

Town of Waterloo Comprehensive Plan  
Steering Committee Meeting 3  
May 8, 2014

1. A motion was made by Bob Rodgers, seconded by Colby O'Brien to approve the minutes of the May 8<sup>th</sup> meeting. Passed unanimously.
2. All Committee members were present with the exceptions of Mike Smith, Carl Altameri and Tim Luce.
3. Diana Smith stated that the focus of this meeting was to recap the discussion of the last meeting regarding defining the quality of life in the community. A list of twelve items was put together by the opinions of the committee members. The MRB Group began conducting "focus group discussions" including Zoning Board of Appeals, Town Board and some staff. The goal is to get feedback from Committee in order to formulate a concise list to use as a baseline for the surveys that are going out to the Community. A discussion followed regarding input from different people who were interviewed by the MRB Group about quality of life and challenges in community.
4. A further discussion ensued regarding the process of getting the public to engage in direct communication – survey from public, which is directly focused on feedback and two (2) charrettes which are public workshops. Committee should look over the two lists and focus what is missing and are the thoughts representative of the community.
5. A general discussion followed by several members of the Committee commenting on the different quality of life and challenge points - people don't stay as long, new faces –bedroom community as a selling point – workforce in area dwindling – great education facilities – commuting cost to work - small farms leave area - good location. MRB Group stated that the committee take the lists and consolidate them, isolating key characteristics of the community that you wouldn't want to jeopardize.
6. A quick discussion about the survey and what the parameters might be so that work can begin on some sample survey questions to discuss at next meeting. A recommendation from the MRB Group on how surveys could be distributed

would be to mail them out to households within the Town and also use the web-site as a venue to collect information. Object is to ask meaningful questions and to make sure everyone has an opportunity to fill out survey and that the information will be kept confidential. One of the critical demographic pieces if you are going to use multiple venues for collecting the information is to ask for their address so that you don't get many responses from one address. MRB Group stated that based on the feed-back that comes back from the Committee, at the next meeting they can put together some sample questions to review; are there particular comments or input that you would want to make.

7. Jim Cleere will check on some available meeting dates in the beginning of June at the Firehouse. He will inform Committee members by e-mail. Motion made by Bob Rodger, seconded by Colby O'Brien to adjourn meeting.

8. Diana Smith welcomed everyone to the public portion of the meeting stating that the title of the power point presentation is Creating a New Town of Waterloo Community Plan - a process that looks at the past and the future. In attendance was Town Supervisor Gary Westfall, Town Board Member Mr. King and the Steering Committee (Carl Altemari, Tim Luce and Mike Smith were absent). The MRB Group is here to talk about the process itself and how the committee can get involved in the process and why that is so important. The power point presentation was discussed. Town Supervisor Gary Westfall thanked the Committee for all their involvement in this endeavor. Mr. Leland Henry of 93 Virginia Avenue, Waterloo addressed his concerns for the formation of the new Comprehensive Plan. There being no further questions or comments the public portion of the meeting was adjourned.

