

 CITY OF DOVER	STEWARDSHIP OF RESOURCES MASTER PLAN STEERING COMMITTEE MINUTES Meeting Type: Regular Meeting Meeting Location: McConnell Center, Room 305, 61 Locust Street Meeting Date: April 11, 2016 Meeting Time: 6:00 PM
---	--

Members Present: Bob Carrier, Elizabeth Goldman, David Landry, Otis Perry, Cora Quisumbing-King, Alison Webb, Lindsey Williams

Members Absent: None

Staff Present: Christopher Parker, Assistant City Manager; Dave Carpenter, Community Development Planner

Others: Steve Whitman of Resilience Planning and Design LLC, Curtis Pratt

There was no recording made for this meeting.

The meeting was called to order at 6:05 p.m.

1. Introductions of the Steering Committee Members, Staff and the Consultant Team
2. Priorities, Goals, and Objectives of the Project
Staff discussed the role of the chapter and the various themes to be included.
3. Scope of Services Overview
Steve Whitman reviewed the draft chapter layout and the work elements that have been mapped out for the project. Handout provided.
4. Public Engagement Process
Steve Whitman discussed the draft outreach and engagement plan and indicated that it is designed to provide different opportunities for the public to provide feedback throughout the project. Handout provided.
5. Data Gathering
Staff and Steve Whitman reviewed the types of data that will need to be obtained in order to help build the best possible product.
6. Input from the Steering Committee
Committee members indicated that they are looking forward to the project and in assisting in the development of the Chapter.
7. Nominate Chair
Motion by Bob Carrier and second by Alison Webb to nominate David Landry as chair. Motion passed unanimously.



CITY OF DOVER

STEWARDSHIP OF RESOURCES MASTER PLAN STEERING COMMITTEE MINUTES

Meeting Type: Regular Meeting
Meeting Location: McConnell Center, Room 305, 61 Locust Street
Meeting Date: **April 11, 2016**
Meeting Time: **6:00 PM**

8. Nominate Vice-Chair

Motion by Bob Carrier and second by David Landry to nominate Lindsey Williams as vice-chair. Motion passed unanimously.

9. Establish Minute-Taker

Motion by Bob Carrier and second by Lindsey Williams to nominate Alison Webb as minute-taker. Motion passed unanimously.

10. Next Steps/Organizational

a. Time/Date of Next Meeting

The next meeting will be held on Thursday, May 12th @ 5:30 in the Second Floor Conference in City Hall. Beginning in June, monthly meetings will be held at 5:30 pm on the first Thursday of the month in Room 305 of the McConnell Center.

b. Other

- The committee members will review section D of the draft chapter outline and provide staff with recommendations for stakeholders and/or sources of information that they feel might provide valuable input/information.
- The committee members will review outreach and engagement plan and add their thoughts and recommendations.
- The committee members will provide staff with their thoughts regarding Social Capital.

11. Other Business

The committee discussed the development of rules of procedure to be used for subsequent steering committee meetings.

12. Adjourn

Motion by Alison Webb and second by Lindsey Williams to adjourn. Motion passed unanimously. Meeting adjourned at 7:55 pm.