

# Executive Steering Committee Meeting #11

## MINUTES

SEPTEMBER 14, 2015

9:00-11:00 AM

VANDERBILT HOUSE

MEETING CALLED BY	Rob Holzman
ATTENDEES	See attached list

### Agenda topics

DISCUSSION	Housekeeping & Updates
<ul style="list-style-type: none"><li>• Rob Holzman gave an update to the Committee regarding the August 26 meeting that he and Lisa Nagle had with the Village Board. The intent of the meeting was to outline the planning process and how the Brownfield Opportunity Area program can help the Village move forward with a variety of initiatives. Overall, Rob reported that the meeting went very well and that the Board asked both he and Lisa to come back when we have draft recommendations developed.</li><li>• Rob asked if there had been any progress on the development of a model discussed at the previous meeting. Sally Baker stated that she did reach out to Dave Ashton to understand if funds could be moved around to create the model. Tom Paino was not in attendance; there was nothing further to report.</li><li>• Discussion was had regarding the workshop series that will be held as a build up to the public Open House for the draft plan. It was agreed that the workshops will take place in late October at Village Hall. Dates and times are to be determined. The three workshops included:<ul style="list-style-type: none"><li>○ Micro-hydro possibilities: Sally has reached out to a small company in Vermont and is waiting to hear back.</li><li>○ Historic interpretation: Sally stated the Mathew Kierstad is ready to go and is developing an outline for the presentation.</li><li>○ Native plant restoration: Gail Laird was asked to give the presentation but declined because she is too busy right now. However, Gail did offer to help find someone else. Christine Vanderlan will also look into finding a presenter through Columbia Land Conservancy's contacts.</li></ul></li><li>• Extensive conversation was had regarding the need and importance of Committee members to record ALL of the time that they are putting into this project. It was made clear that these hours are an important part of the "in-kind" hours that are be accounted for as the Village's local match. It was also discussed that the Village Clerk's need to keep track of their time as part of the local match. The discussion also include some clarifications regarding the Village Clerk's office recoding and invoice submittals. There appears to be a gap in understanding invoices between the Clerk's office and that which Sally Baker is submitting. It was agreed that there would be benefit and value for the Clerk's Office and Sally Baker to meet with the Department of State. Barbara Segal agreed to organize and participate in the meeting. Larry Ostrander (not in attendance at this Committee meeting) will also be invited to attend.</li></ul>	

DISCUSSION	Review of Draft Brochure
<ul style="list-style-type: none"><li>• Rob Holzman shared a draft of a brochure he developed to share with the Community highlighting progress to date and announcing the workshops. Overall the Committee was pleased with the content. Various changes were revealed as discussion took place on the draft. As a result, the cover page will be changed to look more like the Open House poster developed, some new text was recommended and a few new pictures will added.</li><li>• Rob will make edits, then share the draft with the Committee via email.</li><li>• Sally Baker will look into printing of the brochure.</li></ul>	

DISCUSSION	Wrap Up
<ul style="list-style-type: none"><li>• At 11:15 the Committee agreed close the meeting and to carry over Agenda Items 4 to the next meeting.</li><li>• Next meeting: 9:00 AM-11:00 AM September 2.</li></ul>	