis was completed in the last two days. There are 127 pages of written comments. The raw data has not yet been collapsed. She told the group that the results were mostly simple compilations and basic summary information and that the task tonight would be to come away with a list of more detailed analysis areas.		
Nan then presented the information survey item by item. The group reviewed each item making generalized remarks about the information. This took a great deal of time. The members attempted to give possible meaning to the results and had a thoroughly enjoyable discussion. The group then discussed what to do with the survey results. It was decided, by consensus that the survey data should go back to the subcommittees for review. They would then request other analysis (if needed) identify issues, develop a SWOT table, and decide on community outreach if needed. It was also decided that the survey should be posted on the Town website with a press release.		
ACTION ITEMS	**PERSON RESPONSIBLE**	**DEADLINE**
Survey results on the Town Website Press release (forward to Mike Hart & Nan Stolzenburg) Subcommittees review surveys To do list for subcommittees Subcommittee SWOT with Preliminary Vision & Goals Subcommittee Final Vision & Goals	Nan Stolzenburg, Bob Balcom Sue Senecah Committee Liaisons Nan Stolzenburg Committee Liaisons Committee Liaisons	ASAP ASAP ASAP ASAP April May

1 MINUTE ADJOURNMENT MIKE HART

DISCUSSION	Kary Jablonka made a motion to adjourn, seconded by Jean Rohde. Unanimous. Meeting adjourned @ 10:05 PM.