

**Organizational Meeting of the Committee to Develop Strategic Plans Addressing Quality of  
Community**

**Town Clerk Records Room, Tracy Hall, Norwich, VT**

**(Wednesday, October 15, 2014, 8 pm - 9 pm)**

**Members present:** Stephen Flanders, Linda Cook, Susan Brink, Lee Michaelides, Craig Layne, Jennifer Wallace, Laura Duncan

**Members absent:** Jeff Goodrich

**Minutes Recorded** by Laura T. Duncan

1. Review of Agenda - No new items added to the agenda
2. Introductions - Round table introductions
3. Appointment of Chair - Jennifer Wallace volunteered to this position.
4. Appointment of Other Positions - Laura self-identified as Secretary, Craig volunteered as Vice Chair
5. Review of Vermont Open Meeting Law -
  - Provide advance notice - Nancy Kramer will help with this
  - Create and post agenda 48 hours prior to upcoming meeting
  - Conduct all business in open meeting
  - Allow Public comment
  - Vote by roll call when there is electronic participation
  - Take and post minutes
  - Respond to complaints of violation
  
  - Group email is intended to schedule a meeting, organize an agenda, Distributing information for later meeting
  
  - Agendas - Discussion ensued regarding alteration to the agenda. We agreed to add Public comments to future agendas.
  
  - Minutes must be made public within 5 days from meeting
  
  - Violations were reviewed

6. Review of Statement of Purpose - Read by Chair (Jennifer) Stephen gave history behind the development of this committee. Lee steered the committee to focus on the goal of the committee which Stephen clarified.
7. Establishment of meeting schedule - 1st and 3rd Wednesdays from 6-7pm  
Future meeting dates in 2014 - Nov. 5, Nov. 19, Dec. 3, Dec. 17
8. Identification of study materials
  - Input document: Trails Strategic Plan
  - Background document: Provisionally accepted piece of Strategic Plan regarding the Energy Committee
  - Town Plan
  - Other committee plans
  - Claremont Strategic Plan
  - Highway survey
  - Town survey monkey
  - Planning Commission survey
  - Landscape values charrette
  - Norwich Special Places - Sarah Reeves
9. Discussion of next agenda
  1. Review Agenda
  2. Public Comments
  3. Needs assessment - what is it
  4. Committee reports
  5. Discussion of Study Materials
  6. Public Outreach
  7. Set next agenda
  8. Adjournment
10. Adjournment