

***Town of York ~ Village Study Committee
Meeting Minutes ~ October 2, 2014
York Public Library – Community Room***

Present: Ron McAllister, Stu Dawson, Toni DeSoto, Gloria Gustafson, Chris Hartwell, Joel Lefever, Dean Lessard, Robert Palmer, Dylan Smith, Pete Smith, Scott Stevens, Lew Stowe

Absent: Jody Merrill, Steve Burns

Guest: Denis Lachman, Regina Leonard – TDRC
Judith McAllister, Ellen Dawson, Skip Hartwell, Mike Modern – event #1 facilitators

1. Chairman Ron McAllister called the meeting to order at 8:35 am.
2. Meeting minutes for September 18th were written but never distributed. The Secretary apologized and will send them out with the minutes from this meeting.
3. Ron noted that we are scheduled to present updates to the Board of Selectmen on November 10th and December 22nd.
4. Ron also reminded the group that Event #2 is scheduled for November 19th but it will not be held in the library which is already booked for that date.
5. Denis began facilitator training by explaining all of the materials that each facilitator will be given at the beginning of the event and how to setup their breakout area and utilize the materials throughout the program. Pete identified the location of each breakout area by group number.
6. Lew suggested that final group presentations could be recorded by the town videographer. Dylan will try to arrange with the Town Manager's administrative assistant for this to happen.
7. Ron and Denis briefly walked through the opening program, including slides that will be presented during the first 30 minutes of the event. The group offered several suggestions to assure that the attendees stay focused on their own ideas and perspectives as they participate in the workshop.
8. Denis described the full agenda and timeline for the event. He encouraged the facilitators to explain the ground-rules right up front and to do their best to keep their group on schedule so that they are sure to engage on every topic before the end of the session.
9. Regina reviewed standard terminology and workshop objectives that will guide event participants during their small group activity.
10. Denis then explained the final group presentation process, the idea of briefly identifying "trends" among the different workshop results, and how the results will be used along with engineering and traffic research to prepare the initial conceptual Master Plan diagram for Event #2.
11. Robert described the basics of capital funding in York and how our project might relate to other capital funding requests currently in the works. Timing of such a request is critical.
12. Due to scheduling conflicts, another venue will need to be located for Event #2. Ron will research availability of an alternative site (such as the Parson Center).
13. Our next regular meeting will be at 8:30am on Thursday, October 16th at the York Public Library.

Meeting adjourned at 10:33am

Respectfully submitted,
Peter Smith, Secretary